“It’s perfect for students who know what they are looking for in an education.”

“The student’s success is the first priority.”

“I’ve finally found a university that offers flexibility in class schedules and lets you design your degree to tailor what you want to study.”

“At Metro State, I feel my age and life experiences are respected by professors and students alike.”

“I chose Metro State because of the smaller class sizes, friendly community and staff and reasonable cost.”
Welcome

Welcome to Metropolitan State University, a member of the Minnesota State Colleges and Universities (MnSCU) system. Metropolitan State, a comprehensive public urban university, serves more than 11,500 people throughout the metropolitan area. The university provides flexible and affordable bachelor’s and graduate education at convenient locations in a richly diverse urban environment. Students at Metropolitan State range in age from 16 to 79, with an average age of 32. Nine out of 10 are working people, so Metropolitan State has an unparalleled understanding of the unique needs of students who are trying to fit education into the rest of their lives, that is, “where life and learning meet.” Metropolitan State’s graduates number more than 35,000. The university continues to build on its strengths as an innovative, comprehensive university that meets the higher education needs in the greater Twin Cities region. This issue of Registration Resources covers the terms fall 2015, spring 2016 and summer 2016. The next issue of Registration Resources will be published in summer 2016.

Spring/Summer–Fall 2016 Registration Timetable

Spring 2016 tuition payment deadline is Dec. 17.

Summer 2016 tuition payment deadline is April 18 for first and full-term session, and June 14 for the second summer session.

Fall 2016 tuition payment deadline is Aug. 1.

- Students are financially responsible for tuition and fees upon registration. Students who have not made prior arrangements to pay their tuition by the tuition payment deadline will be dropped from their courses. Invoices are not mailed. After the tuition payment deadline, payment is due at time of registration. Web registration must be accompanied by online payment.
- Students receiving third-party payment of fees are responsible for verifying that authorization has been received by the Accounts Receivable Office 651-793-1883 prior to the posted tuition payment deadline.
- Tuition can be paid in person with the Saint Paul Campus Financial Management Office. Online tuition payment by credit card or bank account can be made anytime; click on eServices on the university homepage, log in, click on bills and payment and then click on make a payment. Payment via U.S. Mail can be made with check or money order. Mailed payments must be received by the payment deadline.
- A payment plan is online at: www.metrostate.edu/msweb/pathway/tuition/payment_options/facts.html.

All registrations must occur at or after the registration start time.

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Check the Web at www.metrostate.edu for the most current information
Student Information

New Student Orientation

Metropolitan State University provides a required online orientation program for newly admitted students. This orientation session must be completed prior to course registration. Additionally, all students are encouraged to attend the on-campus group advising and registration session.

During online orientation, students are introduced to academic and students services and programs. The orientation session helps students understand their role and responsibilities as part of a vibrant community of learners and provides information about Metropolitan State's many involvement opportunities. Online orientation consists of six different modules for you to complete (Get Connected, Pay for College, Ensure your Success, Plan Your Program, Register and the Quiz). After you complete online orientation, you must take a comprehensive quiz on the content in the modules. After the quiz you need to take a survey to get credit for completing the online orientation. Online orientation does not need to be completed in one session; you can start and stop and revisit the site at your convenience. It may take up to three business days to verify the successful completion of online new student orientation. You then receive a notification to your metrostate.edu e-mail account confirming your completion. Once you receive the notification you are allowed to register for your courses.

What is the on-campus group advising and registration session? At this session, you can expect to receive: in depth program information, group advising, open course registration, opportunities to meet staff and faculty, information about student support services and the opportunity to get your student ID and tour the campus.

On-campus open advising and registration sessions are hosted on the Saint Paul Campus and typically last about three hours. This session is encouraged for all students and required for all students admitted with fewer than 16 semester credits and those admitted on academic warning.

Check the Web at www.metrostate.edu for the most current information

Placement Assessment

All incoming freshmen students having no college credit are required to complete the placement tests that include basic measures of reading, writing and mathematics. As soon as students receive their acceptance letter from the Admissions Office, they should e-mail the Placement Assessment Office at placement.assessment@metrostate.edu or call 651-793-1538 to make an appointment and complete the required tests as early as possible.

All other new students, including transfer students, are evaluated through the degree auditing process to determine whether exemption should be granted. Students should wait until they get the Degree Auditing Reports (DARS) to see their placement assessment status.

If you are required to take any of the above placement tests, a hold is put on your record, meaning you cannot register for any class. Therefore, as soon as you know that you are required to take one or more of the above tests, you should contact the Placement Assessment Office at placement.assessment@metrostate.edu or call 651-793-1538 to make an appointment and complete the required tests as early as possible.

If you decide to appeal your placement assessment, you should first review the Exemption Criteria to determine which exemption category you can use for your appeal.

You need to contact Placement Assessment if you are granted an exemption based on the criterion that you completed Accuplacer tests within the past three years in another Minnesota State Colleges and Universities (MnSCU) institution. We need to provide the course placement to you based on Metropolitan State's curriculum and remove the registration hold on your record.

We also acknowledge your progress if you have followed the course placement in another MnSCU institution when your scores are more than three years old. In this situation, you should contact us directly. This is handled on an individual basis. For appeals, exemptions and course placement questions, call 651-793-1464 or 651-793-1537, or you may e-mail baorong.li@metrostate.edu or nadine.mercil@metrostate.edu.

Placement results provide important insights into students’ current skill levels in mathematics, reading and writing. Students and their advisors use the information to select or recommend those courses most suited to students’ academic needs. Placement results are also used to meet the prerequisites for specific courses and/or the university's general education competency requirements in Writing I and/or college algebra level mathematics. The placement assessment requirement also helps ensure faculty provide high-quality teaching to all students.

METR 101 Your Academic Journey

The METR 101 Your Academic Journey course is required for all students who enter the university with fewer than 16 semester credits. Students with fewer than 30 semester credits, or students who have been away from college for some time, are also strongly encouraged to enroll.

For more information, including how to register for an online orientation session, visit http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1.

METR 101 Your Academic Journey

The METR 101 Your Academic Journey course is required for all students who enter the university with fewer than 16 semester credits. Students with fewer than 30 semester credits, or students who have been away from college for some time, are also strongly encouraged to enroll.

For more information, including how to register for an online orientation session, visit http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1.
Language Proficiency Testing

A new student whose native language is not English and who is not fluent in English should take the language proficiency tests. Students can take these tests at a MnSCU college of their choice. Contact information is available on the page of MnSCU & Hubbs Services. After testing, students should contact us for placement advice and registration hold removal. You may call 651-793-1464 or e-mail baorong.li@metrostate.edu.

Student ID Card

Students should obtain their Metropolitan State University identification cards as soon as possible. An activated card is required to check out library materials as well as to access online databases and other library services, including interlibrary loans. It is also used to access the parking ramp in Saint Paul and Minneapolis.

Student ID cards can be obtained during regular library hours at the Circulation Desk on the second floor of the Library and Learning Center on the Saint Paul Campus or at the Undergraduate Admissions office, Founders Hall, First Floor, during business hours. You must present a driver’s license or similar government-issued photo ID. Staff will take your photograph when you apply for your student ID and will issue your student ID card immediately. Student ID cards are automatically reactivated each semester for any student enrolled in at least one class. There is no fee for obtaining the first copy of a student ID card. There is a small replacement fee if the card is lost.

Information about student ID card procedures can also be found at www.metrostate.edu/library. Look under “Frequently Asked Questions,” and follow the link. Direct any questions to the library’s Circulation Desk, 651-793-1616, or e-mail library.services@metrostate.edu.

StarID

A StarID account lets you register for open public courses at any college and university within the Minnesota State Colleges and Universities system (MnSCU). Your StarID is used to register for classes, check your grades, pay bills and many more features throughout your lifecycle as a student at Metropolitan State. New students immediately receive a StarID at the time they complete the online application: https://webproc.mnscu.edu/admissions/welcome.do;jsessionid=63C5278C6BFC9A1A243DEC06F49BB773?campusId=system.

Registration Information

Web Registration Instructions

Register online via Student e-Services. To access Student e-Services, use any Internet browser. Go to www.metrostate.edu; select “eServices” on the ribbon at the top of the page.

• Login: Enter your eight-digit StarID and password where indicated and click the Login button. The StarID is a username with the goal of replacing your many login IDs with one ID, one password, everywhere. If you need assistance with your Star ID, access the self-help system located at https://starid.mnscu.edu/ and click the StarID Self Service link.

• Home: Welcome to Metropolitan State University e-Services.
• View/Change User Name/Password: Click on Account Management and follow prompts as indicated.
• View/Change Address: Click on Account Management and follow prompts as indicated.
• Register for Classes: Click on Courses and Registration; select Find a Course; enter criteria and add course to wish list. This does not hold a seat in the course. Check desired courses and click Register for Checked Courses; view course specifics; if correct, click Register for These Courses. Enter your password and register. Registration results will be displayed.
• View/Modify Class Schedule: Under Courses and Registration, select view/modify Class Schedule. Click on Course ID link in the first column to drop/change a class. Select a function from the drop-down list and process.
• Check Registration Window/Holds/Log: Under Courses and Registration, select desired option.

Wait-list

The wait-list is a Class Schedule function that allows students to place themselves on a waiting list for some classes once the class has reached its capacity. Important things to remember for the wait-list:

• Placing oneself on a wait-list does not guarantee a spot in the course.
• Not all courses have a wait-list available; some courses may never offer wait-listing.
• Frequently Asked Questions are located in Ask Us.
• The Wait-list shut-off date is at 12:01 a.m. on the Wednesday prior to the start of any given term.
• No petitions/overrides for full wait-listed courses are processed until the wait-list is shut off.

Registration Holds

Questions regarding registration holds can be directed to the Gateway Student Services Center at 651-793-1300.

Course Cancellations

Metropolitan State University reserves the right to cancel any course. For example, a course which does not meet minimum enrollment requirements may be canceled. Last-minute unavailability of an instructor or scheduled classroom location due to illness or disaster may also be cause to cancel a course. In case of a cancellation, Metropolitan State University notifies registered students and processes full refunds of any monies paid. Cancellations and other schedule changes occur daily. Check the Class Schedule on the Web at www.metrostate.edu for the most up-to-date information.

Registration Changes

All registration changes should be completed online through your student e-Services. The Gateway Student Services Center staff is available to answer your questions but is not able to process registration changes. Note: Parents, spouses, relatives and friends are not permitted to request registration changes for students without the signed written permission of the student. The Release of Authorization can be found under Forms under Gateway on the Web site.

Note that student e-Services is available for registration changes until the end of the first week of the term. This and other
important dates are listed on the Academic/Events Calendar online at www.metrostate.edu/events. Changes after the first week typically require special permission and/or assistance.

For registration changes that require departmental approval, contact the department chair by e-mail. A list of departmental contacts can be found online Academic List and on page 25 in this publication.

Adding Courses

To add most courses after the term’s first week and prior to the start of the second class meeting, students need no special permission but must contact the Gateway Student Services Center for registration assistance. Courses with a mandatory first class attendance may not be added after the first class, unless approved by the instructor. In all cases listed below, the approving authority needs to submit an override request to the Registrar’s Office.

Students are notified via their university e-mail account within one or two business days once the approval has been processed and are asked to register for the course online.

- Add an open course (one that has open seats) after the mandatory first class meeting; prior to the second class; students need written permission from the instructor.
- Add an open course (one that has open seats) after the second class meeting; students need written permission from the instructor.
- Add a closed course (no open seats) if no seats are open prior to the second class meeting; students need written permission from the instructor and department chair/curriculum coordinator.
- Change sections of a course; students need written permission from the instructor and department chair/curriculum coordinator. There is no charge for changing sections of the same course.
- Enroll for more than 16 credits per term; students need written permission from their advisor.

Grades and Grading Options

The general deadline for faculty to submit grades is three business days from the last day of the term.

At registration time and through the end of the first week of the term, students may choose or change their grading option to either graded (A,B,C,D,F) or pass/no credit (S/NC) through student e-Services. The default grading method is graded (A,B,C,D,F).

- For full-term courses, students must submit a written request to the instructor for a change in grading method by the second class meeting.
- For Faculty-designed Independent Study (FDIS) courses, students must submit a written request to the instructor for a change in grading method before the first major assessment.

A student who completes a substantial amount of the required course work (as determined by the instructor) may request the instructor assign an incomplete (“I” grade). Instructors are not required to give incompletes. If the student does not complete the required work within the following semester, the “I” automatically converts to an “F” or “NC” depending upon the grading method.

