



REGISTRATION RESOURCES GUIDE

Fall 2018 • Spring 2019 • Summer 2019

Metropolitan
State University



Welcome

Welcome to Metropolitan State University, a member of Minnesota State. Metropolitan State, a comprehensive public urban university, serves more than 11,500 people throughout the metropolitan area. The university provides flexible and affordable undergraduate and graduate education at convenient locations in a richly diverse urban environment. Students at Metropolitan State range in age from 16 to 79, with an average age of 31. 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 their lives, that is, “where life and learning meet.” Metropolitan State’s graduates number more than 40,000. The university continues to build on its strengths as an innovative, comprehensive university that meets the higher education needs in the greater Twin Cities region, serving students of promise, like yourself. This issue of *Registration Resources Guide* covers the terms fall 2018, spring 2019 and summer 2019. The next issue of *Registration Resources Guide* will be published in summer 2019.

Spring–Summer/Fall 2019 Registration Timetable

SPRING 2019

Registration	Start Time	Credits Earned
Monday, Oct. 22	8 a.m.	Graduate students
Monday, Oct. 22	8 a.m.	Cohort members
Thursday, Oct. 25	8 a.m.	140+ cr.
Friday, Oct. 26	8 a.m.	120–139 cr.
Tuesday, Oct. 30	8 a.m.	105–119 cr.
Wednesday, Oct. 31	8 a.m.	90–104 cr.
Monday, Nov. 5	8 a.m.	75–89 cr.
Tuesday, Nov. 6	8 a.m.	60–74 cr.
Friday, Nov. 9	8 a.m.	45–59 cr.
Monday, Nov. 12	8 a.m.	30–44 cr.
Wednesday, Nov. 14	8 a.m.	0–29 cr.
Monday, Dec. 10	8 a.m.	Nondegree seekers Open registration for spring 2019

SUMMER/FALL 2019

Registration	Start Time	Credits Earned
Monday, March 18	8 a.m.	Graduate students
Monday, March 18	8 a.m.	Cohort members
Thursday, March 21	8 a.m.	140+ cr.
Friday, March 22	8 a.m.	120–139 cr.
Tuesday, March 26	8 a.m.	105–119 cr.
Wednesday, March 27	8 a.m.	90–104 cr.
Monday, April 1	8 a.m.	75–89 cr.
Tuesday, April 2	8 a.m.	60–74 cr.
Friday, April 5	8 a.m.	45–59 cr.
Monday, April 8	8 a.m.	30–44 cr.
Wednesday, April 10	8 a.m.	0–29 cr.
Monday, April 15	8 a.m.	Nondegree seekers Open registration for summer 2019
Monday, Aug. 5	8 a.m.	Nondegree seekers Open registration for fall 2019

Tuition Payment Deadlines

Spring 2019 tuition payment deadline is Dec. 18.

Summer 2019 tuition payment deadline is April 16 for first and full-term session, and June 12 for the second summer session.

Fall 2018 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 at the Saint Paul Campus Gateway Student Services Office. Online tuition payment by credit card or bank account can be made anytime; click on **eServices** on the university homepage, log in, click on **Bills and Payment** and then click on **Make a Payment**. Payment via U.S. mail can be made with check or money order. Mailed payments must be received by the payment deadline.
- A payment plan is online at:
www.metrostate.edu/finances/tuition/payment-options/nelnet

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

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Student Information

New Student Orientation

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

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

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

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

For more information, visit www.metrostate.edu/students/orientation.

Placement Assessment

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

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

If you are required to take any of the above placement tests, a hold is put on your record, meaning you cannot register for any class. Therefore, as soon as you know that you are required

to take one or more of the above tests, you should contact the Placement Assessment Office at placement.assessment@metrostate.edu or call 651-793-1538 to make an appointment and complete the required tests as soon as possible.

If you decide to appeal your placement assessment, you should first review the Exemption Criteria at www.metrostate.edu/academics/registration/placement-assessments/exemption to determine which exemption category you can use for your appeal.

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

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

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

Language Proficiency Testing

A new student whose native language is not English and who is not fluent in English should take the language proficiency tests. Students can take these tests at a Minnesota State college of their choice. Contact information is available at www.metrostate.edu/academics/registration/placement-assessments/test-options. After testing, students should contact us for placement advice and registration hold removal. You may call 651-793-1464 or email baorong.li@metrostate.edu.

Student ID Card

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

Student ID cards can be obtained during regular library hours until 30 minutes before closing at the Circulation Desk on the second floor of the Library and Learning Center on the Saint Paul Campus or at the Undergraduate Admissions office,

Founders Hall, First Floor, during business hours. You must present a driver's license or similar government-issued photo ID. Staff will take your photograph when you apply for your student ID and will issue your student ID card immediately.

Student ID cards are automatically reactivated each semester for any student enrolled in at least one class. There is no fee to obtain the initial student ID card. There is a \$10 replacement fee if the card is lost.

Information about student ID card procedures can also be found at www.metrostate.edu/students/support/id-cards. Direct any questions to the library's Circulation Desk, 651-793-1624, or email library.circulation@metrostate.edu.

StarID

A StarID account lets you register for open public courses at any college and university within Minnesota State. Your StarID is used to register for classes, check your grades, pay bills and many more functions at Metropolitan State. New students immediately receive a StarID at the time they complete the online application at eservices.minnstate.edu/adm/public/studentWelcome?campusId=076. If you already have a StarID as you have attended a school within the Minnesota State college system previously, you will continue to use that same StarID.

Registration Information

Web Registration Instructions

Register online via Student eServices. To access Student eServices, use any Internet browser. Go to www.metrostate.edu; select "eServices" in the footer at the bottom of the page.

- **To log in:** Enter your 8-character StarID and password. If you need assistance with your StarID, access the self-help system located at starid.mnscu.edu.
- **To register for classes:** Click on "Courses & Registration." Select "Find a Course" and refine your search with options including semester, subject, date and more. When you find a course you want to take,, click the icon under "Add" in the left hand column; this adds your course to your Wish List but does *not* register you for the course or hold a seat for you in the course. When you have finished adding courses to your Wish List, select "Review My Plan" to see course information tables for your Wish List and for courses you have already successfully registered for. To complete your registration, click the checkboxes located to the left of the course ID numbers in your Wish List table; after you have selected all the courses you want to register for, click "Select Course(s) to proceed to Register." Enter your StarID password and click "Register." You will receive a message either confirming your successful registration or a message explaining why you were unable to register with instructions on how to proceed with your registrations.
- **To view or modify your class schedule:** Under "Courses & Registration," select "View/Modify Schedule." Select the schedule you want to view by selecting the tabs above the schedule. To the left of the course ID, click the "X" icon to drop or withdraw from a course or click the pencil icon to change the grade method or credits.
- **Options for viewing registration holds, your registration window and your registration log are under "Course & Registration."**

Wait-list

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

- Placing oneself on a wait-list does not guarantee a spot in the course.
- Not all courses have a wait-list available; some courses may never offer wait-listing.
- Frequently Asked Questions are located at metro-gateway.custhelp.com.
- The wait-list shut-off date is at 11:59 a.m. on the Wednesday prior to the start of any given term.
- No petitions/overrides for full wait-listed courses are processed until the wait-list is shut off.

