

Admission

Admission Requirements

Students are admitted to UMC as either freshmen (applicants with no previous college work) or as transfer students (applicants who have enrolled at a regionally accredited postsecondary institution or internationally recognized foreign college or university after high school).

Transfer students must arrange for official transcripts to be sent from every post secondary institution they have attended, whether or not they successfully completed coursework at those institutions. To be regarded as official, transcripts must bear the original signature of the registrar or the seal of the institution or must be college-certified or printed on security paper. The transcripts must have been issued within the last year. When transfer students are admitted, their previous college record will be evaluated to determine which courses they have taken at other institutions will transfer to the University of Minnesota.

Freshman Students: No Previous College Work—Students with no prior college work are eligible for admission if they are in the upper half of their graduating class. Students are also eligible for admission with a composite score of 21 or above on the ACT Assessment. Students who do not meet either of these requirements are considered using a combination of high school rank, GPA, test scores, high school curriculum, and other indicators of academic potential. Students who do not automatically meet the criteria are encouraged to apply for admission.

Students who have not been granted a standard high school diploma must pass the GED test before they are admitted as a regular student. Minnesota residents age 19 or older can take the test at the UMC Counseling and Career Services office. This office is also an ACT Assessment residual testing site for students who were unable to test on a national test date.

Transfer Students: Fewer Than 26 Credits Attempted—Students with prior college work but with fewer than 26 semester credits attempted follow the freshmen admission requirements. This includes students who have earned college credits through the Minnesota Post-Secondary Enrollment Options Program or as a nondegree student.

Transfer Students: 26 or More Credits Attempted—Students who have attempted 26 or more semester credits of college work are eligible for admission with advanced standing. Students are eligible for admission if they have a cumulative GPA of 2.00 in their previous college work. Students who do not meet this standard are considered through an individual review process. Students who have earned college credit only through the Minnesota Post Secondary Enrollment Options Program or as a nondegree student follow the freshmen admission requirements.

Admission Procedures

To be considered for admission, applicants must

1. submit a completed UMC admission application;
2. submit the nonrefundable \$25 application fee (starting fall 2006, application fee will be \$30);
3. request that appropriate official transcripts be sent directly to the UMC Admissions Office;
 - a. Freshmen: high school transcript or General Education Diploma (GED) scores;
 - b. Transfer students with fewer than 26 semester credits attempted: high school transcript and transcript(s) from previous college(s);
 - c. Transfer students with 26 or more semester credits attempted: transcript(s) from previous college(s);
4. submit ACT test scores if a freshman or transfer student with fewer than 26 semester credits attempted.

Admission decisions are not made until applications are complete (e.g., application, application fee, transcripts). Students are notified with the decision approximately one week after their completed application is submitted.

Nonresidents—All applications and supporting transcripts *should be received approximately six weeks before the term of entrance*.

Under reciprocity agreements, residents of North Dakota, South Dakota, Wisconsin, and Manitoba who attend UMC may pay a specially designated tuition rate. Reciprocity application forms are available on-line at www.mheso.state.mn.us or from the appropriate office listed below:

North Dakota Residents—Reciprocity Program, North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58501.

South Dakota Residents—Reciprocity Program, South Dakota Board of Regents, Box 41, Brookings, SD 57007.

Wisconsin Residents—Reciprocity Program, Wisconsin Higher Educational Aids Board, 137 East Wilson Street, Madison, WI 53707. Wisconsin reciprocity does not cover on-line courses; resident tuition rates will apply.

Manitoba Residents—Office of Admissions, University of Minnesota, 170 Owen Hall, Crookston, MN 56716.

Residents from other states will be charged in-state tuition. This applies only to the Crookston campus. Questions concerning tuition rates should be directed to the Office of Admissions, University of Minnesota, Crookston, MN 56716.

