This is the General Information, Admission and Financial Aid, Student Services, Academic Information, and Academic Support Services sections of the University of Minnesota, Crookston Catalog for 1999-2001.
University of Minnesota Mission Statement
The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's mission, carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multicultural world.

Outreach and Public Service—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Mission Statement
(Adopted by the Board of Regents, July 1992)
The University of Minnesota, Crookston provides teaching, research, and service, including associate degrees and selected baccalaureate degrees, with a focus on applied undergraduate instruction and research in agriculture, business, environmental sciences, human resource development, and appropriate interdisciplinary studies.

The University of Minnesota, Crookston provides a University link to the region for technology transfer and outreach, with emphasis on meeting the needs of a rural populace who require lifelong learning and retraining to capture opportunities that maximize their existing resources and strengths.

Purpose
The purposes of the University of Minnesota, Crookston are to identify and provide
1. foundations of undergraduate education focusing on active learning, technology, communication, career/life adaptability, human relations, decision making, ethics, global perspectives, and environmental perspectives;
2. undergraduate education that leads to applied, career-oriented associate or baccalaureate degrees;
3. equal access to education for students who are academically underprepared, disabled, or from underrepresented populations;
4. assistance in career planning, educational planning, and human development;
5. continuing education that responds to the needs of people of the service area;
6. academic programs, support services, and activities that enhance students' personal, cultural, intellectual, occupational, and social development;
7. research and outreach that support and encourage the region's economic and cultural growth and advancement.

Accreditation
UMC's associate and bachelor's degree programs are accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, Suite 2400, 30 North LaSalle Street, Chicago, IL 60602. Business associate degree programs are accredited by the Association of Collegiate Business Schools and Programs. The dietetic technician program is approved by the American Dietetic Association. The natural resources program is accredited by the North American Wildlife Technology Association.
The Community

Crookston is located in the Red River Valley, one of the world’s richest agricultural areas. Immigration to the area began when the St. Paul & Pacific announced in 1872 that a railroad route was to extend to the Canadian border and would cross the Red Lake River where the city now stands. In 1879 the existing settlement was incorporated and named Crookston, after Colonel William Crooks, chief engineer of the railroad.

The early economic foundation of the area was based on fur and lumber trade, but quickly changed to farming. Starting as a trail point near a river crossing for the squeaky Red River fur carts, the young town soon became a center for sodbusts. For 20 years it was also a major timber center. Since World War II, Crookston has prospered from the development of large agricultural products processing plants and manufacturing industries. Among its outstanding industrial enterprises are the largest plant for edible sunflower seed processing in the United States and one of the largest plants for sugar beet processing in the world. Other industries include a fiberglass and injection molding plant, a metal fabrication plant, and a city bus manufacturer.

Crookston offers many health care facilities, including a modern community hospital, an expanded medical clinic, a mental health center, a chemical dependency treatment facility, and several dental clinics.

Crookston’s location provides opportunities for hunting, fishing, cross-country skiing, and other outdoor activities. The community also has abundant recreational facilities, including a regulation nine-hole golf course, a twelve-lane bowling alley, a movie theater, two indoor skating arenas, an indoor community swimming pool, an outdoor athletic complex with multiple softball diamonds and tennis courts, and an attractive campsite in a city park. Crookston is only 30 minutes from Grand Forks, North Dakota, which has a population of more than 70,000 and offers additional opportunities for shopping, entertainment, and other services, including the University of North Dakota and the Grand Forks International Airport.

Facilities

College—UMC has a 237-acre campus located on the northern edge of Crookston. The college is situated in one of the richest and most diversified agricultural regions in the United States, the Red River Valley.

College facilities consist of 28 buildings. The attractive grounds include flower gardens bordering a spacious mall and a natural history area that contains virgin prairie land. The college has many well-equipped special purpose laboratories to support its instructional programs. More than three-fourths of the general purpose classrooms are equipped with an overhead projection system and electrical power and Internet access at every student seat. Instruction is supported by computer and two-way, audio-video interactive television connections to other higher education institutions and high schools. Facilities built within the last decade include an indoor animal science arena and equine stable; an enlarged library and learning resource center addition; a dining service and hotel, restaurant, and institutional management building; a large indoor physical education and intercollegiate athletic facility; an outdoor recreational and athletic complex; an expanded student center; a head house and four production greenhouses; an environmental science facility, and an early childhood center.

Northwest Agricultural Experiment Station—This facility serves the prairie and adjacent land area of northwestern Minnesota. Its activities are a part of the total agricultural research program of the University of Minnesota. The experiment station, located adjacent to the UMC campus, owns about 1,500 acres. The station provides laboratories, fields, and herds for use by UMC students enrolled in agriculture programs.

Agricultural Utilization Research Institute (AURI)—This institute is a nonprofit corporation created by the state of Minnesota to strengthen its rural economy by developing new uses for Minnesota farm products. AURI’s role is to build working partnerships that combine Minnesota’s diverse agricultural resources with business innovators and applied science expertise. The state headquarters and Northern Regional Office are in UMC’s Owen Hall Annex.