Registration Holds

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

Course Cancellations

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

Registration Changes

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

Note that student eServices 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 Calendar online at www.metrostate.edu/academics/calendar. Changes after the first week typically require special permission and/or assistance.

For registration changes that require departmental approval, contact the department chair by email. A list of departmental deans and chairs can be found on www.metrostate.edu.

Adding Courses

To add most courses after the term's first week and prior to the start of the second class meeting, students must contact the Gateway Student Services Center for registration assistance. Courses with a mandatory first class attendance may not be added after the first class unless approved by the instructor. In all cases listed below, the approving authority needs to submit an override request to the Registrar's Office.

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

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

Grades and Grading Options

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

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

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

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

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

Auditing a Class

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

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

Students must change the grading method from "Normal" to "AU" after registering by selecting "View/Modify Class Schedule"

and clicking on the pencil icon in front of the Course ID # and selecting "AU" as the grading method for the course. This change must be made before the end of the first week of the semester.

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

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

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

If your course is an online course or blended/hybrid course that meets some weeks online and some weeks on the Internet, the web site becomes available the day classes begin. These are in the Learning Management System (D2L). Visit www.metrostate.edu/students/support/tech-help for "Help with D2L Brightspace."

- Fall semester course site becomes available on Aug. 19. Activate your student account by Aug. 18 at the latest to be able to access your course site(s) on Aug. 19; D2L enrollments occur overnight.
- Spring semester course site becomes available on Jan. 8. Activate your student account by Jan. 7 at the latest to be able to access your course site(s) on Jan. 8; D2L enrollments occur overnight.
- Summer semester course site becomes available on May 6. Activate your student account by May 5 at the latest to be able to access your course site(s) on May 6; D2L enrollments occur overnight.

Dropping Courses

Students are responsible for dropping courses.

Students may drop courses with a refund prior to the drop deadline for the corresponding term. For specific drop dates view class schedule in eServices, or log in to eServices to view/modify class schedule. The last day to withdraw from a course is listed on the Class Schedule under Drop/Withdraw Dates.

- 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 eServices within the refund period generates a credit to the student account.
- Students who want to drop a FDIS or theory seminar with a refund after the refund period must contact the Gateway Student Services Center.
- Courses dropped within the refund period of the term do not appear on the student's transcript.

Drop for Nonattendance/Nonparticipation

Students are dropped for nonattendance or nonparticipation after either the first two class sessions/first class if mandatory first class attendance is required 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 should refer to the Adding Courses section of this publication.

Withdrawing from a Course

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

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

Withdrawing from all Registered Courses within a Semester

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

Repeating Courses

- Students may, without permission, repeat Metropolitan State courses at Metropolitan State in which they received grades of "D", "F" or "NC." The course must be repeated using the same grading method as the initial enrollment in the course. If learning is repeated only once, the higher grade is used in the grade point average (GPA) calculation. If the learning is repeated more than once, the GPA calculation includes all subsequent attempts. Only one repeat attempt can be excluded from the GPA calculation.
- Students may not repeat courses in which they received a grade of "C-" or better and have the course exempted from the GPA calculation without the permission of the dean of the college through which the course is offered. Unless properly signed, the Registrar's Office will not process repeat forms for 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 is determined at the time of application. Students who meet one or more of the following conditions on the date they apply for admission are 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.

In addition, individuals from foreign countries who are eligible to remain in the United States on a permanent basis and meet the above requirements are considered Minnesota residents. A document attesting to an immigrant status of the student is required as evidence. Residency must not be

primarily for the purpose of attending a college or university.

For more information visit www.metrostate.edu/finances/tuition/residency.

Reciprocity

Wisconsin and North 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
- South Dakota residents do not have to apply for reciprocity. Students indicating South Dakota residency at the time of admission will be assessed the South Dakota reciprocity tuition rate, which is the same as the Minnesota tuition rate.

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

Course Completion Deadlines

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

- All courses: Students must meet all deadlines set by course instructors.
- Faculty-designed Independent Study courses: Students must complete all course work by the end of the term.
- Student-designed Independent Study courses: Students have 140 days to complete all course work from the date of registration or the start of the term (whichever is later).
- Internships: Students have six months to complete internships from the date of registration or the start of the term (whichever is later).
- Prior Learning Assessment (PLA): Students have 90 days to complete a PLA from the date of registration or the start of the term (whichever is later).
- Theory Seminars: Students must meet all deadlines set by course instructors.

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

Registration Appeals

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

- Visit www.metrostate.edu/academics/registration/appeals to access the Registration Appeal form and instructions.
- All Registration Appeals are reviewed by the Registration Appeals Committee. Their decision is final.
- Students receiving financial aid should also contact the Gateway Student Services to determine the impact of their request on their financial aid. There is a signature block on the appeal form for a financial aid representative to sign.

The Registration Appeals Committee will not process appeals for students with financial aid unless their form is signed by a Metropolitan State financial aid representative.

Registration at Other Institutions

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

Tuition and Fees

Students are ultimately responsible for all tuition and fees connected with their registration. **Students who have not paid their tuition and have not made arrangements (such as receiving financial aid) to pay their tuition by the tuition payment deadline are administratively dropped from their courses.** Accounts for students who have made partial payment but who have remaining balances at the end of the term are turned over to the Minnesota Department of Revenue for collection.

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

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

Tuition and Fees 2018–2019

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

Resident Tuition (per credit)*

Undergraduate	\$227.53
Graduate.....	\$388.55
Doctoral (Nursing) (Fees \$34.47/credit)	\$960.80
Doctoral (DBA) (Fees \$34.47/credit)	\$1,000.23

Nonresident Tuition (per credit)*

Undergraduate	\$464.23
Graduate.....	\$777.11

Special Courses and Differential Program Tuition (per credit)

Online Undergraduate**	\$303.73
Online Graduate**	\$511.04
Nursing Undergraduate Resident and Nonresident	\$297.46
Nursing Dental Hygiene (BS)	\$297.46
Nursing Graduate Resident and Nonresident.....	\$503.99
Nursing Oral Health Care Practitioner Resident and Nonresident	\$503.99
Nursing WOC Specialty Courses (Fees \$11.47/credit)	\$550.00
Law Enforcement Skills Course (Fees \$34.47/credit)	\$449.33
Biology (BIOL).....	\$235.53
Chemistry (CHEM).....	\$235.53
Environmental Science (ESCI)	\$235.53
Human Biology (HBIO)	\$235.53
Geology (GEOL)	\$235.53
Natural Sciences (NSCI).....	\$235.53
Physics (PHYS)	\$235.53

