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Registration Resources

Fall 2011, Spring 2012 and Summer 2012

www.metrostate.edu • Select "Class Schedule"



Have questions?



651-793-1300 or
<http://www.metrostate.edu/msweb/resources/askus.html>

Phone Numbers to Note

Gateway Student Service Center: 651-793-1300.

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

Advising Centers

College of Arts
and Sciences651-793-1457
College of Management
Graduate612-659-7258
Undergraduate612-659-7269
College of Nursing and
Health Sciences
Graduate651-793-1378
Undergraduate651-793-1379
College of Professional
Studies651-793-1341
First College651-793-1783
School of Law Enforcement
and Criminal Justice ..651-999-5880
Alumni Relations651-793-1808
Bookstore651-793-1670
Fax651-793-1676
Center for Academic
Excellence: Math, Science,
Writing, Testing651-793-1460
Center for Community-
Based Learning651-793-1285
Center for Online Learning ..651-793-1929

College of Arts and Sciences . . .651-793-1440
Graduate Program651-999-5958
College of Management612-659-7250
Graduate Program612-659-7258
College of Nursing and
Health Sciences651-793-1375
College of Professional
Studies651-793-1330
Computer Labs
Midway651-999-5845
Saint Paul651-793-1634
Counseling/Career Services ..651-793-1528
Disability Services651-793-1549
English for Speakers of
Other Languages/ESOL
Institute Century College ..651-747-4039
Financial Management651-793-1880
First College651-793-1775
Gateway Student Services
Center651-793-1300
• Admissions651-793-1300
• Financial Aid651-793-1300
• Records651-793-1300
• Registration651-793-1300
Graduation Desk651-793-1231

International Students
Office651-793-1219
Internship Office651-793-1285
IT Central Help Desk651-793-1240
Library Services651-793-1616
Placement Assessment651-793-1537
(formerly Diagnostic Services)
Safety Officer/Security
Saint Paul
Cell651-775-0444
Library Cell651-775-0715
Security Desk651-793-1717
Minneapolis
Emergency612-659-6900
Safety612-659-6910
Midway Cell651-775-6122
Safety Office651-793-1725
School of Law Enforcement
and Criminal Justice651-999-5880
Student Senate651-793-1554
Theory Seminar Inquiries ..651-793-1782
Transcript Information651-793-1233
TRiO651-793-1525
TTY651-772-7687
Veterans Affairs651-793-1305

Web Resources

Academic Advising: www.metrostate.edu/msweb/pathway/academic_success/advising/index.html
Ask Us: <http://metro-gateway.custhelp.com/>
Bookstore: www.metrostate.bkstr.com
Career Services: www.metrostate.edu/career/
Catalog: www.metrostate.edu/catalog
Center for Academic Excellence (Math, Science, Writing and Testing):
www.metrostate.edu/cae/
Center for Community-Based Learning: www.metrostate.edu/ccbl
Center for Online Learning: www.metrostate.edu/msweb/explore/cpl/
Computer Services: www.metrostate.edu/it
Creative Learning Strategies: www.metrostate.edu/cls
Disability Services: www.metrostate.edu/msweb/pathway/academic_success/disability/index.html
English as a Second Language:
www.century.edu/futurestudents/areasofstudy/esol.aspx
Faculty/Staff Directory: www.metrostate.edu/directory

Financial Aid Office: www.metrostate.edu/aid
Graduation: www.metrostate.edu/msweb/pathway/registration/graduation/index.html
International Student Services: www.metrostate.edu/msweb/pathway/academic_success/international/
Library and Information Services: www.metrostate.edu/library/
Orientation: www.metrostate.edu/msweb/pathway/gateway/orientation
Placement Assessment: www.metrostate.edu/msweb/pathway/placement/index.html
Registration: www.metrostate.edu/registration
Student Counseling Services: www.metrostate.edu/counsel
Student Handbook: www.metrostate.edu/msweb/pathway/gateway/handbook/handbook.html
Student Life and Leadership Development:
<http://www.metrostate.edu/studentact>
Student Senate: <http://senate.metrostate.edu/>
Tutoring Services: www.metrostate.edu/cae

Metropolitan State's Gateway hours are 8 a.m.–6:30 p.m., Monday through Friday.

Registration Resources is published by Metropolitan State University. 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. **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 R U READY in the right column on the page).**

Registration Resources is available in alternative formats for people with disabilities. For more information, call Disability Services at 651-793-1549; or 651-772-7687 (TTY).

Welcome

Welcome to Metropolitan State University, a member of the Minnesota State Colleges and Universities system (MnSCU). Metropolitan State, a comprehensive urban public university, serves more than 10,000 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 15 to 74, 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.

Metropolitan State's graduates number more than 30,210. 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 2011, spring 2012 and summer 2012. The next issue of *Registration Resources* will be published in summer 2012.

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* Denotes a new section in *Registration Resources*

Academic Calendar

2011

Aug. 3	Tuition payment deadline for fall 2011 courses
Aug. 16	Fall open registration begins
Aug. 20	Fall semester begins
Aug. 28	Last day to drop fall courses with a refund
Aug. 30	Eid al-Fitr
Sept. 3–5	Labor day holiday/no classes/buildings closed
Sept. 16	Deadline for registering for fall 2011 graduation
Sept. 17	Constitution Day
Sept. 29	Rosh Hashanah
Oct. 8	Yom Kippur
Oct. 10	Last day to register for fall 2011 alternative learning strategies
Oct. 24	Spring registration begins
Oct. 29	Graduation Expo
Nov. 1	Day of the Dead (Día de los Muertos)
Nov. 6	Eid al-Adha
Nov. 8	Veterans Day/classes held/offices open
Nov. 12	Last day to withdraw from fall courses
Nov. 15	Admission application deadline for spring semester
Nov. 23	Thanksgiving holiday/no evening classes
Nov. 24–27	Thanksgiving holiday/no classes/offices closed
Dec. 10	Fall semester ends
Dec. 12	Alternative day for finals canceled due to bad weather
Dec. 13	Fall 2011 Commencement
Dec. 13	Spring 2012 open registration begins
Dec. 14	Tuition payment deadline for spring 2012 courses
Dec. 21	Hanukkah
Dec. 23–27	Winter holiday/buildings closed
Dec. 25	Christmas
Dec. 26	Kwanzaa
Dec. 28–30	Holiday week/offices open/limited services
Dec. 31	New Year's Eve holiday/buildings closed

2012

Jan. 1–2	New Year's Day holiday/buildings closed
Jan. 7	Christ's Nativity
Jan. 9	Spring 2012 semester begins
Jan. 15	Last day to drop spring courses with refund
Jan. 16	Martin Luther King, Jr. holiday/no classes/buildings closed
Jan. 20	Deadline for registering for spring 2012 graduation
Feb. 7	Precinct Caucus/no evening classes
Feb. 20	President's Day/classes held/offices open
Feb. 25	Graduation Expo
Mar. 2	Last day to register for spring alternative learning strategies
Mar. 4–10	Spring break/no classes/offices open

Mar. 15	Admission application deadline for summer semester
Mar. 26	Summer 2012 priority registration begins
Mar. 26	Fall 2012 priority registration begins
April 6	Last day to withdraw from spring courses
April 6	Good Friday
April 7	Passover
April 8	Easter
April 15	Pascha
April 17	Summer 2012 open registration begins
April 18	Tuition payment deadline for first session and full-term summer courses
April 26	Spring 2012 Commencement
May 1	Spring semester ends
May 5	Cinco de Mayo
May 7	Summer session classes begin
May 14	Last day to drop first session and full-term summer courses with a refund
May 26–28	Memorial Day holiday/no classes/offices closed
May 27	Deadline for registering for summer 2012 graduation
June 3	Last day to withdraw from first summer session courses
June 6	Tuition payment deadline for second summer session courses
June 8	Last day to withdraw from first summer session courses
June 11	Last day to register for summer alternative learning strategies
June 15	Admission application deadline for fall semester
June 23	First summer session courses end
July 3	Second summer session courses begin
July 4	Independence Day Holiday/no classes/buildings closed
July 10	Last day to drop second summer session courses with a refund
July 20	Last day to withdraw from full-term summer courses
Aug. 1	Tuition payment deadline for fall courses
Aug. 3	Last day to withdraw from second summer session courses
Aug. 14	Fall open registration begins
Aug. 15	Summer session courses end
Aug. 19	Eid al-Fitr
Aug. 25	Fall 2012 semester begins

How to Apply for Admission

- **Apply Online**—Go to www.metrostate.edu.
- **Submit official transcript(s) by admissions deadline and pay the \$20 application fee.**
- **Call 651-793-1302** to schedule an appointment with an admissions counselor.

Student Information

For more information, access Ask Us at <http://metro-gateway.custhelp.com/> or the Student Handbook at www.metrostate.edu/handbook/index.html

Registration Information

Ways to Register

- **Register Online** via Student e-Services.

Web Registration Instructions

To access Student e-Services, use any Internet browser. Go to www.metrostate.edu; select "Register for Classes" on the right side of the page.

- **Login:** Enter your eight-digit Student ID and Password where indicated and click the Login button. (Initial Password is set to your birth date in the YYMMDD format or the last six digits of your Social Security number.)

Password	If Birth date is	Enter this
Example:	July 4, 1976 (07/04/76)	<u>7</u> <u>6</u> <u>0</u> <u>7</u> <u>0</u> <u>4</u> (YYMMDD)

If you have never changed your Password, the system will guide you through updating it. **Make sure you remember your new Password!**

- **Main Menu:** 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 cart. 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.

Registration Holds

Questions regarding registration holds can be directed to the Gateway Student Services Center (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 will notify registered students and process 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 will not be able to process registration changes. *Note: Parents, spouses, relatives and friends will not be permitted to request registration changes for students without the signed written permission of the student.*

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 at https://db.metrostate.edu/webapps/drep/Full_Course_Dept_Contacts.pdf.

Adding Courses

To add courses after the first week of the term and prior to the start of the second class meeting, students need no special permission but must contact the Gateway Student Services Center.

In all cases listed below, written permission must be sent via the approving authority's university e-mail account to records.registration@metrostate.edu. Students will be notified via their university e-mail account within one or two business days once the approval has been processed and will be asked to register for the course online.

- 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) after 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 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 the time of registration 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 (04, S/NC) or (03, Audit) through Student e-Services. The default grading method is graded.

- 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.

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 will become available the day classes begin.

- Fall semester course sites will become available on Aug. 20. **Activate your student account by Aug. 19 at the latest to be able to access your course site(s) on Aug. 20;** enrollments occur overnight.
- Spring semester course sites will become available on Jan. 9. **Activate your student account by Jan. 8 at the latest to be able to access your course site(s) on Jan. 9;** enrollments occur overnight.
- Summer semester course sites will become available on May 7. **Activate your student account by April 6 at the latest to be able to access your course site(s) on May 7;** enrollments occur overnight.

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.

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 will 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 will 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, all course withdrawals will appear on the transcript. Students can use Student e-Services to withdraw from courses before the end of the twelfth week of the semester.

- For information on withdrawing from an FDIS after the eleventh week of the term, contact the Gateway Student Services Center at 651-793-1300.

Students who do not withdraw from their courses by these deadlines will receive the grade "F" or "NC."

Withdrawing from the University

Admitted, degree-seeking students who officially withdraw from the university beyond the drop deadline may be eligible for a partial refund of tuition. To formally withdraw from the university, students must submit a written request to the Gateway Student Services Center. Official withdrawal terminates a student's admission to the university. Students who officially withdraw must apply for reinstatement with the Admissions Office before they will be eligible to register for courses. For more information call the Gateway Student Services Center at 651-793-1300.

Repeating Courses

- Students may, without permission, repeat Metropolitan State courses at Metropolitan State University 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 must submit a Repeat Course Form to the Gateway Student Services Center in order to have a repeated course removed from their GPA calculation. The form can be located on the Registrar's Office Web page at www.metrostate.edu/registration/forms.cfm.

- Students may not have repeated courses in which they received a grade of "C-" or better exempted from the GPA calculation without the permission of the dean of their college. Unless properly signed, the Registrar's Office will not process repeat forms for courses in which a student received a grade of "C-" or better.
- Repeated courses are marked with an (R) on the student transcript.

Residency

Resident status shall be determined at the time of application. Students who meet one or more of the following conditions on the date they apply for admission shall be classified as residents of Minnesota.

- Students who resided in the state for at least one calendar year immediately prior to applying for admission, or dependent 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 U.S. 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 http://www.metrostate.edu/msweb/pathway/tuition/reciprocity_residency.html.

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 www.heab.state.wi.us.
- North Dakota and South Dakota reciprocity forms are available at www.getreadyforcollege.org/hesod/reciprocity/apply1.cfm.

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).
- **Priors**—Students have 90 days to complete priors from the date of registration or the start of the term (whichever is later).
- **Theory Seminars**—Students have 90 days to complete theory seminars from the date of registration.