Red River Trade Corridor (RRTC)—RRTC is a cooperative economic development effort among Minnesota, North Dakota, South Dakota, and Manitoba. Governed by a board of business and community leaders from the four jurisdictions, RRTC actively serves as a reference point for economic development information in the Red River region by building communication among businesses, increasing business and trade activity, and helping the region become a key player in North American and international trade.

UMC Degrees

Bachelor of Science

- Accounting (page 24)
- Agricultural aviation (page 24)
- Agricultural industries sales and management (page 26)
- Agriculture and food systems management (page 27)
- Agricultural utilization research institute (page 28)
- Animal industries management (page 29)
- Applied studies (page 31)
- Business management (page 31)
- Management (page 32)
- Marketing (page 33)
- Early childhood education (page 34)
- Equine industries management (page 35)
- Golf facilities and turf systems management (page 36)
- Health management (page 37)
- Hotel, restaurant, and institutional management (page 38)
- Information networking management (page 41)
- Natural resources (page 43)
- Natural resources law enforcement (page 44)
- Natural resource management (page 44)
- Park management (page 45)
- Soil and water technology (page 45)
- Plant industries management (page 46)
- Agronomy (page 46)
- Horticulture (page 46)
- Scientific and technical communication (page 47)
- Sport and recreation management (page 48)

Bachelor in an Applied Field

- Bachelor of applied health (page 30)
- Bachelor of manufacturing (page 41)

Minor

- Technical communication minor (page 48)

Associate in Applied Science

- Agricultural aviation (page 24)
- Agricultural business (page 26)
- Agronomy/soils (page 26)
- Animal/dairy science (page 29)
- Dietetic technician (page 33)
- Equine science (page 36)
- Horticulture (page 38)
- Hotel, restaurant, and institutional management (page 38)
- Information management (page 40)
- Marketing and management (page 42)
- Natural resources (page 43)

Associate in Science

- Agriculture (page 27)
- Business (page 31)
Admission

Admission Requirements

Freshmen Students: No Previous College Work—Students with no prior college work will be admitted if they have (a) graduated from an accredited or approved high school or have a General Education Diploma (GED), and (b) submitted results from the ACT Assessment. UMC encourages students from underrepresented populations and students with disabilities to apply.

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 Center. The center 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 (or 40 quarter) credits attempted will be admitted if they (a) have graduated from an accredited or approved high school or have a GED, (b) have submitted the ACT Assessment, and (c) have a GPA of 2.00 in their previous college work. Students with previous college work below 2.00 will be admitted based on the academic progress standards (see page 19).

Transfer Students: 26 or More Credits Attempted—Students who have completed 26 or more semester (or 40 quarter) credits of college work should request admission with advanced standing. Students will be admitted if they have a GPA of 2.00 in their previous college work. Students with previous college work below 2.00 will be admitted based on the academic progress standards (see page 19).

Admission Procedures

To be considered for admission, applicants must
1. submit a completed UMC admission application;
2. submit the nonrefundable $25 application fee;
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 (or 40 quarter) credits attempted: high school transcript and transcript(s) from previous college(s);
   c. Transfer students with 26 semester (or 40 quarter) or more credits attempted: transcript(s) from previous college(s);
4. submit ACT test scores if they are freshmen or transfer students with fewer than 26 semester (or 40 quarter) credits attempted.

Admission decisions are not made until applications are complete. Students are notified of admission approximately one week after their application is received.

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. To obtain current figures and necessary forms, contact the UMC Office of Admissions or 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

Manitoba Residents—Office of Admissions, University of Minnesota, 4 Hill Hall, Crookston, MN 56716.

In general, residents from other states will be charged in-state tuition. This is effective as of fall semester 1999 and 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. They 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 Multicultural and International Programs, 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;
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 will be notified of the admissions decision.

Students not holding U.S. citizenship and entering this country on a student visa pay tuition as nonresidents. International Tuition Scholarships are available to students who qualify. The scholarship reduces tuition to the Minnesota rate. 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, International Tuition Scholarships, and certificate of finances, write to the Office of Multicultural and International Programs, 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, 4 Hill Hall, 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 Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218/281-8547) for questions about credit transfer.

Postsecondary Enrollment Options Act—Minnesota high school students in grades 11 or 12 may enroll at UMC under the Postsecondary Enrollment Options Act if they meet admissions requirements. High school students must have a cumulative GPA of 2.00 or a C average. Students interested in the program should contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218/281-8569).

Non-degree Students—Those who want to complete individual courses or groups of courses to meet personal needs may be considered for admission as “non-degree” students. These students are not candidates for degrees, although they may later seek degree candidacy. For information about changing classification from non-degree to degree candidate, or to obtain a form to apply for non-degree student status, contact the Office of Admissions, University of Minnesota, Crookston, MN 56716 (218/281-8569).

Senior Citizens—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 $6 per credit as well as any special fees. For more information, contact the Office of the Registrar, University of Minnesota, Crookston, MN 56716 (218/281-8547).

