

Support Services Contact List

Bookstore Students can order books online at www.metrostate.bkstr.com or www.efollett.com .	651-793-1670
Center for Community Based Learning	651-793-1285
Center for Academic Excellence http://www.metrostate.edu/msweb/resources/academic_ss/cae/writing_center/schedule.html	651-793-1460 (St. Paul) 612-659-7157 (Mpls)
Diagnostic Assessment Services	651-793-1460 (appt.) 651-793-1464 (questions about)
Disability & Special Services	651-793-1549
Financial Aid/V.A. Office Information on financial aid, scholarships, and grants. http://www.metrostate.edu/msweb/pathway/aid/index.html	651-793-1300
Information Technology Labs (Computer labs) Computers, scanners, software for word processing, spreadsheets, graphics, communication, statistics, computer-aided instruction and computer languages available.	651-793-1515 (St. Paul) 612-659-6000 x4601 (Mpls) 651-999-5845 (Midway)
International Student Services/Advisor Admissions, tuition, and health insurance information. http://www.metrostate.edu/msweb/pathway/academic_success/international/index.html	651-793-1315
Library Services Obtain a student I.D, Access reference materials, journals, periodicals and books. Students may check out some items for use at home. http://www.metrostate.edu/msweb/resources/library/index.html	651-793-1616 (St. Paul) 612-659-6290 (Mpls) 651-999-5816 (Midway)
Multicultural Assistance African American Student Services American Indian Student Services Asian and Asian American Student Services Chicano/Latino Student Services Gay, Lesbian, Bisexual & Transgender Women's Services	651-793-1541 651-793-1560 651-793-1542 651-793-1543 651-793-1219 651-793-1544
Student Counseling Services Help with study skills and counseling regarding personal, work and family issues. http://www.metrostate.edu/msweb/pathway/academic_success/counselcareer/counseling_services/index.html	651-793-1558
Student Health Insurance Please see the current Class Schedule for more information. http://www.metrostate.edu/msweb/pathway/gateway/student_health_insurance.html	651-793-1534
Testing Centers waiver exams (MIS 100 waiver only offered in Mpls), independent study exams, make-up exams, undergraduate and graduate assessments http://www.metrostate.edu/testingcenter/index.html	651-793-1460

Please see other side for more listings

<p>TRIO Help for eligible students with advising, advocacy, mentoring and study skills. Students who are U.S. citizens/permanent residents and who meet at least one of the following three criteria are eligible: 1) first generation college students, or 2) eligible for financial aid, or 3) students with documented disabilities.</p>	651-793-1525 (St. Paul)
<p>Tutoring Services: http://www.metrostate.edu/msweb/resources/academic_ss/cae/index.html</p>	651-793-1460
<p>Veterans and Military Student Services Help for students who are currently or have served in <u>any</u> branch of the US Military and Armed Forces including Coast Guard and their family members. Get connected to state and Federal benefits and military training credits.</p>	651-793-1305
<p>Women's Services http://www.metrostate.edu/msweb/pathway/academic_success/womens/index.html</p>	651-793-1544

Checklist for Choosing a Major

The following checklist consists of five main steps that may help you decide on a major. Each section includes a space for you to set a goal date and options for completing the step.

* IMPORTANT* You must declare a major by the time you complete 80 credits or a registration hold will be placed on your records

Step 1: Familiarize yourself with available resources and services.

Complete by:

- Schedule an initial appointment with an academic advisor.
- Research the free Career Services workshops and choose one that fits your needs: http://www.metrostate.edu/msweb/pathway/academic_success/counselcareer/career_services/index.html
- Check out the Student Activities Office website for activities or organizations that may pertain to your major or career choice at: http://www.metrostate.edu/msweb/pathway/academic_success/slld/student_orgs.cfm

Step 2: Gather information about the majors and careers of your interest.