International Students—Students from many countries attend UMC. International students contribute a cosmopolitan influence and participate in all aspects of campus life (including the Multicultural-International Club). To be admitted, international students must have completed studies equivalent to those required to graduate from high school in the United States. Complete and official academic transcripts, records, and certificates from secondary schools, colleges, and universities attended, in the original language and in English translation, must be sent with the admission application to the Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716, USA.

To determine the English language proficiency of prospective international students, the Test of English as a Foreign Language (TOEFL) is normally required. To be accepted, students usually need a minimum score of 500. The college code number to be written on the TOEFL application is 6893.

For dates and locations of the examination, write to TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA.

To be considered for admission, applicants must submit

1. a completed application for undergraduate international students;
2. a declaration and certification of finances (part of the application);
3. two character references;
4. a \$25 nonrefundable application fee in U.S. currency (starting fall 2006, application fee will be \$30);
5. official transcripts of high school and any college records accompanied by an English translation, if necessary; and
6. TOEFL scores.

When all of the required materials have been received and the application reviewed, the applicant is notified of the admissions decision.

Students not holding U.S. citizenship and entering this country on a student visa are assessed the **in-state/resident tuition rate**. This benefit is limited to 50 students and only applies to the Crookston campus. On-campus work for international students is very limited and off-campus employment is approved by the Immigration and Naturalization Service (INS) based on fully documented unforeseen economic circumstances. Contact the Office of Multicultural and International Programs for more information.

To obtain forms for college application and certificate of finances, write to the Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716, USA.

Advanced Standing—Students from postsecondary institutions or those with appropriate military schooling may transfer to UMC and receive advanced standing credit. To obtain an application for admission, contact the Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8569).

Applicants who have completed any college study, satisfactorily or unsatisfactorily, must request that an official transcript from every school attended be sent directly to the Office of Admissions. Students may not register until all transcripts are received and admission is granted.

Individuals who have completed studies at vocational institutes, technical colleges, nonaccredited private institutions, or military schools may transfer credits, within their academic discipline, to UMC. Students should contact the transfer specialist, Office of Admissions, 170 Owen Hall, 2900 University Avenue, University of Minnesota, Crookston, MN 56716 (218-281-8569) for questions about credit transfer.

Post-Secondary Enrollment Options Act (PSEO)—To participate in the on-campus or online PSEO program, students must be a junior or senior in a Minnesota public, private, charter, or home school and have a **minimum** cumulative high school GPA of 3.00. Each applicant is reviewed individually based upon a number of criteria, including high school GPA, class rank (when available), college aptitude test scores (when available), high school counselor/principal recommendation, and other

factors that display a student's maturity and academic preparedness for college coursework. Students may not enroll in remedial, developmental, or other courses that are not college level. Students must earn a **minimum** UMC GPA of 2.00 to continue their enrollment at UMC. Students interested in the program should contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

College in the High School Program (CHIS)—Students must have achieved junior status in their high school and have a **minimum** cumulative high school GPA of 3.00 in order to register and earn UMC course credit in the CHIS Program. School districts must be approved by UMC in order to participate. Students should contact their high school principal to verify UMC approval to participate.

Nondegree Students—Persons who have graduated from a recognized high school, or have the educational equivalent and demonstrate ability to succeed in college-level work, but who are not interested in seeking a degree, may attend the University as “nondegree” students. Admission criteria are more flexible than for degree-seeking students; all other campus policies, including maintaining satisfactory academic progress apply. Each case is considered on its own merits. Dependent on academic qualifications, some nondegree students may be admitted on academic probation. Effective fall 2005, nondegree students must pay their account balance in full by the first billing due date or their classes will be canceled. Nondegree students are not eligible for student financial aid and are not candidates for degrees, although they may later seek degree candidacy. For information about changing classification from nondegree to degree candidate, or to obtain a form to apply for nondegree student status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218-281-8569).

Senior Citizen Education Program (SCEP)—Minnesota residents age 62 or older may enroll in University of Minnesota classes when space is available after all tuition-paying students have been accommodated, provided they have completed specified prerequisites. Those taking a course without credit pay no fees unless materials or other special charges are required. Those taking a course for credit pay \$10 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218-281-8548).