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 www.metrostate.edu/registration/forms.cfm to access the Retroactive Drop/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 Financial Aid Office 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 contact the Gateway Student Services Center for specific procedures (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 will be administratively dropped from their courses.** Accounts for students who have made partial payment but who have remaining balances at the end of the term will be turned over to the Minnesota Collection Enterprise (MCE) 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 (Se-S)** 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 will be 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 2011–2012

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

Resident Tuition (per credit)*

Undergraduate	\$200.92
Graduate	\$311.74

Nonresident Tuition (per credit)*

Undergraduate	\$409.95
Graduate	\$623.49

Special Courses Tuition (per credit)

Online Undergraduate**	\$268.22
Online Graduate**	\$410.01
Nursing Undergraduate Resident and Nonresident.....	\$262.69
Nursing Dental Hygiene (B.S.).....	\$262.69
Nursing Graduate Resident and Nonresident.....	\$404.35
Nursing Oral Health Care Practitioner Resident and Nonresident.....	\$404.35
Nursing WOC Specialty Courses	\$535.37
Doctoral Nursing Courses	\$771.75
Doctor of Business Administration (D.B.A.) Courses....	\$802.50
Law Enforcement Skills Course (offered in summer)....	\$396.80

Fees

Activity Fee (up to 16 credits)	\$4 per credit
Computer Fee (up to 16 credits)	\$6 per credit
MSUSA Fee	\$.043 per credit
Application Fee	\$20
Graduation Fee	\$20
Orientation Fee	\$10
Transcript Fee	\$8
Senior Citizens (per credit)**	\$20
Additional Course and Lab	Fees vary
Noncredit Workshops	Fees vary
Late fee	\$30
Payment Plan	Fees vary

Notes:

- *Audited courses are charged standard tuition and fee rates.
- **Tuition rate includes \$5 online course fee.
- ***Minnesota residents 66 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.

Tuition Payment

Students should access their Se-S 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 is located in Room 327 of Founders Hall on the Saint Paul Campus. Checks should be made payable to Metropolitan State University.
- **Paying through Student e-Services (Se-S).** Online payment is available through the Se-S system at www.metrostate.edu. Click on “Register for Classes” in the right-hand column.
- **Payment Plan.** Arrange up to four payments through FACTS Management Company using your bank account or credit card. An enrollment fee and, if you choose the credit card option, a convenience fee will apply. 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 you have not submitted a complete 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 Office 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 Officer, 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 will be 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.

1. Go to www.metrostate.edu.
2. Click on Register for Classes.
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 will not be eligible to register for future semesters. Degrees, official transcripts and certifications may be withheld until all financial obligations are satisfied.

Debt Collection

The university utilizes the Minnesota Revenue Recapture Act and/or a collection agency as a means of collecting outstanding obligations. Accounts that are 120 days past due will be referred for collection to Minnesota Collection Enterprise (MCE), a unit within the Minnesota Department of Revenue. Interest will be added by MCE to all accounts referred for collection. To recover the collection costs, MCE will add a 15 percent penalty to your debt and an additional 10 percent if enforcement action is taken. This is allowable under Minnesota Statute, section 16D.07 and 16D.11.

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 Student Financial Aid Office by the following dates:

- For spring 2012—Nov. 1, 2011;
- For summer 2012—April 1, 2012;
- For fall 2012—May 1, 2012;
- For spring 2013—Nov. 1, 2012.

Course Participation Requirement: Students must be able to prove that they participated in an academic activity for each registered course. If you do not receive a successful grade, your instructor must provide alternate proof of your participation. If your instructor does not/cannot provide alternate proof of your participation, you may be required to repay any financial aid which you were not eligible to receive.

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

Academic Progress Standards for Financial Aid Eligibility: In order to remain eligible for financial aid, you must

1) establish and maintain a cumulative GPA of 2.0 (3.0 if a graduate student); 2) successfully complete 66.66 percent of all credits attempted at Metropolitan State (does not include transfer credits); and 3) complete your degree program by attempting no more than 150 percent of the normal number of credits required for degree completion (includes all transfer credits.) For more information, see the terms and conditions page at www.metrostate.edu/aid.

Alternative Learning Strategies

Metropolitan State encourages students to seek alternatives to traditional classroom learning including the following:

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. Students must complete and submit an approved internship agreement form in order to register. Visit the Center for Community-Based Learning Web site for more information or assistance (www.metrostate.edu/ccbl).

Prior Experiential Learning: The prior learning assessment process is used to evaluate what students have learned in their lives and work as legitimate university learning. The process includes clearly defining what has been learned and having that learning evaluated by a trained faculty evaluator.

Independent Study: Independent study allows students an opportunity to build learning skills indispensable to the workplace and to personal, lifelong development of the mind. Independent study opportunities fall into two categories: faculty-designed, which are designed by faculty and listed in the *Class Schedule*, and which either parallel classroom courses or cover more specialized subjects; and student-designed, which allow students, with the help of a faculty member who serves as a guide and evaluator, to pursue a unique interest or project.

Internet Study: Internet courses offer students a flexible learning environment that is balanced with structured assignments and due dates, and frequent contact with instructors and fellow students. Most Internet courses at Metropolitan State are offered on an interactive course platform that enables students to work asynchronously (different times/different places) at their convenience. Students taking Internet courses should have easy access to the Internet, be comfortable browsing the Internet, and have basic word processing and file management skills.

Theory Seminars: Theory seminars are shorter than courses and offer students a way to augment prior learning. Theory seminars are designed specifically for students with extensive experience and practical knowledge in a subject, but limited theoretical learning.

Bookstore

Metropolitan State University Bookstore: 651-793-1670; fax: 651-793-1676; www.metrostate.bkstr.com.

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 at any time 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 resaleable 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 Financial Aid 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.

Information for New Students

Orientation

To assist student transition into the university, Metropolitan State provides a required orientation program for most newly admitted and some returning undergraduate students. Orientation is offered in both on-campus and online format. In either on-campus or online orientation, students are introduced to both the academic and student services and activities in the institutions. On-campus orientations also create opportunities to interact with other students, faculty and staff and offer registration advice. The orientation sessions help students understand their role and responsibilities as part of a vibrant community of learners and learn about Metropolitan State's many involvement opportunities.

On-campus orientations are hosted on the Saint Paul Campus and typically last about three hours. On-campus orientation is required for freshman students, those admitted on probation, and Power of YOU students. You will be billed a \$10 nonrefundable fee when registering for on-campus orientation (if you miss your original orientation and sign up for a later date, you will be charged for each session for which you registered).

Online orientation consists of six modules for you to complete (Program Planning, Learning Resources, Rights and Responsibilities, Success Strategies, Library and Registration). After you complete the modules, you must take a comprehensive quiz on the modules. Each quiz is graded manually; if you pass, the grade will be entered on your academic record. There is no charge for online orientation. Online orientation does not need to be completed in one session; you can start and stop and revisit it.

For more information including how to register for a session, visit www.metrostate.edu/msweb/pathway/gateway/orientation/.

METR 101 Your Academic Journey

The METR 101 Your Academic Journey (formerly METR 101 First Year Experience) 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.

Placement Assessment

All incoming freshman students are required to complete the placement tests that include basic measures of reading comprehension, writing and mathematics. As soon as students receive their acceptance letter from the Admissions Office, they should contact the Placement Assessment Office at 651-793-1538 or e-mail placement.assessment@metrostate.edu to make an appointment and complete the required placement tests as early as possible.

All incoming transfer students will be evaluated through the degree auditing process to determine whether exemption should be granted. Students should check their Degree Audit Reports (DARS) to see their placement assessment status and take action immediately if they are required to complete any test(s). If they need to appeal, they should first review the exemption criteria at www.metrostate.edu/msweb/pathway/placement/exempt.html and then contact 651-793-1537 or 651-793-1464.

Students need to contact Placement Assessment if they are granted exemption based on the criterion that they completed Accuplacer tests within the past three years in another MnSCU institution. We need to provide the course placement to them based on Metropolitan State's curriculum and remove the registration hold on their record. We also acknowledge students' progress if they have followed the course placement in another MnSCU institution if their scores are over three years old. In this situation, students should contact us directly. This will be handled on an individual basis.

Placement results provide important insights into students' current skills in math, 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.

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 in a MnSCU college of their choice. Contact information on colleges in the metropolitan area can be found at http://www.metrostate.edu/msweb/pathway/placement/mnscu_resources1.html. After testing, students should contact Placement Assessment at 651-793-1537 or 651-793-1464 for registration hold removal.

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.

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. You must present a driver's license or similar government-issued photo ID. Library 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 a student ID card.

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 libraryservices@metrostate.edu.

Student Health Insurance

Metropolitan State University students registered for two or more classes who pay the required premium within 10 days after the semester starts are eligible for health insurance coverage. Coverage for dependents is available through a special plan. Policy information may be found online at www.studentresources.com. The forms are available in the Gateway Student Services Center, Founders Hall, Room 100. Students fill out the forms and submit payment in the preaddressed envelope contained with the forms.

Program Information

First College/Individualized Degree

Students new to Metropolitan State who are interested in learning more about planning individualized degrees through the First College are asked to attend the last hour of any New Student Orientation listed in this *Registration Resources*, or to call the First College 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 First College Advising Center, at 651-793-1783.

College of Arts and Sciences

The College of Arts and Sciences (CAS), the largest in the university, is home to academic disciplines that address the core knowledge of a university education. The arts and science courses offered by faculty in the college are aimed at strengthening essential skills in writing, speaking, critical thinking, and quantitative reasoning that are necessary for success in higher education and work. The arts include communication and other forms of expression, as well as humanities disciplines like literature or philosophy that study

human thought and culture. The sciences include knowledge of the natural world and human societies, as well as an understanding of human nature and the physical, biological and social forces that account for our diverse world.

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

- **Majors:** applied mathematics; biology; computer forensics; computer information technology; computer science; English; English teaching; ethnic studies (with tracks in cross-cultural, comparative, and individualized); gender studies; history; liberal arts; life sciences teaching, mathematics; mathematics teaching; philosophy; professional communication (with tracks in organizational and public relations); screenwriting; social science (with tracks in generalist, global studies, anthropology, political science, sociology); social studies teaching; technical communication; theater; and writing (with tracks in creative and professional).
- **Minors:** anthropology; applied mathematics; biology; computer forensics; chemistry; creative writing; English; environmental communication; ethnic studies; experimental intermedia arts; gender studies; history; interpersonal communication; media literacy; organizational communication; political science; physics; practical 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 will also be 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**
 - o The Master of Science in Computer Science: For information, contact Dr. Michael Stein, michael.stein@metrostate.edu or 651-793-1476.
 - o The Master of Arts in Liberal Studies: For information, contact Dr. Lawrence Moe, lawrence.moe@metrostate.edu or 651-793-1429.
 - o The Master of Science in Technical Communication: For information, contact Dr. Craig Hansen, craig.hansen@metrostate.edu or 651-999-5957.

College of Management

The College of Management (CM) offers the following:

Undergraduate Programs

- Bachelor of science (B.S.) degrees with majors in accounting, business administration, economics, finance, human resource management, international business, management, management information systems and marketing;
- Online programs: majors in business administration, human resource management, management and marketing can be done completely online.
- Bachelor of applied science (B.A.S.) degrees for students with articulated associate of applied science (A.A.S.) degrees;

- Minors in advertising, business administration (not for CM majors), economics, entrepreneurship, human resource management, management information systems, international business, project management and risk management.

Students interested in majors offered by CM 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 CM undergraduate requirements, transfer policies, declaring a major and courses required for their major.

Additional information for new CM undergraduate students can be found on the CM Advising Web site at www.metrostate.edu/com/advising.

Graduate Programs

- Applied doctorate in business administration (D.B.A.)
- Master's degrees in business administration (M.B.A.), public and nonprofit administration (M.P.N.A.), and management information systems (M.M.I.S.)
- Graduate certificates in M.I.S. and project management.

All CM graduate programs are available online, on campus or a combination of the two. Information sessions for the CM graduate programs take place quarterly. For specific session dates, call the CM Graduate Program Office at 612-659-7290. For more information about CM graduate programs and resources, go to <http://choose.metrostate.edu/comgradprograms>.

For additional information about all CM programs, go to the College of Management Web site at www.metrostate.edu/com.

College of Nursing and Health Sciences

The College of Nursing and Health Sciences (CNHS) 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 (R.N.–B.S.N.) program, visit <http://www.metrostate.edu/msweb/explore/cnhs/nursing/meetings/meetingbsn.html>.
- Postbaccalaureate Entry Level Master of Science in Nursing (M.S.N.) program, visit http://www.metrostate.edu/msweb/explore/cnhs/nursing/meetings/entry_level_msn.html.
- Doctor of Nursing Practice (D.N.P.) program, visit <http://www.metrostate.edu/msweb/explore/cnhs/nursing/meetings/dnp.html>.
- Dental Hygiene Postbaccalaureate program, visit http://www.metrostate.edu/msweb/explore/cnhs/dental/meetings/ms_ohcp_cert.html.
- Completion Program in Dental Hygiene (B.S.D.H.) visit <http://www.metrostate.edu/msweb/explore/cnhs/dental/meetings/bsd.html>.
- Master of Science: Oral Health Care Practitioner (M.S.: O.H.C.P.) program, visit http://www.metrostate.edu/msweb/explore/cnhs/dental/meetings/ms_ohcp_cert.html.

For additional CNHS program information including application criteria, required prerequisites and application deadlines, visit this Web site: <http://www.metrostate.edu/cnhs>.