Complete by:

- Read about these majors in the Metropolitan State undergraduate catalog and/or on the majors website at: <http://www.metrostate.edu/msweb/explore/catalog/undergrad/index.cfm?lvl=U>
- If you are not sure about a major at this point, investigate career interest assessments available through Career Services: (651) 793-1528 or career.services@metrostate.edu
- Seek input from your significant other, family, friends, professors, and employer.
- Conduct research about your potential majors and related career fields through sources such as the library and the internet for example, <http://www.iseek.org> or <http://www.metrostate.edu/career>
- Meet with an advisor to discuss careers related to specific majors
- Keep a personal journal describing your thoughts, as you explore different options.

Checklist for Choosing a Major (continued)

Step 3: Evaluate your majors and careers research and narrow your choices to one to two majors.

Complete by:

- Eliminate any majors that are of little interest to you.
- For each remaining major, list the pros and cons of the major and related careers. Look for significant plusses and minuses.
- Contact your academic advisor and Career Services if you have difficulty narrowing your choices.
- Make your decision! Based on your research and evaluation, decide which 1-2 majors you will explore further.

Step 4: Conduct additional research and gather more detailed information about the remaining one to two majors.

Complete by:

- Read course descriptions in the Metropolitan State Undergraduate Catalog: <http://www.metrostate.edu/msweb/explore/catalog/undergrad/index.cfm?lvl=U>
- Make a list of your interests, skills, and values and evaluate which major is the best fit.
- Write down potential rewards and or practical issues (e.g., how much time to complete the major) you need to consider as you review your majors and potential careers.
- Meet with your academic advisor or faculty member in the department(s) for the major(s) of your interest to gather additional information about the courses in your areas of interest.
- Evaluate your previous course work to determine if any of your transfer classes can be applied to the major
- Continue making and reviewing your journal entries.

Step 5: Choose your major.

Complete by:

- Based on your evaluation, decide which major you will choose.
- Consider adding minors for those areas that you did not select as your major.
- Contact your academic advisor to officially declare your major (and if applicable, your minor) and discuss which courses to register for in the next term.

How to Read a DARS Report

- Header
- How to Read a DARS Report movie:
<http://www.dars.mntransfer.org/updates/captivate/HowtoReadaDARSAudit.swf>
- Legend
- Requirements
- "Select From" Lists
- Courses applied to requirements and requirement completion

If you get an audit with the wrong major
you must file a major correction notice with your Advisor.

This report has been prepared to assist you in determining your academic progress at Metropolitan State University. Every effort has been made to ensure its accuracy. It is the student's responsibility to meet graduation requirements. If errors are found and/or further assistance is needed, please contact your academic advisor.

++++ LEGEND FOR READING YOUR WEB AUDIT + + + + REQUIREMENT SYMBOLS COURSE SYMBOLS

Red X /Requirement not completed	>C /Cross-listed courses; only one of a set counts
Green Check /Requirement complete	
IP /Requirement/Subrequirement reflects in-progress coursework	>D /Duplicate; course taken multiple times counts once (this one doesn't count)
+ /Subrequirement complete	IP /Course in progress
- /Subrequirement not completed	>R /Repeatable course; counts more than once
* /Optional subrequirement	>S /Credits for this course split between requirements
R /Mandatory subrequirement	(R)/In course list, identifies a required course
RW /Requirement waived	CW /Course waived

TERM SYMBOLS

S /Spring Term	T /Transfer symbol, e.g.
SS /Summer Session Term	TA = Transfer "A" grade
F /Fall Term	TWA = Combined transfer grade
W /Winter Term	TZ = Transfer "IP" grade
e.g.	NTD = No transfer "D" grade
S 03 = Spring 2003	TW = No transfer "W"
SS09 = Summer 2009	
F 99 = Fall 1999	** /"Wild card" symbol, e.g.
W 84 = Winter 1984	Hist3** = any Hist 300+
	***** = any Subj/Nbr
	****3** = any discipline 300 level or above

“Requirements” Show

- Completion status: OK, NO, IP
- Text of requirement; courses/credits required
- “Select From” list of courses
- “Subrequirements” with + or – completion status

** A total of 48 unduplicated credits is required to complete **
** the General Education & Liberal Studies requirement: **

>> 40 credits addressing the 10 Goal Areas <<
>> 8 credits of upper division Liberal Studies <<

Courses that meet more than one requirement count credits once.