Planning to Transfer?

Transferring to UMC

- Coursework for transfer must be comparable to courses offered by the University and be appropriate and applicable to the specific degree program entered at UMC.
- Students with associate degrees will receive 60 credits upon transfer. Students will normally be able to complete a baccalaureate degree in a comparable program by earning an additional 60 credits. The appropriate center director will determine which additional courses are required to complete the baccalaureate degree.
- Transcripts for students without associate degrees will be evaluated on a course-by-course basis.

- Individuals with baccalaureate degrees wishing to complete a program at UMC will be required to meet the college residency requirement (see Graduation Requirements on page 24) and all major field requirements of that program.
- UMC will post to the permanent record the total number of credits completed at another institution. This means that 1) only courses in which a grade of D or better has been earned will fulfill specific course requirements in liberal education and the major field; 2) all courses not used to fulfill liberal education and major field requirements will be considered electives; and 3) a transfer student's GPA will be calculated using only courses completed at UMC.
- If students do not agree with UMC's transfer decision, they may appeal to their department head. Dissatisfaction with this appeal decision may be submitted to the Vice Chancellor for Academic Affairs. Appeal forms are available at the Academic Affairs Office, 302 Selvig Hall. Minnesota's public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer to Another College or University

- Students should discuss their transfer plans with the campus transfer specialist, 170 Owen Hall (218-281-8569).
- Students should then call or visit the intended transfer college to obtain the following materials and information:
 - college catalog
 - transfer brochure
 - information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher GPA.
 - information on financial aid (how to apply and by what date)
- After reviewing these materials, students should make an appointment to talk with an adviser/counselor in the college or program they want to enter. Be sure to ask about course transfer and admission criteria.

Students not currently enrolled in a college or university might begin by meeting with a transfer specialist or an admission officer at the intended transfer college to plan the steps they need to take.

Understanding How Transfer of Credit Works

- The college or university to which the student transfers decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both the sending and your receiving institution can affect the transfer of the credits students earn.
- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. "Like" transfers to "like."

- Not everything that transfers will help students graduate. Baccalaureate degree programs usually count credits in three categories: liberal education, major/minor courses and prerequisites, and electives. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"
- Students who change their career goal or major might not be able to complete all degree requirements with the usual number of graduation credits.

Applying for Transfer Admission

- Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee.
- Applicants should request that official transcripts be sent from every institution they have attended and they might be required to provide a high school transcript or GED test scores as well.
- Recheck to be certain that all the necessary paperwork has been supplied to the college or university. Most colleges make no decisions until all required documents are in the student's file.
- Students who have heard nothing from their intended college of transfer after one month should call to check on the status of their application.
- Students who have been notified that they have been accepted for admission will have their transcribed credits evaluated for transfer. A written evaluation should show which courses transfer and which do not. How individual courses specifically meet degree requirements may not be decided until the student arrives for orientation or has chosen a major.
- Students who have questions about their evaluation should call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses to clear up concerns and to understand the evaluator's decisions. Students who are not satisfied can appeal. See "Rights as a Transfer Student."





Estimated semester expenses

(based on 15 credits)

Board and room	\$2,519.00
Tuition	\$2,932.00
Student services fee	177.10
Technology fee	500.00
Books and supplies	350.00
University fee	450.00
Cost per semester	\$6,928.60

Rights as a Transfer Student

Transfer students have the right to

- a clear, understandable statement of an institution’s transfer policy.
 - a fair credit review and an explanation of why credits were or were not accepted.
 - a copy of the formal appeals process.
- Usual appeals steps are:
- 1) Student fills out an appeals form. Supplemental information students provide to reviewers—a syllabus, course description, or reading list—can help.
 - 2) Department or committee will review.
 - 3) Student receives, in writing, the outcome of the appeal.
 - 4) Student can appeal decision to UMC Vice Chancellor for Academic Affairs.
- at the student’s request, a review of their eligibility for financial aid or scholarships.