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 (students must complete a minimum of 30 credits at UMC, including the last 20 credits) 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 general education and the major field; 2) all courses not used to fulfill general 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 center director. 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
• Discuss your plans with the campus transfer specialist Brian Steenerson, 4 Hill Building (218/281-8574).
• Call or visit your intended transfer college.
You should 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 you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.

Understanding How Transfer of Credit Works
• The college or university to which you transfer decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and receiving institution can affect the transfer of the credits you 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 you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
• If you change your career goal or major, you might not be able to complete all degree requirements within 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.
• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
• If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.

After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.
• If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student
As a transfer student, you have rights 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 you 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 your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see your 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. If you wish to have your UMC degree credits transferred to another institution, send a written request for an official transcript to the Office of the Registrar, University of Minnesota, Crookston, 109 Selvig Hall, 2900 University Avenue, Crookston, MN 56716. Enclose $3.00 for each official transcript.
Change of College 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, and 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 1999-2000

Per-Credit Tuition— Tuition is assessed on a per-credit basis. For the 1999-2000 academic year, tuition is $120.00 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. International students may be assessed a higher rate.

Student Services Fee—$127.36 (for students taking 6 or more credits per term). Refer to a current Class Schedule or the Student Handbook for a description of this fee.

Orientation Fee—$25.00 (required of all degree-seeking students enrolled for the first time and taking 6 or more credits).

Transcript Fee—$3.00 for each official transcript.

Technology Access Fee—Students registered for 12 or more credits pay a technology access fee of $480 per term; students registered for 8 to 11 credits pay $270 per term; and students registered for 3 to 7 credits pay $75 per term. This fee provides access to computers, laser printers, the Internet, and on-line library card catalogs. The fee is subject to review and approval by the Board of Regents. The required course INM 1010—Introduction to Information 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. Students registered for 6 or more credits pay a college yearbook fee of $4.50, payable the initial term of registration each academic year.

Estimated Costs—The approximate cost for a Minnesota resident living on campus during the 1999-2000 academic year is $9,394. 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 second installment fee of $7.50 is assessed. If the total amount owed is not paid by the second due date of each semester, a second installment fee of $7.50 is assessed. Students will also be charged a late fee of $15 if they pay less than the minimum payment due (30 percent by the first billing statement due date, 60 percent by the second billing, and 100 percent by the third billing). The maximum amount of late fees and installment fees charged during a semester is $60.
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 Notification (FAN) 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 early, because many funds are distributed on a first-come, first-served basis. Applications received after the priority date are 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.

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. More financial contribution usually is expected from a family with a higher income.

The amount of students’ financial need is the difference between UMC’s estimate of what it will cost to attend UMC and the amount the federal and state governments expect students and their families to contribute to their education, 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 Scholarship 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 April 1. Minnesota high school seniors who rank in the top 5 percent of their senior class are also encouraged to apply for the University of Minnesota Presidential Scholarship. High school seniors who are members of a racial or ethnic minority and have demonstrated high academic potential are encouraged to apply for the University of Minnesota Morton S. Katz and President’s Outstanding Minority Scholarships. Application deadline for these scholarships is February 1. 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 center office about scholarship opportunities and a Returning Student Scholarship Application. Application deadline is April 1.

Satisfactory Academic Progress for Financial Aid Eligibility

To remain eligible to receive financial aid, students must be making satisfactory academic progress toward earning their degree.

UMC requires students to meet four conditions to remain eligible:

1. Students must be registered for courses and cannot have been suspended or dismissed.
2. a. Students in baccalaureate degree programs remain eligible 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 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 academic year.
4. Students must have a cumulative GPA of at least 2.00 at the end of the second academic year (four terms) of study.

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, 4 Hall Hall. A more complete policy statement on the “Standards of Progress for Financial Aid Eligibility” is included in the Student Handbook or may be obtained from the Office of Student Financial Aid.

For more information, contact the Office of Student Financial Aid, University of Minnesota, Crookston, 4 Hill Hall, 2900 University Avenue, Crookston, MN 56716 (800-UMC-MINN or 218/281-8561 or 8562).

Mail FAFSA by this date to be considered for:

<table>
<thead>
<tr>
<th>Term starting</th>
<th>All available aid (priority consideration)</th>
<th>Any remaining funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>March 31*</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring semester</td>
<td>March 31*</td>
<td>October 15</td>
</tr>
<tr>
<td>Intersession</td>
<td>March 31*</td>
<td>October 15</td>
</tr>
<tr>
<td>Summer session</td>
<td>March 31*</td>
<td>April 15</td>
</tr>
</tbody>
</table>

* Of the preceding academic year (September-May)
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;
• assists students in clarifying career goals and objectives, exploring options for further study, and securing employment; and
• serves as a creative, collaborative advocate for an optimal learning environment for all.

Academic Assistance Center

The Academic Assistance Center, 217 Owen Hall, offers academic help to all students. UMC recognizes that many students need additional skill development and academic support to enhance their ability to succeed.