College of Professional Studies

The College of Professional Studies (CPS), established in 1990, houses the Education (Urban Teacher Program), Human Services, Psychology, and Social Work departments. It also houses the university-wide Prison Education Program, the Early Childhood Assessment Program and the Minnesota Center for Professional Development. The college also sponsors continuing professional education programs for professionals in a variety of mental health, community and social services areas.

The college's mission is to serve as the university vanguard in the areas of professional development and community involvement, and to contribute to the liberal arts foundations of these areas. The college is known for its quality and innovation in teaching, advising, research and service. Its foci include cultural diversity, student-centered learning, application of knowledge through experiential learning, faculty and staff development, and community development. For general information about CPS, visit www.metrostate.edu/cps.

The College of Professional Studies offers several undergraduate major programs throughout the college:

- Alcohol and Drug Counseling (B.S.)
- Early Childhood Studies (B.A.S.)
- Education:
 - Urban Early Childhood Education (B.S. and Birth to Grade 3 Licensure)
 - Urban Elementary Education (B.S., Pre-K to Grade 6 Licensure)
 - Urban Secondary for Grades 5–12 Licensure: B.S. majors in English Teaching, Life Science Teaching, Mathematics Teaching, or Social Studies Teaching in collaboration with the College of Arts and Sciences
- Human Services (B.S.)
- Human Services (B.H.S.)
 - Focus areas: corrections, disability studies, family studies, gerontology, human service administration, training and adult development, and violence prevention and intervention
- Law Enforcement (B.S. and Licensing Certificate)
- Psychology (B.A.) [www.metrostate.edu/msweb/explore/cps/departments/psych/index.html]
- Social Work (B.S.W.)

The College of Professional Studies also offers minors in Alcohol and Drug Prevention, Child Psychology, Disability Studies, Educational Psychology, English as Second Language Education, Family Studies, Gerontology, Human Services Administration, Industrial Psychology, Mental Health and Psychology, Psychology, Psychology Minor for Law Enforcement major, Social Gerontology, Training and Adult Development, and Violence Prevention and Intervention.

Graduate programs and certificates offered in the College of Professional Studies include:

- Psychology (M.A.) [www.metrostate.edu/msweb/explore/gradstudies/masters/psych/index.html]
- Urban Secondary Education Teacher Preparation Graduate Certificate (GCert)

Information on academic programs in CPS can be found at the Metropolitan State University Web site *Online Catalog*. For specific information or referral to an academic advisor, call the **CPS 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 CPS can be found at <https://db.metrostate.edu/webapps/drep/ProgramDeclarationFormCPS.pdf>.

Education Department (Urban Teaching Program)

651-999-5920—Midway Center
<http://choose.metrostate.edu/utp>

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

CPS Advising Center

651-793-1341

More information about CPS departments can be found at <http://www.metrostate.edu/msweb/explore/cps/departments>.

School of Law Enforcement and Criminal Justice

The School of Law Enforcement and Criminal Justice (SLC) offers the following programs:

- B.S. degree and certificate in law enforcement, designed to prepare students for careers in the law enforcement profession;
- B.A. degree and minor in criminal justice for students interested in criminal justice careers;
- M.S. in criminal justice;
- Online degree completion for law enforcement.

Following admission to Metropolitan State and attendance at 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 should 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.

Upcoming PAWs are as follows:

2011

- Wednesday, July 27, 1–3 p.m.;
- Thursday, Aug. 4, 6:30–8:30 p.m.;
- Wednesday, Sept. 21, 2–4 p.m.
- Thursday, Oct. 6, 6:30–8:30 p.m.;
- Tuesday, Oct. 18, 10 a.m.–noon;
- Monday, Nov. 7, 2–4 p.m.
- Wednesday, Dec. 14, 6:30–8:30 p.m.

2012

- Tuesday, Jan. 24, 10 a.m.–noon;
- Monday, Feb. 6, 6:30–8:30 p.m.;
- Wednesday, Feb. 29, 2–4 p.m.
- Thursday, March 15, 10 a.m.–noon;
- Monday, April 2, 6:30–8:30 p.m.;
- Tuesday, May 15, 2–4 p.m.

For a current PAW schedule, see

<http://www.metrostate.edu/msweb/explore/slc/advising/paw.html>.

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

Student Information

Campus Crime Report: Each year the Security and Safety Office creates and publishes an annual *Campus Crime 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 offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor/drug/weapon offenses and hate crimes or crimes of prejudice.

This report further includes policies relating to emergency response and evacuations, timely warnings, emergency notifications, safety programs, and procedures to follow in response to criminal activities. Information relating to the notification of registered sex offenders who are enrolled or employed by this university can be obtained by visiting the Minnesota Department of Corrections Level 3 Sex Offender Information at: <http://www.doc.state.mn.us/level3/search.asp>.

The *Metropolitan State End of Year Crime Report* is located at the following Safety Office Web address:

http://www.metrostate.edu/msweb/resources/depts_services/security/index.html. It can also be obtained in a hard-copy form from the safety literature display cases in Saint Paul and Minneapolis campuses and Midway Center, or from the Security Office in Founders Hall on the Saint Paul Campus. Upon request to 651-793-1725, it can be mailed to students, prospective students and employees. It is also available in alternative formats through Disability Services at 651-793-1549 or 651-772-7687 (TTY).

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

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 RUReady? emergency preparedness Web page is one click in the middle of the right column on the home page next to Emergency Preparedness. <http://www.metrostate.edu/READY/>

Graduation

Important Dates and Deadlines for Graduation

Graduating in:	Registration Deadline:	Contact your advisor by:	Commencement:
Fall 2011	Sept. 16, 2011	Sept. 30, 2011	Dec. 13, 2011
Spring 2012	Jan. 20, 2012	Feb. 3, 2012	Apr. 26, 2012
Summer 2012	May 27, 2012	June 10, 2012	Dec. 13, 2012 (tentative)

Graduation Application Process

- Download the graduation packet as a resource for everything from parking at commencement to where to get your cap and gown; available online at <https://db.metrostate.edu/webapps/drep/Graduation-Packet.pdf>.
- 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 (quick add ID #000001). Once you are enrolled in the workshop, your student account will automatically be 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.
- 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.
- If you did not register for the workshop by the deadline date above, you will need to file the Appeal to Graduate Past Deadline form. Follow the instructions as listed on the form, available online at https://db.metrostate.edu/webapps/drep/Graduation-Appeal_to_Graduate_Past_Deadline.pdf.

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 at https://db.metrostate.edu/webapps/drep/Graduation-Appeal_to_Walk_Early.pdf.

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 <http://db.metrostate.edu/webapps/drep/DiplomaRequest.pdf>. Do NOT use this form to request your original diploma.

Honors Eligibility Information

Every semester, the Registrar’s Office generates a list of students with GPAs in the top 10 percent of their college. Those students will be contacted by academic affairs if they maintain their GPA through their final semester. See University Procedure #252, available online at <https://db.metrostate.edu/webapps/drep/Procedure252.pdf>, for more information on graduating with honors.

Graduation Expo

Grad Expos are on Saturday, Oct. 29, 2011, for fall 2011 commencement and Saturday, Feb. 25, 2012, for spring 2012 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 www.FramingSuccess.com.

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.

How to Read the *Class Schedule*

Registration Resources retains all the information of the traditional *Class Schedule* with the exception of the actual courses, which can be found online. Select *Class Schedule* from the home page, then Course Offerings (PDFs) and the term desired. The PDF of courses on the Web will be updated regularly. You can print the entire section of courses or just a few pages. If you wish to print only a few pages, be careful to select the exact page numbers on the “print” command to avoid printing the entire schedule. (Example: pages one through five would be typed 1-5. Pages two and seven would be typed 2, 7.) Pages may be printed in the Library and Learning Center without cost. Persons with disabilities or those unable to access a printer should contact the Gateway Student Services Center for assistance.

Cou Id	Subj	No	Sec.	Course Title	Cr	Day	Instructor	Date(s)	Start	End	Loc
000068	HIST	310	01	American Indian History	4	H	Rayson	1/14-4/29	6:00 pm	9:20 pm	Mpls
1	2	3	4	5	6	7	8	9	10		11

- 1 Course ID Number.
- 2 Specifies field of study (see Subject Abbreviation List).
- 3 Course number—designates the level of the learning opportunity:
 - Developmental courses—050-099;
 - Introductory courses—100-299;
 - Intermediate courses—300-399;
 - Advanced courses—400-599; and
 - Graduate courses—500G, 600.
- 4 Course Section: 21—independent study; 31—theory seminar; 50-59—Internet course; 70-79—Internet course reserved for students enrolled in special programs.
- 5 Course Title.
- 6 Credits earned upon successful completion of the course.
- 7 Day(s) the class meets: M—Monday; T—Tuesday; W—Wednesday; H—Thursday; F—Friday; S—Saturday; and N—Sunday.
- 8 Instructor(s). “Staff” indicates the instructor’s name was unavailable.
- 9 Class start and end dates.
- 10 Class start and end times.
- 11 Class location (see Location Key)

Glossary of Terms

Corequisite—course(s) must be taken simultaneously with another course.

Prerequisite—course(s) must be taken prior to taking this course offering.

Cross-listed—course offered jointly with another course.

Overlap—courses contain similar content. Student cannot receive credit for both courses.

Notes—identifies important information specific to this course.

Location Key

ARCC—Anoka-Ramsey Community College	MC—Model Cities
CAPITL—Minnesota State Capitol	MDWY—Midway Center
BUF—Buffalo High School	MCTC—Minneapolis Community and Technical College
CCTC—Century College	MCBA—Minnesota Center for Book Arts
DIW—Division of Indian Work	MEC—Management Education Center
EBC—Earl Brown Continuing Education Center	MPLS—Minneapolis Campus
FA—Saint Paul Campus—Fine Arts Building	NCC—Normandale Community College
FH—Saint Paul Campus, Founders Hall	NHCC—North Hennepin Community College
Ford—Ford Motor Company	NM—Saint Paul Campus—New Main
HTC-EP—Hennepin Technical College—Eden Prairie Campus	RCHS—Ramsey County Human Services
HTC-BP—Hennepin Technical College—Brooklyn Park Campus	RCJPD—Ramsey County Juvenile Probation Division
IHCC—Inver Hills Community College	SJH—Saint Paul Campus—St. John’s Hall
LECJEC—Law Enforcement and Criminal Justice Education Center	SPC—Saint Paul College
LIB—Saint Paul Campus, Library and Learning Center	STPL—Saint Paul Campus (check the Web for room location)
	TBA—To be announced

Subject Abbreviation List

ACCT—Accounting	IDST—Interdisciplinary Studies
ANTH—Anthropology	INFS—Information Studies
ARTS—Studio Arts	LAWE—Law Enforcement
BIOL—Biology	LING—Linguistics
BLAW—Business Law	LIT—Literature
CHEM—Chemistry	MATH—Mathematics
CJS—Criminal Justice	MDST—Media Studies
COMM—Communication	METR—Your Academic Journey (Educational Philosophy and Planning)
DENH—Dental Health	MGMT—Management
DSCI—Decision Sciences	MIS—Management Information Systems
ECON—Economics	MKTG—Marketing Management and Communications
EDU—Education	MUSC—Music
ENTR—Entrepreneurship	NPM—Nonprofit Management
ESL—English as a Second Language	NSCI—Natural Science
ETHS—Ethnic Studies	NURS—Nursing
FIN—Finance	OJIB—Ojibwe Culture
FREN—French	PADM—Public Administration
GEOG—Geography	PFIN—Personal Finance
GEO—Geology	PHIL—Philosophy
GNDR—Gender Studies	PHYS—Physics
HIST—History	POL—Political Science
HMNG—Hmong	PRSP—Perspectives (Educational Philosophy and Planning)
HRM—Human Resource Management	PSYC—Psychology
HSA—Human Service Administration	RDNG—Reading
HSCD—Human Services/Alcohol and Drug Counseling	RELS—Religious Studies
HSCO—Human Services/Corrections	RMI—Risk Management
HSER—Human Services	SCRW—Screenwriting
HSEF—Human Services/Family Studies	SOC—Sociology
HSG—Human Services/Gerontology	SOWK—Social Work
HSTD—Human Services/Training and Development	SPAN—Spanish
HTMT—Hospitality and Tourism Management	SPED—Special Education
HUM—Humanities	SSCI—Social Science
IBUS—International Business	STAT—Statistics
ICS—Information and Computer Sciences	THEA—Theater
	WMNS—Women’s Studies
	WRIT—Writing
	WKSP—Workshop

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 or 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: Civic and Ethical 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 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 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 (A.A.) degree from a Minnesota State Colleges and Universities System (MnSCU) 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 A.S., A.A.S. 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 DARS report 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.
- For additional information about each of the goal areas, go to http://www.mntransfer.org/students/plan/s_mntc.php.

General Education and Liberal Studies

Minnesota Transfer Curriculum 2011–2012 Course List

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.

Superscript Numbers:

- Superscript numbers ⁽¹⁰⁾ indicate 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 only count once, the course satisfies the two goal area requirements.
- Separated by a comma ^(3,1S) indicate that a course will meet both areas indicated.
- Separated by a forward slash ^(7/8) indicate 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.

Asterisks (*):

- Indicate that a course can be used to meet goal area requirements, but cannot be used as General Education or Liberal Studies Electives.

