



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 considered to be making satisfactory academic progress and are not eligible for financial aid. However, students may petition and appeal their financial aid suspension status if there are extenuating circumstances that affected their academic progress. (Details of the Academic Progress Policy can be found on pages 24–25).

In addition to the Academic Progress Policy, students receiving financial aid must also meet the following five conditions:

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. or 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 (or 60 credits for transfer students).
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 be placed on financial aid suspension.

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.



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 at the Business Affairs Office and request the refund to be directly deposited. Refunds are generally deposited in the student’s account 48 hours after the request.

Student Affairs

The offices and departments that make up Student Affairs emphasize the uniqueness and worth of each individual and advocate services and methods that help each person develop his or her full potential. The campus environment promotes academic freedom and individual responsibility, with a diversity of persons and experiences. It also promotes participation in the University community with the goal of furthering student learning and development. 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 their responsibilities to others, to society, and to themselves;
- assist students in overcoming 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 needed for student admission, orientation, 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 healthy living by 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; and
- assists students in clarifying career goals, exploring options for further study, and securing employment.

Academic Assistance Center/ Student Support Services

UMC has two programs to help students achieve and maintain good grades—the Academic Assistance Center (AAC) and Student Support Services (SSS). Both programs are located in Owen Hall 270 and are available to students at no charge.

The Academic Assistance Center is open to all UMC students and offers the following services:

- Peer tutoring
- Group tutoring
- Study groups
- Supplemental instruction

Student Support Services is a federally funded program that offers eligible students all of the services listed above plus the following:

- Scholarship and grant aid
- Goal setting
- Social/cultural events
- Career exploration
- Graduate/professional school preparation
- Workshops
- Leadership development
- Personalized assistance from program advisors

To get an AAC tutor or to find out how to qualify for the many benefits of SSS, call 218-281-8552 or 8553, or visit www.crk.umn.edu/people/services/academasst/index.htm or www.crk.umn.edu/people/services/sss/index.htm.

Bookstore

The UMC Bookstore carries textbooks and supplies for all classes offered at UMC. In addition, the Bookstore carries a wide variety of general and reference books, UMC fashions and insignia gifts, and everything you need for graduation. The Bookstore is located on the first floor of the Student Center. Regular hours are 8 a.m. to 4:30 p.m. Monday through Friday. The Bookstore hosts extended hours for special campus events. For more information, visit the Bookstore online at www.crookstonbookstore.com.

Career and Counseling Services

Career and Counseling Services (C&CS) offers career services; counseling; alcohol, tobacco, and other drugs (ATOD) programs; disability; and diversity and multicultural services to all students and the University community.

Career Services—UMC Career Services helps students develop, evaluate, and implement career plans. It provides career development and placement services to all University community members.

Specialized services include:

- Full-time and part-time employment listings
- Internship seminar class
- Career and job fairs
- Temporary and seasonal job listings
- Résumé books
- Job-search strategy workshops and meetings
- Interview practice sessions
- Job fair information
- GED testing
- ACT residual testing
- CLEP testing
- Career interest, skills, and personality inventories
- Career and occupational exploration workshops
- Individual and group counseling for career planning
- Follow-up studies of previous graduates
- International job market information
- Computer assisted career planning programs
- CSO Interfase Network and personal Web sites

Career Services resources and information are provided to help students and alumni find career related employment.

Counseling and Career Services hours are Monday through Friday, 8 a.m. to 5:30 p.m. For more information, stop by the Student Center or call 218-281-8586 or 218-281-8585 for an appointment. UMC's Counseling and Career Services Web site can be found at www.ccs.umcrookston.edu/.

Counseling Services—UMC Offers professional counseling services for students with personal, social, mental, educational, and career development concerns. Consulting, outreach, evaluation, and research programs are also available.

Services include:

- Individual counseling
- Group counseling
- Advocacy for student needs
- Crisis intervention
- Programs, seminars, and workshops
- Evaluation and referral resources

Counseling complements the academic life of students by helping them gain personal insights and more clearly defined plans for the future.