Opportunities for improving skills are available through

• developmental courses in reading, writing, and math
• independent modules using computer-assisted, videotaped, or multimedia instruction
• supplementary study aids in many content areas using various technologies
• programs for developing study strategies
• peer tutoring in most subjects
• organized study groups
• supplemental instruction in designated courses

The center cooperates with the Office of Students With Disabilities and provides some of the testing, taping, and tutoring services requested through that office. Appropriate hardware and software enable students with visual impairments to use most computerized programs. The center also works closely with Student Support Services.

Campus residence halls and apartments provide a comfortable home for UMC students.
Cooperative Campus Ministry

UMC offers a unique opportunity to its students in the form of an ecumenical campus ministry. This ministry does not try to convert anyone. It affirms beliefs, values, and faith. Cooperative Campus Ministry is about faith—faith in God and faith in oneself and one’s future. Cooperative Campus Ministry invites everyone to form a community, strengthen relationships, and broaden their horizons.

Cooperative Campus Ministry is located on the second floor of the Bede Student Center and meets every Wednesday night. It is one of the most active clubs on campus. The ministry’s director is governed by a board of representatives from contributing denominations.

Children’s Center

The Children’s Center is a comprehensive child care 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 major function of the center is to offer students enrolled in the early childhood education program the opportunity to gain practical experience in working with children. The center maintains a safe and healthy learning environment, provides a supportive social-emotional atmosphere, and helps children learn how to learn through self-directed learning processes and problem solving. The Children’s Center is accredited by the National Academy of Early Childhood Programs.

Counseling and Career Center

The Counseling and Career Center helps UMC students define and accomplish personal/social, educational, and career goals. It provides services for students with disabilities and career, health, and counseling services.

Counseling—UMC offers professional counseling services for students with personal, social, educational, and career development concerns. Services include

• individual counseling
• group counseling
• advocacy for student needs
• crisis intervention
• programs, seminars, and workshops
• consultation
• referral sources
• outreach
• evaluation and research

Counseling can complement the academic life of students by helping them gain personal insights and more clearly define personal, social, educational, and career plans.

Counseling offers students the opportunity to explore their feelings and discuss their concerns in a confidential setting. All records and counseling communication are confidential.

Career Center—UMC’s Career Center helps students develop, evaluate, and implement career plans. It provides career development and placement services to all University community members. Specialized services include

• student jobs and internships
• access to employer home pages
• individual and group career counseling
• career interest assessment
• occupational exploration
• computerized career planning
• electronic Web placement registration
• employment opportunity exploration
• career fair information
• career center laboratory
• General Educational Development (GED) and ACT residual testing services
• referral services
• alumni services
• consulting services

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

The Career Center laboratory provides written and video materials about employer organizations, as well as information on job search strategies, computerized guidance information, college catalogs, computer resources, and transfer information for those students who wish to continue their education.

Spring Fling is a fun event sponsored by the Student Programming and Activities for Campus Entertainment (S.P.A.C.E.) committee.
The Counseling and Career Center’s hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Evening and weekend counseling and career planning sessions can be arranged. The Counseling and Career Center is located in 106 Bede Hall. Appointments can be made in person or by calling 218/281-8586 or 218/281-8585.

Health Service—The Student Health Service offers medical care to all students. The center 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.

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

Students are encouraged to visit the Student Health Service, located in Bede Hall. The center is open from 8:30 a.m. until 4:00 p.m., Monday through Friday, when classes are in session. Appointments can be made by calling 218/281-8512 or 218/281-8586.

Services for Students With Disabilities—UMC’s Office for Students With Disabilities (OSD) promotes and ensures program and physical access for students with documented disabilities. OSD also helps UMC personnel meet their obligations under state and federal statutes. OSD provides the following services on request for enrolled and prospective students:

- information about disability services
- referral
- individual orientation
- counseling
- career development assistance
- academic accommodations
- advocacy
- faculty and staff consultation
- educational programming related to disability issues

Students who require interpreting services should contact OSD about the availability of those services in the region well in advance of the anticipated date of enrollment.

For more information, contact the Office for Students With Disabilities, University of Minnesota, Crookston, 119 Bede Student Center, Crookston, MN 56716, or call 218/281-8587. TDD users may call 218/281-8565 or use the Minnesota Relay Service at 1-800-657-3529.

Dining Services

Dining Services provides the campus community with dining flexibility and convenience. A variety of nutritious and tasty foods are prepared 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. Special events and catering are also provided. Dining Services utilizes the UCard as the meal plan card and debit card for cash purchases. Everyone is welcome to purchase one of the flexible meal plans available. Meal balances and money are transferable between Brown Dining Room and Morsels convenience store. Morsels is located on the first floor of Sahlstrom Conference Center and features a short-order grill and a large selection of snack items. Brown Dining Room, located on the second floor, offers a variety of main entrees and a full salad bar during the week. Theme dinners, special events, and steak nights are featured throughout the term. Service hours are 7:00 a.m. to 8:30 p.m., Monday–Thursday; 7:00 a.m. to 6:30 p.m., Friday; and brunch and dinner are available on weekends.

Institutional Relations/Development

The Institutional Relations Office coordinates activities associated with Alumni Relations and Public Relations.