Prior Learning Assessments Undergraduate.....	\$136.50
Prior Learning Assessments Graduate	\$233.13
Student-designed Independent Studies Undergraduate.....	\$159.25
Student-designed Independent Studies Graduate	\$271.99

Fees

Activity Fee (up to 16 credits).....	\$4 per credit
Student Center Fee (up to 16 credits)	\$8.50 per credit
Technology Fee (up to 16 credits)	\$9 per credit
MSUSA Fee	\$0.61 per credit
Parking Ramp Fee	\$12 per credit
Healthcare/Health Services Fee	\$1 per credit

Other Fees

Graduate Application Fee	\$20
Doctoral Application Fee	\$40
Graduation Fee	\$20
NSF Check Fee.....	\$20
Rush Transcript Fee (next day)	\$13
Online Transcript Fee	\$5
Transcript Fee	\$8
Senior Citizens (per credit)***	\$20
Tuition Late Fee	\$30
Additional Course and Lab	Fees vary
Noncredit Workshops	Fees vary
Payment Plan.....	Fees vary
Replacement ID	Fees vary
Health Insurance	Fees vary

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

**Tuition rate includes \$5 online course fee.

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

Tuition Payment

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

- **In Person.** Payment to the Metropolitan State cashier may be made by cash, check, money order, Visa or MasterCard. The Cashier's Office is located in Gateway Student Services, First Floor Founders Hall on the Saint Paul Campus. Cashier services are available until 30 minutes prior to the end of Gateway's scheduled business hours. Checks should be made payable to Metropolitan State University.
- **Paying through Student eServices.** Online payment is available through Student eServices at www.metrostate.edu. Click on eServices on the university homepage, log in, click on Bills and Payment and then click on Make a Payment.
- **Payment Plan.** Arrange up to four payments through Nelnet Business Solutions using your bank account or credit card. An enrollment fee and, if you choose the credit card option, a convenience fee applies. Connect to www.metrostate.edu/finances/tuition/payment-options/Nelnet for additional details. You must have your starID and password to access the payment plan site.
- **Financial Aid.** If the university has not received a completed

FAFSA by the tuition due date, you must make alternative arrangements to pay tuition and fees by the tuition due date.

- **Third-party funding.** If your tuition is paid in part or in full by an outside source, make sure the proper forms (authorizations, purchase orders and so forth) are on file with Financial Management by the tuition due date. Outside sources include employers, government units who fund educational programs and foreign governments who sponsor international students. Email financial.management@metrostate.edu well in advance of the tuition due date if you have questions about your particular situation.

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

Note: Write your StarID 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 eServices by selecting the Student tab, then Account Maintenance (edit to view information). Receipts are mailed upon request.

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

Online access to your Student eServices account

1. Go to www.metrostate.edu.
2. Click on eServices.
3. Enter your starID and password and log in.
4. Click on Bills and Payment.
5. Click on Balance Due by Term, or Full Account Detail for more information.
6. In the upper right corner, click Logout when done.

Failure to Pay Financial Obligations

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

Debt Collection

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

Disbursement/BankMobile

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

For instructions on how to activate a refund preference and also to review Frequently Asked Questions, refer to metro-gateway.custhelp.com.

Financial Aid

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

Priority Receipt Dates: The FAFSA should be received by the Financial Aid Office by the following dates:

- For spring 2019: Nov. 1, 2018;
- For summer 2019: Apr. 1, 2019;
- For fall 2019: May 1, 2019;
- For spring 2020: Nov. 1, 2019.

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

Academic Progress Standards for Financial Aid Eligibility: In order to remain eligible for financial aid, you must establish and maintain a cumulative GPA of 2.0 (3.0 if a graduate student) and successfully complete 67 percent of all credits attempted at Metropolitan State (including transfer credits). Students are eligible to receive financial aid for no more than 150 percent of the number of credits required for degree completion (includes all transfer credits).

For more information, see the terms and conditions page at www.metrostate.edu/finances/aid/policies/aid-terms-and-conditions.

Alternative Learning Strategies

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

Internships: Students can develop innovative and flexible academic internships to fulfill their personal or professional goals. Internships offer students the chance to earn credit through hands-on learning at a variety of sites, in- and out-of-state. Students complete and submit an academic internship

agreement form that is approved by a faculty liaison and processed by the academic internship coordinator in order to be registered. Visit the Institute for Community Engagement and Scholarship website, www.metrostate.edu/community, for more information or assistance.

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

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

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

Student-designed Independent Study (SDIS): Independent study allows students an opportunity to build learning skills indispensable to the workplace and to personal, lifelong development. SDIS allows students to pursue an interest or project with the help of a faculty member who serves as a guide and evaluates the learning for credit. The SDIS project can involve a variety of learning methods, such as community-based or professional training, experiential learning and/or independent research. The student develops an independent study proposal, seeks approval to work with a faculty member, completes the study plan and provides evidence of learning outcomes and competence to the faculty evaluator.

For more information, see the Learning Strategies and Assessment Choices section of the website at www.metrostate.edu/academics/success/strategy and consider the one-credit course METR 100: Getting Credit for What You Know. The registration proposal form may be found online on the Student-Directed Learning Options page, www.metrostate.edu/academics/success/strategy/student-directed.

Other Alternative Learning Opportunities

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

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

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

Faculty-designed Independent Study (FDIS): Faculty-designed independent studies are taken by students independently, reading materials and doing assignments by following the instructor’s outline.

Communication with the instructor may be via U.S. mail, email, an online learning platform or a combination; there are typically no class sessions. FDIS offerings may parallel a classroom course or be a unique or specialized subject not offered in a classroom.

To search for learning-format alternatives, select “Delivery Method-all” in the “Search Options” of the class schedule in eServices.

Academic Advising

Undergraduate Advising at Metropolitan State University is here to assist you in making education plans consistent with your goals, abilities, and interests. Advisors are also responsible for providing you with accurate information about the university’s programs, requirements, policies, and procedures to help you make informed choices. Each of the Metropolitan State’s schools and colleges has professional advisors and faculty advisors who work with you specifically on your major of choice. Once admitted to the university you will be assigned an advisor who will work with you one-on-one as you progress towards fulfilling your graduation requirements. The name, phone number, and email of your advisor is on your Degree Audit Report (DARS) in eServices or you can reach out to your college or school below for more information:

College of Sciences	COS undergraduate advising 651-793-1606 cos.advising@metrostate.edu
College of Liberal Arts	CLA undergraduate advising 651-793-1457 cla.advising@metrostate.edu
College of Community Studies and Public Affairs	CCSPA undergraduate advising 651-793-1341
College of Individualized Studies	CIS undergraduate advising 651-793-1783
College of Management	COM undergraduate advising 612-659-7269
College of Nursing and Health Sciences	CNHS undergraduate advising 651-793-1375

School of Law Enforcement and Criminal Justice	SLC undergraduate advising 763-657-3749
School of Urban Education	UED undergraduate advising 651-999-5920

Program Information

College of Community Studies and Public Affairs

The College of Community Studies and Public Affairs (CCSPA) offers undergraduate and graduate programs focused on educating students for leadership and service in ever-changing communities and societies, especially in the Twin Cities metropolitan area. CCSPA houses the departments of Human Services, Psychology and Social Work, and the School of Law Enforcement and Criminal Justice.