NO GENERAL EDUCATION REQUIREMENT

A minimum of 48 credits completed in the 10 Goal Areas
and the "SELECT FROM" list below:

EARNED: 35.30 CREDITS

--> NEEDS: 12.70 CREDITS

S 91 WRITT068	2.6 TB	College Composition I ANOKARA : ENGL0111 >>MATCHED AS: WRITE I
F 91 COMMT084	2.6 TC	Fundamentals of Speech ANOKARA : SPCH0101 >>MATCHED AS: ORAL VIS COMM
W 92 WRITT069	2.6 TA	College Composition II ANOKARA : ENGL0121 >>MATCHED AS: WRITE II

NO LIBERAL STUDIES REQUIREMENT

Eight upper division credits (300-500 level) from the
entire approved GELS Goal Area and GELS Elective course
list. Except "NOT FROM" courses listed below.

- 1) Reminder: These courses may overlap with only one Goal Area each.

-> NOT FROM: ****1** ,2** ,T** HSER395 HRM 585
IBUS311 ,391 MGMT360 MKTG480 MATH101
PSYC312 ,314 ,345 RDNG101 WRIT101

GELS – Goal I-V

OK Goal I: Communication - Part I

Writing

EARNED: 5.32 CREDITS

S 91	WRITT068	2.6	TB	College Composition I ANOKARA : ENGL0111 >>MATCHED AS: WRITE I
W 92	WRITT069	2.6	TA	College Composition II ANOKARA : ENGL0121 >>MATCHED AS: WRITE II

OK Goal I: Communication - Part II

Oral and Visual Communication

EARNED: 2.66 CREDITS

F 91	COMMT084	2.6	TC	Fundamentals of Speech ANOKARA : SPCH0101 >>MATCHED AS: ORAL VIS COMM
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Students who complete the university's general education requirements will have met this goal.

Goal II: Higher Order Thinking

OK Goal III: Natural Sciences

SS91	BIOLT060	3.3	TC	Biology ANOKARA : BIOL0101 >>MATCHED AS: GOAL 3
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OK Goal IV: Mathematical/Logical Reasoning

F 92	MATHT073	3.3	TC	Discovery Math ANOKARA : MATH0104 >>MATCHED AS: GOAL 4
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OK Goal V: History and the Social and Behavioral Sciences

S 91	PSYCT080	2.0	TC	General Psychology I ANOKARA : PSYC0111 >>MATCHED AS: PSYC GOAL 5
F 91	PSYCT082	2.0	TC	Child Development ANOKARA : PSYC0205 >>MATCHED AS: PSYC GOAL 5
S 92	SOC T026	2.0	TD	Gen Soc ANOKARA : SOC 0111
S 93	SOC T083	2.6	TC	Gen Soc ANOKARA : SOC 0111

GELS – Goal VI-X

OK

Goal VI: Humanities and the Fine Arts

S 92 ARTST058 2.0 TB Drawing I
ANOKARA : ART 0141
S 92 ARTST059 2.0 TB Painting I
ANOKARA : ART 0241
W 92 LIT T070 2.0 TB Childrens Lit
ANOKARA : ENGL0209

OK

Goal VII: Human Diversity in the United States

S 91 PSYCT080 2.0 TC General Psychology I
ANOKARA : PSYC0111
>>MATCHED AS: GOAL 7
W 93 PSYCT081 2.0 TC Gen Psychol II
ANOKARA : PSYC0121
>>MATCHED AS: GOAL 7

NO

Goal VIII: Global Awareness

- 1) One course, three or more credits
2.00 CR LISTED
- F 91 PSYCT082 2.0 TC Child Development
ANOKARA : PSYC0205
>>MATCHED AS: GOAL 8
- SELECT FROM: ANTH301 ,302 ,304 ,321 ,325 CJS 340
COMM333 ECON314 ETHS313 FREN3** ,4** ,5**
HIST120 ,121 ,341 ,351 ,354 ,362 ,370 ,371 ,380 ,
HIST394 ,396 HUM 316 ,317 LING316 ,326 ,327
LIT 372 PHIL352 ,361 ,362 ,366 POL 301 ,303 ,
POL 304 ,321 RELS304 ,305 SOC 303 ,304
SPAN3** ,4** ,5** WMNS340 ,401 HRM 585
IBUS311 MKTG480
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NO