Alumni Relations—The primary responsibility of Alumni Relations is promoting a positive relationship with alumni. A network of newsletters, correspondence, and telephone communications is maintained to provide alumni with pertinent information.

Membership in the UMC Alumni Association is automatically granted to all graduates and former students. Former students, those satisfactorily completing 30 semester hours of college work, become associate members.

The UMC Alumni Association

- promotes the general welfare of UMC as an educational institution
- stimulates and encourages the interests of alumni, students, and former students in furthering of programs and progress at UMC
- encourages respect for the high standards upon which UMC is founded
- acts as a focal point through which alumni opinions can be directed to the administration
- fosters interest in alumni programs among UMC students
- serves UMC in every way possible

The UMC Alumni Association coordinates alumni events, reunions, Homecoming, socials, and an annual Alumni Recognition Banquet, and supports several scholarships and student activities.

Public Relations—This office serves as the public information and relations arm of UMC. It concentrates much of its outreach efforts on hometown publicity releases about students.
Notable achievements and campus activities of students are reported regularly to the students' local newspapers and radio and television stations.

News and feature articles about UMC's students, faculty, staff, and programs are widely disseminated to news media and other publications locally, statewide, nationally, and internationally on the World Wide Web. The office produces the weekly radio interview program "UMC Insight," which is broadcast over several area radio stations, and writes and edits alumni and development publications.

To keep employees better informed of the college's events and news, the Public Relations Office publishes the weekly UMC Bulletin. The office coordinates communication in the Brief, a weekly University-wide publication, and regularly submits ideas to other publications. The Public Relations Office also helps coordinate special events.

Development Office—This office raises money for UMC. In performing this role, staff rely on written and personal communication with prospective donors. The office also secures funding from private external foundations, corporations, and state and federal agencies. The Development Office conducts several fund drives targeting UMC faculty and staff, UMC Teambackers, UMC alumni, Northwest School of Agriculture alumni, the Northwest Educational Improvement Association, businesses, industry, and friends of UMC. Northwest School of Agriculture activities are also coordinated by the Development Office.

Multicultural and International Programs

The Office of Multicultural and International Programs helps students of diverse cultural, ethnic, racial, and linguistic backgrounds adjust to the college environment. The programs provide students with advocacy services, general counseling, and advising in personal, academic, and extracurricular activities. They also serve the UMC community by providing opportunities for understanding and appreciating diversity. Students are introduced and encouraged to take advantage of the several international education exchanges and activities offered by UMC.

The office is in 12 Hill Hall. Appointments can be made in person or by calling 218/281-8508.

Multicultural-International Club—A multicultural-international club consisting of students from the United States and citizens of other countries is active at UMC. The club holds periodic meetings and schedules social, educational, and cultural activities such as international dinners, exhibitions, retreats, and seminars.

International Agricultural Exchange Association (IAEA)—Under this program, UMC students majoring in agriculture participate in paid internships in Western Europe, Australia, or New Zealand.

Study Abroad—UMC encourages students to take advantage of the many opportunities available for study abroad. The Office of Multicultural and International Programs works cooperatively with other University of Minnesota international offices to offer students a variety of options that vary in length, academic focus, language of instruction, location, and cost. Contact the office for more information (12 Hill Hall, 218/281-8508).

Outreach and Continuing Education

UMC outreach and continuing education programs link the University with citizens, families, schools, and communities in the region, the state, and beyond. Technology provides the major tool for this linkage.

The Office of Outreach and Continuing Education was established in 1994 as a partnership involving UMC, the University of Minnesota Extension Service, and University College. The University's outreach network connects UMC with the Duluth and Morris campuses as well as with several colleges on the Twin Cities campus.

UMC is committed to lifelong learning. A catalog of continuing education courses, conferences, and training opportunities is available on the UMC home page or by calling the continuing education office. UMC also offers several distance education courses and programs in health management; hotel, restaurant, and institutional management; and other subjects. A list of Internet courses is included on the UMC outreach World Wide Web page.

K-12 education support is a priority UMC outreach initiative. The College in the High School Program affords high school students with the opportunity to take college-level courses and earn college credits. UMC also provides technology support for K-12 schools in the region.

The Elderhostel and Retired Senior Volunteer Programs serve the technology training needs and other interests of senior citizens in the region and beyond.

For more information, contact the Office of Outreach and Continuing Education (218/281-8681) or access UMC’s home page at <www.crk.umn.edu> on the World Wide Web.

Retired 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.
Residential Life/Security Services

Three residence halls and three apartment complexes provide coeducational on-campus housing for 458 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 card that is mailed with the admission notification of acceptance.

For more information, contact the Office of Residential Life/Security Services, 119 McCall 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, assistant director, and part-time 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. Monthly campus crime reports are printed in the *UMC Bulletin* and the weekly campus newsletter.

Information regarding UMC crime statistics is available at the Office of Residential Life/Security Services, 122 McCall 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.

Service Learning

Some UMC courses may incorporate a hands-on, service dimension. For example, in a biology course students may work at the Rydell Wildlife Refuge, or in a sociology class students may volunteer at a local homeless shelter. Opportunities may be a one-time or ongoing commitment and range from tutoring to Habitat for Humanity to special projects. For more information about volunteering, contact Student Activities and Service Learning, 120 Bede Hall (218/281-8505).