For help with transfer questions or problems, see the campus transfer specialist.

Credit Transfer to Another Institution

The acceptance and applicability of credits earned at the University of Minnesota toward a degree at another institution are determined by that institution. Students who wish to have their UMC degree credits transferred to another institution should send a written request for an official transcript to the Office of the Registrar, University of Minnesota, Crookston, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716. Enclose \$5.00 for each official transcript.

Change of College or Status Within the University

Students who wish to change from one college, school, or campus of the University of Minnesota to another must meet the requirements of the unit to

which they are transferring. Application for transfer should be made at the registrar’s office on the campus where students are currently or were last registered. Students should apply as far in advance of the date of transfer as possible.

Academic Advisement and Registration

New Student Orientation

New students register for classes during Academic Advisement and Registration. Students admitted for the fall term are invited to attend a one-day session held in the spring and in the summer; students admitted for the spring term attend a one-day session before the term begins. At Academic Advisement and Registration, students become acquainted with the campus, discuss academic plans with faculty, select courses, and register.

The New Student Orientation program for the fall term begins three days before the first day of class. Students move into the resident halls, meet classmates, meet faculty advisers, attend success seminars, and receive their notebook computer.

Expenses for 2005–2006

Per-Credit Tuition—Tuition is assessed on a per-credit basis. For the 2005–2006 academic year, tuition is \$195.50 per credit. The average credit load is 15 credits per term. Residents of North Dakota, South Dakota, Wisconsin, and Manitoba may apply for reciprocity privileges and pay a tuition rate equal or comparable to the resident rate. Residents of other states and Canadian provinces are assessed the in-state/resident rate.

Student Services Fee—\$177.10 (for students taking 6 or more credits per term). Refer to a current *Class Schedule* for a description of this fee.

Orientation Fee—\$60.00 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

Transcript Fee—\$5.00 for each official transcript; \$10 for rush service.

Technology Access Fee—Students registered for 6 or more credits paid a technology access fee of \$500 per term; students registered for .5–5.5 credits paid \$100 per term. This fee provides access to computers, laser printers, the Internet, and online library card catalogs. Students who carry 6 or more credits are issued the computer for the semester. Those who have less than 6 credits but choose to keep a computer full time are assessed the \$500 fee. The required course CA 1010—Introduction to Computer Technology teaches students how to use their notebook computer and understand its many applications.

Special Fees—A towel and equipment fee for certain physical education courses and a science laboratory breakage fee may be charged.

University Fee—The University fee helps cover infrastructure and administrative support costs in a wide variety of areas. It is not dedicated to one particular need or to one particular office. This fee is assessed to all students and is prorated as follows: \$45 per credit for students taking 1-9 credits; \$450 for students taking 10 credits or more.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 2005-2006 academic year is \$13,857.20. This figure includes tuition, a 195-meal board contract, room, fees, books, and supplies. Personal expenses, such as clothing, entertainment, and travel, are not included in this amount. Students should allow from \$800 to \$1,500 for these costs.

Late Fees—Students who register during the first week of class must pay a late registration fee of \$10. A \$20 late registration fee will be assessed to students registering after the first week of class. If a student does not pay the total tuition and fees amount owed by the first due date of each semester, a \$10 installment fee is assessed. If the total amount owed is not paid by the second due date of each semester, a second installment fee of \$10 is assessed. Students will also be charged a late fee of \$25 if they pay less than the minimum payment due (33 percent by the first billing statement due date, 50 percent by the second billing, and 100 percent by the third billing). The maximum amount of installment fees charged during a semester is \$20. Late fees will accrue monthly.