Undergraduate and graduate programs and certificates, as well as minors within the College of Community Studies and Public Affairs can be found at www.metrostate.edu/academics/community-studies/.

Advising information for CCSPA programs is found at www.metrostate.edu/academics/community-studies/advising.

College of Individualized Studies/Individualized Degree

Students interested in learning more about planning individualized degrees through the College of Individualized Studies are asked to participate in the new student orientation offered online at www.metrostate.edu/students/orientation, or call the College of Individualized Studies at 651-793-1782. Other students interested in transferring from another program, or who have taken the course Perspectives: Educational Philosophy and Planning but need additional assistance with degree planning, are asked to call the College of Individualized Studies Advising Center at 651-793-1783. More information on the College of Individualized Studies can be found at www.metrostate.edu/academics/individualized-studies.

College of Liberal Arts

The College of Liberal Arts (CLA) includes programs in Humanities, Social Sciences, Communication and the Arts. CLA offers a wide variety of majors and minors as well as graduate programs. For further information about CLA departments and programs, call our CLA Advising Center at 651-793-1457 or email cla.advising@metrostate.edu

The College of Liberal Arts (CLA) houses the departments of Ethnic and Religious Studies; History; Liberal Arts; Literature and Language; Philosophy; and Social Science. CLA also includes the School of Communication, Writing and the Arts programs for Creative Writing, Professional Communication, Screenwriting, Studio Arts, Technical Communication and Professional Writing, and Theater.

Undergraduate and graduate programs and certificates, as well as minors within the College of Liberal Arts can be found at www.metrostate.edu/academics/liberal-arts.

College of Management

The College of Management (COM) offers programs designed to empower students to achieve career goals as ethical and strategic leaders and managers in business. Students interested in majors offered by COM are required

to complete both the new student orientation and program information meeting either online or on campus in person. Students completing these steps learn about COM undergraduate requirements, transfer policies, declaring a major and courses required for their major.

Additional information for new COM undergraduate students can be found on the COM Advising website at www.metrostate.edu/academics/management/advising or by calling the advising center at 612-659-7269.

Undergraduate and graduate programs and certificates, as well as minors within the College of Management can be found at www.metrostate.edu/academics/management.

College of Nursing and Health Sciences

The College of Nursing and Health Sciences (CNHS) offers baccalaureate and graduate degree options in nursing and dental hygiene. CNHS is focused on preparing students for lifelong careers and professionalism in the rapidly changing health care fields.

Undergraduate and graduate programs and certificates, as well as minors within the College of Nursing and Health Sciences can be found at www.metrostate.edu/academics/nursing-and-health-sciences.

Students interested in learning more about program requirements and the application process by talking with an advisor can contact the College of Nursing and Health Sciences at 651-793-1375 or find program-specific advisors online at www.metrostate.edu/academics/nursing-and-health-sciences/advising.

College of Sciences

Founded in 2016 as a stand-alone college, Metropolitan State's College of Sciences (COS) provides a broad range of programs in mathematics, computer science and the laboratory sciences. These activities are supported by the college's state-of-the-art infrastructure, including the \$36 million Jason R. Carter Science Education Center and the forthcoming Minnesota Institute for Cybersecurity and Forensics.

What hasn't changed from Metropolitan State's founding vision—and never will—is an unwavering commitment to our students and their futures, marked by the college's mission to prepare tomorrow's diverse scientific and technology leaders to make a difference while thinking big, and to share their passion for knowledge and discoveries in ways that encourage collaboration, advance learning, and contribute to the common good. This profound sense of concern for our students and their futures is what sets us apart.

Undergraduate and graduate programs and certificates, as well as minors within the College of Sciences can be found at www.metrostate.edu/academics/sciences. Additional information for new COS students can be found at the COS Advising website at www.metrostate.edu/academics/college-of-sciences/advising, calling 651-793-1606, or emailing cos.advising@metrostate.edu.

School of Communication, Writing and the Arts

The School of Communication, Writing and the Arts (CWA), housed in the College of Liberal Arts, offers undergraduate and graduate programs focused on creating messages and making knowledge. CWA programs include Creative Writing, Professional Communication, Screenwriting, Studio Arts, Technical Communication, and Theater.

Interested students can contact CWA offices at 651-999-5940, or find program information at www.metrostate.edu/academics/liberal-arts/communication-writing-and-arts.

School of Law Enforcement and Criminal Justice

The School of Law Enforcement and Criminal Justice (SLC), housed in the College of Community Studies and Public Affairs, offers programs for students interested in criminal justice careers, as well as practitioners seeking to expand their professional skill base and enhance their potential for career advancement.

Students interested in law enforcement, criminal justice, law enforcement licensing or graduate studies in criminal justice can find out more at www.metrostate.edu/academics/community-studies/law-enforcement-and-criminal-justice or contact SLC offices at 763-657-3749.

School of Urban Education

Metropolitan State's School of Urban Education (UED) is designed to meet the need of urban schools for diverse teachers who can improve students' educational achievement. UED prepares prospective teachers to build on the talents and resiliency of diverse urban learners for success in school and life.

Information on UED programs, principles, and partnerships can be found at www.metrostate.edu/academics/urban-education. Contact the School of Urban Education offices at 651-999-5920.

Bookstore

The bookstore is on the first floor of the Library and Learning Center at the Saint Paul Campus. 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 of your course codes.

Contact the bookstore at 651-793-1670, by fax at 651-793-1676, or online at www.metrostateshop.com.

Bookstore Return Policy

Textbooks

Save your receipt! You cannot get a refund without it. Please return textbooks as soon as you know you will not need them. Another student may need your books. Textbooks in resalable condition (some packaged course materials are only returnable if the package has not been opened) may be refunded with receipt within 10 calendar days from the first class meeting or within three calendar days of purchase thereafter, including summer terms. Make sure new textbooks are not written or highlighted in. Textbooks purchased during the last week of classes or during exam periods are not eligible for return and may be sold back under the book buyback policy. Textbooks purchased for short-term classes and/or seminars are not eligible for a refund.