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, flag football, hockeyball, racquetball, soccer, softball, tennis, and volleyball.

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, soccer, softball, tennis, volleyball) and men’s sports (baseball, basketball, football, hockey). UMC is a member of NCAA Division II and competes in the Northern Sun Intercollegiate Conference.

UMC Fitness Center—The 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 in Knutson Gym.

Student Activities

Students may participate in a wide range of cocurricular activities. Special events include Ag Arama, Homecoming, and Sno Daze. Student committees plan a variety of activities, including our popular “T-Night Fever” featuring hypnotists, comedians and musicians. Campus Ministry and the Concerts and Lectures Committee also sponsor events that appeal to special student interests. There is intercollegiate competition in crop and livestock judging. Music and drama programs are presented regularly by the college for campus and public audiences. More than 20 organizations are officially recognized by the Student Forum.

Student Center

The campus Student Center, located in Bede Hall, serves as a meeting place and lounge for students and staff. It provides office space for student services, including student activities, student government, health services, outdoor recreational equipment rental, the post office, and the service learning office. Cooperative Campus Ministry, Americorp offices, and a game room are available on the second floor.

The Student Center is open 8:00 a.m. to 9:00 p.m., Monday through Friday.
Bookstore—The bookstore sells textbooks and supplies for all classes, as well as clothing and novelty items relating to UMC. It is located in Bede Hall. Bookstore hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Student Conduct Code

UMC is committed to maintaining a community free from violence, threats, and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safeguard the rights, opportunities, and welfare of students, faculty, staff, and guests of the University community and to ensure protection of the University’s interests as it seeks to carry out its mission on behalf of the citizens of Minnesota, certain minimum standards have been adopted as contained in the University’s Student Conduct Code. The complete text of the code is contained in the Student Handbook, located on UMC’s World Wide Web site. Printed copies may be obtained from the Bede Info Desk. 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.

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, 109 Selvig 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 registrar will determine 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).

University Sexual Assault Victims’ Rights Policy

If you are the victim of a criminal sexual assault on UMC property, you may file a criminal charge with the Crookston Police Department by calling 911. If you would like assistance in notifying the proper law enforcement and campus authorities, call the Office of Residential Life/Security Services at 218/281-8531, 8:00 a.m. to 4:30 p.m., Monday through Friday; at 218/289-0604 after office hours and on weekends. The local Violence Intervention Project (Crisis Line 1-800-660-6661) can also provide assistance. You also have the right to assistance from the State of Minnesota Crime Victim Reparations Board (1-800-642-0395) and the Office of the Crime Victim Ombudsman (1-800-247-0390).

After receiving your complaint, the University will investigate and respond to it. You may participate in any University disciplinary proceeding concerning your complaint. If you wish, you may also have a support person present with you. You have the right to be notified on the outcome of any University disciplinary proceeding concerning your 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 your sexual assault incident. University authorities will also assist in preserving materials that are relevant to a University disciplinary proceeding.
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 college 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 are costly and time-consuming for the individual and the college.

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—Students must have completed 29 or more credits to take upper division (3xxx or 4xxx) courses.

Faculty Advisers—In choosing courses each term, every degree-seeking student is assisted by 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 center.

Credit Load—The normal course load for each term is 15 to 18 credits. To graduate with a bachelor’s degree in four years, you must average 15 credits per semester. Dropping below that average may increase the time you must spend in school. A credit requires an average of 3 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—To carry more than 18 credits, students should have a minimum 2.50 cumulative GPA. To carry more than 20 credits, students should have a 3.00 cumulative GPA. Students planning to register for 19 or more credits must secure permission from the Scholastic Standing Committee. Petition forms for approval of an overload of credits are available in the Office of the Registrar.

Student Classification—Student classification is determined by credits completed successfully: freshman, 0-29 credits; sophomore, 30-59 credits; junior, 60-89 credits; senior, 90 or more credits. Freshmen and sophomores are classified as lower division students, juniors and seniors as upper division students.

Changes—Changes in registration (cancel/add) procedures are detailed in the Class Schedule. The form for this procedure is available at the Office of the Registrar. Students may not add courses to their schedule after the second week of classes. After eight weeks, cancellation of a class without a grade will be permitted only if the student has done passing work up to the time of withdrawal.

Students are held responsible for the requirements of a course in which they have registered until they officially cancel the course. A course is not considered officially canceled until the cancellation form is submitted to the Office of the Registrar.

Holds—If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition, fees, or library fines) or for disciplinary or scholastic reasons. You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office and where it may be cleared, is available from the Golden Eagle Informer Line, 281-UofM (8636), and also appears at <www.crk.umn.edu/register/> on the World Wide Web.

To remove a hold from your record, you must first pay the debt owed, correct the scholastic deficiency, or be cleared by Student Affairs. For most debts you will receive a billing statement, which you will submit with payment at the Business Office; you may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear any hold, the unit imposing the hold will electronically remove the hold from your record. (In some cases you may be given a paper release. You must then take this release to the Office of the Registrar.) Units may, on occasion, issue a temporary hold release. This release allows you to either receive one transcript or register during the term in progress.