Goal IX: Ethical and Civic Responsibility

- 1) One course, three or more credits
- S 92 ELECT071 2.0 TB Drugs, Alc, & Tobacco
ANOKARA : HLTH0202
>>MATCHED AS: GOAL 9
- SELECT FROM: ARTS200 COMM200 PHIL301 ,320 ,321 ,
PHIL327 ,352 ,355 (THROUGH F 05),385 POL 101 ,
POL 301 ,302 ,305 ,311 ,333 ,342 SOC 309 ,310 ,
SOC 311
-

NO

Goal X: People and the Environment

- 1) One course, three or more credits
- SELECT FROM: CHEM151 (SS05 OR AFTER) ECON311
GEOG201 HIST333 ,363 LIT 349 NATH201 ,202 ,
NATH203 ,204 PRSP350 WRIT575
- 1) One course, three or more credits
- SELECT FROM: CHEM151 (SS05 OR AFTER) ECON311

Working with your academic advisor

The following is to help you get the full benefits of advising within the college. Read the information carefully.

Your advisor can:

- Provide accurate information about Metropolitan State's programs, requirements, policies and procedures.
- Assist you in making educational plans consistent with your goals, abilities and interests.
- Help you explore alternatives and determine a realistic course load.
- Help you select courses that best meet your individual and academic goals and requirements.
- Refer you to appropriate sources of information and assistance.

Have the following ready when you meet with or call your advisor:

- Updated DARS report
- Unofficial transcripts (helpful for transfer students)
- Major requirements checklist
- Course Sequence planner for your major (if applicable)
- Current class schedule
- Your questions/concerns

How to Reach Us

Office Hours		9:00 AM – 5:30 PM (Monday thru Friday)
Web	College of Arts and Sciences	http://www.metrostate.edu/msweb/explore/cas/index.html
	Advising	http://www.metrostate.edu/msweb/explore/cas/advising/index.html
Phone		612-793-1440
Fax		651-793-1446
TTY		651-772-7687
Email		cas.advising@metrostate.edu
Location & Mailing		700 E. 7 th . St. College of Arts and Sciences, St. Johns Hall St. Paul, MN 55106-5000

Name: _____ Tech ID: _____ Semester/Year: _____

Preferred Schedule												
	Monday M		Tuesday T		Wednesday W		Thursday H		Friday F		Saturday S	
Morning 9:00 AM – 12:30 PM												
Afternoon 1:00 PM – 5:30 PM												
Evening 6:00 – 10:00 PM												
Satisfies which requirements * <i>(circle all that apply)</i>	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor
	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.
Alternative Choices												
Morning 9:00 AM – 12:30 PM												
Afternoon 1:00 PM – 5:30 PM												
Evening 6:00 – 10:00 PM												
Satisfies which requirements * <i>(circle all that apply)</i>	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor	GELS	Major Minor
	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.	Resident	Upper Div.
Number of Credits for Courses												
Number of credits for Courses that do not meet weekly or are online <i>(see back for details)</i>												
Grand Total of Credits for Semester Schedule												

* GELS = General Education & Liberal Studies Major Minor = Major or minor credits Resident = Resident credits Upper Div. = Upper Division credits

Name: _____ Tech ID: _____ Semester/Year: _____

Preferred Schedule				
Web Enhanced (Reduced Seat Time)				
Course	Meeting Type	Satisfies which requirements* <i>(circle all that apply)</i>		Details or Notes
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
Alternative Choices				
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
	<input type="checkbox"/> Reduced seat time; only meets certain dates <input type="checkbox"/> Online	GELS	Major Minor	
		Resident	Upper Div.	
Number of credits for courses that do not meet weekly or are online				

* GELS = General Education & Liberal Studies Major Minor = Major or minor credits Resident = Resident credits Upper Div. = Upper Division credits