Computers and Software

Opened software packages are not returnable. Software license agreements are not returnable. Unopened software can be returned within 14 days of purchase with original receipt. Defective software is returnable within five days

of purchase for an exchange of the same product only; the original receipt is required. THERE ARE NO REFUNDS ON HARDWARE. Defective hardware products will be replaced or repaired in accordance with the manufacturer's warranty. Keep your receipt. Read your product warranty.

General Books, Apparel, Gifts and General Merchandise

These items may be returned within 30 days of purchase with the original receipt providing they are in resalable condition. Items with blister packaging may not be eligible for a refund if they have been opened.

Check Purchases

Returned checks may be subject to a \$25 processing fee or the maximum allowed by law. Checks are processed with FEDChex, and may be electronically debited from your account. Refunds on check purchases may be subject to a seven-day waiting period. A Metropolitan State student ID and a valid state ID are required for all check purchases. The bookstore doesn't accept starter checks or third party/business checks. Only personal checks are accepted and the information must match the valid IDs presented.

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 needed at the bookstore, the price is determined based on a national market value, usually 10 to 33 percent. Old editions do not have any market value. The bookstore cannot quote buyback prices or needs over the phone. To sell texts, students must bring them to the bookstore during open business hours. A student ID is required.

Order Online

Course information and more can be found online at www.metrostateshop.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 email.

Bookstore credit: You will receive an email identifying the accounts and amount available for you to charge to your student account. Check the university web page on bookstore credit for more information. Check the bookstore web site for updated information on the process. Student ID is mandatory.

Bookstore Hours

Check www.metrostateshop.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.metrostateshop.com.

com for extended store hours during the beginning of each term.

Public Safety and Security

Campus Crime Report: Each year the Safety Office creates and publishes an Annual Campus Security Report offering three years of campus crime statistics. The Crime Awareness and Campus Security Act requires that this report includes crime categories relating to homicides, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor/drug/weapon offenses, domestic and dating violence, stalking, and hate crimes or crimes of prejudice.

This report further includes, but is not limited to, policies on emergency response, evacuations and notifications; safety programs; sexual harassment, assault and violence; mental health; victim advocacy and rights; institutional discipline; and prevention and education programs to follow in response to criminal activities.

Information relating to the notification of registered sex offenders enrolled or employed by this university can be obtained by visiting the Minnesota Department of Corrections Level 3 Sex Offender Information at: www.doc.state.mn.us/level3/search.asp.

The Metropolitan State End of Year Crime Report is located at www.metrostate.edu/students/support/safety/reports. It can also be obtained in a hard-copy form from the safety literature display cases in Saint Paul, Minneapolis and Midway locations, or from the Security Office in Founders Hall on the Saint Paul Campus. Upon request to 651-793-1725, it can be mailed out to students, prospective students and employees. It is also available in alternative formats through the Center for Accessibility Resources at 651-793-1549.

Public Safety and Security webpage: Public Safety and Security maintains a web location for safety alerts that offers valuable information on a variety of emergency preparation procedures. The 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. Public Safety and Security's webpage is located at www.metrostate.edu/students/support/safety.

Publication Data

Registration Resources Guide is published by Metropolitan State University, Marketing and Communications. All provisions within this publication are subject to change without notice. The online Class Schedule and academic calendar are subject to modification or cancellation due to occurrences such as lack of funding, fire, flood, labor disputes, interruption of utility services, acts of God, civil disorder and war. In the event of such occurrences, the university will attempt to accommodate

its students. It does not, however, guarantee that courses of instruction or other university programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with Minnesota State Board of Trustees policy.

Registration Resources is available in alternative formats for people with disabilities. For information, call the Center for Accessibility Resources at 651-793-1549 or email accessibility.resources@metrostate.edu

Graduation

Important Dates and Deadlines for Graduation

Graduating in:

Fall 2018
Spring 2019
Summer 2019

Registration Deadline:

Aug. 31, 2018
Jan. 18, 2019
May 19, 2019

Commencement*:

Dec. 8, 2018
Apr. 27, 2019
Dec. 17–19, 2019 (tentative)

Graduation Application Process

1. Register for the Graduation Requirements workshop with course number "WKSP GRAD" in the semester you intend to graduate, along with your other courses, through Student eServices. You must register for this workshop by the date listed under "Registration Deadline" in the table above.

WKSP GRAD is an online workshop through D2L that contains all the information necessary for graduation. Allow about 30 minutes to read through the material initially, and then check back on a weekly basis for updates.

Once you are enrolled in the workshop, your student account is billed a \$20 graduation fee, which can be paid through Student eServices.

If you are experiencing difficulty accessing the Graduation Requirements workshop, contact the Graduation Office at graduation@metrostate.edu or 651-793-1231.

2. For graduation planning, review your interactive degree audit in eServices and contact your advisor by the Registration Deadline date listed in the above table. Your advisor finalizes your paperwork for graduation.
3. If you did not register for the workshop by the Registration Deadline date above, you need to file the Appeal to Graduate Past Deadline form. Follow the instructions as listed on the form, available online at www.metrostate.edu/students/graduation.

If you are unable to participate in your designated commencement, but wish to walk in an alternative commencement ceremony, you must complete the Appeal to Walk at Commencement form, available online at www.metrostate.edu/students/graduation.

Diploma Information

The \$20 graduation fee covers the cost of your diploma. Diplomas are mailed to graduates 4-6 weeks after the end of the semester.

You can verify and update your mailing address through eServices. If you no longer have access, please contact Gateway Student Services at gateway@metrostate.edu or 651-793-1300.

If you need a duplicate diploma, complete the Duplicate Diploma Request form at www.metrostate.edu/students/graduation.

Honors Eligibility Information

Honors distinctions are undergraduate achievements only. The honors designations and the associated cumulative GPA required to achieve them are:

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

To qualify for an honors designation, undergraduate students must have completed a minimum of 30 upper-division credits graded (A-F courses) at Metropolitan State University. The cumulative GPA is calculated on the basis of all graded courses taken at Metropolitan State. Recognition at commencement is based on protocol included in University Procedure #252. A link to this information is found at www.metrostate.edu/about/policies/7171.

Graduation Expo

Graduation Expo events are held from 9 a.m.–1:30 p.m. on Saturday, Oct. 27, 2018, for Summer and Fall 2018 commencement and Saturday, Feb. 23, 2019, for Spring 2019 commencement at 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 Services and job fair information
- join the Alumni Association listserv
- purchase commencement invitations, rings, diploma covers, and diploma frames
- sit for a precommencement portrait photo in cap and gown
- make arrangements for accessibility seating for you or your guests at commencement

For more information on graduation procedures and commencement, including downloadable forms, visit www.metrostate.edu/students/graduation. Questions regarding graduation should be directed to the Graduation Office at graduation@metrostate.edu or 651-793-1231.

General Education and Liberal Studies (GELS)

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 of the 48 credits must be upper division (300-level or higher) to fulfill the university's Liberal Studies requirement.