Student grades are available by accessing the Student e-Services. Students can request a printed grade report from the Gateway Student Services Center; however, staff members are not permitted to provide grades over the phone.

Auditing a Class

Students who wish to audit or attend a course without earning credit must be registered for the course, and pay full tuition and fees. Courses taken for audit are not eligible for financial aid and do not count toward full-time status. Students who are receiving financial aid will be billed if courses taken for credit are later changed to audit status and their enrollment status falls below the minimum requirements for financial aid.

The level of participation in an audited course is determined by the instructor.

Students must change the grading method from “Normal” to “AU” after registering by selecting “View/Modify Class Schedule” and clicking on the pencil icon in front of the Course ID # and selecting “AU” as the grading method for the course. This change must be made before the end of the first week of the semester.

Students may not later receive credit for a course that has been audited except by re-enrollment for credit and successful completion of the same course in a subsequent semester.

An entry of “AU” (Audit) as a grade is made on a student’s permanent academic record when a course is audited.

Online/Web-enhanced Course Sites Open to Students the Day Classes Begin

If your course is an online course (ASYN) or blended/hybrid (BLHY) course that meets some weeks online and some weeks on the Internet, the Web site becomes available the day classes begin. These are in the Learning Management System (D2L). Visit http://www.metrostate.edu/msweb/explore/col/students/course_access.html for step-by-step instructions for accessing course Web sites. Click on the right toolbar Student Resources for other up-to-date news and information.

- Fall semester course site becomes available on Aug. 23. Activate your student account by Aug. 22 at the latest to be able to access your course site(s) on Aug. 23; D2L enrollments occur overnight.
- Spring semester course site becomes available on Jan. 12. Activate your student account by Jan. 11 at the latest to be able to access your course site(s) on Jan 12; D2L enrollments occur overnight.
- Summer semester course site becomes available on May 9. Activate your student account by May 8 at the latest to be able to access your course site(s) on May 9; D2L enrollments occur overnight.

Dropping Courses

Students are responsible for dropping courses.

Students may drop courses with a refund prior to the drop deadline for the corresponding term. See page two for specific drop deadline dates, or view the Academic/Events Calendar online at www.metrostate.edu/events.

- Students have until the end of the fourth week to drop a Faculty-designed Independent Study (FDIS) with a refund.
- Theory Seminars must be dropped within a day of the first class meeting.
Dropping courses via the Student e-Services within the refund period generate a credit to the student account.

- Students who want to drop a FDIS or theory seminar with a refund after the refund period must contact the Gateway Student Services Center.

Courses dropped within the refund period of the term do not appear on the student's transcript.

**Drop for Nonattendance/Nonparticipation**

Students are dropped for nonattendance or nonparticipation after either the first two class sessions or after the second week of the term.

- Students are ultimately responsible for dropping courses if they no longer plan to attend/participate.

Students who have been dropped for nonattendance or nonparticipation and wish to reenroll in courses must refer to the Adding Courses section of this publication.

**Withdrawing from a Course**

After the drop deadline, students may withdraw from course(s).

- Log in to e-Services, view/modify class schedule. The last day to withdraw from a course is listed on the Class Schedule under Drop/Withdraw Dates.

**Withdrawing from all Registered Courses within a Semester**

Admitted, degree-seeking students who officially withdraw from all university courses during any given semester beyond the drop deadline may be eligible for a partial refund of tuition. For more information or to see if you are eligible for a partial refund call the Gateway Student Services Center at 651-793-1300 or by e-mail at gateway@metrostate.edu. Information can also be found at http://www.mnsu.edu/board/policy/512.html.

**Repeating Courses**

- Students may, without permission, repeat Metropolitan State courses at Metropolitan State in which they received grades of “D,” “F” or “NC.” The course must be repeated using the same grading method as the initial enrollment in the course. If learning is repeated only once, the higher grade is used in the grade point average (GPA) calculation. If the learning is repeated more than once, the GPA calculation includes all subsequent attempts. Only one repeat attempt can be excluded from the GPA calculation.

- Students may not repeat courses in which they received a grade of “C-” or better and have the course exempted from the GPA calculation without the permission of the dean of the college through which the course is offered. Unless properly signed, the Registrar’s Office will not process repeat forms for students who have a parent or legal guardian residing in Minnesota on the date the students apply.

- Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.

- Persons who moved to the state for employment purposes and, before moving and before applying for admission to a postsecondary institution, accepted a full-time job in the state, or students who are spouses or dependents of such persons.

Individuals from foreign countries who are eligible to remain in the United States on a permanent basis and meet the above requirements are considered Minnesota residents. A document attesting to an immigrant status of the student is required as evidence.

Residency must not be primarily for the purpose of attending a college or university.

For more information visit Residency and Reciprocity.

**Reciprocity**

Wisconsin, North Dakota and South Dakota residents who attend Metropolitan State University under a reciprocity agreement must file appropriate forms with their respective home state.

- Wisconsin reciprocity forms are available at HEAB Web site.

- North Dakota reciprocity forms can be found at Minnesota’s Office of Higher Education Web site, and South Dakota reciprocity forms are at SouthDakotaMinnesotaReciprocity.

The university must receive official approval of reciprocity before the student is eligible for reciprocity tuition rates. A student is assessed the nonresident tuition rate prior to reciprocity approval.

**Course Completion Deadlines**

All course work for learning activities must be completed according to the following schedule:

- All courses—Students must meet all deadlines set by course instructors.

- Faculty-designed Independent Study courses—Students must complete all course work by the end of the term.

- Student-designed Independent Study courses—Students have 140 days to complete all course work from the date of registration or the start of the term (whichever is later).

- Internships—Students have six months to complete internships from the date of registration or the start of the term (whichever is later).

- Prior Learning Assessment (PLA)—Students have 90 days to complete a PLA from the date of registration or the start of the term (whichever is later).

- Theory Seminars—Students must meet all deadlines set by course instructors.

For all of the above, the instructor must enter a grade of “I” if not finished by the end of the semester/term.

**Registration Appeals**

Students are responsible for knowing and adhering to all Metropolitan State University policies and procedures. However, in some cases, students who have experienced extenuating
circumstances beyond their control or have experienced an administrative situation that prevented them from successfully completing a course may petition the Registration Appeals Committee for a retroactive drop or withdrawal.

- Visit Registration Appeal to access the Registration Appeal form and instructions.
- All Registration Appeals are reviewed by the Registration Appeals Committee. Their decision is final.
- Students receiving financial aid should also contact the Gateway Student Services to determine the impact of their request on their financial aid. There is a signature block on the appeal form for a financial aid representative to sign. The Registration Appeals Committee will not process appeals for students with financial aid unless their form is signed by a Metropolitan State financial aid representative.

### Registration at Other Institutions

Students interested in enrolling in courses at another institution while taking courses at Metropolitan State University should consult their advisor or contact the Gateway Student Services Center for specific procedures at 651-793-1300.

### Tuition and Fees

Students are ultimately responsible for all tuition and fees connected with their registration. Students who have not paid their tuition and have not made arrangements (such as receiving financial aid) to pay their tuition by the tuition payment deadline are administratively dropped from their courses.

Accounts for students who have made partial payment but who have remaining balances at the end of the term are turned over to the Minnesota Department of Revenue for collection.

Students are responsible for paying their tuition and fees in full by the tuition payment deadline. Invoices are no longer sent to students through the mail. Students should access their Student e-Services (SeS) account on the Web. If classes are added after the tuition payment deadline, payment must be received the same day. Students who do not pay by midnight of the day they register are dropped the following day.

A student’s tuition obligation for a term is based upon the number and type of credits for which a student is enrolled.

### Tuition and Fees 2015–2016

**Note: All tuition and fees are subject to change. Courses may be audited. Students are charged tuition and fees for audited courses.**

#### Resident Tuition (per credit)*
- Undergraduate: $218.78
- Graduate: $359.24
- Doctoral (Nursing): $889.24
- Doctoral (DBA): $924.77

#### Nonresident Tuition (per credit)*
- Undergraduate: $465.97
- Graduate: $515.08

#### Special Courses Tuition (per credit)
- Online Undergraduate**: $292.05
- Online Graduate**: $472.48
- Nursing Undergraduate Resident and Nonresident: $286.02

### Other Fees

- Activity Fee (up to 16 credits): $4 per credit
- Student Center Fee (up to 16 credits): $8.50 per credit
- Computer Fee (up to 16 credits): $4 per credit
- MSUSA Fee: $0.43 per credit
- Parking Ramp Fee: $12 per credit
- Student Health Services Fee: $2.50 per credit

### Notes:

**Audited courses are charged standard tuition and fee rates.

**Tuition rate includes $5 online course fee.

***Minnesota residents 62 years of age or older may register for courses on a space-available basis upon payment of this per credit fee in lieu of standard tuition. Independent studies, theory seminars, internships and priors are not available at the special rate. This per credit fee will be waived for seniors auditing courses (taking the course for no credit or grade). Contact records.registration@metrostate.edu if you are auditing and would like the fee waived.

### Tuition Payment

Students should access their Student e-Services account on the Web. Invoices are no longer sent to students through the mail. Tuition and fees may be paid in the following ways:

- **In Person.** Payment to the Metropolitan State cashier may be made by cash, check, money order, Visa or MasterCard. The Cashier’s Office is located in Room 327, Founders Hall, on the Saint Paul Campus. Checks should be made payable to Metropolitan State University.

- **Paying through Student e-Services (SeS).** Online payment is available through the SeS system at www.metrostate.edu. Click on eServices on the university homepage, log in, click on Bills and Payment and then click on Make a Payment.

- **Payment Plan.** Arrange up to four payments through Nelnet.
Business Solutions using your bank account or credit card. An enrollment fee and, if you choose the credit card option, a convenience fee applies. Connect to www.metrostate.edu/msweb/pathway/tuition/payment_options/facts.html for additional details. You must have your student ID and Password to access the payment plan site.

- **Financial Aid.** If the university has not received a completed FAFSA by the tuition due date, you must make alternative arrangements to pay tuition and fees by the tuition due date.

- **Third party funding.** If your tuition is paid in part or in full by an outside source, make sure the proper forms (authorizations, purchase orders and so forth) are on file with Financial Management by the tuition due date. Outside sources include employers, government units who fund educational programs and foreign governments who sponsor international students.

  E-mail financial.management@metrostate.edu well in advance of the tuition due date if you have questions about your particular situation.

- **U.S. Mail.** Payment must be received by the payment deadline. Do not mail cash. Mail your check or money order to Metropolitan State University, Cashier’s Office, 700 East Seventh Street, Saint Paul, MN 55106.

  Note: Write your student ID number on your check.

Account information is online. Account balances reflect all activity on your student account to date. This includes charges, payments and financial aid which has been awarded and disbursed.

Be sure the university has your current address information. Current students can view address information online via Student e-Services by selecting the Student tab, then Account Maintenance (edit to view information). Receipts are mailed upon request.

It is the student’s responsibility to make financing arrangements well in advance of the tuition payment deadline. In the event of a sudden change in financial circumstances, e-mail financial.management@metrostate.edu or call 651-793-1881 for help in identifying options.

**Online access to your Student e-Services account.**
2. Click on e-Services.
3. Enter your student ID and password and log in.
4. Click on Bills and Payment.
5. Click on Balance Due by Term, or Full Account Detail for more information.
6. In the upper right corner, click Logout when done.

**Failure to Pay Financial Obligations**

If a student fails to meet financial obligations, the student is not eligible to register for future semesters. Degrees, official transcripts and certifications may be withheld until all financial obligations are satisfied.

**Debt Collection**

The university uses the Minnesota Revenue Recapture Act and/or a collection agency as a means of collecting outstanding obligations. Accounts that are 120 days past due are referred for collection to the Minnesota Department of Revenue (MnDOR) or National Credit Management (NCM). A collection fee of 25 percent is added by MnDOR to all accounts referred for collection. NCM will add a 30 percent fee. This is allowable under Minnesota Statute, section 6D.07 and 16D.11.

**Disbursement/Higher One**

All registered students received a Higher One card and personal activation code in a welcome packet in the mail. Do not throw the card away. All students need to activate their refund preference using the card or activation code. Students can choose that funds be directly deposited to their personal checking or savings account, sent by check, or issued to the card/OneAccount. Students will receive an e-mail anytime funds are deposited to their account, and they can also opt for text message alerts as well.