Alcohol, Tobacco, and Other Drugs (ATOD)

Program—This program provides UMC students with education and prevention programs that promote learning and development. The programs are intrusive, coherent, based on theories and knowledge of

learning and human development, and are responsive to special needs of individuals. ATOD services include:

- Individual counseling
- Group counseling
- Crisis intervention
- Education and prevention classes, programs, seminars, and workshops
- Referral sources
- Alcohol and drug evaluations

For more information, contact the ATOD office, University of Minnesota Crookston, Student Center, Crookston, MN 56716 (218-281-8586 or -8585; www.ccs.umcrookston.edu/ATOD/index.htm).

Disability Services—UMC's Disability Services Office promotes and ensures program and physical access for students with documented disabilities. It also helps UMC personnel meet their obligations under state and federal statutes and provides the following services upon request for enrolled and prospective students with documented disabilities:

- Information about disability services at UMC
- Referral
- Individual orientation
- Counseling
- Career development assistance
- Academic accommodations
- Advocacy
- Faculty and staff consultation
- Educational programming related to disability issues

Students who require sign language interpreting services are encouraged to contact the Disability Services Office regarding the availability of those services in the region well in advance of the anticipated date of enrollment.

For more information, contact the Disability Services Office, University of Minnesota, Crookston, 270 Owen Hall, Crookston, MN 56716 (218-281-8587; Minnesota Relay Service, 1-800-657-3529; or www.ccs.umcrookston.edu/disability/index.htm).

Diversity and Multicultural Affairs Program—UMC's Diversity and Multicultural Affairs Program enhances and improves the educational opportunities of pre-college and college students by providing academic, cultural, financial, and social services to students, faculty, and staff.

This program is dedicated to working with the UMC community to help meet the special concerns of culturally and socially diverse students by creating an environment that nurtures, supports, provides leadership, fosters the development of community outreach and education, and promotes academic excellence through supplemental instruction, advisement, education, and mentoring.

Services and programs include:

- Diversity training
- Discussion groups
- Lectures
- Videos
- Panels
- Issues of human differences and oppression
- Leadership

- Multiculturalism
- Community building
- Valuing diversity
- Intercultural communication
- Workshops and retreats
- BLAST Club
- Cultural events
- GLBT services

For more information, contact the Diversity and Multicultural Affairs Office, Student Center (218-281-8583, -8586, or -8585) or visit its Web site at www.ccs.umcrookston.edu/diversity/index.htm.

Center for Adult Learning

UMC's Center for Adult Learning (CAL) provides learning opportunities for people and communities of practice, transcending geography, utilizing technology, and empowering personal and professional growth. Services include, but are not limited to, online degrees, concurrent enrollment via College in the High School and Post Secondary Enrollment Options Online, English as a Second Language, and nondegree, for-credit workshops. CAL specializes in educational products and systems that serve public needs over many geographic areas and emphasize lifelong learning.

CAL prides itself on high quality educational services for nontraditional or continuing students, community organizations, and the workforce. UMC offers diverse adult learning activities to serve the needs of individuals, groups, organizations, and communities of northwest Minnesota and beyond. CAL does this through online courses, conferences and other educational program offerings. Outreach services provided by the Center are targeted to meet the needs of working professionals, organizations, businesses, industries, young adults, displaced workers, and senior citizens.

In addition to the online degrees, CAL develops and delivers online courseware and training to meet the needs of adult learners and an expanding workforce.

Online courses provide students opportunities to complete courses without attending classes on campus. They offer interactivity with the instructor and other students, convenience of location and time of day, and independent learning for motivated students. Online courses may be applied to UMC degrees or transferred to other institutions. The flexibility of online courses allows professionals working rotating shifts to pursue an advanced degree.