Minnesota Transfer Curriculum (40 or more credits)

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

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

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

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

Goal 3: Natural Sciences (7 or more credits, including a laboratory).

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

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

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

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

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

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

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

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

Liberal Studies (8 or more credits)

All students must complete eight 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 credits and Liberal Studies: 8 credits)
- Major requirements: 24–64* credits
- Minimum total credits to graduate: 120-124*
- Minimum upper-division credits: 40
- Minimum credits completed at Metropolitan State: 30

*Depends on major

Notes

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

Racial Issues Graduation Requirement

All new or readmitted undergraduate students admitted Fall 2016 or later must complete an approved learning experience (at least 3 credits) with a significant focus on race and racism to graduate with a bachelor's degree from the university.

Approved "racial issues" courses or other learning experiences are designated in the online class schedule and can overlap with any other requirement for graduation, including GELS and MnTC requirements, Liberal Studies requirements, major requirements and electives. Upon review, an approved prior learning, independent study, theory seminar or transfer course from other accredited institutions may also be used to meet this graduation requirement.

For a list of approved courses at Metropolitan State University and other area colleges, visit www.metrostate.edu/academics/requirements.

Search for courses meeting MnTC and Liberal Studies (GELS) requirement on

www.metrostate.edu/academics/courses, or search archives on

www.metrostate.edu/academics/requirements/gels-archive

Career Center

The Career Center is ready to work with you on all aspects of your career: choosing a major and learning about career options; helping to sort out career thoughts and making decisions; and drafting concrete plans for an active job search.

The career services we offer include:

- Career counseling and assessments
- Mock interview practice
- Career Resource Center, the online Career Steps course and the Career Workbook
- Networking opportunities
- Résumé and cover letter writing assistance

- Labor market information and occupational exploration
- Handshake: your online connection to our office, and our job and internship database
- Job fairs, workshops and events
- Pathways Program: a program designed to help students start their career within the insurance and financial services industry. Learn more by visiting www.metrostate.edu/student/student-services-support/student-services/career-development-center/pathways-program
Saint Paul Campus, Founders Hall, Room 110
Phone: 651-793-1528
Web: www.metrostate.edu/students/support/career

Center for Academic Excellence

The Center for Academic Excellence offers free tutoring in writing, math, science, computer science, accounting, finance, economics, and symbolic logic to all currently-enrolled students—first-year through graduate—including students with disabilities and multilingual learners. Tutors also work with American Sign Language speakers and interpreters. Visit metrostate.mywconline.net to schedule a tutorial. More information, including current hours, is available at www.metrostate.edu/academics/success/cae.

Math Center: Students visit the Math Center for group work and individual practice in mathematics, statistics, computer science, accounting, finance, economics, and symbolic logic. Tutors are available to work with individuals and small groups during drop-in hours at Midway Center; the Saint Paul Campus location requires appointments. Handouts for graphing calculator techniques are available for students.

Current schedules are posted at www.metrostate.edu/academics/success/tutoring. Schedule appointments at the Saint Paul Campus location by visiting metrostate.mywconline.net.

Writing Center: The Writing Center provides writing tutorial support to students. Free tutorials are available to currently-enrolled undergraduate and graduate students. Students may schedule face-to-face and/or eTutorials. All tutors are trained to work with multilingual learners.

Current schedules are posted at www.metrostate.edu/academics/success/tutoring. Currently enrolled students may schedule 50-minute tutorials at metrostate.mywconline.net.

Science Center: The Science Center provides a community space for students and tutors to gather and work on biology, chemistry and physics course work. Science Center staff provide mentoring and tutoring support to students in science study skills. We encourage and support study groups; individuals are invited to join us as well. Many students visit to work on dimensional analysis, scientific notation, periodic tables and lab reports.

Current schedules are posted at www.metrostate.edu/academics/success/tutoring. Currently enrolled students may schedule 50-minute tutorials at metrostate.mywconline.net.

Testing Center: The Testing Center provides a secure environment for make-up and proctored examinations for independent study classes offered at Metropolitan State University. Students should schedule appointments at least 24 hours in advance and must show photo identification before testing.

Contact the Academic Testing Center at testing.center@metrostate.edu or call 651-793-1576.

Instructor and student procedures, including current schedules, may be found at www.metrostate.edu/academics/success/test-center.

Counseling Services

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

Saint Paul Campus, Founders Hall, Room 221
Phone: 651-793-1568
Web: www.metrostate.edu/students/support/counseling/therapy

Center for Accessibility Resources

The Center for Accessibility Resources ensures that all programs, services and activities at Metropolitan State University are accessible. We believe that equity in access is a shared responsibility of all members of the university community, including faculty, staff and students. We recognize that disability is one of many identities that an individual may have and that these individuals are a vital and welcome part of our diverse university community. We also recognize that disability, hidden or apparent, is a social or cultural construct that often creates barriers for people. We strive to eliminate or minimize these barriers and empower individuals to be as independent as possible by facilitating an interactive process and building universally accessible campuses.

The Center for Accessibility Resources coordinates a wide variety of reasonable accommodations for students. We meet

with each student upon request in an effort to understand their unique experiences and how they are impacted in an educational environment. Information shared with the Center for Accessibility Resources is confidential and kept separate from a student's academic record. Some of the most common accommodations include (but are not limited to):

- Extended test time
- Distraction reduced test environment
- Use of assistive technology for note taking
- Audio textbooks

Saint Paul Campus, New Main, Room L223

Phone: 651-793-1549

Web: www.metrostate.edu/accessibility

Equal Opportunity and Diversity Office

The Equal Opportunity and Diversity Office:

- Sponsors 1B.1 & 1B.3 Equal Opportunity and Nondiscrimination in Employment and Education Policy and Procedure/and Sexual Harassment and Assault training for staff, faculty and student employees. Registration must be done via the Minnesota State System-wide Training and Registration Site (STARS).
- Assists faculty, staff and students who believe they have been harassed or treated unfairly because they are a member of a protected class.
- Assists the university community with understanding, and application of federal and state laws and regulations that impose special obligations concerning equal opportunity and affirmative action. The director serves as the university's affirmative action officer and ombudsperson.
- Monitors recruitment efforts and the progress of campus units toward achieving affirmative action goals, in collaboration with the Human Resource office and other university divisions.