For instructions on how to activate a refund preference and also to review Frequently Asked Questions, refer to Ask Us.

**Financial Aid**

**Application for Financial Aid:** Financial aid is available to assist eligible students who are fully admitted to a degree or certificate program. To apply, students must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Metropolitan State University’s federal school code is 010374.

**Priority Receipt Dates:** The FAFSA should be received by the Financial Aid Office by the following dates:
- For spring 2017—Nov. 1, 2016;
- For fall 2016—April 1, 2016;
- For summer 2016—April 1, 2016;
- For fall 2016—May 1, 2016;
- For spring 2017—Nov. 1, 2016.

**Adjustments and Return of Funds:** If you withdraw from or fail to complete some or all registered courses the Financial Aid Office may need to return any “unearned” portion of the financial aid disbursed to you. Funds to be returned are deducted from your student account. You are responsible for repaying any amount due created by a return of financial aid funds. For more information about the Return of Title IV Funds policy, go to www.metrostate.edu/financial-aid.

**Financial Aid Eligibility:** In order to remain eligible for financial aid, you must establish and maintain a cumulative GPA of 2.0 (3.0 if a graduate student) and successfully complete 67 percent of all credits attempted at Metropolitan State (including transfer credits). Students are eligible to receive financial aid for no more than 150 percent of the number of credits required for degree completion (includes all transfer credits). For more information, see the terms and conditions page at www.metrostate.edu/financial-aid.

**Alternative Learning Strategies**

Metropolitan State encourages students to learn in a variety of ways, and to seek alternatives to traditional classroom learning and evaluation to meet their learning needs and goals, including the following options.

**Internships:** Students can develop innovative and flexible academic internships to fulfill their personal or professional goals. Internships offer students the chance to earn credit through
hands-on learning at a variety of sites—in- and out-of-state. Students complete and submit an academic internship agreement form that is approved by a faculty liaison and processed by the academic internship coordinator in order to be registered. Visit the Institute for Community Engagement and Scholarship Web site for more information or assistance www.metrostate.edu/ices.

**Student-directed Learning:** Students learn in many ways and in a variety of settings outside the traditional classroom. The university recognizes and encourages such lifelong learning pursuits. Student-directed learning can become incorporated into your program through prior learning, theory seminars and/or student-designed independent study.

**Prior Learning:** The Prior Learning Assessment (PLA) process is used to evaluate what students have learned in their lives, work and through independent study, typically outside the classroom, as legitimate learning for university credit. The process includes clearly defining what has been learned and having that learning evaluated by a trained faculty evaluator. The student prepares a proposal to have the learning outcomes and competence assessed, obtains faculty approval for registration, and then provides evidence of learning through evaluation methods appropriate for the subject and competence.

**Theory Seminars:** Theory seminars are designed specifically for students with extensive experience and practical knowledge in a subject, who want to ground their learning with additional academic context and the theory and principles of the subject. Seminars are also appropriate for students who have strong practical knowledge but not enough theoretical learning to consider a PLA. Seminars require a diagnostic “placement” assessment to help the student self-assess whether the seminar is the appropriate format, and may also require instructor approval to register. Seminars may be an alternative to a regular course, or may cover specialized subjects or survey themes. Seminars, listed in the Class Schedule, are typically scheduled to meet two to four times, with independent work between seminar sessions.

**Student-designed Independent Study (SDIS):** Independent study allows students an opportunity to build learning skills indispensable to the workplace and to personal, lifelong development. SDIS allows students to pursue an interest or project with the help of a faculty member who serves as a guide and evaluates the learning for credit. The SDIS project can involve a variety of learning methods, such as community- or professionally-based training, experiential learning and/or independent research. The student develops an independent study proposal, seeks approval to work with a faculty member, completes the study plan and provides evidence of learning outcomes and competence to the faculty evaluator. For more information, see the Creative Learning Strategies section of the Web site and consider the one-credit course METR 100: Getting Credit for What You Know. Registration proposal forms may be found online at www.metrostate.edu/msweb/pathway/registration/forms.cfm.

**Other Alternative Learning Opportunities**

Faculty members teach using a variety of methods, so as to provide multiple ways for students to learn. The following options are designed by faculty and listed in the Class Schedule. Some parallel classroom courses are offered in an alternative format; some cover specialized subjects.

**Online Internet Courses:** Internet-based courses offer students a flexible learning environment that is balanced with structured assignments and due dates, and frequent online contact with instructors and fellow students. Most online courses at Metropolitan State are designed so that students can work asynchronously (ASYN), (different times/different places), at their convenience. Students taking online courses should have easy access to the Internet, be comfortable browsing the Internet and have basic word processing and file management skills.

**“Blended/Hybrid” Courses:** Blended/Hybrid (BLHY) courses combine some classroom time and participation with other work and participation conducted on an online-learning Web site. This format has the advantage of including both classroom interaction with other students and the instructor and the structure of a regularly-scheduled meeting, along with the flexibility of online learning.

**Faculty-designed Independent Study (FDIS):** Faculty-designed independent studies are designed by faculty to be learned by students independently: reading materials and doing assignments by following the instructor’s outline. Communication with the instructor may be via postal mail, e-mail, an online learning platform or a combination; there are typically no class sessions. FDIS offerings may parallel a classroom course, or be a unique or specialized subject not offered in a classroom-based format.


### Program Information

**College of Arts and Sciences**

The College of Arts and Sciences (CAS) offers the following:

**Undergraduate Programs**

- **Majors:** applied mathematics; mathematics teaching; biology; life sciences teaching; chemistry; chemistry teaching; environmental science; computer science; computer information technology; computer forensics; English; creative writing; screenwriting; English teaching; ethnic studies; gender studies; history; liberal arts; philosophy; social science (with tracks in global studies, anthropology, political science, and sociology); social studies teaching; studio arts; theater; professional communication; technical communication and professional writing.

- **Minors:** anthropology; applied mathematics; applied statistics; biology; computer forensics; chemistry; creative writing; design of user experience; English; environmental communication; ethnic studies; experimental intermedia arts; gender studies; history; humanities; interpersonal communication; media literacy; organizational
communication; political science; physics; public relations; ethics; religious studies; research and information studies; sociology; studio arts; and theater.

Information on these majors and minors is available online ("undergraduate programs" in the right margin of the www.metrostate.edu Web site, and then choose the program of interest). New students are required to attend New Student Orientation (NSO) either on campus or online. At NSO they will learn about university services and academic policies as well as information about pursuing and declaring CAS majors.

Students attending campus orientations are also able to discuss their registrations with CAS academic and faculty advisors. Students can also contact the CAS Advising Center at 651-793-1457 for a referral to a department chair or advisor working with students in the area(s) of interest.

- **Graduate programs:**
  - The master of science in computer science: For information, contact Dr. Michael Stein, michael.stein@metrostate.edu or 651-793-1476.
  - The master of arts in liberal studies: For information, contact Dr. Lawrence Moe, lawrence.moe@metrostate.edu or 651-793-1429.
  - The master of science in technical communication: For information, contact Dr. Craig Hansen, craig.hansen@metrostate.edu or 651-999-5957.

**College of Individualized Studies/Individualized Degree**

Students who are interested in learning more about planning individualized degrees through the College of Individualized Studies are asked to attend the last hour of any New Student Orientation listed in this Registration Resources, or to call the College of Individualized Studies at 651-793-1782 and request the general information packet. Other students interested in transferring from another program, or who have taken the course Perspectives: Educational Philosophy and Planning, but need additional assistance with degree planning, are asked to call the College of Individualized Studies Advising Center at 651-793-1783.

**College of Health, Community and Professional Studies**

The College of Health, Community and Professional Studies (CHCPS) houses the School of Nursing, Dental Hygiene, Human Services, Psychology and Social Work departments. It also houses the university-wide Prison Education Program and the Early Childhood Assessment Program. The college also sponsors continuing professional education programs for professionals in a variety of mental health, community and social services areas. Visit CHCPS for general information.

The College of Health, Community and Professional Studies offers several undergraduate major programs throughout the college, in addition to those offered through the School of Nursing:
- alcohol and drug counseling (BS)
- early childhood studies (BAS)
- human services (BS)
- human services (BHS)

- Focus areas: corrections, disability studies, family studies, gerontology, human service administration, training and adult development, and violence prevention and intervention
- psychology (BA) visit www.metrostate.edu/msweb/explore/chcps/departments/psych/index.html
- social work (BSW)

The College of Health, Community and Professional Studies also offers minors in child psychology, disability studies, educational psychology, English as second language education, family studies, gerontology, human services administration, industrial and organizational psychology, mental health and psychology, psychology minor for law enforcement major, training and adult development and violence prevention and intervention.

Graduate programs and certificates offered in the College of Health, Community and Professional Studies include:
- those in the School of Nursing
- alcohol and drug counseling (MS)
- psychology (MA), visit Psychology
- dental hygiene postbaccalaureate program and BS, visit Dental Hygiene Postbaccalaureate Program and BS
- Master of Science in advanced dental therapy, visit RN-BSN Program

Information on academic programs in CHCPS can be found at the Metropolitan State University Web site Online Catalog. For specific information or referral to an academic advisor, call the CHCPS Advising Center at 651-793-1341 or consult with faculty advisors in the department of interest.

Information on how to declare a major or minor in CHCPS can be found at http://www.metrostate.edu/applications/drep/files/ProgramDeclarationFormCHCPS.pdf.

**CHCPS Advising Center**
651-793-1341—Saint Paul Campus

**Human Services Department**
651-793-1342—Saint Paul Campus

**Psychology Department**
651-999-5821—Midway Center

**Social Work Department**
651-793-1338—Saint Paul Campus

More information about CHCPS departments can be found at www.metrostate.edu/msweb/explore/chcps/departments.

**School of Nursing**

The School of Nursing (SON), housed in the College of Health, Community and Professional Studies, offers baccalaureate and master's degrees in nursing and dental hygiene as well as a doctorate in nursing practice. The following Web sites offer program information meeting details.

- Registered nurse to baccalaureate of science in nursing visit RN-BSN Program
- Postbaccalaureate entry-level master of science in nursing (ELMSN) program, visit ELMSN Program
- Master of Science in Nursing (MSN) program, visit Master of Science in Nursing Program
• Doctor of Nursing Practice (DNP) program, visit Doctor of Nursing Practice. For additional SON program information, visit CHGPS and School of Nursing.

College of Management
The College of Management (COM) offers the following:

Undergraduate Programs
• Bachelor of science (BS) degrees with majors in accounting, business administration, economics, finance, human resource management, international business, management, management information systems and marketing; supply chain and operations management.
• Online programs: majors in business administration, finance, human resource management, international business, management, marketing and organizational administration can be done completely online.
• Bachelor of applied science (BAS) degrees for students with articulated associate of applied science (AAS) degrees;
• Minors in advertising, business administration (not for COM majors), economics, entrepreneurship, human resource management, management information systems, international business, project management and risk management.

Students interested in majors offered by COM are required to complete both the new student orientation (NSO) and program information meeting (PIM). Students may complete the NSO and PIM either online or on campus in person. Students learn about COM undergraduate requirements, transfer policies, declaring a major and courses required for their major.

Additional information for new COM undergraduate students can be found on the Web site at COM Advising.

Graduate Programs
• Applied doctorate in business administration (DBA)
• Master’s degrees in business administration (MBA), public and nonprofit administration (MPNA), public administration (MPNA), nonprofit leadership and management (NLM), advocacy and political leadership (MAPL) and management information systems (MMIS)
• Graduate certificates include MIS generalist, systems analysis and design, information assurance (security), strategic database administration, healthcare IT management, project management and Arts and Cultural Heritage Management.

All COM graduate programs are available online, on campus or a combination of the two. Information sessions for the COM graduate programs take place quarterly. For specific session dates, call the COM Graduate Program Office at 612-659-7290. For more information about COM graduate programs and resources, go to COM Graduate Programs.

For additional information about all COM programs, go to the College of Management Web site.

School of Law Enforcement and Criminal Justice
The School of Law Enforcement and Criminal Justice (SLC) offers the following programs:
• BS degree and certificate in law enforcement, designed to prepare students for careers in the law enforcement profession;
• BA degree and minor in criminal justice for students interested in criminal justice careers;
• MS in criminal justice;
• Online major completion for licensed peace officers.