UM Pay—UM Pay, the University's new electronic billing and payment system, is now the official means of generating tuition bills to all enrolled students. (Paper bills will no longer be sent.) UM Pay allows students to view and pay their bill online with direct debit from their bank checking or savings account, or to set up authorized payers (such as parents) to pay on their behalf. Students can download copies of their bill and view a history of electronic billings and payments. Students are notified by e-mail notice their bill is ready to view online. Students use their University-assigned Internet ID and password to login to UM Pay.

Financial Aid

UMC's financial aid program provides assistance to students who would otherwise be unable to afford a college education. Financial aid is available for both full- and part-time study.

Application

Students can apply for financial aid before being admitted to UMC, although a Financial Aid Award Notification (FAAN) will not be produced until the student has been admitted. Students must submit a completed Free Application for Federal Student Aid (FAFSA) to be considered for aid. UMC's deadline for priority consideration for the academic year (August-May) is the preceding March 31. Students are encouraged to apply before the priority date, because many funds are distributed on a first-come, first-served basis. Applications received after the priority date will be considered for any remaining funds.

Students should submit their FAFSA at least six weeks before the start of the term they plan to begin their studies. Students who submit their applications after the dates listed in the shaded box below probably will experience delays in receiving aid for which they are eligible. Students should not assume that aid will be granted until they have been notified by the Financial Aid Office.

Eligibility

Financial aid is intended to supplement, not replace, family resources. Families should think of themselves as the primary source of college funds. UMC, government agencies, and other funding programs expect students to contribute as much as possible. Factors used in evaluating eligibility include parents' annual income, family assets, family expenses, student's income and assets, family size, and number of family members attending college. A higher financial contribution usually is expected from a family with a higher income.

The students' financial need is the difference between UMC's estimated cost of attendance and the amount the federal government expects students and their families to contribute to their education—or their estimated family contribution (EFC). The EFC is calculated based on information provided on the FAFSA.

The financial aid students receive is determined by financial need and the eligibility criteria for various scholarships, grants, loans, and college work-study programs. Often, more than one source of funds is awarded to a student.

Each year new federal and state legislation impacts financial aid eligibility. Financial aid is not guaranteed from one year to the next. Students must apply each year and should not assume that they will be eligible for the same amount of aid awarded in previous years.

University of Minnesota and UMC Scholarships

Students may use the Freshman Specialty Scholarship On-Line Application to apply for many scholarships awarded according to special interest, background, or abilities. Scholarship recipients must be enrolled full time (12 credits). Application deadline is February 15. Further information and applications may be obtained from UMC's Office of Admissions or from high school counselors.

Returning UMC students should inquire at their academic department office about scholarship opportunities and a Returning Student Scholarship Application. Application deadline is February 1.

Satisfactory Academic Progress for Financial Aid Eligibility

To remain eligible to receive financial aid, students must make progress toward earning their degree and maintain at least a C average (2.00 cumulative GPA) in their selected curricula. Generally, students on academic probation are considered to be making satisfactory academic progress. Students placed on academic probation are automatically placed on financial aid probation. Suspended students, readmitted under the terms of academic contract, are NOT making satisfactory academic progress and are not eligible for financial aid (the details of the Academic Progress Policy can be found on page 22).

In addition to the Registrar's academic progress policy, students receiving financial aid must also meet the following five conditions:

UMC financial aid sources include

Minnesota State Grant Program
Federal Pell Grant Program
Federal Supplemental Educational Opportunity Grants (FSEOG)*
University grants/UMC grant*
UMC scholarships*
Federal and Minnesota State Work-Study Program*
Miscellaneous employment
Federal Perkins Loan Program*
Federal Ford/Stafford Direct Loan Program
Federal Unsubsidized Ford/Stafford Direct Loan Program
Federal PLUS (Parent) Direct Loan Program
Minnesota SELF (Student Education Loan Fund)
Federal veterans benefits
Minnesota National Guard Tuition Reimbursement Program
Educational Assistance for War Orphans and Veterans
Reciprocity programs with North Dakota, South Dakota, Wisconsin, Manitoba
Job Training & Partnership Act (JTPA)
Minnesota Non-AFDC Childcare Program*
Midwest Farmworker Employment & Training Division of Rehabilitation Services
Minnesota Indian Scholarship Program
Bureau of Indian Affairs

*Limited funds available. Apply by March 31 priority consideration date.