Policies and Procedures

- Metropolitan State University Procedure 101: Equal Opportunity and Nondiscrimination in Employment and Education (.pdf)
- Metropolitan State University Policy 1010: Equal Opportunity and Nondiscrimination in Employment and Education (.pdf)
- 1B.3: Minnesota State Board Sexual Violence Policy (.pdf)

Plans and Guides

- A Guide to Supporting Safe and Inclusive Campus Climates (.pdf)
- Affirmative Action Plan (.pdf)
- University Diversity Plan 2012-2013 (.pdf)

Forms

- Discrimination/ Harassment Complaint Form (.pdf)

Saint Paul Campus, Founders Hall, Room 315

Phone: 651-793-1270, TTY 651-772-7687,

fax 651-793-1274

Email: EO.diversity@metrostate.edu

Web: www.metrostate.edu/about/diversity

Hours: 8 a.m.–5 p.m. Monday through Friday

Healthcare and Wellness Services

Healthcare and Wellness Services provides assistance to students to locate internal and external community health and wellness resources. We offer assistance in finding health insurance plans and using OnCare, the telemedicine platform that is accessed through your mobile device, and also offer health promotion activities throughout campus.

Saint Paul Campus, Founders Hall, Room 240D

Phone: 651-793-1552

Web: www.metrostate.edu/students/support/healthcare

Library Services

Library Overview and ID Card

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

A Place to Study

The library has a variety of study rooms, open study tables, computer workstations and comfy spaces to study or lounge in. There are journals and magazines to read, books, DVDs and even cameras and board games 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 website, 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, via email at library.services@metrostate.edu, or via the chat box on the library's homepage.

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

Computer Help and Lab

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

Off-campus Access and Library Guides

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

INFS 115 (Information Access)

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

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!*

MetroConnect

MetroConnect is a partnership program between Minnesota State community colleges and Metropolitan State University. Students are dually admitted to Metropolitan State and their community college at the start of their educational journey. After completing their associate's degree, students continue on to their bachelor's degree right on their community college campus. MetroConnect students at our HUB locations are also eligible for a \$1,000 scholarship. MetroConnect makes it easy for students to earn a bachelor's degree from Metropolitan State University without ever having to change campuses.

HUB Locations

Minneapolis Community and Technical College
Normandale Community College
North Hennepin Community College
Saint Paul College

Partnership Locations

Anoka-Ramsey Community College (MANE)
Century College (MANE and Dental Hygiene)
Dakota County Technical College (Individualized Studies)
Inver Hills Community College (MANE and Psychology)
Hennepin Technical College (Individualized Studies)
Lake Superior College (Dental Hygiene)
Minnesota State Community and Technical College
at Moorhead (Dental Hygiene)
Rochester Community and Technical College
(Dental Hygiene)

Saint Paul Campus Parking Ramp

Hours of Operation

Monday–Friday: 6:30 a.m.–11:30 p.m.
Saturday: 6:30 a.m.–8:30 p.m.
Sunday: 11:30 a.m.–11:30 p.m.

Helpful Hints

- Student fees provide parking access using the Student ID card; faculty and staff may register for parking to access the ramp via their ID card
- You must touch your ID card to the card reader or place it within three inches of the card reader to activate the gates
- You may leave your ID card inside your wallet or other carrying case as it should still work from within a thin holder; if it doesn't, remove the card from the wallet or carry case and touch the card to the reader

- If you pull a ticket to enter the ramp, you cannot use your ID to exit: use the intercom for assistance with exiting without incurring additional payment (for employees registered for parking access and students enrolled in the current semester or new/returning students for the two weeks prior to the new semester start only)
- Students or employees needing new photo ID cards may obtain one by going to the Saint Paul Campus Library, Second Floor Circulation Desk or to the Admissions Office, First Floor Founders Hall to the right of Gateway Student Services

Emergency Code Blue Phones and Security Cameras

Emergency code blue phones and security cameras are installed in the ramp and parking lots of the Saint Paul Campus. For more information about parking at any of our teaching locations, contact the Parking Office at 651-793-1731 or www.metrostate.edu/about/locations/parking-information.

Campus Locations

The following are Metropolitan State University's main teaching locations. For detailed maps and directions visit www.metrostate.edu/about/locations. Metropolitan State also offers classes at a variety of other locations as well. These locations are also on the locations webpage.

Law Enforcement and Criminal Justice Education Center (LECJEC)

9110 Brooklyn Boulevard
Brooklyn Park, MN 55445
763-657-3700

Midway Center (MDWY)

1450 Energy Park Drive
Saint Paul, MN 55108-5218
651-793-1300

Midway Energy Park Place (EPP)

1380 Energy Lane, Suite 205,
Saint Paul, MN 55108

Minneapolis Management Education Center (MEC)

Thirteenth Street and Harmon Place
Minneapolis, MN 55403-1897
651-793-1300

Saint Paul Campus (STPL)

700 East Seventh Street
Saint Paul, MN 55106-5000
651-793-1300

Gateway Student Services Hours

Note: All Gateway locations are closed from 3–4:30 p.m. on Tuesdays. Hours at Minneapolis, Midway Center, and Law Enforcement and Criminal Justice Center may vary.

Check www.metrostate.edu/students/support/gateway for current information.

Saint Paul, Founders Hall, first floor

Monday–Thursday	8 a.m.–6 p.m.
Friday	8 a.m.–5 p.m.

Minneapolis, MEC 1019

Mon., Tues., Thurs., Fri.	8 a.m.–4:30 p.m.
Wednesday	9:30 a.m.–6 p.m.

Midway Education Center, Suite 147

Monday–Thursday	9 a.m.–5:30 p.m.
Friday	8:30 a.m.–5 p.m.

LECJEC, Rm 147

Monday–Thursday	10 a.m.–6:30 p.m.
Friday	8:30 a.m.–5 p.m.

Phone Numbers to Note

Advising Centers

College of Community Studies and Public Affairs	651-793-1341
College of Individualized Studies	651-793-1783
College of Liberal Arts	651-793-1457
College of Management Graduate	612-659-7258
Undergraduate	612-659-7269
College of Nursing and Health Sciences	651-793-1375
Dental Hygiene	651-793-1378
Early Childhood Assessment Program	651-999-5824
Human Service	651-793-1342
Nursing	651-793-1375
Social Work	651-793-1339
College of Sciences	651-793-1606
School of Law Enforcement and Criminal Justice	763-657-3749
School of Urban Education ..	651-999-5920
Prison Program	651-793-1357
Alumni Relations	651-793-1808
Bookstore	651-793-1670
Fax	651-793-1676
Career Services	651-793-1528

Center for Academic Excellence

Math	651-793-1460
Science	651-793-1460
Writing	651-793-1460
Testing	651-793-1576

Center for Online Learning ..	651-793-1929
College of Community Studies and Public Affairs	651-793-1330
College of Liberal Arts	651-793-1440
Graduate Programs	651-999-5958
College of Nursing and Health Sciences	651-793-1375
College of Individualized Studies	651-793-1783
College of Management ...	612-659-7250
Graduate Programs	612-659-7290
College of Sciences	651-793-1606

Computer Labs

Midway	651-999-5845
Saint Paul	651-793-1634
Counseling Services	651-793-1568
Accessibility Resources	651-793-1549
English for Speakers of Other Languages/ESOL Institute Century College ..	651-747-4039
Financial Management	651-793-1880