Following admission to Metropolitan State and completion of New Student Orientation, law enforcement and criminal justice premajors must sign up and attend the Law Enforcement and Criminal Justice Premajor Advising Workshop (PAW). Students must call 763-657-3749 to register as space is limited. Students must sign up at least one week prior to the workshop date.

All workshops take place at the Law Enforcement and Criminal Justice Education Center located at 9110 Brooklyn Boulevard, Brooklyn Park. For a current PAW schedule, visit http://www.metrostate.edu/msweb/explore/sic/advising/paw.html.

All dates are subject to change; check the Web site for changes.

School of Urban Education
The School of Urban Education (UED) houses the university’s urban teacher education programs.
• Education:
  – Urban early childhood education (BS and Birth to Grade 3 Licensure).
  – Urban elementary education (BS, Pre–K to Grade 6 Licensure).
  – Urban secondary for Grades 5–12 Licensure: BS majors in English teaching, life science teaching, mathematics teaching, or social studies teaching in collaboration with the College of Arts and Sciences.
• Urban secondary education teacher preparation graduate certificate (GCert).
• Master of Science in urban education.

651-999-5920—Midway Center
http://www.metrostate.edu/msweb/explore/ued/

Bookstore

The bookstore is on the first floor of the Library and Learning Center at the Saint Paul Campus. Personal local checks are accepted for the amount of the purchase with proper photo identification. Third party checks, starter checks and checks prewritten for a second party use are not accepted.

Have course codes ready when you arrive or call the bookstore. Texts are arranged alpha-numerically by the subject, number and section (such as ACCT 310-02). Do not use the registration codes (000198). Different sections use different texts, so be sure to have all three parts to your course codes.

Bookstore Return Policy
Save yourself money—save your original receipt.
• Nontextbook items in resalable condition may be returned for a full refund or exchanged with the original receipt.
• Photo student ID is required.
• Textbooks in resalable condition may be returned for a full refund with receipt within 10 calendar days from the start of the class for which the books were purchased or within three calendar days of purchase thereafter, including summer term.
• Textbooks purchased during the last week of classes or during exams may be sold back under the textbook buyback policy.
• Computer software/electronics in resalable condition may be returned for a full refund if it is unopened and shrink-wrapped with the original receipt.
• Upon proof of a dropped course, textbooks in resalable condition may be returned for a full refund up to the end of the official drop/add period.
• Always have the original sales receipt available and student ID/driver's license.
• Make sure new books have not been written in or underlined/highlighted.
• Make sure shrink-wrapped “sets” are returned with all of the enclosures and packaging. (Be careful before opening shrink-wrapped sets; many contain electronic media and are returnable only if defective.)
• Online Efollett orders: your packing slip is your receipt. You need your packing slip with the barcode and your credit card for a refund.

Used book buying prices are always available if your return is outside of these guidelines.

Textbook “buybacks” are based on the needs of the bookstore and the national text market. If a book is being used for a current class and the bookstore needs it for stock, students will receive 50 percent of their purchase price. If the text is not currently being used/needed at the bookstore, the price is determined based on a national market value, usually 10–33 percent. Old editions do not have any market value. The bookstore cannot quote buyback prices or need over the phone. To sell texts, students must bring them to the bookstore during open business hours. A student photo ID is required.

Order Online

Course information and more can be found online at www.metrostate.bkstr.com. Your packing slip that arrives with your shipment is your receipt. Please retain the packing slip for any returns or exchanges. Orders are shipped FedEx and should be received within seven business days of placing your order within the metropolitan area for in-stock items.

ISBNs and EANs are not available via telephone or e-mail.

Financial Aid: Check with the Financial Aid Office to verify that funds have been made available at the bookstore for you and for the dates you can use the book vouchers. Check the financial aid and bookstore Web sites for updated information on the process. Student ID is mandatory.

Check www.metrostate.bkstr.com for updated schedule information and policies. Information is subject to change without notice.

The bookstore is closed whenever university offices are closed.

Regular bookstore hours are:
Monday–Thursday, 9 a.m.–6 p.m.; Friday, 9 a.m.–4 p.m.; Saturday–Sunday, closed.

Check the bookstore’s Web page at www.metrostate.bkstr.com for the extended store hours during the beginning of each term.

Safety and Security

Campus Crime Report: Each year the Safety Office creates and publishes an Annual Campus Security Report offering three years of campus crime statistics. The Crime Awareness and Campus Security Act requires that this report includes crime categories relating to homicides, sex offences (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor/drug/weapon offences, domestic and dating violence, stalking and hate crimes; or crimes of prejudice. This report further includes, but is not limited to, policies on emergency response/evacuations/notifications, safety programs, sexual harassment/assault and violence, mental health, victim advocacy/rights, institutional discipline and prevention and education programs to follow in response to criminal activities. Information relating to the notification of registered sex offenders that are enrolled or employed by this university can be obtained by visiting Minnesota Department of Corrections Level 3 Sex Offender Information.

The Metropolitan State End of Year Crime Report is located at the Safety and Security Office Web site. It can also be obtained in a hard-copy form from the safety literature display cases in Saint Paul, Minneapolis and Midway locations, or from the Security Office in Founders Hall on the Saint Paul Campus. Upon request to 651-793-1725, it can be mailed out to students, perspective students and employees. It is also available in alternative formats through Disability and Special Services at 651-793-1549.

RU Ready? Safety Web Page: RU Ready? is a one-stop Web location for safety alerts that offers valuable information on a variety of emergency preparation procedures. The RU Ready? site is constantly updated with the latest campus alerts and safety information, so visit the site often.

Review the safety material prior to any emergencies so that you feel prepared. The RU Ready? emergency preparedness Web page is one click in the middle of the right column on the home page next to Emergency Preparedness RU Ready.

Cancellations: Cancellations due to weather or other occurrences are announced on WCCO Radio AM 830 and WCCO Television Ch. 4; KSTP Television Ch. 5; and KARE 11 Television and are posted on the Web site at www.metrostate.edu (click on RU Ready in the right column on the page).

Drug-free Schools and Campuses: Details of University Policy #1060 are available on the Web under Policies and Procedures.

Breathe Free: This is a reminder that Metropolitan State's Saint Paul Campus is smoke- and tobacco-free. Questions regarding the policy can be directed to breathefree@metrostate.edu or Dan Hambrock, associate vice president of facilities at 651-793-1712.
More information, including FAQs and smoking cessation resources, is available by following the link Smoke- and Tobacco-Free Policy.

Publications Data

*Registration Resources* is published by Metropolitan State University, University Advancement and Communications. All provisions within this publication are subject to change without notice. The online Class Schedule and academic calendar are subject to modification or cancellation due to occurrences such as lack of funding, fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder and war. In the event of such occurrences, the university will attempt to accommodate its students. It does not, however, guarantee that courses of instruction or other university programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with Minnesota State Colleges and Universities Board of Trustees policy.

*Registration Resources* is available in alternative formats for people with disabilities. For information, call Disability Services at 651-793-1549 or e-mail disability.services@metrostate.edu.

How to Apply for Admission

- Apply Online—Go to www.metrostate.edu.
- Submit official transcript(s) by admissions deadline.
- Call 651-793-1302 to schedule an appointment with an admissions counselor.

Metropolitan State University offers a variety of learning opportunities for professional or personal development. Individuals do not need to be admitted degree-seeking students in order to take courses. Nondegree-seeking students register during the open registration periods which are Aug. 10 for fall 2015, Dec. 14 for spring 2016, April 18 for summer 2016 and Aug. 8 for fall 2016. To register as a new nondegree-seeking student, complete the Nondegree Special Admission form that is available online and submit it to the Undergraduate Admissions Office in person or by U.S. Mail.

Equal Opportunity Statement

Metropolitan State University is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, veteran status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission as defined by law. In adhering to this policy, Metropolitan State University abides by the requirements of Title VII of the Civil Rights Act, Title IX to the 1972 Educational Amendments to the Civil Rights Act, Section 363 of the Minnesota Human Rights Act and other applicable state and federal laws. For more information, or to request a copy of the university's equal opportunity and affirmative action plan, sexual harassment policy or discrimination and harassment grievance procedure, call the Equal Opportunity and Diversity Office at 651-793-1270.

A member of the Minnesota State Colleges and Universities system

An equal opportunity educator

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Graduation

Important Dates and Deadlines for Graduation

<table>
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<tr>
<th>Graduating in:</th>
<th>Registration Deadline:</th>
<th>Commencement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>Sept. 6, 2015</td>
<td>Dec. 15, 2015</td>
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</table>

Graduation Application Process

1. Download the graduation packet as a resource for everything from parking at commencement to where to get your cap and gown; available online at Commencement Checklist.

2. Register for the workshop with course number “WKSP GRAD—Graduation Requirements” in the semester you intend to graduate.

Register with your normal courses through Student e-Services. Once you are enrolled in the workshop, your student account is automatically billed the $20 graduation fee, which can be paid through Student e-Services. You must register for this workshop by the date listed under “Registration Deadline” in the table above.

If you are experiencing difficulty accessing the workshop WKSP GRAD, contact the graduation coordinator at graduation@metrostate.edu or 651-793-1231.

WKSP GRAD is an online workshop through D2L that takes the place of the Intent to Graduate form. It contains all the information necessary for the commencement ceremony and graduation in general—estimate about 30 minutes to read through the material.

3. Contact your advisor to do graduation planning. Your advisor finalizes your paperwork for graduation. You must contact your advisor by the date listed in the table above.

4. If you did not register for the workshop by the deadline date above, you need to file the Appeal to Graduate Past Deadline form. Follow the instructions as listed on the form, available online at Appeal to Graduate Past Deadline.

If you wish to walk at commencement but will not graduate until the following semester, you must use the Appeal to Walk in Commencement Before Graduating form available online.

For more information on graduation procedures and commencement, including FAQs and downloadable forms, check the Web site at www.metrostate.edu/msweb/pathway/registration/graduation/index.html. Questions regarding graduation should be directed to the graduation coordinator at graduation@metrostate.edu or 651-793-1231.

Diploma Information

The $20 graduation fee also covers the cost of your diploma. Diplomas are mailed to graduates after the end of the semester. If necessary, you can update your mailing address through e-Services. If you no longer have access, send an e-mail request from your university e-mail address to graduation@metrostate.edu.

If you want to request a duplicate diploma, complete the Duplicate Diploma Request form, online at Duplicate Diploma Request. Do not use this form to request your original diploma.

Honors Eligibility Information

The honors designations and the cumulative GPA required to achieve them are:

- Summa cum laude—3.900 or higher
- Magna cum laude—3.800 to 3.899
- Cum laude—3.700 to 3.799

To qualify for an honors designation, undergraduate students must have completed a minimum of 30 upper-division credits graded (A-F courses) at Metropolitan State University. The cumulative GPA is calculated on the basis of all graded courses taken at Metropolitan State. View University Procedure #252 for more information on graduation with honors.

Graduation Expo

Grad Expos are on Saturday, Oct. 24, 2015, for fall 2015 commencement and Saturday, Feb. 27, 2016, for spring 2016 commencement, 9 a.m.–1:30 p.m., Saint Paul Campus, New Main, Great Hall. The expo gives you an opportunity to:

- pick up commencement tickets for your guests;
- purchase your cap and gown;
- receive career service and job fair information;
- obtain answers regarding transcripts and diplomas;
- join the Alumni Association listserv;
- purchase generic commencement invitations or order personalized invitations;
- order graduation rings, diploma covers or diploma frames; and
- sit for a precommencement portrait photo in cap and gown.

For product information, visit the Web sites http://colleges.herffjones.com/college/metrostate/ and https://www.framingsuccess.com/.
General Education/Liberal Studies/ Minnesota Transfer Curriculum Requirements

All undergraduate degree-seeking students must complete the General Education and Liberal Studies (GELS) requirements.

**General Education/Liberal Studies (GELS) (48 credits)**

To meet the university’s General Education and Liberal Studies (GELS) requirements, students must complete each of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC) and complete 48 unduplicated credits. Eight (8) of the 48 credits must be upper division (300-level or higher) to fulfill the university’s Liberal Studies requirement.

**Minnesota Transfer Curriculum (MnTC) (40 or more credits)**

**Overlap:** A single course may be used to meet a maximum of two goal areas.

**Goal 1: Communication** Two writing courses—introductory and intermediate writing (6 or more credits). One oral and visual communication course (3 or more credits).

*Note: Students must place at the intermediate level on the university’s writing assessment essay to be exempt from introductory writing.*

**Goal 2: Critical Thinking** Students who complete the university’s general education requirements will have met this goal.