Goal 1: Communication (six or more credits in writing; three or more credits in oral visual communication)

Writing

Introductory Writing (one course required)

Note: students must place at the intermediate level on the university's writing assessment essay to be exempt from this requirement.

WRIT 121	Intensive Writing I
WRIT 131	Writing I
WRIT 132	Written and Visual Communication

Intermediate Writing (one course required)

WRIT 231	Writing II
WRIT 261	Business Writing
WRIT 271	Technical Writing
WRIT 331 ^{LS}	Writing in Your Major

Oral and Visual Communication

COMM 103	Public Speaking
COMM 231	Introduction to Interpersonal Communication
COMM 321 ^{LS}	Gender, Sport and Communication in the U.S.
COMM 331 ^{LS}	Intermediate Interpersonal Communication
COMM 351 ^{LS}	Communication in Work Groups
COMM 352 ^{LS}	Organizational Communication
COMM 361 ^{LS}	Managerial Communication

LING 111	Vocabulary Study
MDST 361 ^{LS}	Visual Communication
MDST 363 ^{LS}	Children and Media
PSYC 314 ^{LS}	Group Dynamics and Facilitation
RDNG 112	The Educated Reader: Analytical Reading
THEA 201 ⁶	Storytelling
THEA 331 ^{LS}	Voice: Speaking from Experience
THEA 345 ^{LS}	Acting III
THEA 346 ^{LS}	Topics

Goal 2: Critical Thinking

Students who complete the university's general education requirements will have met this goal.

Goal 3: Natural Sciences (three or more credits including a laboratory; + indicates the needed lab for previous course)

BIOL 101	Introduction to the Life Sciences	+CHEM 111L	General Chemistry I Laboratory	NSCI 203 ¹⁰	Plants and Human Affairs
BIOL 105	Human Biology	CHEM 112	General Chemistry II	NSCI 204 ¹⁰	Environmental Science
BIOL 106	Biology of Women	+CHEM 112L	General Chemistry II Laboratory	PHYS 101	Introduction to Astronomy
BIOL 111	General Biology I			PHYS 105 ¹⁰	Air, Weather and Climate
BIOL 112	General Biology II	GEOL 110	Introduction to Earth Sciences	PHYS 107	Energy and the Environment
CHEM 102	Introduction to Chemistry	GEOL 112	Evolution of the Earth	PHYS 110	Introduction to Physics
CHEM 107 ¹⁰	Chemistry, Society and the Environment	GEOL 118 ¹⁰	Environmental Geology	PHYS 111	General Physics I
CHEM 111	General Chemistry I	NSCI 201 ¹⁰	Minnesota Ecology and Conservation Biology	PHYS 211	Calculus Based Physics I
				PSYC 312 ^{LS}	Research Methods
				PSYC 345 ^{LS}	Biopsychology

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.

MATH 110	Math for the Liberal Arts	MATH 310 ^{LS}	Calculus III: Multivariable Calculus	MATH 405 ^{LS}	Partial Differential Equations
MATH 115	College Algebra			MATH 420 ^{LS}	Numerical Analysis
MATH 120	Pre-calculus	MATH 315 ^{LS}	Linear Algebra and Applications	MATH 450 ^{LS}	Operations Research
MATH 210	Calculus I			MATH 471 ^{LS}	Abstract Algebra
MATH 211	Calculus II	MATH 340 ^{LS}	Mathematical Modeling	MATH 499 ^{LS}	Mathematics Senior Seminar
MATH 215	Discrete Mathematics	MATH 350 ^{LS}	Ordinary Differential Equations	PHIL 204	Introduction to Symbolic Logic
MATH 251	Introduction to Probability and Statistics	MATH 370 ^{LS}	Modern Geometry	STAT 201	Statistics I
MATH 301 ^{LS}	Introduction to Analysis	MATH 375 ^{LS}	Complex Variables		

Goal 5: History and the Social and Behavioral Sciences (six or more credits from two or more disciplines)

ANTH 101 ¹⁰	Human Origins	HIST 305 ^{LS}	U.S. Economic Life: Technology	HIST 395 ^{LS}	The Rise and Fall of Communism
ANTH 102	Hmong Culture and Community	HIST 309 ^{7/9,LS}	Women and Public Activism	HIST 398 ^{LS}	World War II: A Global History
ANTH 301 ^{8,LS}	Approaches to Cultural Anthropology	HIST 310 ^{7,LS}	American Indian History	HSER 300 ^{LS}	Violence: Origins and Explanations
ANTH 302 ^{8,LS}	Gender and Culture	HIST 311 ^{7,LS}	African American History	HSER 301 ^{LS}	Violence: Individual, Community and Global Responses
ANTH 304 ^{8,LS}	Anthropology of Religion	HIST 312 ^{7,LS}	Beginnings of American Society: Colonial and Revolutionary History	HSFS 143	The Family: A Social/Psychological Exploration
ANTH 308 ^{7,LS}	Archeology: Explaining the Past	HIST 313 ^{LS}	The American Presidents	HSFS 338 ^{LS}	Family: Racial, Gender and Class Dimensions
ANTH 309 ^{7,LS}	New Neighbors: The U.S. Hmong Community	HIST 315 ^{7,LS}	The Civil Rights Movement in the 1960's	HSFS 339 ^{LS}	Issues and Actions in Family Policy
ANTH 320 ^{6/8,LS}	Anthropology in the Global Age	HIST 320 ^{7,LS}	History of Asian Americans	HSFS 341 ^{7,LS}	Work and Family
ANTH 321 ^{8,LS}	Cultural Anthropology: Focus on Mexico and Central America	HIST 327 ^{LS}	American History at the Movies	HSFS 342 ^{7,LS}	Children in U.S. Society
ANTH 325 ^{8,LS}	Women, Development and Social Change	HIST 328 ^{6/7,LS}	Women in Modern U.S. History	HSG 374 ^{LS}	Aging in America: A Personal Challenge
CJS 101	Introduction to Criminal Justice	HIST 329 ^{7,LS}	Legacies: History of Women and the Family	IDST 330 ^{7,LS}	Women in Math, Science and Technology
CJS 318 ^{7,LS}	Women and Crime	HIST 331 ^{9,LS}	Religion and Politics in America	IDST 385 ^{LS}	Turning Points: Self-Transformation
CJS 340 ^{8,LS}	Comparative Criminal Justice	HIST 333 ^{10,LS}	The Greening of America: Environmental History since 1900	LING 316 ^{8,LS}	The Nature of Language
CJS 340A ^{8,LS}	Comparative Criminal Justice	HIST 334 ^{7,LS}	The Great Depression of the 1930s	LING 326 ^{8,LS}	Language and Culture
CJS 350 ^{LS}	Citizenship: Community Involvement	HIST 335 ^{LS}	A New Birth of Freedom: U.S. Civil War and Reconstruction	LING 327 ^{7,LS}	Language and Society
CJS 360 ^{7,LS}	Diversity Issues in Criminal Justice	HIST 336 ^{5,LS}	The American Half Century: U.S. History Since World War II	LING 346 ^{7,LS}	Language and Gender
ECON 201	Macroeconomics	HIST 337 ^{LS}	U.S. Foreign Relations, World War I to the Present	POL 101 ⁹	Introduction to American Government and Politics
ECON 202	Microeconomics	HIST 339 ^{LS}	History of Sexuality: Modern Perspectives	POL 102	Urban Leadership
ECON 311 ^{10,LS}	Economics of the Environment	HIST 340 ^{LS}	Special Topics and Issues in History	POL 301 ^{9,LS}	Citizenship in a Global Context
ECON 313 ^{LS}	Labor Economics	HIST 341 ^{8,LS}	The Vietnam War	POL 302 ^{9,LS}	Political Ideas
ECON 314 ^{8,LS}	International and Comparative Economics	HIST 342 ^{7,LS}	The Sixties Experience	POL 303 ^{8,LS}	Ethnic Conflict in Global Perspective
ECON 315 ^{7,LS}	Economics of Diversity	HIST 344 ^{LS}	From Reagan to Obama: America Since 1980	POL 304 ^{8,LS}	Social Movements in Global Perspective
ECON 316 ^{LS}	Health Economics	HIST 346 ^{LS}	Minnesota History	POL 305 ^{9,LS}	Elections and Political Parties
ECON 351 ^{LS}	Intermediate Macroeconomics	HIST 350 ^{LS}	Europe: Creation and Conflict, 1500-1789	POL 309 ^{9,LS}	Race and Public Policy
ECON 352 ^{LS}	Intermediate Microeconomics	HIST 351 ^{8,LS}	Europe: The Global Power, 1789-Present	POL 311 ^{9,LS}	Community Organizing and Social Action
ETHS 303 ^{7,LS}	Politics of Resistance and Protest Movements	HIST 353 ^{LS}	Topics in European History	POL 321 ^{8,LS}	World Politics
ETHS 305 ^{7,LS}	Major Issues in U.S. Race Relations	HIST 353A ^{LS}	Topics in European History	POL 323 ^{8,LS}	The Middle East: Conflict and Change
ETHS 306 ^{7,LS}	Politics of Mixed Racial Identity	HIST 354 ^{8,LS}	History of the Holocaust	POL 331 ^{LS}	Law and the Legal Process
ETHS 309 ^{9,LS}	Race and Public Policy	HIST 355 ^{LS}	Problems of Contemporary Europe in Historical Perspective	POL 332 ^{7,LS}	Gender and the Law
ETHS 332 ^{7,LS}	Topics in Contemporary Native North America	HIST 357 ^{LS}	Women in Early Modern Europe	POL 333 ^{9,LS}	Constitutional Law: Civil Rights and Civil Liberties
ETHS 342 ^{7,LS}	Contemporary Issues in Black Studies	HIST 361 ^{LS}	Africa: From Ancient Times to 1800	POL 342 ^{9,LS}	Lobbying: A Citizen's Guide to the Legislative Process
ETHS 352 ^{7,LS}	Latina/o Cultural Politics	HIST 362 ^{8,LS}	Africa: From Colonialism to Independence	POL 381T ^{9,LS}	Community Leadership Theory Seminar
ETHS 363 ^{7,LS}	Asian American Women: Myths and Realities	HIST 363 ^{10,LS}	World Environmental History	PSYC 100	General Psychology
ETHS 380 ^{7,LS}	Special Topics in Ethnic Studies	HIST 370 ^{8,LS}	Behind the Great Wall: The Real China	PSYC 212 ⁷	Introduction to Diversity and Ethics in Psychology
GEOG 201 ¹⁰	Introduction to Geography	HIST 371 ^{8,LS}	Understanding Modern Japan	PSYC 250	Academic and Career Pathways in Psychology
GNDR 201 ⁷	Introduction to Gender and Women's Studies	HIST 372 ^{8,LS}	History of Japanese Popular Culture	PSYC 300 ^{LS}	Abnormal Psychology
GNDR 345 ^{8,LS}	Global Perspectives on Gender	HIST 382 ^{8,LS}	Latin American History I: To 1910	PSYC 301 ^{LS}	Adolescent Psychology
HIST 101	The American Past: To 1865	HIST 383 ^{LS}	Latin America History II: 1910 to Present	PSYC 302 ^{LS}	Adult Development and Lifelong Learning
HIST 102	The American Past: From 1865	HIST 391 ^{LS}	The Crusades: Origins and Global Perspectives	PSYC 303 ^{LS}	Artificial Intelligence
HIST 103	World History I: Patterns of Civilization to 1500	HIST 394 ^{8,LS}	Comparative Women's History	PSYC 304 ^{LS}	Battered Women: An Historical and Social Perspective
HIST 104	World History II: The Modern World, 1500 to the Present			PSYC 304T ^{LS}	Violence Against Women Theory Seminar
HIST 301 ^{LS}	U.S. Economic Life: Business			PSYC 305 ^{LS}	Behavior Disorders in Children
HIST 303 ^{LS}	U.S. Economic Life: Working People			PSYC 306 ^{LS}	Child Abuse

Goal 5 (continued): History and the Social and Behavioral Sciences (six or more credits from two or more disciplines)