Extended campus courses are available through partnerships with technical colleges and industry. Partnerships and locations include business partners and technical colleges in the region and throughout the state of Minnesota. These courses lead to the bachelor's degrees which are available entirely online at www.umcrookston.edu/online.

CAL also supports certificate programs that may be applied to future degrees. These include:

- **Manufacturing Management Certificate** (credit) for manufacturing and production employees seeking to advance to management and supervisory positions within the industry.

- **Hotel, Restaurant, and Institutional Management Certificate** (credit or noncredit) for employees, supervisors, and managers who would like to advance within the industry. Individuals may elect to complete one focused course to enhance their job skills or complete the full certificate program.

For more information, contact the Center for Adult Learning (218-281-8679; www.umcrookston.edu/cal).

Cooperative Campus Ministry

UMC offers a unique opportunity to its students in the form of an ecumenical campus ministry, which welcomes people of all faiths. It affirms beliefs and values while focusing on faith—in God and in one's self and one's future. Cooperative Campus Ministry provides opportunities for spiritual growth, fellowship, and community service. Everyone is invited to strengthen relationships and broaden their horizons.

Cooperative Campus Ministry is located in the Student Center and meets every Tuesday night. The ministry and its coordinator are governed by a board of representatives from contributing denominations.

Office of Development and Alumni Relations

The mission of the UMC Office of Development and Alumni Relations is to build lifelong connections and relationships that provide a margin of excellence for the University of Minnesota, Crookston.

The Office of Development and Alumni Relations provides this margin of excellence by coordinating the fundraising activities for UMC. These involve major gifts to the University, annual fund drives, and special projects. The Office works in conjunction with the University of Minnesota Foundation to manage the gifts received by the University. The Foundation is a separate nonprofit organization that raises money and manages private gifts for the University of Minnesota system. Money raised for UMC provides funds for scholarships and other projects at UMC. Donors are recognized annually in *The Donor Report*.

If you would like to receive a copy of *The Donor Report*, or make a gift to the University of Minnesota, Crookston, contact the UMC Office of Development and Alumni Relations, University of Minnesota, Crookston, 115 Kiehle, 2900 University Avenue, Crookston, MN 56716; or 218-281-8439.

To stay in touch with our alumni, donors, and friends, the Office of Development and Alumni Relations produces alumni publications, coordinates special on-campus events, including homecoming, recognition events, and reunions. The office also makes it easy for Alumni to stay connected through *The Torch*, the UMC alumni newsletter; *The Aggie*, the Northwest School of Agriculture (1906–68) newsletter; or the Alumni Relations Web site at www.umcrookston.edu/people/UMC/index.htm.

Membership in the UMC Alumni Association is automatically granted to all graduates. Students who have satisfactorily completed 30 semester hours of college work are also welcome as associate members.

For more information, contact the Office of Development and Alumni Relations at 218-281-8434 or 218-281-8439.

Dining Services

Dining Services provides the campus community with dining flexibility and convenience. It prepares a variety of nutritious and tasty foods for the campus community and off-campus visitors from the first day of class each term through lunch on the last regularly scheduled day of final examinations. It also provides special event and catering services. Dining Services utilizes the U Card as the meal plan card and debit card for cash purchases. Students, as well as faculty and staff, are welcome to purchase one of the flexible meal plans available. The Eagle's Nest Convenience Store is located on the first floor of Sahlstrom Conference Center and features a large selection of snack items. Breakfast is available in Brown Dining Room from 7:30 to 9 a.m., Monday–Friday. Located on the second floor, Brown Dining Room offers a variety of main entrees and a full salad bar during the week, as well as theme dinners, special events, and steak nights throughout the term. Service hours for Brown Dining Room are 10:30 a.m. to 1:30 p.m. for lunch and 4:15 p.m. to 6:30 p.m. for dinner, Monday–Friday; and 11:30 a.m. to 12:30 p.m. for brunch, and 4:30 to 5:30 p.m. for dinner on weekends.