**Goal 3: Natural Sciences** (3 or more credits). At least one course including a laboratory, simulation or field experience.

**Goal 4: Mathematical/Logical Reasoning** (3 or more credits).

*Note: This requirement is waived for students placing above the college algebra level on the university’s higher level math assessment.*

**Goal 5: History and the Social and Behavioral Sciences** (6 or more credits). At least two courses from two different disciplines.

**Goal 6: Humanities and the Fine Arts** (6 or more credits). At least two courses from two different disciplines.

**Goal 7: Human Diversity** (3 or more credits).

**Goal 8: Global Perspective** (3 or more credits).

**Goal 9: Ethical and Civic Responsibility** (3 or more credits).

**Goal 10: People and the Environment** (3 or more credits).

**Liberal Studies (8 or more credits)**

All students must complete eight (8) upper-division semester credits (300-level or higher) from the approved GELS Course List. Courses marked with an asterisk (*) do not fulfill Liberal Studies requirements. Liberal Studies courses may overlap with one or two goal areas.

**GELS Electives**

Students who have completed the Minnesota Transfer Curriculum (MnTC) and Liberal Studies requirements may still need additional credits to bring the total to 48 unduplicated credits. Any course listed for Goals 1–10 (except for courses marked with an asterisk [*]) may be used as electives. In addition, courses listed under the General Education and Liberal Studies Electives section of the approved GELS Course List may also be used.

**Summary of Graduation Requirements**

- General Education/Liberal Studies—48 credits (MnTC—40 and Liberal Studies—8)
- Major requirements—24–64* credits
- Minimum total credits to graduate—120–124*
- Minimum upper-division credits—40
- Minimum credits completed at Metropolitan State—30

*Depends on major

**Notes**

- Only courses worth two or more semester credits and a grade of “D” or higher can be used to meet goal area requirements.
- Students who have completed the Minnesota Transfer Curriculum since fall 1995, or who have earned an associate of arts (AA) degree from a Minnesota State Colleges and Universities (MnSCU) system institution or the University of Minnesota, do not need to complete general education goal area requirements at Metropolitan State. However, these students must meet the university’s Liberal Studies requirement. This exemption does not apply to the AS, AAS or other associate degrees.
- GELS requirements may be met by transfer courses or by courses completed at Metropolitan State.
- Courses approved for a goal area at another MnSCU institution will apply to the same goal area at Metropolitan State. Students having completed a goal area at another MnSCU institution will have the goal fulfilled at Metropolitan State.
- The Interactive Degree Audit Report (DARS) will show the official means by which transfer credits are accepted and applied to GELS. Students may appeal transfer evaluation decisions to the Registrar’s Office, in consultation with their advisor.
- MnSCU policy requires a cumulative 2.0 Minnesota Transfer Curriculum GPA to certify completion.
- For additional information about each of the goal areas, go to http://www.mntransfer.org/students/plan/s_mntc.php.

Check the Web at www.metrostate.edu for the most current information.
GELS for 2015–2016 (continued)

General Education/Liberal Studies/
Minnesota Transfer Curriculum 2015–2016 Course List

This course list is current as of Sept. 21, 2015.
For the most current information view the Current GELS/MnTC list on the Class Schedule page at www.metrostate.edu.

This is the official list of Metropolitan State University courses that meet the General Education and Liberal Studies (GELS) requirements for all undergraduate students admitted to the university. To meet the university’s General Education and Liberal Studies (GELS) requirements, students must complete each of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC) and complete 48 unduplicated credits. Eight (8) of the 48 credits must be upper division (300-level or higher) to fulfill the university’s Liberal Studies requirement. Each course title is followed by a number in parenthesis (4). This number indicates the number of credits for that course. Course titles followed by more than one number, such as (2-4), indicate a variable credit course.

Superscript Number:
• Superscript number (10) indicates that a course meets more than one goal area requirement. For example, NSCI 20410 listed under Goal 3 meets Goals 3 and 10. Although the credits count only once, the course satisfies the two goal area requirements.
• Separated by a comma (11,LS) indicates that a course will meet both areas indicated.
• Separated by a forward slash (7/8) indicates that a course will meet one or the other goal area but not both.

Superscript LS (LS):
• Indicates that a course will meet the Liberal Studies requirement.

Asterisk (*):
• Indicates that a course can be used to meet goal area requirements, but cannot be used as General Education or Liberal Studies Electives.

<table>
<thead>
<tr>
<th>Goal 1: Communication (six or more credits in writing; three or more credits in oral and visual communication)</th>
<th>Goal 2: Critical Thinking</th>
<th>Goal 3: Natural Sciences (three or more credits including a laboratory; + indicates the needed lab for previous course)</th>
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<tbody>
<tr>
<td>Writing</td>
<td>Students who complete the university’s general education requirements will have met this goal.</td>
<td>Students who complete the university’s general education requirements will have met this goal.</td>
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<tr>
<td>Introductory Writing (one course required)</td>
<td>Oral and Visual Communication</td>
<td>BIOL 101</td>
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<td>Note: students must place at the intermediate level on the university’s writing assessment essay to be exempt from this requirement.</td>
<td>COMM 103</td>
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<td>WRIT 121 Writing I Intensive (5)</td>
<td>COMM 231</td>
<td>+CHEM 112L</td>
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<td>WRIT 131 Writing I (3)</td>
<td>COMM 320</td>
<td>+CHEM 112L</td>
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<td>WRIT 132 Written and Visual Communication (3)</td>
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<td>WRIT 231</td>
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### Goal 4: Mathematical/Logical Reasoning (three or more credits)

Note: This requirement is waived for students placing above the college algebra level on the university’s higher level math assessment.

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<td>MATH 115</td>
<td>College Algebra (4)</td>
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<td>MATH 120</td>
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<td>MATH 210</td>
<td>Calculus I (4)</td>
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<td>MATH 211</td>
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<td>MATH 215</td>
<td>Discrete Mathematics (4)</td>
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<td>MATH 301</td>
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<td>Calculus III: Multivariable</td>
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<td>Linear Algebra and Applications (4)</td>
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<td>Introduction to Probability and Statistics (4)</td>
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<td>MATH 340</td>
<td>Mathematical Modeling (4)</td>
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<td>MATH 350</td>
<td>Ordinary Differential Equations (4)</td>
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<td>Complex Variables (4)</td>
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<td>Introduction to Symbolic Logic (4)</td>
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<td>MATH 390</td>
<td>Statistics I (4)</td>
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<td>ETHS 301</td>
<td>Asian American Women: Myths and Realities (4)</td>
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### Goal 5: History and the Social and Behavioral Sciences (six or more credits from two or more disciplines)

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<td>Approaches to Cultural Anthropology (4)</td>
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<td>ANTH 302</td>
<td>Gender and Culture (4)</td>
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<td>ANTH 304</td>
<td>Anthropology of Religion (4)</td>
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<td>ANTH 308</td>
<td>Archaeology: Explaining the Past (4)</td>
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<td>ANTH 309</td>
<td>New Neighbors: The U.S. Hmong Community (4)</td>
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<td>ANTH 320</td>
<td>Anthropology in the Global Age (4)</td>
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<td>CJS 101</td>
<td>Cultural Anthropology: Focus on Mexico and Central America (4)</td>
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<td>Women and Crime (3)</td>
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<td>Comparative Criminal Justice (3)</td>
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<td>Citizenship: Community Involvement (3)</td>
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<td>Diversity Issues in Criminal Justice (3)</td>
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<td>Politics of Resistance and Protest Movements (4)</td>
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<td>Latino/o Cultural Politics (4)</td>
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<td>World History I: Patterns of Civilization to 1500 (3)</td>
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<td>U.S. Economic Life: Business (4)</td>
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<td>U.S. Economic Life: Technology (4)</td>
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<td>Women and Public Activism (4)</td>
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<td>Beginnings of American Society: Colonial and Revolutionary History (4)</td>
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<td>The American Presidents (4)</td>
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<td>Legacies: History of Women and the Family (4)</td>
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Check the Web at www.metrostate.edu for the most current information.
### GELS for 2015–2016 (continued)

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<td>PSYC 321L5</td>
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<td>PSYC 322L5</td>
<td>The Impact of Technology on Human and Organizational Behavior (4)</td>
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<td>Jungian Psychology: Basic Concepts (2)</td>
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<td>Personnel and Industrial Psychology (4)</td>
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<td>PSYC 347L5</td>
<td>Early Childhood Programs: Regulatory/Financial/Facility Management (4)</td>
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<td>Early Childhood Programs: Advocacy and Communications (4)</td>
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<td>Selected Topics in Early Childhood (2-4)</td>
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<td>Early Childhood Development within a Social/Cultural and Historical Context (4)</td>
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<td>Early Childhood Programs: Observing and Assessing Young Children: Birth Through Age Five (2)</td>
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<td>Positive Behavior Guidance (2)</td>
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<td>PSYC 353L5</td>
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<tr>
<td>POL 305L</td>
<td>Elections and Political Parties (4)</td>
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<tr>
<td>POL 311L</td>
<td>Community Organizing and Social Action (4)</td>
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<tr>
<td>POL 319L</td>
<td>Politics, Markets and Society (4)</td>
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<tr>
<td>POL 333L</td>
<td>Ethical Inquiry (4)</td>
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<tr>
<td>POL 342L</td>
<td>Business Ethics (4)</td>
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<tr>
<td>POL 381TL</td>
<td>Medical Ethics (4)</td>
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<td>POL 381T</td>
<td>Criminal Justice Ethics (4)</td>
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<td>RELS 304L</td>
<td>Ethics in the Information Age (4)</td>
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<td>RELS 305L</td>
<td>Ethics Beyond Borders (4)</td>
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<td>RELS 306L</td>
<td>Philosophy on the Front Page: Topics in Political and Social Philosophy (4)</td>
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<tr>
<td>RELS 309L</td>
<td>Introduction to American Government and Politics (3)</td>
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<tr>
<td>RELS 312L</td>
<td>Citizenship in a Global Context (4)</td>
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<tr>
<td>RELS 335L</td>
<td>Political Ideas (4)</td>
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<td>RELS 336L</td>
<td>Elections and Political Parties (4)</td>
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<tr>
<td>RELS 337L</td>
<td>Community Organizing and Social Action (4)</td>
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<tr>
<td>RELS 338L</td>
<td>Politics, Markets and Society (4)</td>
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### Goal 9: Ethical and Civic Responsibility (three or more credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ARTS 200*</td>
<td>Creating Change Through Comm., Writing and the Arts (3)</td>
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<tr>
<td>CJS 375L</td>
<td>Criminal Justice Ethics (3)</td>
</tr>
<tr>
<td>COMM 200*</td>
<td>Creating Change Through Comm., Writing and the Arts (4)</td>
</tr>
<tr>
<td>COMM 320L</td>
<td>Individual Rights and Discourse (4)</td>
</tr>
<tr>
<td>ETHS 309L</td>
<td>Race and Public Policy (4)</td>
</tr>
<tr>
<td>ETHS 335L</td>
<td>American Indian Nations: Law, Power and Persistence (4)</td>
</tr>
<tr>
<td>HIST 309L</td>
<td>Religion and Politics in America (4)</td>
</tr>
<tr>
<td>HIST 331L</td>
<td>Principles of Civic Engagement (4)</td>
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<tr>
<td>IDST 310*</td>
<td>Human Rights and the Educated Citizen (4)</td>
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<tr>
<td>IDST 321L</td>
<td>Philosophy, Film and the Meaning of Life (4)</td>
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<tr>
<td>IDST 322L</td>
<td>Environmental Geology (4)</td>
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<tr>
<td>IDST 323L</td>
<td>Earth Surface Environments (5)</td>
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<tr>
<td>IDST 324L</td>
<td>The Greening of America: Environmental History since 1900 (4)</td>
</tr>
<tr>
<td>IDST 325L</td>
<td>World Environmental History (4)</td>
</tr>
<tr>
<td>IDST 326L</td>
<td>American Nature Writers (4)</td>
</tr>
<tr>
<td>IDST 327L</td>
<td>Mathematics of Sustainability (4)</td>
</tr>
<tr>
<td>IDST 328L</td>
<td>Minnesota Ecology and Conservation Biology (4)</td>
</tr>
<tr>
<td>IDST 329L</td>
<td>Plants and Human Affairs (4)</td>
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<tr>
<td>POL 301L</td>
<td>Constitutional Law: Civil Rights and Civil Liberties (4)</td>
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<tr>
<td>POL 302L</td>
<td>Lobbying: A Citizen’s Guide to the Legislative Process (4)</td>
</tr>
<tr>
<td>POL 303L</td>
<td>Community Leadership Theory Seminar (4)</td>
</tr>
<tr>
<td>POL 304L</td>
<td>Civil Religion: Theory, Practice and Analysis (4)</td>
</tr>
<tr>
<td>POL 305L</td>
<td>Interpersonal and Social Power: A View from Below (4)</td>
</tr>
<tr>
<td>POL 306L</td>
<td>Homelessness: Critical Issues for Policy and Practice (4)</td>
</tr>
<tr>
<td>POL 307L</td>
<td>City Life: Space, Places and Community Life (4)</td>
</tr>
<tr>
<td>POL 308L</td>
<td>Community Organizing and Social Action (4)</td>
</tr>
<tr>
<td>POL 309L</td>
<td>Politics, Markets and Society (4)</td>
</tr>
<tr>
<td>POL 310L</td>
<td>Environmental Science (4)</td>
</tr>
<tr>
<td>POL 311L</td>
<td>Engaging Science: Exploring Nature (4)</td>
</tr>
<tr>
<td>POL 312L</td>
<td>Environmental Philosophy (4)</td>
</tr>
<tr>
<td>POL 313L</td>
<td>Air, Weather and Climate (4)</td>
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<tr>
<td>POL 314L</td>
<td>Energy and the Environment (4)</td>
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<tr>
<td>POL 315L</td>
<td>Environmental Psychology (4)</td>
</tr>
<tr>
<td>POL 316L</td>
<td>Environmental Communication (4)</td>
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</table>