If, in order to register, you pay a Student Accounts Receivable hold for a previous term with a personal check that is returned because of insufficient funds, you will be sent a notice by the Business Office. Your current registration may be canceled if you fail to respond to this notice and pay your debt.
Final Examinations

Examination week is part of the regular academic semester and must be taken into account by students when planning any other activities or work outside of school hours. The final examination schedule is printed in the Class Schedule. Students are expected to know the hours for their final examinations and attend them when scheduled. Only when a conflict between examination times or a schedule of more than three examinations in one day occurs may students seek adjustment of their examination schedule. Under these circumstances, students should contact the appropriate center director.

A student who is unable to take an examination due to verified illness or absence or other legitimate reason is entitled to a make-up examination as soon as possible at a time mutually acceptable to the student and the instructor, and in accordance with any special conditions that may be announced by the instructor at the beginning of the term. It is the student’s responsibility to notify the instructor, as far in advance as possible, of a scheduled event requiring his or her participation and absence from class.

Grading Policy

The complete University Senate policy can be found on the Web at <www.umn.edu/usenate/policies/gradingpolicy.html>.

1. This policy is effective fall quarter 1997 for the Crookston, Morris, and Twin Cities campuses, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.

2. The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course.

In addition, there are registration symbols that do not carry grade points or credit.

3. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.

4. No student may receive a bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without pluses or minuses). Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus or minus).

5. When both grading systems are available, students must choose one when registering for a course. The choice may not be changed after the end of the second week of classes (the first week in summer terms).

Class Attendance

After enrolling in a course, students become accountable for all the course requirements. Students who miss a class due to illness or other reasons beyond their control may request the instructor’s assistance in making up the coursework missed. Any problem associated with absence from class is to be resolved between the individual student and the instructor. Attendance policies are established by the individual instructor and published in the course syllabus. A more complete policy statement on class attendance is published in the Student Handbook.

You must attend the first class meeting of every course in which you are registered unless you have obtained the instructor’s approval for your absence before the first meeting. Instructors have the option of dropping students who do not show up for the first day of class; however, they are not required to do so. If you wish to remain in a course in which you were absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full.

The days, hours, and locations of classes are specified in the Class Schedule, which is published just before the registration period each term.

The college operates on a two-semester academic year with a three-week intersession and an eight-week summer term. Students may enroll during any term and attend continuously or intermittently.

Request for Reenrollment

Students previously registered at UMC who are absent for one term or more (summer excluded) are classified as returning students. They must apply for reenrollment by completing the Request for Reenrollment (available at the Office of the Registrar) one month in advance of the start of the term in which they wish to return. Returning students who have attended other postsecondary institutions must submit official transcripts from each previously attended institution.
6. The University's official transcript, the chronological record of the student's enrollment and academic performance, is released by the University only at the student's request or in accord with state or federal statutes; mailed copies have the University's official seal printed on them. Students may obtain an unofficial transcript, except when they have a transcript hold on their record.

7. The University calculates for each student, both at the end of each grading period and cumulatively, a grade point average (GPA), the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative GPA appear on each student's record.

8. When a student repeats a course, all grades for the course appear on the transcript, the course credits may not be counted more than once toward degree and program requirements, and only the last enrollment for the course counts in the student’s GPA.

9. Students may petition the college scholastic committee or other appropriate body about this policy.

10. The following grades (with grade points as indicated) and symbols are used on transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Represents achievement that is outstanding relative to the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Represents achievement that is above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Represents achievement that is significantly above the level necessary to meet course requirements.</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Represents achievement that meets the course requirements in every respect.</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Represents achievement that is satisfactory (equivalent to a C- or higher and meets or exceeds course requirements in every respect).</td>
</tr>
<tr>
<td>S</td>
<td>1.00</td>
<td>Indicates credits transferred from another institution or from one University college or campus to another.</td>
</tr>
<tr>
<td>F or N</td>
<td>0.00</td>
<td>Represents failure or no credit and indicates that coursework was completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. Academic dishonesty is grounds for an F or N for the course. The F carries 0.00 grade points and is included in GPA calculations; the N does not carry grade points and is not included in GPA calculations.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete, a temporary grade that indicates coursework has not been completed. The instructor assigns an I when, due to extraordinary circumstances, the student was prevented from completing coursework on time. An I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next term of enrollment.</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. The W is recorded if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer terms). Withdrawal in the ninth or later week of classes (fourth or later in summer terms) requires college approval. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W at any time up to and including the last day of class for that course.</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.</td>
</tr>
</tbody>
</table>

For undergraduates and adult special students, work to make up an I must be submitted within one year of the last final examination of the student's next term of enrollment; if not submitted by that time, the I will automatically change to an F (if A-F registration) or N (if S-N registration).

The instructor is expected to turn in the new grade within four weeks of the date work is submitted.

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable).