Diversity and Multicultural Affairs

The Office of Diversity and Multicultural Affairs helps students of diverse cultural, ethnic, racial, and linguistic backgrounds adjust to the college environment. Its programs provide students with advocacy services, general counseling, and advising in personal, academic, and extracurricular activities. The office also serves the UMC community by providing opportunities for understanding and appreciating diversity. Students are introduced and encouraged to take advantage of several international education exchanges and activities offered by UMC. The office is located in the Student Center. Appointments can be made in person or by calling 218-281-8583.

Early Childhood Development Center

The Early Childhood Development Center is a comprehensive childcare facility offering early childhood programs for children of UMC students, staff, and faculty, as well as the community at large. The center provides early education experiences for infants, toddlers, and preschool children. The primary purpose of the center is to give UMC students majoring in early childhood education an opportunity to observe and participate in a teacher-training laboratory. The center maintains a safe and healthy learning environment, provides a supportive social-emotional atmosphere, and helps children learn through self-directed processes and problem solving.

English as a Second Language

The University of Minnesota, Crookston, English as Second Language program (ESL) is a pre-collegiate English program, which provides English language instruction, and related support services to foreign students who are both qualified for and have a desire to pursue undergraduate study at UMC.

The ESL program prepares foreign students to compete successfully with their American peers in college classrooms by providing multi-skill language instruction and close cooperation with the UMC academic and student support offices. In addition, it increases campus diversity and cultural experiences for all students.

The multilevel, non-credit program in English as a Second Language is designed for those who wish to read, speak, hear, and write English for professional, personal, or academic purposes. Offered in semester sessions with minimum of 20 or more hours of instruction each week, ESL students can choose from three levels of instruction: beginning, intermediate, and advanced. Each level usually takes a semester (16 weeks) to complete. Summer sessions take 8 weeks.

The University of Minnesota, Crookston, offers nondegree-seeking admission to academically qualified candidates for the ESL program. UMC's English requirement for admission as a degree-seeking student must be fulfilled by the TOEFL exam (65 Internet, 190 Computer, or 520 Paper) or successful completion of UMC advanced ESL courses.

Application for Admission—Application to the ESL Center is open to all who are at least 17 years of age, have completed high school, have adequate funds to pay fees, and are motivated to attend all classes, do all homework, and follow U.S., University of Minnesota, and program policies and rules. For more information, refer to page 6 or contact ESL in the Center for Adult Learning (218-281-8679; esl@umcrookston.edu; www.cal.umcrookston.edu/esl).

Health Service

The Student Health Service offers medical care to all students. The clinic is operated by a registered nurse who assesses and treats minor illnesses, refers students to appropriate agencies when warranted, and provides educational programming for understanding and preventing illness. A physician is on campus most Wednesday afternoons and evaluates students at no charge.

Students referred for medical care are responsible for costs. Transportation to an off-campus health care agency is the student's responsibility. There are no restrictions on the number of visits a student may make to the Student Health Service. Over-the-counter medications are also available at no charge.

All students are required to complete a health history form and immunization record, which are filed at the Student Health Service office.

Student Health Insurance—Students enrolled in six or more credits are required to carry hospitalization insurance. Students who enroll for six or more credits and do not have hospitalization insurance will automatically be enrolled in a University-sponsored plan when they register. Students who already have insurance through their parents, employer, or spouse will need to provide documentation of coverage during registration to avoid being charged for the University-sponsored plan. Verification must include insurance company name, member ID number, and insurance company telephone number.

Students are encouraged to visit the Student Health Service, located in the Student Center. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday when classes are in session. Students can make appointments by calling 218-281-8512.

International Programs

UMC's International Program Office is committed to international students and to providing global connections for all students and faculty. It is important for students to have exposure to international cultures, international students, and experience in foreign countries. International students bring world understandings to both the curriculum and student life. The office coordinates admission of international students, collaborative bachelor of science degree programs with International Universities, and programming focusing on internationalizing the curriculum and strengthening student diversity experiences. The International Program Office is located on second floor of the Student Center (218-281-8339).