### Goal 10: People and the Environment (three or more credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ANTH 101*</td>
<td>Human Origins (3)</td>
</tr>
<tr>
<td>BIOL 315L</td>
<td>Limnology (5)</td>
</tr>
<tr>
<td>BIOL 320L</td>
<td>Ecosystem and Global Ecology (5)</td>
</tr>
<tr>
<td>BIOL 415L</td>
<td>Pollution Ecology (3)</td>
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<tr>
<td>CHEM 107L</td>
<td>Chemistry, Society and the Environment (4)</td>
</tr>
<tr>
<td>ECON 311L</td>
<td>Economics of the Environment (4)</td>
</tr>
<tr>
<td>ETHS 304L</td>
<td>Environmental Justice and Public Policy (4)</td>
</tr>
<tr>
<td>GEOG 201*</td>
<td>Introduction to Geography (3)</td>
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<tr>
<td>GEOL 118*</td>
<td>Environmental Geology (4)</td>
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<tr>
<td>GEOL 314L</td>
<td>Earth Surface Environments (5)</td>
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<tr>
<td>HIST 333L</td>
<td>The Greening of America: Environmental History since 1900 (4)</td>
</tr>
<tr>
<td>HIST 363L</td>
<td>World Environmental History (4)</td>
</tr>
<tr>
<td>HIST 364L</td>
<td>American Nature Writers (4)</td>
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<tr>
<td>HIST 365L</td>
<td>Mathematics of Sustainability (4)</td>
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<tr>
<td>HIST 366L</td>
<td>Minnesota Ecology and Conservation Biology (4)</td>
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<tr>
<td>MATH 102</td>
<td>Plants and Human Affairs (4)</td>
</tr>
<tr>
<td>MATH 201L</td>
<td>Constitutional Law: Civil Rights and Civil Liberties (4)</td>
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<tr>
<td>NSCI 204*</td>
<td>Lobbying: A Citizen’s Guide to the Legislative Process (4)</td>
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<tr>
<td>NSCI 216*</td>
<td>Community Leadership Theory Seminar (4)</td>
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<tr>
<td>PHIL 310L</td>
<td>Civil Religion: Theory, Practice and Analysis (4)</td>
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<tr>
<td>PHYS 105*</td>
<td>Interpersonal and Social Power: A View from Below (4)</td>
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<tr>
<td>PHYS 107*</td>
<td>Homelessness: Critical Issues for Policy and Practice (4)</td>
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<tr>
<td>PSYC 387L</td>
<td>City Life: Space, Places and Community Life (4)</td>
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<tr>
<td>WRIT 575S</td>
<td>Community Organizing and Social Action (4)</td>
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<tr>
<td>WRIT 575S</td>
<td>Politics, Markets and Society (4)</td>
</tr>
</tbody>
</table>

Check the Web at www.metrostate.edu for the most current information.
### General Education and Liberal Studies (GELS) Electives

The following courses will not meet goal area requirements, but can be used as General Education Electives to meet the 48-credit requirement. Any course numbered 300 or higher may be used to meet the Liberal Studies requirement. Courses listed for goals 1–10 (except for courses marked with an asterisk [*]) may also be used as electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 310</td>
<td>Ecology</td>
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<td>BIOL 311</td>
<td>Plant Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 312</td>
<td>Evolution</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 316</td>
<td>Behavioral Ecology</td>
<td>5</td>
</tr>
<tr>
<td>ECON 420</td>
<td>Money, Banking and Financial Institutions</td>
<td>4</td>
</tr>
<tr>
<td>HSG 384</td>
<td>Civic Engagement: Focus in Later Life</td>
<td>4</td>
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<tr>
<td>ICS 100</td>
<td>Introduction to Computer Technology Concepts</td>
<td>2</td>
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<tr>
<td>ICS 120</td>
<td>Microcomputer Applications</td>
<td>2</td>
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<tr>
<td>ICS 125</td>
<td>Understanding and Using the Internet</td>
<td>2</td>
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<td>INF 115</td>
<td>Information Access</td>
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<tr>
<td>INF 335</td>
<td>Searching for Information</td>
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<tr>
<td>INF 338</td>
<td>The Craft and Commerce of Book Publishing</td>
<td>3</td>
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<td>INF 340</td>
<td>Research in Special Collections and Archives</td>
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<td>LING 547</td>
<td>History of the English Language</td>
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<td>MATH 471</td>
<td>Abstract Algebra</td>
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<td>MDST 560</td>
<td>Writing for Television</td>
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<td>MDST 561</td>
<td>Advanced Television Writing</td>
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<tr>
<td>MDST 580</td>
<td>Issues in Communication</td>
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<td>METR 101</td>
<td>Your Academic Journey</td>
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<td>MIS 100</td>
<td>Fundamentals of Information Technology in Organizations</td>
<td>3</td>
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<tr>
<td>PRSP 301</td>
<td>Perspectives: Educational Philosophy and Planning</td>
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<td>SCRW 314</td>
<td>New Screenplay Forms</td>
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<tr>
<td>SCRW 315</td>
<td>Film Production and Editing I</td>
<td>4</td>
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<td>SCRW 410</td>
<td>Film Production and Editing II</td>
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<td>SCRW 415</td>
<td>Screenplay Style and Substance</td>
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<td>SCRW 416</td>
<td>Senior Projects in Screenwriting and Writing/Directing</td>
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<td>SCRW 417</td>
<td>Introduction to College Writing</td>
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<td>Professional and Technical Writing Careers</td>
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<td>Topics in Writing</td>
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<td>Writing in Your Major</td>
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<td>WRIT 341</td>
<td>Writing the News in a Digital World</td>
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<td>WRIT 342</td>
<td>Writing for Online and Print Magazines</td>
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<td>WRIT 343</td>
<td>Writing Social Commentary</td>
<td>4</td>
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<td>WRIT 352</td>
<td>Writing Memoir and Creative Nonfiction</td>
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<td>WRIT 353</td>
<td>Writing Short Fiction</td>
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<tr>
<td>WRIT 354</td>
<td>Writing Poetry</td>
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<td>WRIT 355</td>
<td>Writing Children’s Literature</td>
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<td>WRIT 356</td>
<td>Writing Humor</td>
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<td>WRIT 357</td>
<td>Writers as Readers</td>
<td>4</td>
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<tr>
<td>WRIT 358</td>
<td>1000 Words or Less</td>
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<td>WRIT 371</td>
<td>Editing</td>
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<td>WRIT 372</td>
<td>Document and Information Design</td>
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<tr>
<td>WRIT 373</td>
<td>Writing and Designing for the Web I</td>
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<td>WRIT 392</td>
<td>Literacy Corps Group Internship: Literacy Tutors</td>
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<tr>
<td>WRIT 393</td>
<td>Literacy Corps Group Internship: Family Literacy</td>
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<tr>
<td>WRIT 461</td>
<td>Writing and Technical Communication Capstone</td>
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<td>WRIT 481</td>
<td>Advanced Creative Writing</td>
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<td>WRIT 531</td>
<td>Advanced Writing</td>
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<td>WRIT 532</td>
<td>Writing about Place</td>
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<td>WRIT 541</td>
<td>Writing for Publication and Profit</td>
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<td>WRIT 571</td>
<td>Advanced Editing</td>
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<tr>
<td>WRIT 572</td>
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<td>WRIT 573</td>
<td>Writing and Designing for the Web II</td>
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<td>WRIT 574</td>
<td>Usability for Technical Communication</td>
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<td>WRIT 577</td>
<td>Design of User Experience</td>
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<td>WRIT 583</td>
<td>Writing Major Projects</td>
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<td>WRIT 599</td>
<td>Advanced Topics</td>
<td>4</td>
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<tr>
<td>WRIT 599A</td>
<td>Special Topics in International Study</td>
<td>4</td>
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</table>
The Center for Academic Excellence offers free tutoring in writing, math, science, computer science, symbolic logic and graphing calculators to all students—first-year through graduate, including students with disabilities and multilingual learners. All currently-enrolled students are welcome to use the center’s services. Visit https://metrostate.mywconline.net to schedule a tutorial. More information, including current hours, is available at www.metrostate.edu/cae.

Math Center
Students visit the Math Center for group work and individual practice in mathematics, statistics, computer science and symbolic logic. Tutors are available to work with individuals and small groups during drop-in hours at the Midway location; the Saint Paul location requires appointments. Handouts for graphing calculator techniques are available for students.
Current schedules are posted at Math Center. Schedule appointments at Saint Paul by visiting mywconline online.

Writing Center
The Writing Center provides writing support to students, faculty and staff. Free tutorials are available to currently-enrolled undergraduate and graduate students. Students may schedule face-to-face and/or eTutorials. All tutors are trained to work with multilingual learners (nonnative English speakers).
Writing Center tutors also work with American Sign Language (ASL) speakers and interpreters.
Current schedules are posted at Writing Center. Currently-enrolled students may schedule 50-minute tutorials at mywconline.

Science Center
The Science Center provides a community space for students and tutors to gather and work on biology, chemistry and physics course work. Science Center staff provide mentoring and tutoring support to students in science study skills. We encourage and support study groups; individuals are invited to join us as well. Many students visit to work on dimensional analysis, scientific notation, periodic tables and lab reports.
Current schedules are posted at Science Center. Currently-enrolled students may schedule 50-minute tutorials at mywconline.

Testing Center
The Testing Center provides a secure environment for make-up examinations and proctored examinations for independent study classes offered at Metropolitan State University. Students should schedule appointments at least 24 hours in advance and must show photo identification before testing.
Contact the Academic Testing Center at testing.center@metrostate.edu or call 651-793-1460, option 2.
Instructor and student procedures, including current schedules, may be found online at Testing Center.

Career Center
The Career Center is ready to work with you on all aspects of your career: choosing a major and learning about career options; helping to sort out career thoughts and making decisions; and drafting concrete plans for an active job search.
The career services we offer include:
• Career counseling and assessments
• Mock interview practice
• Career Resource Center, the online Career Steps course and the Career Workbook
• Networking opportunities
• Resume and cover letter writing assistance
• Labor market information and occupational exploration
• Handshake—your online connection to our office, and our job and internship database
• Job fairs, workshops and events
• Pathways Program—a program designed to help students start their career within the insurance and financial services industry. Learn more by visiting Pathways Program on the Web site.
Founders Hall Room 110
Phone: 651-793-1528
Web site: Career Center
Counseling Services

Counseling Services provides confidential psychological counseling services free-of-charge to Metropolitan State students. We offer individual and group counseling as well as workshops, consultations and referrals.

Library Overview and ID Card

The Library and Learning Center is on the Saint Paul Campus, connected to St. John's Hall and New Main by the skyway. The first floor of the library houses the reference desk, computer help desk and computer lab. The second floor houses circulating materials like books and DVDs. You can get your student ID card at the circulation desk, just inside the skyway on the second floor. Use it to check out books and order things from other libraries (free of charge) through interlibrary loan.