PSYC 307 ^{LS}	Data/Statistical Analysis for the Behavioral Sciences	PSYC 340 ^{LS}	Understanding Death and Dying	PSYC 391 ^{LS}	Perception
PSYC 308 ^{LS}	Child Psychology	PSYC 341 ^{LS}	Violence and the Media: Psychological Effects of Film and Popular Music	PSYC 392 ^{LS}	Psychology and Education of the Gifted
PSYC 308T ^{LS}	Child Psychology Theory Seminar	PSYC 343 ^{LS}	Drugs and Behavior: An Introduction to Behavioral Pharmacology	PSYC 393 ^{LS}	Special Education Overview
PSYC 309 ^{LS}	Cognitive Psychology	PSYC 344 ^{LS}	Personnel and Industrial Psychology	PSYC 393T ^{LS}	Special Education Overview Theory Seminar
PSYC 311 ^{LS}	Life Span Developmental Psychology	PSYC 346 ^{LS}	Health Psychology	PSYC 394 ^{LS}	Vocational Rehabilitation of Persons with Disabilities
PSYC 313 ^{LS}	Family Systems	PSYC 350T ^{LS}	Early Childhood Programs: Management Principles and Applications	PSYC 395 ^{LS}	Coaching Psychology
PSYC 315 ^{LS}	Adult Learning	PSYC 351T ^{LS}	Early Childhood Programs: Regulatory/Financial/Facility Management	PSYC 397 ^{LS}	Developmental Disabilities: Issues, Concepts and Problem Solving
PSYC 316 ^{LS}	Holistic Health	PSYC 352T ^{LS}	Early Childhood Programs: Advocacy and Communications	PSYC 399 ^{LS}	Applied Psychology Research Internship
PSYC 317 ^{LS}	Human Factors	PSYC 353 ^{LS}	Selected Topics in Early Childhood	SOC 101 ⁷	Introduction to Sociology
PSYC 318 ^{LS}	Humanistic Psychology	PSYC 356 ^{7,LS}	Early Childhood Development within a Social/Cultural and Historical Context	SOC 301 ^{7,LS}	Contemporary Sociology
PSYC 319 ^{LS}	The Impact of Technology on Human and Organizational Behavior	PSYC 357 ^{LS}	Observing and Assessing Young Children: Birth Through Age Five	SOC 302 ^{9,LS}	Interpersonal and Social Power: A View from Below
PSYC 320 ^{LS}	Individual Differences	PSYC 359 ^{LS}	Positive Behavior Guidance	SOC 303 ^{8,LS}	Ethnic Conflict in Global Perspective
PSYC 321 ^{LS}	Jungian Psychology: Basic Concepts	PSYC 360 ^{LS}	Friday Forum Topics	SOC 304 ^{8,LS}	Social Movements in Global Perspective
PSYC 323 ^{LS}	The Nature of Creativity: A Psychological Perspective	PSYC 363 ^{LS}	Community Psychology	SOC 305 ^{7,LS}	Race and Ethnicity: Sociological Perspectives
PSYC 324 ^{LS}	Practical Behavior Analysis and Modification	PSYC 367 ^{LS}	Human Sexuality	SOC 306 ^{7,LS}	Deviance and Social Control
PSYC 325 ^{LS}	Psychoanalysis and Other Dynamic Theories	PSYC 370 ^{LS}	Political Psychology	SOC 309 ^{9,LS}	Homelessness: Critical Issues for Policy and Practice
PSYC 327 ^{LS}	Psychological Testing	PSYC 380 ^{LS}	Adlerian Psychology	SOC 310 ^{9,LS}	City Life: Space, Places and Community Life
PSYC 328 ^{7,LS}	Psychology of African Americans	PSYC 381 ^{LS}	The American Male	SOC 311 ^{9,LS}	Community Organizing and Social Action
PSYC 329 ^{LS}	Psychology of Humor	PSYC 382 ^{LS}	Community Services for the Mentally Retarded	SOC 317 ^{7,LS}	Women in Minnesota Life: Education, Politics and Social Change
PSYC 330 ^{LS}	Psychology of Learning: Contemporary Theories and Applications	PSYC 384 ^{LS}	Education Futures	SSCI 100 ⁷	Introduction to Social Science
PSYC 331 ^{LS}	Psychology of Men	PSYC 385 ^{LS}	Educational Psychology	SSCI 301 ^{9,LS}	Politics, Markets and Society
PSYC 332 ^{LS}	Psychology of Personality	PSYC 387 ^{10,LS}	Environmental Psychology	SSCI 311 ^{LS}	Research Methods in Social Science
PSYC 333 ^{LS}	Psychology of Victims	PSYC 388 ^{LS}	Marriage and Family Relations	SSCI 312 ^{LS}	Qualitative Research Methods
PSYC 333T ^{LS}	Victimization Theory Seminar	PSYC 389 ^{LS}	Mental Retardation: Adulthood and Old Age	SSCI 365 ^{LS}	Social Science Group
PSYC 334 ^{LS}	Peace Studies and the Psychology of Peace	PSYC 390 ^{LS}	Mental Retardation: Issues, Assessment and Intervention	SSCI 396T ^{8,LS}	Internship: Civic Engagement and Public Life
PSYC 335 ^{7,LS}	Psychology of Women				Travel and Culture Theory Seminar
PSYC 336 ^{LS}	Social Psychology				
PSYC 337 ^{LS}	Sports Psychology				
PSYC 338 ^{LS}	The Unconscious and Dreamwork				
PSYC 339 ^{LS}	Working with Children in the Middle Years				

Goal 6: Humanities and the Fine Arts (six or more credits from two or more disciplines)

ANTH 320 ^{5,LS}	Anthropology in the Global Age	ETHS 250 ⁷	Introduction to Chicano Studies	HUM 313 ^{LS}	Medieval Civilization
ARTS 106	Introduction to Drawing	ETHS 302 ^{7,LS}	Immigration and the New World	HUM 314 ^{LS}	The Renaissance
ARTS 200 ⁹	Creating Change through Comm., Writing and the Arts	ETHS 311 ^{7,LS}	Understanding Racial and Ethnic Groups in the United States	HUM 315 ^{LS}	The Enlightenment
ARTS 300 ^{LS}	Museums and Galleries	ETHS 361 ^{7,LS}	History of Asian Americans	HUM 316 ^{8,LS}	Romanticism
ARTS 302 ^{LS}	Exhibition Practices: Group Internship	GNDR 270 ⁷	Gender, Race and Popular Culture	HUM 317 ^{8,LS}	Modernism
ARTS 304 ^{LS}	Topics in Fibers: Papermaking	GNDR 365 ^{7,LS}	The Cultural Politics of GLBT Sexuality	HUM 318 ^{LS}	Postmodernism
ARTS 306 ^{LS}	Intermediate Drawing	HIST 328 ^{5,LS}	Women in Modern U.S. History	HUM 321 ^{LS}	Myth
ARTS 307 ^{LS}	Painting	HUM 101	The World of Ideas: Ancient to Medieval	HUM 326 ^{LS}	Folklore
ARTS 309 ^{LS}	Photography: History of a Visual Artform	HUM 102	The World of Ideas: Modern The First Civilizations	HUM 333 ^{7,LS}	The Photo and the Other
ARTS 316 ^{LS}	Intermediate Photography	HUM 310 ^{LS}	The Classical World: Greece	IMDA 340 ^{LS}	Intermedia Arts
CJS 375 ^{9,LS}	Criminal Justice Ethics	HUM 311 ^{LS}	The Classical World: Rome	IMDA 352 ^{LS}	Creativity
COMM 200 ⁹	Creating Change Through CWA	HUM 312 ^{LS}		LIT 100	Introduction to Literature
ETHS 100 ⁷	Introduction to Ethnic Studies			LIT 300 ^{LS}	Literary Analysis
ETHS 200 ⁷	Theories and Race, Ethnicity and Culture			LIT 301 ^{LS}	The Short Story
				LIT 302 ^{LS}	The Novel
				LIT 303 ^{LS}	Drama
				LIT 306 ^{LS}	Comedy in Literature
				LIT 307 ^{LS}	Poetry
				LIT 312 ^{7,LS}	Women Writers
				LIT 315 ^{LS}	Gender in Literature and Film

Goal 6 (continued): Humanities and the Fine Arts (six or more credits from two or more disciplines)

LIT 330 ^{1S}	Children's Literature	PHIL 105	Views and Human Nature	RELS 303 ^{1S}	Intro to the Christian Scriptures (the New Testament)
LIT 332 ^{1S}	Adolescent Literature	PHIL 106	Philosophy and Religion		
LIT 341 ^{1S}	American Literature: Beginnings—1870	PHIL 301 ^{9,1S}	Ethical Inquiry	RELS 303T ^{1S}	Introduction to the Christian Scriptures (the New Testament) Theory Seminar
LIT 342 ^{7,1S}	American Literature: 1870–Present	PHIL 303 ^{1S}	Principles of Inquiry: Ways of Knowing		
LIT 345 ^{1S}	Urban Working Class Literature	PHIL 306 ^{7,1S}	Philosophy and Sexuality	RELS 304 ^{8,1S}	Introduction to World Religions
LIT 347 ^{1S}	Hemingway and Friends	PHIL 320 ^{9,1S}	Business Ethics		
LIT 349 ^{10,1S}	American Nature Writers	PHIL 321 ^{9,1S}	Medical Ethics	RELS 305 ^{8,1S}	Jewish-Christian Encounter
LIT 361 ^{7,1S}	African-American Literature	PHIL 325 ^{9,1S}	Criminal Justice Ethics	RELS 306 ^{7,1S}	The Spiritual Journey
LIT 362 ^{7,1S}	Black Women Writers	PHIL 327 ^{9,1S}	Ethics in the Information Age	RELS 308 ^{8,1S}	World of Islam
LIT 363 ^{7,1S}	American Indian Literature	PHIL 334 ^{1S}	Philosophy for Children	RELS 322 ^{7,1S}	American Indian Spirituality
LIT 371 ^{1S}	English Literature: Beginning – 1800	PHIL 352 ^{9,1S}	Ethics Beyond Borders	RELS 333 ^{7,1S}	Race and Religion
LIT 372 ^{8,1S}	English Literature: 1800–Present	PHIL 354 ^{1S}	Economic Justice: Who gets what and why?	RELS 344 ^{1S}	Religion and Psychology
LIT 374 ^{1S}	Legends of King Arthur	PHIL 355 ^{1S}	Moral Theory	RELS 355 ^{1S}	Religion and Politics in America
LIT 377 ^{1S}	Shakespeare	PHIL 362 ^{7,1S}	African and African-American Philosophy	RELS 366 ^{1S}	Religion, Morality and Contemporary U.S. Society
LIT 390 ^{1S}	Authors and Topics in Literature	PHIL365 ^{7,1S}	The Cultural Politics of GLBT Sexuality	RELS 377 ^{7,1S}	Women and Religion
MDST 330 ^{1S}	Topics in Film Studies	PHIL 366 ^{7,1S}	Race and Racism: Philosophical Problems	RELS 390 ^{7,1S}	Zen Buddhism in American Culture
MDST 370 ^{1S}	Contemporary Cinema	PHIL 375 ^{1S}	Ancient Greek Philosophy	SCRW 313 ^{1S}	Beginning Screenwriting
MDST 371 ^{1S}	American Film: Tradition and Trends	PHIL 376 ^{1S}	Early Modern European Philosophy	THEA 121	Shorts: Directed Readings in World Theater
MUSC 133	Class Guitar I	PHIL 378 ^{1S}	Contemporary Philosophy	THEA 201 ¹	Storytelling
MUSC 322 ^{1S}	Topics in Music: World Music	PHIL 385 ^{9,1S}	Philosophy on the Front Page: Topics in Political and Social Philosophy	THEA 321 ^{1S}	Directed Readings in Theater
MUSC 330 ^{1S}	Experimental Music			THEA 351 ^{1S}	Production Performance Laboratory
MUSC 333 ^{1S}	Applied Guitar Study	RELS 301 ^{1S}	Introduction to Religious Studies	THEA 387 ^{1S}	Theater History II
PHIL 100	Multicultural Introduction to Philosophy	RELS 301T ^{1S}	Introduction to Religious Studies	WRIT 251	Introduction to Creative Writing
PHIL 102 ⁹	Philosophy, Film and the Meaning of Life	RELS 302 ^{1S}	Intro to the Hebrew Bible (the Old Testament)		

Goal 7: Human Diversity (three or more credits)

ANTH 308 ^{5,1S}	Archeology: Explaining the Past	ETHS 315 ^{1S}	Color of Incarceration	GNDR 365 ^{6,1S}	The Cultural Politics of GLBT Sexuality
ANTH 309 ^{5,1S}	New Neighbors: The U.S. Hmong Community	ETHS 316 ^{1S}	Race and Religion	GNDR 369 ^{1S}	GLBT Issues in Literature and Film
CJS 360 ^{5,1S}	Diversity Issues in Criminal Justice	ETHS 331 ^{1S}	American Indian History	HIST 304 ^{5,1S}	U.S. Economic Life: Working People
COMM 233	Intro. to Intercultural Communication	ETHS 332 ^{5,1S}	Topics in Contemporary Native North America		
ECON 315 ^{5,1S}	Economics of Diversity	ETHS 334 ^{1S}	American Indian History	HIST 309 ^{5,1S}	Women and Public Activism
ETHS 100 ⁶	Introduction to Ethics Studies	ETHS 336 ^{1S}	American Indian Literature	HIST 310 ^{5,1S}	American Indian History
ETHS 200 ⁶	Theories of Race, Ethnicity and Culture	ETHS 341 ^{1S}	African American History	HIST 311 ^{5,1S}	African-American History
ETHS 232	American Indians in Minnesota	ETHS 342 ^{5,1S}	Contemporary Issues in Black Studies	HIST 312 ^{5,1S}	Beginnings of American Society: Colonial and Revolutionary History
ETHS 244	African Americans in Minnesota	ETHS 343 ^{1S}	Civil Rights Movement in the 1960s	HIST 315 ^{5,1S}	Civil Rights Movement in the 1960s
ETHS 250 ⁶	Introduction to Chicano Studies	ETHS 344 ^{1S}	African-American History	HIST 320 ^{5,1S}	History of Asian Americans
ETHS 252	Chicanos/Latinos in Minnesota	ETHS 352 ^{5,1S}	Latina/o Cultural Politics	HIST 328 ^{5,1S}	Women in Modern U.S. History
ETHS 262	Asian Americans in Minnesota	ETHS 354 ^{1S}	Chicana/o Gender and Sexuality	HIST 329 ^{5,1S}	Legacies: A History of Women and the Family
ETHS 302 ^{6,1S}	Immigration and the New World	ETHS 361 ^{6,1S}	History of Asian Americans	HIST 334 ^{5,1S}	The Great Depression of the 1930s
ETHS 303 ^{5,1S}	Politics of Resistance and Protest Movements	ETHS 363 ^{5,1S}	Asian American Women: Myths and Realities	HIST 336 ^{5,1S}	The American Half Century: U.S. History Since World War II
ETHS 305 ^{5,1S}	Major Issues in U.S. Race Relations	ETHS 370 ^{1S}	Black Intellectual Thought	HIST 342 ^{5,1S}	The Sixties Experience
ETHS 306 ^{5,1S}	Politics of Mixed Racial Identity	ETHS 380 ^{5,1S}	Special Topics in Ethnic Studies	HSER 303 ^{1S}	Disability Awareness
ETHS 311 ^{6,1S}	Understanding Racial and Ethnic Groups in the United States	ETHS 499 ^{1S}	Ethnic Studies Capstone	HSFS 341 ^{5,1S}	Work and the Family
		ETHS 499T ^{1S}	Ethnic Studies Capstone Theory Seminar	HSFS 342 ^{5,1S}	Children in U.S. Society
		GNDR 201 ⁵	Introduction to Gender and Women's Studies		
		GNDR 270 ⁶	Gender, Race and Popular Culture		
		GNDR 300 ^{1S}	Topics in Gender Studies		