Online Degrees

The Crookston campus is the University of Minnesota's first campus to deliver a bachelor's degree entirely online. The Center for Adult Learning (CAL), in collaboration with the campus' academic departments, supports the University's online degrees with student support services while ensuring a successful academic online experience.

UMC has accredited online degrees that are career oriented, creating opportunities for people and communities of practice, transcending geography, utilizing technology, and empowering personal and professional growth. Online courses and degree programs are offered on a semester-based system (fall, spring, summer); students can start when it's convenient. New semesters start every 16 weeks, except during summer semester, which is a condensed 8-week semester. Students can apply online or with a paper application at any time. Completing degree requirements is convenient because there is no need to travel to the University. Since UMC delivers all of the degree instruction to the student online, UMC students can live anywhere in the world and still earn a quality University of Minnesota degree.

The Higher Learning Commission (HLC) has accredited the University of Minnesota, Crookston, to deliver the following online degrees:

1. **Bachelor of Applied Health (B.A.H.).** The B.A.H. degree provides a convenient and flexible alternative for working adults and part-time students who have relevant work experience and are interested in completing a four-year degree in the health care industry.
2. **Bachelor of Manufacturing Management (B.M.M.).** The B.M.M. degree is designed to overlay a two-year technical college degree with management-related coursework, providing opportunities for working adults to advance to management and supervisory positions.
3. **Bachelor of Science in Business (B.S.B.).** The B.S.B. degree is designed to prepare graduates for management positions in business firms, institutions, small businesses, and other organizations. It provides a well-rounded education in business operations, preparing individuals for a variety of management positions in business and government.

Transfer to UMC Online

University of Minnesota, Crookston, online programs are designed to be as flexible as possible to enable students to start and/or complete a bachelor's degree entirely online. Previous college credit may be transferred into the program and counted towards degree completion. Students who have previously earned an associate's degree from an accredited institution will receive 60 credits upon transfer.

Request Information

To learn more about online degrees and courses at the University of Minnesota, Crookston, please contact the Center for Adult Learning (218-281-8679; cal@umcrookston.edu; www.umcrookston.edu /online).

Residential Life/Security Services

Two residence halls and two apartment complexes provide coeducational on-campus housing for nearly 500 students. All rooms are furnished. Residence halls also have recreational, laundry, and kitchen facilities.

To maximize the positive, developmental experience of living in campus housing, residents are responsible, through hall councils and committees, for formulating and implementing policies, standards, and activities.

Students who plan to live on campus should return the housing application that is mailed to them in March.

For more information, contact the Office of Residential Life/Security Services, 1110 Centennial Hall (218-281-8531).

Security Services—The Office of Residential Life/Security Services is responsible for law enforcement and security on campus. The department professional staff consists of a director and officers. Officers are on duty primarily during the evening hours.

It is University policy to encourage the reporting of all crimes committed on campus and to assist victims of those crimes. Information regarding UMC crime statistics is available at the Office of Residential Life/Security Services, 1110 Centennial Hall (218-281-8530). **In an emergency, dial 911 or 9-911 (on campus).**

The department emphasizes crime prevention by minimizing crime opportunities and encouraging students and employees to be responsible for their own and others' safety.

Retired and Senior Volunteer Program (RSVP)

RSVP is a volunteer placement program for persons age 55 and older. RSVP offers men and women exciting opportunities for personal development and satisfaction by volunteering their time, energy, and creativity while serving their communities. RSVP also offers its volunteers benefits such as supplemental insurance coverage, mileage and meal reimbursements, and an annual recognition event. By providing seniors with a variety of community-defined, community-supported volunteer projects, it allows them to make choices that match their time, skills, and interests with the knowledge that the opportunities they choose will be meaningful to them and their community.