A Place to Study

The library has a variety of study rooms, open study tables, computer workstations and comfy spaces to study or lounge in. There are journals and magazines to read, books, DVDs and even cameras and video cameras that can be checked out.

Research Assistance and Tools

The first floor reference desk is staffed by librarians who can help you find information on any topic. If you are looking for scholarly articles, books or DVDs, or even a good Web site, the librarians will help you find and evaluate sources. Reference librarians are available in person at the reference desk, over the phone at 651-793-1614 or via the chat/instant message box on the university Web site.

The library subscribes to more than 100 subscription research databases that will help you find articles, books and more. In addition, there are online tools that help you prepare for entrance exams and cite your references.

Computer Help and Lab

The Information Commons associates at the computer help desk can assist you with your computing needs such as formatting research papers, creating presentations, scanning, printing and more. There are computers available on the first and second floors, and wireless access throughout the building. Laptops are also available for checkout and use in the building.

Off-campus Access/Library Guides

Many library resources are available from off-campus, including streaming video, ebooks and full-text electronic journal articles. You can search much of that material online by using the One Search box on the library home page at www.metrostate.edu/library. Use your Portal/D2L login and password for access. Library Guides are another great place to start when researching a topic or finding information for a class. They can be found in the "Search by Subject" section of the library Web site and they highlight the best library tools and databases for specific topic areas. The library also provides full research assistance from off campus over phone, email or instant message.

INFS 115 (Information Accesss)—Earn two credits learning research skills

The librarians at Metropolitan State University teach a two-credit course on doing research using both print and online sources, citing sources and evaluating Web sites.

In-person and online sections of the course are available. Join us to develop your research skills!

Questions? If you have questions about anything at all, never hesitate to contact the library and ask!
Colleges and Majors

College of Arts and Sciences (CAS)

Majors
Applied Mathematics (BS)
Biology (BA)
Biology (BS)
Chemistry (BS)
Computer Application Development (BAS)
Computer Forensics (BAS)
Computer Information Technology (BS)
Computer Science (BS)
Creative Writing (BA)
English (BA)
English Teaching (BS)
Ethnic Studies (BA)
Gender Studies (BA)
History (BA)
Liberal Arts (BA)
Life Sciences Teaching (BS)
Mathematics Teaching (BS)
Philosophy (BA)
Professional Communication (BA)
Screenwriting (BA)
Social Science (BA)
Social Studies Teaching (BS)
Studio Arts (BA)
Technical Communication and Professional Writing (BA)
Theater (BA)

Graduate Programs
Computer Science (MS)
Liberal Studies (MA)
Master of Science in Computer Science (Professional Science Masters, PSM)
Technical Communication (MS)

College of Individualized Studies (CIS)

Majors
Aviation Management (BA)
Individualized and Interdisciplinary (BA)

College of Management (COM)

Majors
Accounting (BS)
Business Administration (BS)
Economics (BS)
Finance (BS)
Hospitality Management (BS)
Human Resource Management (BS)
Industrial Management (BAS)
Information Assurance (BS)
International Business (BS)
International Commerce (BAS)
Management (BS)
Management Information Systems (BS)
Marketing (BS)
Organizational Administration (BAS)
Project Management (BS) pending
Supply Chain and Operations Management (BA)

Graduate Programs
Doctor of Business Administration (DBA)
Master of Advocacy and Political Leadership (MAPL)
Master of Business Administration (MBA)
Master of Management Information Systems (MMIS)
Master of Nonprofit Leadership and Management (MNLM)
Master of Public Administration (MPA)
Master of Public and Nonprofit Administration (MPNA)

School of Law Enforcement and Criminal Justice (SLC)

Majors
Criminal Justice (BA)
Law Enforcement (BS)

Graduate Program
Criminal Justice (MS)

School of Nursing (SON)

Majors
Nursing (RN-BSN)
Nursing MANE (BSN)

Graduate Programs
Doctor of Nursing Practice (DNP)
Entry Level MSN (ELMSN)
Master of Science in Nursing (MSN)
• Leadership and Management (LMN)
• Nurse Educator (NE)
• Public Health Nursing Leadership (PHNL)
• Women's Health Care Nurse Practitioner (WHCNP)

School of Urban Education (UED)

Majors
Urban Early Childhood Education (BS)
Urban Elementary Education (BS)

Teacher Licensure
Middle school and secondary licensure in:
• Communication Arts and Literature
• Life Sciences
• Mathematics
• Social Sciences

Graduate Program
Master of Science in Urban Education (MS)
Minors by College

College of Arts and Sciences
- Anthropology
- Applied Mathematics
- Applied Statistics
- Biology
- Chemistry
- Computer Forensics
- Creative Writing
- Design of User Experience
- Digital Media
- English
- Environmental Communication
- Ethnic Studies
- Experimental Intermedia Arts
- Gender Studies
- History
- Humanities
- Media Literacy
- Organizational Communication
- Physics
- Political Science
- Practical Ethics
- Public Relations
- Religious Studies
- Research and Information Studies
- Screenwriting
- Sociology
- Studio Arts
- Technical Communication
- Theater

College of Health, Community and Professional Studies
- Child Psychology
- Disability Studies
- Educational Psychology
- English as a Second Language
- Family Studies
- Gerontology
- Human Services Administration
- Industrial/Organizational Psychology
- Mental Health and Psychology
- Psychology
- Psychology for Law
- Enforcement Majors
- Training and Adult Development
- Violence Prevention and Intervention

College of Individualized Studies
- Civic Engagement
- Community Organizing and Development

College of Management
- Advertising
- Business Administration
- Design of User Experience
- Economics
- Entrepreneurship
- Human Resource Management
- International Business
- Management Information Systems
- Project Management
- Risk Management and Insurance

School of Nursing
None

School of Law Enforcement and Criminal Justice
- Criminal Justice

School of Urban Education
None

Department Chairs

College of Arts and Sciences
- Communication, Writing and the Arts ........ Craig Hansen
- Ethnic and Religious Studies ................. Aureliano Desoto
- History ...................................... Jeanne Grant
- Information and Computer Sciences ......... Mike Stein
- Literature and Languages ...................... Tammy Durant
- Mathematics ................................ Ben Weng
- Natural Sciences .............................. Ramin Daghigh
- Philosophy .................................. Tom Atchison, fall FY2016
  Rhona Liebel, spring FY16
- Social Science ............................... Janet Enke, FY16 interim

College of Health, Community and Professional Studies
- Dental Hygiene ............................... Jayne Cernohous
- Human Services ............................. Roberta Gibbons
- Psychology ................................. Gary Starr
- Social Work ................................ Neal Thao

College of Individualized Studies
- Individualized, Interdisciplinary and
  Lifelong Learning .......................... Charles Tedder

College of Management
- Accounting, Economics, Decision Sciences, Finance,
  Human Resource Management, International Business,
  Management, Management Information Systems, Marketing
  and Public Administration ............... Carol Bormann-Young

School of Law Enforcement and Criminal Justice
- Law Enforcement ............................ Susan Hilal

School of Nursing
- Nursing ...................................... Marjorie Webb

School of Urban Education
- Education ................................... Rosa Fagundes

Library and Learning Services
- Library Services ............................. Michelle Filkins
Directions

The information below lists the locations, by building, where most of this semester’s courses and workshops are scheduled. Driving directions to the sites are given, starting at I-494, I-94, I-694, I-35E or I-35W. The appropriate bus lines to reach the sites are also listed. Directions are not given to the special-use locations where some classes are held. Students may call the instructor for directions if necessary.

The maps printed on the following page show classroom locations used this semester.

Midway Center—Metropolitan State University
1450 Energy Park Drive, Saint Paul, 55108-5218
651-793-1300 http://www.metrostate.edu
Bus Route: 3B (Minneapolis, Saint Paul)
Directions: I-94 to Snelling Avenue exit, north on Snelling to Energy Park Drive exit; turn left at stop sign and follow road as it curves around to the Energy Technology Center parking lot. Enter building through east entrance.

Midway Energy Park Place—Metropolitan State University
1380 Energy Lane, Suite 205, Saint Paul
Law Enforcement and Criminal Justice Education Center
Brooklyn Park Center—Metropolitan State University
793-657-3700 http://www.metrostate.edu
9110 Brooklyn Boulevard, Brooklyn Park
Bus Route: 721
Directions from Eastbound or Westbound 94: Exit 94 onto Highway 169 North; exit 169 at Brooklyn Boulevard and follow Northland Drive; turn left to Brooklyn Park Campus. Campus is one block east of 169 on the north side. From Northbound or Southbound 169: Exit 169 at Brooklyn Boulevard; turn east onto Brooklyn Boulevard and follow to Northland Drive; turn left to Brooklyn Park Campus. Campus is one block east of 169 on the north side.

Minneapolis Campus—Metropolitan State University
is co-located with Minneapolis Community and Technical College, 13th Street and Harmon Place, Minneapolis, 55403-1897
651-793-1300 http://www.metrostate.edu
Bus Route: Routes 4, 6, 12 and 28 stop in front of the college.
Directions:
I-35W either north or south: exit onto I-94 west and follow the driving I-94 west instructions.
Driving I-94 west (from Saint Paul area): exit at Lyndale/Hennepin Avenue. Veer right following the Lyndale and Lyndale North signs. Once on Lyndale North, stay in one of the two right lanes until you reach the third stoplight (Hennepin Avenue). Turn right and follow Hennepin to the MCTC parking ramp on the left side of the street.
Driving I-394 east (from Wayzata area): exit onto Dunwoody Boulevard/Hennepin Avenue (Dunwoody Boulevard changes into Hennepin Avenue). Follow Hennepin to the MCTC parking ramp on the left side of the street.

Saint Paul Campus—Metropolitan State University
700 East Seventh Street, Saint Paul, 55106-5000
651-793-1300 http://www.metrostate.edu
Bus Route: 61 (Minneapolis and Saint Paul); 63, 74 (Saint Paul); These buses may have any terminal letter.
Directions: From west: I-94 to the Mounds Boulevard (left lane) exit, go straight and cross Mounds Boulevard; turn left on Maria Avenue; parking lot is on the right.
From east: I-94 to the Mounds Boulevard exit; turn right at Sixth Street to Maria Avenue; turn left on Maria Avenue.

OTHER LOCATIONS:
Ain Dah Yung Center (651-227-4184)
1089 Portland Avenue, Saint Paul; http://adycenter.org/
Anoka-Ramsey Community College (763-433-1100)
11200 Mississippi Boulevard Northwest, Coon Rapids
Map: www.anokaramsey.edu/en/about/location.aspx
African American Family Center for Healing (612-813-5034)
1301 East Seventh Street, Saint Paul; www.180degrees.org
Century College (651-779-3200)
3300 Century Avenue North, White Bear Lake
Map: www.century.edu/aboutus/directions.aspx
Dakota County Law Enforcement Center (651-438-4700),
1580 Highway 55, Hastings
Map: www.co.dakota.mn.us/locations/CountyBuildings/LEC.htm
Dental Clinic (651-621-8840)
1670 Beam Ave., Suite 205, Maplewood; http://dental.metrostate.edu
Guadalupe Alternative Programs (651-222-0757)
381 East Robie Street, Saint Paul
http://www.gapschool.org/contact.html
Inver Hills Community College (651-450-8500)
2500 80th Street East, Inver Grove Heights
Map: http://www.inverhills.edu/location/index.aspx
Minnesota Center for Book Arts (612-215-2526)
1011 Washington Avenue South, Minneapolis
Map: http://www.mnbookarts.org/aboutmcba/aboutmap.html
Minnesota Society of Certified Accountants (952-831-2707)
Southpoint Office Building, Suite 600; 1650 West 82nd Street,
Bloomington
Map: www.mnccpa.org/about/contact-us/map-and-directions.aspx
MN WorkForce Center-Burnsville (952-703-3110)
2800 County Road 42, Burnsville; https://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/burnsville-wfc/
Neighborhood House (651-789-2500)
179 Robie Street East, Saint Paul; http://www.neigh.org
Normandale Community College (651-4793-1300)
9700 France Avenue South, Bloomington
www.normandale.mnscu.edu Map: www.normandale.edu/maps/
North Hennepin Community College (612-424-0702)
7411 85th Avenue North, Brooklyn Park
Map: www.nhcc.edu/contact-us/campus-maps
Ramsey County Human Services (651-793-1300)
160 East Kellogg Boulevard, Saint Paul
Web site: www.co.ramsey.mn.us/hhs/index.htm
Saint Paul College (651-846-1600)
235 Marshall Avenue, Saint Paul
Map: www.saintpaul.edu/directions
Textile Center (612-436-0464)
3000 Southeast University Avenue, Saint Paul
http://www.textilecentermn.org/map/
William Mitchell College of Law (651-846-1600)
875 Summit Avenue, Saint Paul
Map: web.wmitchell.edu/about/directions-to-campus/
Phone Numbers to Note