Goal 7 (continued): Human Diversity (three or more credits)

HUM 333 ^{6,LS} IDST 330 ^{5,LS}	The Photo and the Other Women in Math, Science and Technology	PHIL 365 ^{6,LS} PHIL 366 ^{6,LS}	The Cultural Politics of GLBT Sexuality Race and Racism: Philosophical Problems	RELS 322 ^{6,LS} RELS 333 ^{6,LS} RELS 377 ^{6,LS} RELS 390 ^{6,LS}	American Indian Spirituality Race and Religion Women and Religion Zen Buddhism in American Culture
LING 327 ^{5,LS} LING 346 ^{5,LS} LIT 312 ^{6,LS} LIT 342 ^{6,LS} LIT 361 ^{6,LS} LIT 362 ^{6,LS} LIT 363 ^{6,LS} MGMT 360*	Language and Society Language and Gender Women Writers American Literature African-American Literature Black Women Writers American Indian Literature Managing a Diverse Workforce	POL 332 ^{5,LS} PSYC 212 ⁵ PSYC 328 ^{5,LS} PSYC 335 ^{5,LS} PSYC 356 ^{5,LS}	Women and the Law Introduction to Diversity and Ethics in Psychology Psychology of African Americans Psychology of Women Early Childhood Development within a Social/Cultural and Historical Context The Spiritual Journey	SOC 101 ⁵ SOC 301 ^{5,LS} SOC 305 ^{5,LS} SOC 306 ^{5,LS} SOC 317 ^{5,LS}	Introduction to Sociology Contemporary Sociology Race and Ethnicity: Sociology Perspectives Deviance and Social Control Women in Minnesota Life: Education, Politics and Social Change Introduction to Social Science
PHIL 306 ^{6,LS} PHIL 362 ^{6,LS}	Philosophy and Sexuality African and African-American Philosophy	RELS 306 ^{6,LS}		SSCI 100 ⁵	

Goal 8: Global Perspective (three or more credits)

ANTH 301 ^{5,LS} ANTH 302 ^{5,LS} ANTH 304 ^{5,LS} ANTH 320 ^{5,LS} ANTH 321 ^{5,LS} ANTH 325 ^{5,LS} CJS 340 ^{5,LS} CJS 340A ^{5,LS} COMM 333 ^{5,LS} ECON 314 ^{5,LS} GNDR 345 ^{5,LS} HIST 341 ^{5,LS} HIST 351 ^{5,LS}	Approaches to Cultural Anthropology Gender and Culture Anthropology of Religion Anthropology in the Global Age Cultural Anthropology: Focus on Mexico and Central America Women, Development and Social Change Comparative Criminal Justice Comparative Criminal Justice Intermediate Intercultural Communication International and Comparative Economics Global Perspectives on Gender The Vietnam War Europe: the Global Power, 1789-Present	HIST 354 ^{5,LS} HIST 362 ^{5,LS} HIST 370 ^{5,LS} HIST 371 ^{5,LS} HIST 372 ^{5,LS} HIST 382 ^{5,LS} HIST 394 ^{5,LS} HRM 585* HUM 316 ^{6,LS} HUM 317 ^{5,LS} IBUS 311* IDST 332 ^{5,LS} LING 316 ^{5,LS} LING 326 ^{5,LS} LIT 372 ^{6,LS}	History of the Holocaust Africa: From Colonialism to Independence Behind the Great Wall: The Real China Understanding Japan Today History of Japanese Popular Culture Latin America History I Comparative Women's History International Human Resource Management Romanticism Modernism International Business Environment and Operations Conversations on Contemporary China The Nature of Language Language and Culture English Literature: 1800- Present	MDST 378 ^{5,LS} MKTG 480* POL 303 ^{5,LS} POL 304 ^{5,LS} POL 321 ^{5,LS} POL 323 ^{5,LS} RELS 304 ^{6,LS} RELS 305 ^{6,LS} RELS 308 ^{6,LS} SOC 303 ^{5,LS} SOC 304 ^{5,LS} SPAN 101 SPAN 102 SPAN 201 SPAN 202 SSCI 396T ^{5,LS}	World Cinema International Marketing Ethnic Conflict in Global Perspective Social Movements in Global Perspective World Politics The Middle East: Conflict and Change Introduction to World Religions Jewish-Christian Encounter World of Islam Ethnic Conflict in Global Perspective Social Movements in Global Perspective Beginning Spanish I Beginning Spanish II Intermediate Spanish I Intermediate Spanish II Travel and Culture Theory Seminar
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Goal 9: Civic and Ethical Responsibility (three or more credits)

ARTS 200 ⁶ CJS 375 ^{6,LS} COMM 200 ⁶ ETHS 309 ^{5,LS} ETHS 335 ^{5,LS} HIST 309 ^{5,LS} HIST 331 ^{5,LS} IDST 310 ^{5,LS} IDST 321 ^{5,LS} PHIL 102 ⁶	Creating Change Through CWA Criminal Justice Ethics Creating Change Through CWA The Color of Public Policy American Indian Nations: Law, Power, and Persistence Women and Public Activism Religion and Politics in America Principles of Civic Engagement Human Rights and the Educated Citizen Philosophy, Film and the Meaning of Life	PHIL 301 ^{6,LS} PHIL 320 ^{6,LS} PHIL 321 ^{6,LS} PHIL 325 ^{6,LS} PHIL 327 ^{6,LS} PHIL 352 ^{6,LS} PHIL 385 ^{6,LS} POL 101 ⁵ POL 301 ^{5,LS} POL 302 ^{5,LS} POL 305 ^{5,LS} POL 309 ^{5,LS} POL 311 ^{5,LS}	Ethical Inquiry Business Ethics Medical Ethics Criminal Justice Ethics Ethics in the Information Age Ethics Beyond Borders Philosophy on the Front Page: Just War in Afghanistan? Introduction to American Government and Politics Citizenship in a Global Context Political Ideas Elections and Political Parties Race and Public Policy Community Organizing and Social Action	POL 333 ^{5,LS} POL 342 ^{5,LS} POL 381T ^{5,LS} SOC 302 ^{5,LS} SOC 309 ^{5,LS} SOC 310 ^{5,LS} SOC 311 ^{5,LS} SSCI 301 ^{5,LS}	Constitutional Law: Civil Rights and Civil Liberties Lobbying: A Citizen's Guide to the Legislative Process Community Leadership Theory Seminar Interpersonal and Social Power: A View from Below Homelessness: Critical Issues for Policy and Practice City Life: Space, Places and Community Life Community Organizing and Social Action Politics, Markets and Civil Society
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Goal 10: People and the Environment (three or more credits)

ANTH 101 ⁵	Human Origins	GEOG 201 ⁵	Introduction to Geography	NSCI 201 ³	Minnesota Ecology and Conservation Biology
BIOL 315 ^{LS}	Limnology	GEOL 118 ³	Environmental Geology	NSCI 203 ³	Plants and Human Affairs
BIOL 320 ^{LS}	Ecosystem and Global Ecology	HIST 333 ^{5,LS}	The Greening of America: Environmental History since 1900	NSCI 204 ³	Environmental Science
BIOL 415 ^{LS}	Pollution Ecology		World Environmental History	PHYS 105 ³	Air, Weather and Climate
CHEM 107 ³	Chemistry, Society and the Environment	HIST 363 ^{5,LS}	The Art of Freshwater Fishing	PSYC 387 ^{5,LS}	Environmental Psychology
ECON 311 ^{5,LS}	Economics of the Environment	IDST 350 ^{LS}	American Nature Writers	WRIT 575 ^{LS}	Environmental Communication
ETHS 304 ^{LS}	Environmental Justice and Public Policy	LIT 349 ^{6,LS}	Math of Sustainability		
		MATH 102			

General Education and Liberal Studies 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 above may be used to meet the liberal studies requirement.

Courses listed for goals 1–10 (except for courses marked with an asterisk []) may be used as electives.

HSG 384 ^{LS}	Civic Engagement: Focus in Later Life	SCRW 415 ^{LS}	Advanced Screenwriting	WRIT 373 ^{LS}	Writing and Designing for the Web I
ICS 100	Introduction to Computer Technology Concepts	SCRW 416 ^{LS}	Senior Projects in Screenwriting	WRIT 392 ^{LS}	Literacy Corps Group Internship: Literacy Tutors
ICS 120	Microcomputer Applications	WRIT 101	Introduction to College Writing	WRIT 393 ^{LS}	Literacy Corps Group Internship: Family Literacy
ICS 125	Understanding and Using the Internet	WRIT 301 ^{LS}	Introduction to Professional and Technical Writing Careers	WRIT 461 ^{LS}	Writing and Technical Communication Capstone
INFS 115	Information Access	WRIT 324 ^{LS}	Topics in Writing	WRIT 481 ^{LS}	Advanced Creative Writing
INFS 315 ^{LS}	Searching for Information	WRIT 341 ^{LS}	Writing the News in a Digital World	WRIT 531 ^{LS}	Advanced Writing
INFS 335 ^{LS}	Best Books for Young Adults Internship	WRIT 342 ^{LS}	Writing for Online and Print Magazines	WRIT 532 ^{LS}	Writing about Place
INFS 338 ^{LS}	The Craft and Commerce of Book Publishing	WRIT 343 ^{LS}	Writing Social Commentary	WRIT 541 ^{LS}	Writing for Publication and Profit
LING 547 ^{LS}	History of the English Language	WRIT 352 ^{LS}	Writing Memoir and Creative Nonfiction	WRIT 571 ^{LS}	Advanced Editing
MDST 580 ^{LS}	Issues in Communication Technology	WRIT 353 ^{LS}	Writing Short Fiction	WRIT 572 ^{LS}	Document Design
METR 101	Your Academic Journey	WRIT 354 ^{LS}	Writing Poetry	WRIT 573 ^{LS}	Writing and Designing for the Web
MIS 100	Fundamentals of Information Technology in Organizations	WRIT 355 ^{LS}	Writing Children's Literature	WRIT 574 ^{LS}	Usability for Technical Communication
PRSP 301 ^{LS}	Perspectives: Educational Philosophy and Planning	WRIT 356 ^{LS}	Writing Humor	WRIT 583 ^{LS}	Writing Major Projects
SCRW 314 ^{LS}	Intermediate Screenwriting	WRIT 357 ^{LS}	Writers as Readers	WRIT 599 ^{LS}	Special Topics in Technical Communication
SCRW 315 ^{LS}	Electronic Cinema Production	WRIT 358 ^{LS}	1000 Words or Less	WRIT 599A ^{LS}	Special Topics in Technical Communication
SCRW 410 ^{LS}	Digital Film Production	WRIT 371 ^{LS}	Editing		
		WRIT 372 ^{LS}	Document and Information Design I		

Selected Policies and Procedures

1020 Student Conduct Code:

<https://db.metrostate.edu/webapps/drep/Policy%201020.pdf>

112 Student Conduct Code Procedure:

<https://db.metrostate.edu/webapps/drep/ACF1D4.pdf>

1040 Data Privacy:

<https://db.metrostate.edu/webapps/drep/Policy1040.pdf>

1050 University E-mail Policy:

<https://db.metrostate.edu/webapps/drep/Policy1050.pdf>

1110 Class Cancellation and Emergency Closing:

<https://db.metrostate.edu/webapps/drep/ACF186.pdf>

110 Class Cancellation and Emergency Closing Procedure:

<https://db.metrostate.edu/webapps/drep/ACF188.pdf>

2000 Undergraduate Admissions Standards:

<https://db.metrostate.edu/webapps/drep/Policy2000.pdf>

2020 Baccalaureate Degree Requirement, Modification of Student Degree Programs and Graduation Requirements:

<https://db.metrostate.edu/webapps/drep/Policy2020.pdf>

2080 Grading Policy:

<https://db.metrostate.edu/webapps/drep/Policy2080.pdf>

2130 Course Prerequisite Policy:

<https://db.metrostate.edu/webapps/drep/Policy%202130.pdf>

2150 Prior Learning Assessment (PLA):

<https://db.metrostate.edu/webapps/drep/Policy%202150.pdf>

215 Prior Learning Assessment Procedure:

<https://db.metrostate.edu/webapps/drep/Procedure%20215.pdf>

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.