Service Learning

Courses throughout UMC's five academic departments incorporate hands on, real world experiences through service-learning projects. For example, students might design a Web site for a nonprofit agency, assist senior citizens with their taxes, design landscape plans for residential and commercial properties, teach first graders music lessons, or perform an analysis of a farm operation and make recommendations. Project lengths range from a few hours to several semesters. The UMC Mentoring and Caring program, similar to a Big

Brother/Big Sister Program, is also based out of the Office of Service Learning. In addition, Habitat for Humanity, America Reads, and the VolunTEAM, Crookston's volunteer clearinghouse, are all part of this dynamic office. For more information on service learning, volunteer opportunities, and UMC civic engagement/outreach in the region, contact UMC's Office of Service Learning at 218-281-8526 or stop by 247 Student Center.

Sports

Intramural and Recreational Sports—The Intramural Program offers a diversified range of activities to meet the needs and interests of a large percentage of students, both men and women. Intramural sports are a great way to participate in a sport without the pressure of joining a varsity team. Activities include basketball, bowling, dodge ball, flag football, hockeyball, pool, racquetball, soccer, softball, table tennis, tennis, and volleyball, along with many others.

Intercollegiate Athletics—The Intercollegiate Athletic Program is an integral part of the student experience at UMC. The fine winning tradition established by UMC teams has provided a focal point for student interest, enthusiasm, and school spirit. UMC participates in women's sports (basketball, golf, tennis, soccer, softball, equestrian, volleyball) and men's sports (baseball, basketball, football, golf, hockey). UMC is a member of NCAA Division II and competes in the Northern Sun Intercollegiate Conference.

UMC Fitness Center—The newly remodeled and modern UMC Fitness Center, with many of the latest conditioning machines, is one of the best-equipped centers in the area. The center is available at no charge to students enrolled for 6 or more credits. It is also available to faculty, staff, and the community for a membership fee. The Fitness Center is located in the Sports Center.



Study Abroad

UMC offers an outstanding array of international study programs that enable students to earn academic credit while they study overseas. Learning experiences may last from three weeks to one year in duration. Credits earned are integrated into the curriculum and count toward graduation. The student's learning experience may include study, work, internship, or volunteer and service learning abroad, with the choice to study in more than 200 locations throughout the world. Enrollment is open to all students. Those who are interested in study abroad are encouraged to visit with their academic advisers. Applications for international programs are available in the Study Abroad Office on the second floor of the Student Center. Contact the Study Abroad Office for more information (218-281-8339 or 1-800-232-6466, ext. 8339).

Student Activities

Students may participate in a wide range of cocurricular activities. Weekly activities include the popular W.O.W. (What's on Wednesday) program, which features hypnotists, comedians, and musicians. There is also a monthly daytime concert series and the traditional Homecoming and Spring celebrations. The student programming board, S.P.A.C.E. (Student Programming and Activities for Campus Entertainment), plans many of these events. The campus also hosts a programming series, Regal After Hours, which provides students an assortment of activities to be involved with during the weekends. The campus Concerts and Lectures Committee also sponsors events that appeal to the cultural interests of students, including music and drama programs, which are presented regularly by the college for campus and public audiences. Thirty-five organizations are officially recognized by the Crookston Student Association, the campus' student government. For more information, contact Student Activities, Student Center, University of Minnesota, Crookston (218-281-8507; FAX 218-281-8588).

Student Center

UMC's Student Center is a beautiful addition to the Crookston campus and provides space for student services, including student activities, student government, diversity and multicultural affairs, health services, outdoor recreational equipment rental, the post office, the service learning office, and Cooperative Campus Ministry. The student center includes areas such as the Northern Lights Lounge, which features a game room and TV room. The Prairie Lounge serves as a commuter student gathering spot with an outdoor patio. The second floor includes a leadership room and the Bede Ballroom, which offers a great venue for dances and formal or informal programs. The Minnesota room features the fireplace from the original Bede Student Center. The bookstore features a casual reading area for students, faculty, staff, and campus visitors.