Mail FAFSA by this date to be considered for:

Term starting	All available aid (priority consideration)	Any remaining funds
Fall semester	March 31*	July 15
Spring semester	March 31*	October 15
Intersession	March 31*	October 15
Summer session	March 31*	April 15

* Of the preceding academic year (September–May)

1. Students must be registered for courses and cannot be suspended or dismissed.
2. a. Students in baccalaureate degree programs remain eligible for financial aid up to a maximum of 180 attempted semester credits or until they have earned a B.S. degree.
b. Students in associate degree programs remain eligible for financial aid up to a maximum of 135 attempted semester credits or until they have earned an A.S./A.A.S. degree.
3. Students must successfully pass two-thirds of the credits they attempt as measured at the end of each review period.
4. Students must have a cumulative GPA of at least 2.00 at the end of the second academic year (four terms) of study.
5. Suspended students who have been readmitted under the terms of the academic contract shall not be considered to be making satisfactory academic progress and will NOT be eligible to receive state or federal financial aid.

Students who do not meet these requirements because of extenuating circumstances may submit a petition appealing the decision to the Office of Student Financial Aid, 170 Owen Hall. A more complete policy statement on the "Standards of Progress for Financial Aid Eligibility" may be obtained from the Office of Student Financial Aid.

Direct Deposit for Financial Aid Refund Checks

Financial aid refund checks can be directly deposited into a specified bank checking or savings account. To apply for this service, download and complete the "Direct Deposit Authorization for Student Account Refunds" form located online at www.umcrookston.edu/people/finaid/Forms/Non-year%20Based/DirectDepositAuth.pdf.

Completed forms should be returned to the Business Affairs Office at 121 Selvig Hall. After financial aid is applied to the student's account, they must stop by the Business Affairs Office and request the refund to be directly deposited. It should be in the student's account 48 hours after the request.

For more information, contact the Office of Student Financial Aid, University of Minnesota, Crookston, 170 Owen Hall, 2900 University Avenue, Crookston, MN 56716 (800-UMC-MINN or 218-281-8561 or 8562).



Student Affairs

The offices and departments that make up Student Affairs at UMC emphasize the uniqueness and worth of each individual and advocate services and methods that help each person develop or realize his or her full potential. The activities are based on beliefs that the campus environment should promote academic freedom and individual responsibility, that participation with a diversity of persons and experiences enriches the development of students, that all aspects of students' participation in the University community should further their learning and development, and that all staff who have contact with students have an educational role.

Student Affairs contributes toward students' educational development by providing programs and services that

- promote students' increased self-understanding and personal development;
- improve students' understanding of their role and responsibilities to others, to society, and to themselves;
- assist students to overcome barriers that may prevent them from completing their education;
- integrate students' classroom and non-classroom living and learning experiences within the University community;
- promote student understanding of, and appreciation for, a variety of human differences; and
- promote student understanding of the appropriate balance between the needs of students and the needs of the broader University community.

Student Affairs

- represents students' interests and needs to the administration and other relevant University policy-making bodies;
- provides efficient administrative services and consumer information services needed for student admission, orientation, registration, and financial assistance;
- provides a variety of on-campus living and dining options to facilitate student attendance at the University;
- provides health care and wellness education and promotes healthful living for students;
- provides services and programs for students with special needs;
- provides counseling for students with intellectual, emotional, interpersonal, moral, social, and vocational development concerns;
- provides for the social, athletic, and recreational needs of students;
- provides security services to maintain a safe and secure living and learning environment;
- provides educationally relevant non-classroom developmental, service, and leadership opportunities;
- assists students and student organizations to interact more effectively with the University community;
- provides a diversity of social opportunities and cultural experiences for all student groups;