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; turn right onto 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 & Harmon Place, Minneapolis, 55403-1897.
651-793-1300 <http://www.minneapolis.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.

Driving I-94 east (from Brooklyn Park area): exit onto Hennepin /Lyndale Avenue. At the first stoplight (Dunwoody Boulevard), turn left (Dunwoody Boulevard changes into Hennepin Avenue). Follow Hennepin to the MCTC parking ramp on the left side of the street.

Note: Ramp parking costs \$5 and is payable when you enter. Prepaid parking access cards (\$2.50 per entry) can be purchased at the MCTC e-store. Classroom assignments are posted near the Information Desk, on the skyway level of the T Building.

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; parking lot is on the right.

OTHER LOCATIONS:

Anoka-Ramsey Community College (763-433-1100)

11200 N.W. Mississippi Boulevard, Coon Rapids
Map: www.anokaramsey.edu/en/about/location.aspx

Anoka Washington Head Start Program (651-793-1300)

9754 Foley Boulevard, Coon Rapids

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

Energy Park Place

1380 Energy Lane, Suite 205, Saint Paul

Fine Arts Building (Saint Paul Campus)

677 E. Seventh Street, Saint Paul

Ford Motor Company

966 Mississippi River Boulevard South, Saint Paul
(I-94 to Cretin Avenue exit; go south on Cretin; take a right on Ford Parkway to the Ford plant entrance.)

Hennepin Technical College, Brooklyn Park Campus (952-995-1300)

9000 Brooklyn Boulevard, Brooklyn Park
Map: www.hennepintech.edu/about/pages/74

Hennepin Technical College, Eden Prairie Campus (952-995-1300)

13100 College View Drive, Eden Prairie
Map: www.hennepintech.edu/about/pages/74

Inver Hills Community College (651-450-8500)

2500 80th Street East, Inver Grove Heights
Map: <http://www.inverhills.edu/location/index.aspx>

Minnesota Society of Certified Accountants (952-831-2707)

Southpoint Office Building, Suite 600; 1650 West 82nd Street, Bloomington

Map: www.mncpa.org/about/contact-us/map-and-directions.aspx

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/main/AboutNorthHennepin/VisitNorthHennepin/CampusMap.aspx

Ramsey County Human Services (651-793-1300)

160 East Kellogg Boulevard, Saint Paul

Web site: www.co.ramsey.mn.us/hs/index.htm

Saint Paul College (651-846-1600)

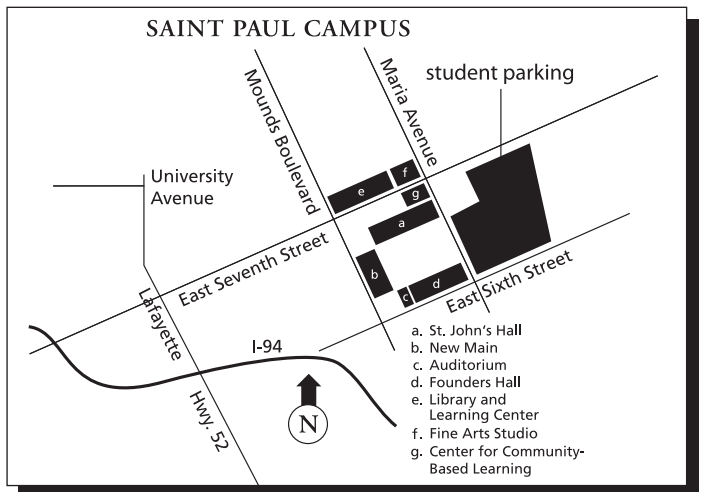
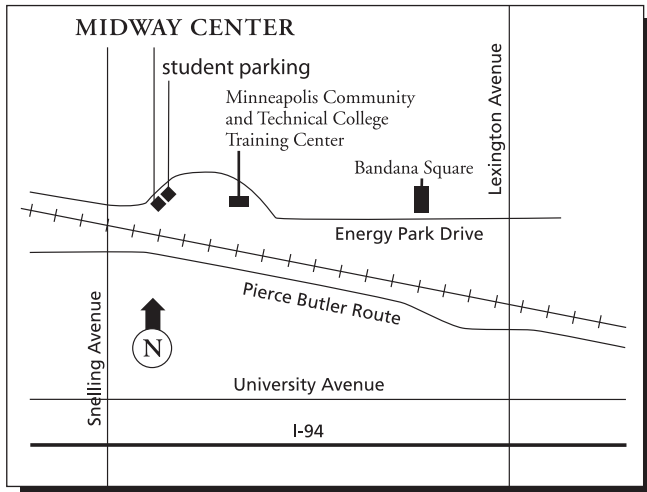
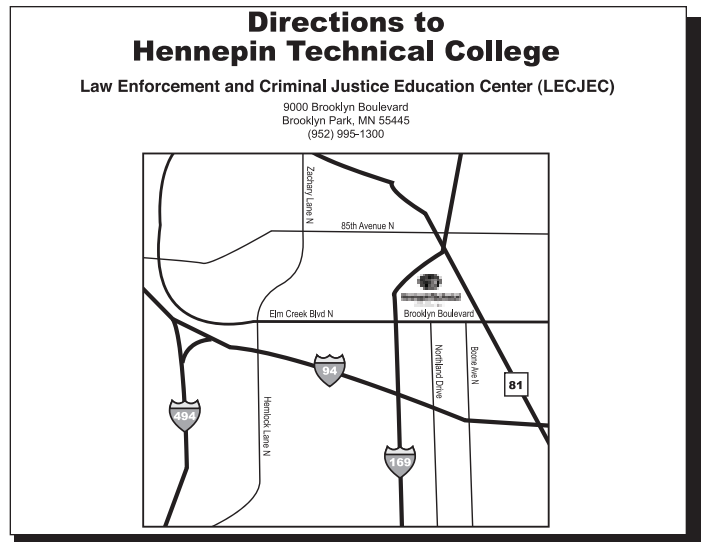
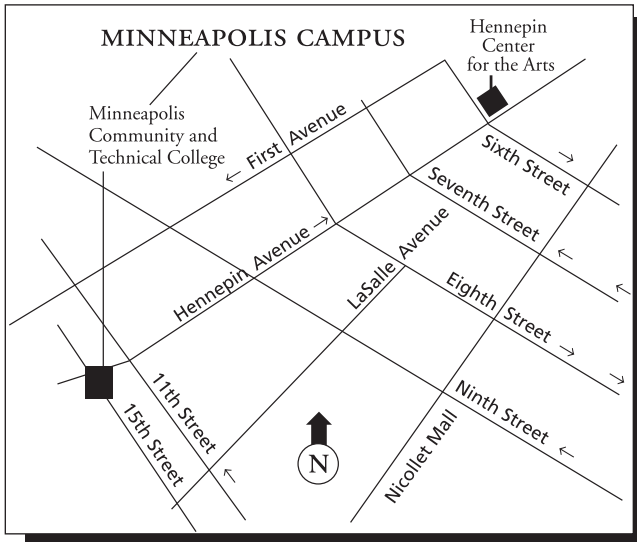
235 Marshall Avenue, Saint Paul

Map: www.saintpaul.edu/directions

William Mitchell College of Law (651-846-1600)

875 Summit Avenue, Saint Paul

Map: www.wmitchell.edu/about/campus.html




Law Enforcement and Criminal Justice Education Center (LECJEC)
9110 Brooklyn Boulevard
Brooklyn Park, MN 55445-2410
Located on Hennepin Technical College's campus

Management Education Center (MEC)
1300 Harmon Place
Minneapolis, MN 55403
\$5/day parking in ramp

Saint Paul Campus
700 East Seventh Street
Saint Paul, MN 55106
\$2.50/day parking in lot

Midway Center
1450 Energy Park Drive
Saint Paul, MN 55108



Metropolitan State University
LOCATIONS

CONTACT INFORMATION:

www.metrostate.edu

General Information	651-793-1300
Admissions and Registration	651-793-1300
Records Office	651-793-1224
Financial Aid Office	651-793-1414
Disability Services	651-793-1549
TTY	651-772-7687

Center for Academic Excellence

The Center for Academic Excellence offers free individualized help with writing, math, Java programming language, science and graphing calculators to all students—first-year through graduate, including students with disabilities and English language learners. Staff, faculty, students and alumni are welcome to use the center's services (call 651-793-1460).

Math Center

Students, faculty and staff come to the Math Center for group work, individual practice, and tutoring in mathematics, statistics, Java and logic. Groups are welcome; most students work with classmates in small groups and tutors during drop-in hours. Individual appointments are available.

The Math Center offers workshops on a variety of topics, including graphing calculators and algebra review. The center also provides handouts on calculator techniques and study tips for math and statistics courses.

Current schedules and detailed information are posted at www.metrostate.edu/mathcenter. Contact the Math Center at centerfolk@metrostate.edu or call 651-793-1460.

Writing Center

The Writing Center provides writing support to students, faculty and staff. Free consultations are available to enrolled students at any level of study through graduate school. Students may visit the center in person, communicate with tutors by e-mail or arrange for a telephone conference.

Nonnative speakers of English may work with the Writing Center's English as a Second Language (ESL) specialists. Writing Center staff also work with American Sign Language (ASL) speakers and interpreters.

Faculty services of the Writing Center include classroom visits and instruction; writing group facilitation; and handouts, including major citation styles.

Current schedules and detailed information are posted on www.metrostate.edu/writingcenter. Contact the Writing Center at centerfolk@metrostate.edu or call 651-793-1460.

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. Study groups of classmates are encouraged and supported; individuals are invited to join us as well. Many students come in to work on dimensional analysis, scientific notation, periodic tables and lab reports.

Current schedules are posted at www.metrostate.edu/sciencecenter. Contact the Science Center at centerfolk@metrostate.edu or call 651-793-1460.

Testing Center

The Testing Center provides a secure environment for makeup examinations and proctored examinations for independent study or online classes offered at Metropolitan State University. Instructor procedures for submitting test materials are available on the Web site at http://www.metrostate.edu/msweb/resources/academic_ss/cae/testing_center/index.html. Student procedures, current schedules and detailed information are available at <http://www.metrostate.edu/testingcenter>. 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.

Tutoring Sites

Saint Paul Campus

Library and Learning Center, Room 130
645 East Seventh Street
Saint Paul, MN 55106-5000

Midway Campus

Midway Center, Room I
1450 Energy Park Drive
Saint Paul, MN 55108

Testing Sites

Midway Campus

Midway Center, Room O
1450 Energy Park Drive
Saint Paul, MN 55108

Minneapolis

Management Education Center, Second Floor
13th Street and Harmon Place
Minneapolis, MN 55403

Other Tutorial Services

Information on tutoring in ACCT 210 Financial Accounting, FIN 390 Financial Management or ECON 201 Macroeconomics and ECON 202 Microeconomics is available from the College of Management Advising Center. Current schedules for College of Management tutors are at www.metrostate.edu/com/advising/tutor.html.

Counseling and Career Services

Career Services is ready to work with you on all aspects of your career: how to choose a major and learn about career options; helping to sort out career thoughts and making decisions; and drafting concrete plans and steps in an active job search.

The career services we offer include:

- Career counseling, interests tests and resume assistance
- Career Resource Center and the online Career Workbook
- Resume and cover letter writing assistance
- Career Link—your online connection to our office, and our job and internship database
- Mock interview practice
- Networking opportunities
- Occupational exploration
- Job fairs, workshops and events

The **Pathways Program** educates students about career options in the insurance and financial services industry and provides many career development opportunities throughout the year for any students interested in this large industry, including scholarships to qualified students.

221 Founders Hall • Phone: 651-793-1528

E-mail: career.services@metrostate.edu • Web: www.metrostate.edu/career

Counseling

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.

221 Founders Hall • Phone: 651-793-1528

Web: www.metrostate.edu/counsel

Library Services

www.metrostate.edu/library • 651-793-1614 • library.services@metrostate.edu • <http://www.facebook.com/metrostatelibrary>

Library Overview and ID Card

The library is on the Saint Paul Campus, connected to 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 Saint Paul Campus library has a variety of private and group study rooms, open study tables, computer workstations and comfy spaces to study or lounge in. We have 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 our Web site. The library subscribes to dozens of subscription research databases that will help you find articles, books and more. We also have online tools that help you prepare for tests 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 (free of charge) 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 services and resources are available from off-campus. You can access

many library research databases online at our Web site by going to the “Search by Subject” or “Search for Articles” links at www.metrostate.edu/library. Your NetDirect login and password give you access from off-campus. Library Guides are a 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 Web site.

INFS 115—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!