Student Conduct Code

UMC seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. UMC seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community. UMC is dedicated to responsible stewardship of its resources and to protecting campus property and resources from theft, damage, destruction, or misuse. UMC is supported and guided by state and federal law while also setting its own standards of conduct for our academic community. UMC is dedicated to the rational and orderly resolution of conflict. The Student Conduct Code (Code) applies to all students and student organizations of the University of Minnesota, Crookston (UMC). The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the Chancellor or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either constitutes a criminal offense or present a danger or threat to the health and safety of the student and others. The complete text of the Code is located on UMC's Web site at www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf. Printed copies are available from the Info Desk in the Student Center. All students at UMC are responsible for knowing and complying with these standards. Failure to comply may result in disciplinary action up to and including suspension or expulsion.

University Relations

The Office of University Relations coordinates activities associated with media relations, public relations, and institutional marketing. Its mission is to build understanding and pride in the University of Minnesota. University relations staff work collaboratively with the Office of Development and Alumni Relations, Admissions, Media Services, Publications and Design, and Athletics to promote a positive image of the campus community and its students, alumni, faculty and staff.

The office provides marketing, branding, and communication strategies that promote a focused, consistent and positive image among internal and external stakeholders and the general public by building connections and enhancing the perception of the education, research and outreach the University of Minnesota, Crookston, provides.

Public relations develops news releases, feature articles, and other publicity that highlights academic programs and departments, campus activities, and events, as well as the achievements of UMC students, faculty, and staff. It also hosts news conferences and distributes UMC news locally, regionally and nationally.

A weekly radio broadcast, *UMC Insight*, airs on local and regional stations and highlights people, programs and events on campus. University Relations is also responsible for the bi-weekly Campus E-update, the Today page, and posting events on the Web; oversees the publication of the Campus Connection; and assists the Alumni Relations and Development Department with publication of the *Torch* and *Aggie* alumni magazines.

The UMC photography office records the dynamic people and programs on campus through photographs and also maintains a photo library documenting people and events in campus history.

Our goals are to protect and manage the University's reputation and image, develop and implement marketing campaigns to communicate key messages about the value of UMC, provide leadership for university and community events, develop promotional partnerships, and share current research data.

University Sexual Assault Victims' Rights Policy

Students who are victims of a criminal sexual assault on UMC property, may file a criminal charge with the Crookston Police Department by calling 911. For assistance in notifying the proper law enforcement and campus authorities, call the Office of Residential Life/Security Services, 218-281-8531, 8 a.m. to 4:30 p.m., Monday through Friday; or 218-289-0604, after office hours and on weekends. The local Community Violence Intervention Center, 877-625-8092, can also provide assistance. Students also have the right to assistance from the State of Minnesota Crime Victim Reparations Board and the Office of the Crime Victim Ombudsman.

After receiving a complaint, the University will investigate and respond to it. Students may participate in any University disciplinary proceeding concerning the complaint and may have a support person present. Students have the right to be notified about the outcome of any University disciplinary proceeding concerning the complaint, subject to the limitations of the Minnesota Government Data Practices Act.

The University will follow the direction of law enforcement authorities in obtaining, securing, and maintaining evidence relating to any sexual assault incident. University authorities will also assist in preserving materials that are relevant to a University disciplinary proceeding.

At the student's request, the University will assist, as is reasonable and feasible (in cooperation with law enforcement authorities), in shielding them from the alleged assailant. This may include providing alternative work, academic, or living arrangements if these options are available and feasible.

Veterans Benefits

The courses offered by UMC have been approved for veterans and their dependents eligible for educational benefits under Chapters 30, 31, 32, and 35 of the Veterans Readjustment Act of 1977. Under the new GI Bill, Chapter 106 (educational assistance program), reserve and National Guard personnel may be eligible for educational benefits. Students should contact the Office of the Registrar or their local Veterans Administration office to obtain applications and determine eligibility and entitlement.