Gateway Student Services

Center Call Desk	651-793-1300
Financial Aid	651-793-1300
Records	651-793-1300
Registration	651-793-1300
Transcript Information	651-793-1300

Graduation Desk	651-793-1231
International Students Office	651-793-1219
Institute for Community Engagement and Scholarship	651-793-1285
Internship Office	651-793-1285
IT Service Desk	651-793-1240
Library Services	651-793-1616
Placement Assessment	651-793-1537

Safety Officer/Security

Saint Paul Cell	651-775-0444
Library Cell	651-775-0715
Security Desk	651-793-1717
Minneapolis Emergency ...	612-659-6900
Safety	612-659-6910
Midway Cell	651-775-6122
Safety Office	651-793-1725
Brooklyn Park Cell	763-354-4168
Security Desk	763-657-3722
School of Communication, Writing and the Arts	651-999-5940
School of Law Enforcement and Criminal Justice	763-657-3700
School of Urban Education ..	651-999-5920
Student Senate	651-793-1554
Theory Seminar Inquiries ...	651-793-1782
TRiO	651-793-1525
Veterans and Military Student Services	651-793-1305

Majors, Minors and Offered Programs

A full, up-to-date listing of undergraduate majors and minors, graduate programs, and certificates offered can be found at www.metrostate.edu/academics/programs.

Deans and Department Chairs

Up-to-date listings of Metropolitan State University Deans and Department Chairs are found at www.metrostate.edu/about/departments/academic-student-affairs/deans-department-chairs.

Equal Opportunity Statement

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

A member of Minnesota State

An equal opportunity educator and employer



MINNESOTA STATE

Academic Calendar

2018

Aug. 1	Fall 2018 semester tuition payment deadline
Aug. 8	Fall 2018 semester Open (nondegree students) registration begins
Aug. 15	Fall 2018 semester last day to cancel low enrollment courses
Aug. 17	Summer 2018 sessions last day for all courses
Aug. 17	Summer 2018 sessions graduation date (Commencement ceremony is in December)
Aug. 20	Fall 2018 semester faculty duty days begin
Aug. 22	Fall 2018 semester wait list ends/closes (11:59 a.m.)
Aug. 22	Summer 2018 sessions grades due from faculty (midnight)
Aug. 25	Fall 2018 semester begins
Aug. 31	Fall 2018 semester last day to drop with a refund; see eServices Class Schedule for all other drop dates
Aug. 31	Fall 2018 semester deadline to register for graduation
Sept. 1	Labor Day holiday/no classes/buildings closed
Sept. 3	Labor Day holiday/no classes/buildings closed
Oct. 17	Fall 2018 semester last day to register for alternative learning strategies
Oct. 22	Spring 2019 registration begins
Oct. 27	Graduation Expo
Nov. 11	Veterans Day/classes held/offices open
Nov. 15	Spring 2019 semester undergraduate admission application deadline
Nov. 21	Thanksgiving holiday/no evening classes
Nov. 22	Thanksgiving holiday/no classes/buildings closed
Nov. 23	Thanksgiving holiday/no classes/buildings closed
Nov. 24	Thanksgiving holiday/no classes/buildings closed
Nov. 25	Thanksgiving holiday/no classes/buildings closed
Dec. 5	Last day of morning and afternoon classes (evening classes do not meet Nov. 21)
Dec. 8	Fall 2018 Commencement
Dec. 16	Fall 2018 semester ends
Dec. 16	Fall 2018 semester alternate day for finals due to bad weather cancellation
Dec. 17	Spring 2019 semester Open (nondegree students) registration begins
Dec. 17	Spring 2019 semester tuition payment deadline
Dec. 18	Fall 2018 semester grades due from faculty (midnight)
Dec. 18	Fall 2018 semester last faculty duty day
Dec. 24	Winter holiday/no classes/buildings closed
Dec. 25	Winter holiday/no classes/buildings closed
Dec. 26	Winter holiday/no classes/buildings closed
Dec. 27	Holiday week/no classes/buildings open/limited services
Dec. 28	Holiday week/no classes/buildings open/limited services
Dec. 29	Holiday week/no classes/buildings open/limited services

2019

Jan. 1	New Year's Day holiday/no classes/buildings closed
Jan. 7	Spring 2019 semester faculty duty days begin
Jan. 9	Spring 2019 semester wait list ends/closes (11:59 a.m.)
Jan. 4	Spring 2019 semester last day to cancel low enrollment courses
Jan. 14	Spring 2019 semester begins
Jan. 18	Spring 2019 semester last day to drop courses with refund; see eServices Class Schedule for all other drop dates
Jan. 21	Martin Luther King, Jr., holiday/no classes/buildings closed
Jan. 18	Spring 2019 semester deadline to register for graduation
Feb. 18	President's Day/classes held/offices open
Feb. 23	Graduation Expo
March 3	Spring Break/no classes/offices open
March 4	Spring Break/no classes/offices open
March 5	Spring Break/no classes/offices open
March 5	Spring 2019 semester last day to register for alternative learning strategies
March 6	Spring Break/no classes/offices open
March 7	Spring Break/no classes/offices open
March 8	Spring Break/no classes/offices open
March 9	Spring Break/no classes/offices open
March 18	Summer 2019 registration begins
April 16	Summer 2019 session Open (nondegree students) registration begins
April 16	Summer 2019 first session tuition payment deadline
April 27	Spring 2019 Commencement
May 3	Summer 2019 session last day to cancel low enrollment courses
May 6	Spring 2019 semester ends
May 8	Summer 2019 session wait list ends/closes (11:59 a.m.)
May 9	Spring 2019 semester grades due from faculty (midnight)
May 10	Spring 2019 semester last faculty duty day
May 13	Summer 2019 session begins
May 17	Summer 2019 first session last day to drop with a refund; see eServices Class Schedule for all other drop dates
May 19	Summer 2019 session deadline to register for graduation
May 19	Summer 2019 second session tuition payment deadline
May 25	Memorial Day holiday/no classes/buildings closed
May 26	Memorial Day holiday/no classes/buildings closed
May 27	Memorial Day holiday/no classes/buildings closed
June 12	Summer 2019 session last day to register for alternative learning strategies
June 30	Summer 2019 first session courses end
July 3	Summer 2019 first summer session grades are due from faculty (midnight)
July 4	Independence Day holiday/no classes/buildings closed
July 7	Summer 2019 second session courses begin
July 12	Summer 2019 second session last day to drop with a refund; see eServices Class Schedule for all other drop dates
Aug. 17	Summer 2019 sessions last day for all courses
Aug. 17	Summer 2019 sessions graduation date (Commencement ceremony is in December)
Aug. 21	Summer 2019 sessions grades due from faculty (midnight)