**Advising Centers**
- College of Arts and Sciences: 651-793-1457
- College of Management: 651-793-1440
- College of Health, Community and Professional Studies: 651-793-1341
- College of Individualized Studies: 651-793-1783
- School of Law Enforcement and Criminal Justice: 763-657-3749
- School of Nursing Graduate: 651-793-1375
- Undergraduate: 651-793-1379
- Alumni Relations: 651-793-1808
- Bookstore: 651-793-1670
- Fax: 651-793-1676
- Career Services: 651-793-1528

**Center for Academic Excellence**
- Math: 651-793-1460
- Science: 651-793-1460
- Writing: 651-793-1460
- Testing: 651-793-1460
- Center for Online Learning: 651-793-1929
- Graduate Program: 651-999-5958
- College of Health, Community and Professional Studies: 651-793-1330
- College of Individualized Studies: 651-793-1775
- College of Management: 612-659-7250
- Graduate Program: 612-659-7290

**Computer Labs**
- Midway: 651-999-5845
- Saint Paul: 651-793-1634
- Counseling Services: 651-793-1568
- Disability Services: 651-793-1549
- English for Speakers of Other Languages/ESOL: 651-793-4039
- Institute Century College: 651-793-1800

**Gateway Student Services Center**
- Center Call Desk: 651-793-1300
- Financial Aid: 651-793-1300
- Records: 651-793-1300
- Registration: 651-793-1300
- Transcript Information: 651-793-1300
- Graduation Desk: 651-793-1231
- International Students Office: 651-793-1219
- Institute for Community Engagement and Scholarship: 651-793-1285
- Internship Office: 651-793-1285
- IT Central Help Desk: 651-793-1240
- Library Services: 651-793-1616
- Placement Assessment: 651-793-1537

**Safety Officer/Security**
- Saint Paul: Cell: 651-775-0444
- Library Cell: 651-775-0715
- Security Desk: 651-793-1717
- Minneapolis Emergency: 612-659-6900
- Safety: 612-659-6910
- Midway Cell: 651-775-6122
- Safety Office: 651-793-1725
- Brooklyn Park: Cell: 763-354-4168
- Security Desk: 763-657-3722

**Gateway Student Services Hours:**

**Saint Paul:**
- Founders Hall, 1st Floor
- Monday–Thursday: 8 a.m.–6 p.m.
- Friday: 8 a.m.–5 p.m.

**Minneapolis:**
- MEC 1019
- Monday–Thursday: 9 a.m.–5:30 p.m.
- Friday: 8:30 a.m.–5 p.m.

**Midway:**
- Suite 147
- Monday–Thursday: 9 a.m.–5:30 p.m.
- Friday: 8:30 a.m.–5 p.m.

**LECJEC:**
- Room 147
- Monday–Thursday: 9 a.m.–5:30 p.m.
- Friday: 8:30 a.m.–5 p.m.

**Web Resources**

**Academic Advising:**
http://www.metrostate.edu/msweb/pathway/academic_success/advising/index.html

**Ask Us:**
http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1

**Bookstore:**
www.metrostate.bkstr.com

**Career Development Center:**
http://www.metrostate.edu/msweb/pathway/career_development/index.html

**Catalogs:**
- Undergraduate: http://www.metrostate.edu/msweb/explore/catalog/undergrad/index.cfm?vlu=u
- Graduate: http://www.metrostate.edu/msweb/explore/catalog/grad/index.cfm?vlu=g

**Center for Academic Excellence**
- (Math, Science, Writing and Testing):
  http://www.metrostate.edu/cae/
- Institute for Community Engagement and Scholarship:
  http://www.metrostate.edu/ices

**Center for Online Learning:**
http://www.metrostate.edu/msweb/explore/col/

**Computer Services:**
http://www.metrostate.edu/msweb/resources/depts_services/it/

**Creative Learning Strategies:**
http://www.metrostate.edu/msweb/explore/cis/clss.html

**Disability Services:**
http://www.metrostate.edu/msweb/pathway/academic_success/disability/index.html

**English as a Second Language:**
http://www.metrostate.edu/futurestudents/programs/pnd.aspx?id=69

**Faculty/Staff Directory:**
http://www.metrostate.edu/directory

**Financial Aid Office:**
http://www.metrostate.edu/financialaid

**Graduation:**
http://www.metrostate.edu/msweb/pathway/registration/graduation/index.html

**International Student Services:**
http://www.metrostate.edu/msweb/pathway/international/

**Library and Information Services:**
http://www.metrostate.edu/library/

**Math Center:**
http://www.metrostate.edu/mathcenter

**Orientation:**
http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1

**Placement Assessment:**
http://www.metrostate.edu/msweb/pathway/placement/

**Registration:**
http://www.metrostate.edu/registration

**Science Center:**
http://www.metrostate.edu/sciencecenter

**Student Counseling Services:**
http://www.metrostate.edu/msweb/pathway/counseling_services/index.html

**Student Handbook:**
http://www.metrostate.edu/msweb/pathway/gateway/handbook/index.html

**Student Life and Leadership Development:**
http://www.metrostate.edu/studentact

**Student Senate:**
http://senate.metrostate.edu/

**Testing Center:**
http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1

**Tutoring Services:**
http://www.metrostate.edu/cae

**Writing Center:**
http://www.metrostate.edu/writingcenter

**Gateway Student Service Center:** 651-793-1300

For up-to-date phone numbers, refer to the Metropolitan State Web site at www.metrostate.edu
**Academic Calendar**

### 2015

**Aug. 3** Tuition payment deadline for fall 2015 courses

**Aug. 10** Fall 2015 open (nondegree students) registration begins

**Aug. 12** Last day to cancel low enrollment fall 2015 courses

**Aug. 15** Last day for any summer session 2015 course

**Aug. 16** Summer graduation date

**Aug. 17** Faculty begin fall semester 2015 duty days

**Aug. 19** Summer 2015 grades are due from faculty (Midnight)

**Aug. 19** Wait list is ended/closed

**Aug. 22** Fall 2015 semester begins

**Aug. 30** Last day to drop fall 2015 courses with a refund

**Sept. 5–7** Labor Day holiday/no classes/buildings closed

**Sept. 6** Deadline for registering for fall 2015 graduation

**Sept. 13** Rosh Hashanah (ends Sept. 15)

**Sept. 22** Yom Kippur (ends Sept. 23)

**Sept. 23** Eid al-Adha (ends Sept 24)

**Oct. 12** Columbus Day/classes held/buildings open

**Oct. 12** Last day to register for fall 2015 alternative learning strategies

**Oct. 24** Graduation Expo

**Oct. 26** Spring 2016 registration begins

**Nov. 1** Dia de los Muertos

**Nov. 11** Veterans Day/classes held/offices open

**Nov. 15** Undergraduate admission application deadline for spring semester 2016

**Nov. 25** Thanksgiving holiday/no evening classes

**Nov. 26–29** Thanksgiving holiday/no classes/buildings closed

**Dec. 13** Fall 2015 semester ends

**Dec. 14** Spring 2016 open (nondegree students) registration begins

**Dec. 15** Fall 2015 grades are due from faculty (Midnight)

**Dec. 15** Alternative day for finals canceled due to bad weather

**Dec. 15** Last fall semester 2015 faculty duty days

**Dec. 15** Fall 2015 Commencement

**Dec. 17** Tuition payment deadline for spring 2016 courses

**Dec. 24–28** Winter holiday/buildings closed

**Dec. 25** Christmas

**Dec. 26** Kwanzaa

### 2016

**Jan. 1** New Year’s Day holiday/buildings closed

**Jan. 4** Faculty begin spring semester 2016 duty days

**Jan. 6** Wait list is ended/closed

**Jan. 10** Spring 2016 semester begins

**Jan. 17** Last day to drop spring 2016 courses with refund

**Jan. 18** Martin Luther King, Jr. holiday/no classes/buildings closed

**Jan. 24** Deadline for registering for spring 2016 graduation

**Feb. 15** President’s Day/classes held/offices open

**Feb. 27** Last day to register for spring 2016 alternative learning strategies

**Feb. 27** Graduation Expo

**March 1** Precinct Caucus No evening classes/events

**March 6–12** Spring Break/no classes/offices open

**March 21** Summer 2016 registration begins

**March 21** Fall 2016 registration begins

**March 25** Good Friday

**March 27** Easter

**March 27** Pasha

**March 30** Undergraduate admission application deadline for summer semester 2016

**April 18** Summer 2016 open (nondegree students) registration begins

**April 18** Tuition payment deadline for first session and full-term summer 2016 courses

**April 22** Passover (ends April 30)

**April 27** Last day to cancel low enrollment 2016 summer session courses

**May 2** Spring 2016 Commencement

**May 3** Wait list is ended/closed–11:59 pm

**May 3** Spring semester ends

**May 5** Cinco de Mayo

**May 6** Spring 2016 grades are due from faculty–midnight

**May 6** Last spring semester 2016 faculty duty day

**May 7** Summer 2016 session begins

**May 15** Last day to drop first session and full-term summer 2016 courses with a refund

**May 22** Deadline for registering for summer 2016 graduation

**May 28–30** Memorial Day holiday/no classes/buildings closed

**June 6** Ramadan (ends July 5)

**June 8** Last day to register for summer 2016 alternative learning strategies

**June 14** Tuition payment deadline for second summer session 2016 courses

**June 20** First summer session 2016 courses end

**June 23** First summer session 2016 grades are due from faculty (midnight)

**June 30** Undergraduate admission application deadline for fall semester 2016

**July 2–4** Independence Day Holiday/no classes/buildings closed

**July 5** Eid al-Fitr

**July 5** Second summer session 2016 courses begin

**July 12** Last day to drop second summer session 2016 courses with a refund

**Aug. 8** Fall 2016 open (nondegree students) registration begins

**Aug. 1** Tuition payment deadline for fall 2016 courses

**Aug. 10** Last day to cancel low enrollment fall 2016 courses

**Aug. 15** Faculty begin fall semester 2016 duty days

**Aug. 15** Last day for any summer session 2016 course

**Aug. 15** Summer graduation date

**Aug. 16** (Commencement ceremony is in December)

**Aug. 18** Fall 2016 grades are due from faculty (Midnight)

**Aug. 20** Fall 2016 semester begins

**Aug. 28** Last day to drop fall 2016 courses with a refund

**Sept. 3–5** Labor Day holiday/no classes/buildings closed

**Sept. 4** Deadline for registering for fall 2016 graduation

**Sept. 12** Eid al-Adha (ends Sept. 13)

**Oct. 2** Rosh Hashanah (ends Oct. 4)

**Oct. 11** Yom Kippur (ends Oct. 12)

**Oct. 12** Columbus Day/classes held/buildings open (observed date)

**Oct. 12** Last day to register for fall 2016 alternative learning strategies

**Oct. 22** Graduation Expo

**Nov. 1** Dia de los Muertos

**Nov. 11** Veterans Day/classes held/offices open

**Nov. 15** Undergraduate admission application deadline for spring semester 2017

**Nov. 23** Thanksgiving holiday/no classes/buildings closed

**Nov. 24–27** Thanksgiving holiday/no classes/buildings closed

**Dec. 11** Fall 2016 semester ends

**Dec. 12** Alternative day for finals canceled due to bad weather

**Dec. 12** Spring 2017 open (nondegree students) registration begins

**Dec. 13** Fall 2016 Commencement

**Dec. 13** Last fall semester 2016 faculty duty days

**Dec. 13** Fall 2016 grades are due from faculty (Midnight)

**Dec. 19** Tuition payment deadline for spring 2017 courses

**Dec. 22–26** Winter holiday/buildings closed

**Dec. 25** Christmas

**Dec. 26** Kwanzaa

**Dec. 27–31** Holiday week/buildings open/limited services

**Dec. 30** Last day to cancel low enrollment spring 2017 courses

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Check the Web at www.metrostate.edu for the most current information