At the Office of the Registrar, 9 Hill Hall, students can get help with any problems they may have with the Veterans Administration (e.g., getting their check, filling out forms) and find out about the services available to veterans on campus.

Veterans may receive credit for appropriate military training. The transfer specialist determines the number of credits acceptable for transfer.

Veterans or veterans' dependents receiving educational benefits must conform to the following regulations to maintain their eligibility:

- Register for at least 12 credits per term to receive full-time benefits, 9–11 credits for three-quarter-time benefits, 6–8 credits for half-time benefits, 4–5 credits for less than half-time benefits. (The Veterans Administration pays tuition for only 1–3 credits, which must apply toward a degree.)
- Maintain satisfactory academic progress toward graduation.
- Report any changes in course load (cancellations, additions) to the Office of the Registrar (and repay benefits, retroactive to the start of the term, for any course dropped 30 days or more after the start of a term, or for any course not completed if the cancellation or incomplete changes their enrollment status: half-time, three-quarter-time, or full-time).

Web Access

Students can check their records and obtain a wide variety of other information and services on the Web by visiting <http://onestop.umcrockston.edu/>. These online services include the following

- **Grades/Unofficial Transcripts**—all courses on a student's record
- **APAS**—Academic Progress Audit System reports
- **Registration**—eligibility, queue information, self-registration, course availability, *Class Schedule*, and address change
- **Financial Aid**—financial aid status, eFAAN (electronic Financial Aid Award Notice), FAFSA (Free Application for Federal Student Aid), cost estimates, scholarships, grants, work-study, loans, aid alternatives, and academic progress requirements
- **Student Account**—account balance and transaction information, payments received and financial aid disbursements on "Student Account," and view and pay tuition bills online on "UM Pay"

Students who have forgotten their Internet IDs/passwords, or who last registered after fall 1992 and whose Internet IDs have expired, should contact the Computer Help Desk (218-281-8000) for help resetting passwords or reactivating accounts. Students who last registered before fall 1992 are not able to access these online services.

Registration

Registration is the student's responsibility. After registering for specific courses for the term and paying fees, the student has a contract with UMC whereby the University agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but also are costly and time-consuming for the individual and the University.

Information about registration procedures may be obtained from the Office of the Registrar. Registration dates are listed in the academic calendar section of the *Class Schedule*. Students should make sure they have completed specified prerequisites before registering for a course.

Upper Division Courses—Students must have completed 30 or more semester hours (credits) to take upper division (3xxx, 4xxx or 5xxx) courses.

Course Numbering—Courses have four-digit numbers. The first number designates the course level.

0xxx—courses that do not carry credits toward any University degree.

1xxx—courses primarily for undergraduate students in their first year of study.

2xxx—courses primarily for undergraduate students in their second year of study.

3xxx—courses primarily for undergraduate students in their third year of study.

4xxx—courses primarily for undergraduate students in their fourth year of study.

5xxx—courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses.

Faculty Advisers—In choosing courses each term, every degree-seeking student is eligible for assistance from an assigned faculty adviser. The adviser guides the student in program planning, course selection, and progress toward graduation. Adviser changes must be approved by the student's department.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor's degree in four years, students must average 15 credits per semester. Dropping below that average may increase the time a student must spend in school. A credit requires an average of three hours each week in lecture, laboratory, recitation, and/or preparation. Students must register for a minimum of 12 credits in order to maintain full-time status (full-time status is defined as 15 credits for Minnesota State Grant eligibility).

Credit Overload—Students planning to register for more than 19 credits during the fall or spring semester, or 9 credits during the summer term, must secure permission from the Academic Standards and Policy Committee. Petition forms to request approval of an overload of credits are available in the Office of the Registrar. To carry more than 19 credits, students should have a minimum 3.00 cumulative GPA.