University Facts at a Glance

Enrollment

10,013	total students served (unduplicated head count 2009–2010)
5,427	full-year equivalent (2009–2010)
89%	undergraduate students
62%	part-time students

Student diversity

57%	female students
43%	male students
30%	students of color
2%	international students
4%	out-of-state students
32	average age of students
15–74	age range of students

Degrees granted

Bachelor of applied science; bachelor of arts; bachelor of human services; bachelor of science; bachelor of science in nursing; bachelor of social work; master of arts in psychology; master of business administration; master of liberal studies; master of management information systems; master of public and nonprofit administration; master of science in computer science; master of science in nursing; master of science in technical communication; master of science in oral health care practitioner; doctor of nursing practice; doctor of business administration; and master of criminal justice.

Top 10 majors

- Individualized Studies
- Accounting
- Business Administration
- Psychology
- Nursing
- Human Services
- Criminal Justice
- Law Enforcement
- Alcohol and Drug Counseling
- Social Work

Faculty

158	resident faculty
552	community faculty

Degrees Awarded

30,210	(as of December 2010)
79%	in Minnesota
71%	in the metropolitan area

Vision Statement

Metropolitan State University, a member of the Minnesota State Colleges and Universities system, will be the premier urban, public, comprehensive system university in the Twin Cities metropolitan area and will provide high-quality, affordable educational programs and services in a student-centered environment. The faculty, staff and students of Metropolitan State will reflect the area's rich diversity, build an antiracist learning community, and will demonstrate an unwavering commitment to civic engagement.

Accreditation

Accredited by The Higher Learning Commission (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone: 312-263-0456) and a member of the North Central Association; and accredited by the Commission on Collegiate Nursing Education (CCNE) and the Council on Social Work Education.

Facilities

- Saint Paul Campus, 700 East Seventh Street
- Minneapolis Campus, 1501 Hennepin Avenue
- Midway Center, 1450 Energy Park Drive, Saint Paul
- Midway Center–Energy Park Place, 1380 Energy Lane, Suite 205, Saint Paul
- Law Enforcement and Criminal Justice Education Center, 9110 Brooklyn Boulevard, Brooklyn Park

University Administration

Sue K. Hammersmith, president
 Gary Seiler, interim provost and vice president of academic affairs
 Murtuza Siddiqui, vice president of administration and finance
 Robert Heuermann, university advancement vice president and Metropolitan State University Foundation executive director
 Trenda Boyum-Breen, vice president for student affairs
 Truly Webb, interim equal opportunity and diversity director

Colleges and Majors

College of Arts and Sciences

Majors

Applied Mathematics (B.S.)
 Biology (B.A.)
 Biology (B.S.)
 Computer Forensics (B.A.S.)
 Computer Information Technology (B.S.)
 Computer Science (B.S.)
 Creative Writing (B.A.)
 English (B.A.)
 English Teaching (B.S.)
 Ethnic Studies (B.A.)
 Gender Studies (B.A.)
 History (B.A.)
 Liberal Arts (B.A.)
 Life Sciences Teaching (B.S.)
 Mathematics Teaching (B.S.)
 Philosophy (B.A.)
 Professional Communication (B.A.)
 Screenwriting (B.A.)
 Social Science (B.A.)
 Social Studies Teaching (B.S.)
 Technical Communication and Professional Writing (B.A.)
 Theater (B.A.)

Graduate Programs

Computer Science (M.S.)
 Liberal Studies (M.A.)
 Technical Communication (M.S.)

College of Management

Majors

Accounting (B.S.)
 Advertising and Business Management (B.A.S.)
 Business Administration (B.S.)
 Economics (B.S.)
 Finance (B.S.)
 Hospitality Management (B.A.S.)
 Human Resource Management (B.S.)
 Industrial Management (B.A.S.)
 Information Assurance (B.A.S.)
 International Business (B.S.)
 International Commerce (B.A.S.)
 Management (B.S.)
 Management Information Systems (B.S.)

College of Management continued

Marketing (B.S.)
 Organizational Administration (B.A.S.)
 Sales Management (B.A.S.)

Graduate Programs

Doctor of Business Administration (D.B.A.)
 Master of Business Administration (M.B.A.)
 Master of Management Information Systems (M.M.I.S.)
 Master of Public and Nonprofit Administration (M.P.N.A.)

College of Nursing and Health Sciences

Majors

Dental Hygiene (B.S.D.H.)
 Nursing (B.S.N.)

Graduate Programs

Doctor of Nursing Practice (D.N.P.)
 Entry Level M.S.N. (E.L.M.S.N.)
 Master of Science in Nursing (M.S.N.)

- Leadership and Management (L.M.N.)
- Nurse Educator (N.E.)
- Public Health Nursing Leadership (P.H.N.L.)

 Master of Science Oral Health Care Practitioner (M.S.O.H.C.P.)

College of Professional Studies

Majors

Alcohol and Drug Counseling (B.S.)
 Early Childhood Studies (B.A.S.)
 Human Services (B.S.)
 Human Services (B.H.S.)

- corrections
- disability studies
- family studies
- gerontology
- human services administration
- training and adult development
- violence prevention and intervention

 Psychology (B.A.)
 Social Work (B.S.W.)
 Urban Early Childhood Education (B.S.)
 Urban Elementary Education (B.S.)

Teacher Licensure

Middle school and secondary licensure in:

- Communication Arts and Literature
- Life Sciences
- Mathematics
- Social Sciences

Graduate Program

Psychology (M.A.)

First College

Majors

Aviation Management (B.A.)
 Individualized and Interdisciplinary B.A.
 Technology Management (B.A.S.)

School of Law Enforcement and Criminal Justice

Majors

Criminal Justice (B.A.)
 Law Enforcement (B.S.)

Graduate Program

Criminal Justice (M.S.)

Minors by College

College of Arts and Sciences

Anthropology
Applied Mathematics
Biology
Chemistry
Computer Forensics
Creative Writing
English
Environmental Communication
Ethnic Studies
Experimental Intermedia Arts
Gender Studies
History
Media Literacy
Organizational Communication
Physics
Political Science
Practical Ethics
Religious Studies
Research and Information Studies
Screenwriting
Sociology
Studio Arts
Theater

College of Management

Advertising
Business Administration
Economics
Entrepreneurship
Human Resource Management
International Business
Management Information Systems
Project Management
Risk Management and Insurance

College of Nursing and Health Sciences

None

College of Professional Studies

Child Psychology
Disability Studies
Educational Psychology
English as a Second Language
Family Studies
Human Services Administration

Industrial/Organizational Psychology
Mental Health and Psychology
Psychology
Psychology for Law Enforcement
Majors
Gerontology
Training and Adult Development
Violence Prevention and Intervention

First College

Civic Engagement
Community Organizing and Development

School of Law Enforcement and Criminal Justice

Criminal Justice

Department Chairs

College of Arts and Sciences

Communication, Writing and the Arts.....Brian Nerney
Ethnic and Religious StudiesNantawan Lewis
HistoryDoug Rossinow
Information and Computer SciencesBrahma Dathan
Languages and LiteratureRobert Gremore
MathematicsJuan Estrada
Natural Sciences.....Virginia Card
Philosophy.....Rhona Leibel
Social ScienceNancy Black

College of Management

Accounting, Economics, Decision Sciences,
Finance, Human Resource Management,
International Business, Management, Management
Information Systems, Marketing and
Public AdministrationRoger Prestwich

College of Nursing and Health Sciences

.....Judith Graziano

College of Professional Studies

EducationNadine Haley
Human Services.....William Payne
PsychologyGary Starr
Social Work.....Neal Thao

First College

Individualized, Interdisciplinary and
Lifelong Learningvacant

School of Law Enforcement and Criminal Justice

Law Enforcement/Criminal Justice.....Everett Doolittle

Spring/Summer-Fall 2012 Registration Timetable

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

Registration Start Time	Credits Earned	Registration Start Time	Credits Earned	Registration Start Time	Credits Earned	Registration Start Time	Credits Earned
Mon. Oct. 24/March 26		Wed. Nov. 2/April 4		1 p.m. 56 cr. 2 p.m. 55 cr. 3 p.m. 54 cr.		Tues. Nov. 15/April 17	
8 a.m. Graduate students		9 a.m. 83 cr.				9 a.m. 29 cr.	
8 a.m./noon Cohort members		10 a.m. 82 cr.				10 a.m. 28 cr.	
11 a.m. 150+ cr.		11 a.m. 81 cr.		Wed. Nov. 9/April 11		11 a.m. 27 cr.	
2 p.m. 149-120 cr.		1 p.m. 80 cr.		9 a.m. 53 cr.		1 p.m. 26 cr.	
Tues. Oct. 25/March 27		Thur. Nov. 3/April 5		10 a.m. 52 cr.		2 p.m. 25 cr.	
9 a.m. 119 cr.		9 a.m. 77 cr.		11 a.m. 51 cr.		3 p.m. 24 cr.	
10 a.m. 118 cr.		10 a.m. 76 cr.		Thur. Nov. 10/April 12		Wed. Nov. 16/April 18	
11 a.m. 117 cr.		11 a.m. 75 cr.		9 a.m. 47 cr.		9 a.m. 23 cr.	
1 p.m. 116 cr.		1 p.m. 74 cr.		10 a.m. 46 cr.		10 a.m. 22 cr.	
2 p.m. 115 cr.		2 p.m. 73 cr.		11 a.m. 45 cr.		11 a.m. 21 cr.	
3 p.m. 114 cr.		3 p.m. 72 cr.		1 p.m. 44 cr.		1 p.m. 20 cr.	
Wed. Oct. 26/March 28		Fri. Nov. 4/April 6		2 p.m. 43 cr.		2 p.m. 19 cr.	
9 a.m. 113 cr.		9 a.m. 71 cr.		3 p.m. 42 cr.		3 p.m. 18 cr.	
10 a.m. 112 cr.		10 a.m. 70 cr.		Fri. Nov. 11/April 13		Thur. Nov. 17/April 19	
11 a.m. 111 cr.		11 a.m. 69 cr.		9 a.m. 41 cr.		9 a.m. 17 cr.	
1 p.m. 110 cr.		1 p.m. 68 cr.		10 a.m. 40 cr.		10 a.m. 16-15 cr.	
2 p.m. 109 cr.		2 p.m. 67 cr.		11 a.m. 39 cr.		11 a.m. 14-13 cr.	
3 p.m. 108 cr.		3 p.m. 66 cr.		1 p.m. 38 cr.		1 p.m. 12-9 cr.	
Thur. Oct. 27/March 29		Mon. Nov. 7/April 9		2 p.m. 37 cr.		2 p.m. 8-0 cr.	
9 a.m. 107 cr.		9 a.m. 65 cr.		3 p.m. 36 cr.		Tuesday, Dec. 13	
10 a.m. 106 cr.		10 a.m. 64 cr.		Fri. Nov. 14/April 16		8 a.m. Nondegree seekers Open Registration for spring 2012	
11 a.m. 105 cr.		11 a.m. 63 cr.		9 a.m. 35 cr.		Tuesday, April 17	
1 p.m. 104 cr.		1 p.m. 62 cr.		10 a.m. 34 cr.		8 a.m. Nondegree seekers Open Registration for summer 2012	
2 p.m. 103 cr.		2 p.m. 61 cr.		11 a.m. 33 cr.		Tuesday, Aug. 14	
3 p.m. 102 cr.		3 p.m. 60 cr.		1 p.m. 32 cr.		8 a.m. Nondegree seekers Open Registration for fall 2012	
Fri. Oct. 28/March 30		Tues. Nov. 8/April 10		2 p.m. 31 cr.			
9 a.m. 101 cr.		9 a.m. 59 cr.		3 p.m. 30 cr.			
10 a.m. 100 cr.		10 a.m. 58 cr.					
11 a.m. 99 cr.		11 a.m. 57 cr.					
1 p.m. 98 cr.							
2 p.m. 97 cr.							
3 p.m. 96 cr.							
Mon. Oct. 31/April 2							
9 a.m. 95 cr.							
10 a.m. 94 cr.							
11 a.m. 93 cr.							
1 p.m. 92 cr.							
2 p.m. 91 cr.							
3 p.m. 90 cr.							
Tues. Nov. 1/April 3							
9 a.m. 89 cr.							
10 a.m. 88 cr.							
11 a.m. 87 cr.							
1 p.m. 86 cr.							
2 p.m. 85 cr.							
3 p.m. 84 cr.							

Spring 2012 tuition payment deadline is Dec. 14. Summer 2012 tuition payment deadline is April 18 for first and full-term session, and June 6 for the second summer session. Fall 2011 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 Financial Management Office. Online tuition payment by credit card or bank account to financial.management@metrostate.edu can be made anytime. 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.

Metropolitan State University

Recognizing 40 years of excellence

Metropolitan State University celebrates its 40th anniversary during the 2011–2012 school year. Watch the Web and *Catalyst* for announcements about anniversary-related activities.



Lifelong Learning

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 period which begins Aug. 16 for fall 2011, Dec. 13 for spring 2012 and April 17 for summer 2012. 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 and Affirmative Action

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 or membership or activity in a local commission as defined by law. For more information, call 651-793-1270.

700 East Seventh Street
Saint Paul, Minnesota 55106-5000

A member of the Minnesota State Colleges and
Universities system

An equal opportunity educator

**Direction
Hennepin Techni**