K Indicates the course is still in progress and a grade cannot be assigned at the present time.

T Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.

V Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.

W Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. The W is recorded if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer terms). Withdrawal in the ninth or later week of classes (fourth or later in summer terms) requires college approval. Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W at any time up to and including the last day of class for that course.

X Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.
Grade Reports and Transcripts

The Office of the Registrar maintains student academic records on a computerized system. These records show all coursework for which you were registered as of the end of the second week of each term and the grades and symbols awarded for that work. You may obtain an unofficial copy of your transcript at no charge at the Office of the Registrar. Official, certified transcripts will be sent at your written request for $3 per copy to whomever you designate. Telephone requests are not accepted. Term and cumulative grades are available electronically on the Student Access System and on the Golden Eagle Informer Line, 281-UofM (8636). Spring term grades appear on the transcript mailed to you in June; intersession and summer session grades are mailed separately.

Examinations to Earn Credit

Course Challenge Examination—Students currently admitted or enrolled at UMC may obtain credit for any course through a process called a course challenge. This process—by means of a written or an oral examination in place of course enrollment—demonstrates that a student is proficient in the course material.

Some of the provisions of the course challenge:
- A student may challenge a particular course only once.
- A student may not challenge a course that has been previously taken for credit at UMC or at another college or university.
- The course must be challenged before the last date to add a course for that term.
- Academic centers are responsible for preparing and administering challenge examinations.
- Students must obtain center director approval and pay $30 before a challenge examination is administered.
- The results of a successful challenge examination are entered on the student’s permanent record as an “S” (satisfactory) and are not included in the computation of the cumulative GPA. No permanent record entry results from a failed challenge examination.

Applications for course challenge examinations may be obtained in the Office of the Registrar. The forms contain additional procedural information.

Advanced Placement Policy—UMC will award 3 or 4 credits for advanced placement test scores at or above the minimum score of three, consistent with the equivalent course at UMC.

College Level Examination Program (CLEP)—Two kinds of examinations are offered by CLEP: general examinations measure achievement in the five basic areas of liberal arts, and subject examinations measure achievement in specific college courses.

UMC accepts scores of the general examinations in humanities, mathematics, science, and social science. Credit is awarded according to the following schedule:
- 25-49 percentile—3 credits
- 50-74 percentile—4 credits
- 75 percentile and above—6 credits

No grade is recorded for these credits and they are not calculated into the GPA.

CLEP credits awarded at another institution are not automatically accepted by UMC. The student must submit the original transcript of CLEP scores for evaluation. All scores are evaluated according to UMC policy, and appropriate credit is awarded.

Competency Assessment Package (CAP)—The Competency Assessment Package evaluates prior learning. See your adviser for information and guidelines.

Chancellor’s and Dean’s Lists

Each semester, UMC publicly recognizes superior academic performance through notices posted on campus, public announcements, and press releases. To qualify for a place on the Dean’s List, students must complete 12 or more credits at UMC while attaining a 3.25 or higher GPA. To qualify for a place on the Chancellor’s List, students must complete 12 or more credits while attaining a perfect 4.00 GPA.

Academic Fresh Start Policy

Currently enrolled students who have interrupted their college/university education for a period of five years or more may petition to exclude selected prior UMC coursework with grades of D or F from their GPAs. Such courses and their actual grades appear on the student’s academic record, but letter grades are not calculated for GPA purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may exercise this option only once by submitting a written request to the Office of the Registrar.

Satisfactory Progress

UMC students are expected to make satisfactory progress and maintain at least a C average (2.00 GPA) in their selected curricula. Students should see their course instructor or faculty adviser as soon as academic difficulty arises rather than wait until an unsatisfactory grade is received.

Eligibility for student financial aid is governed by a separate Standards of Progress for Financial Aid Eligibility policy. See the financial aid section for more information.

Repeating Courses—Students may, without special permission, repeat any course. Students are encouraged to repeat courses in which they have earned F grades, although they need not repeat a
failed course unless it is a prerequisite for another course or is required for graduation. Only the grade points earned in the last attempt are figured into the cumulative GPA; however, the original grades remain on the permanent record along with the grades earned for the second attempt. Students who repeat a course must fill out the appropriate form in the Office of the Registrar.

Deficiency Reports—Reports of unsatisfactory academic progress and failing grades are e-mailed to relevant students. These students are encouraged to visit with their instructor, faculty adviser, or a counselor to discuss their difficulties and to develop a plan for remediation.

Academic Probation—Students are placed on academic probation if they do not meet the following standards.

<table>
<thead>
<tr>
<th>Credits Completed</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-23</td>
<td>1.75</td>
</tr>
<tr>
<td>24-31</td>
<td>1.90</td>
</tr>
<tr>
<td>32 and beyond</td>
<td>2.00</td>
</tr>
</tbody>
</table>

During the term of probation, students must earn a minimum GPA of 2.00 (C) and complete their academic probation action plan with their adviser. They must return the completed action plan to the Office of the Registrar to be eligible to register for the next term. Students on academic probation who earn a 2.00 or higher GPA during the term of probation continue on probation if their cumulative GPA is below academic standards. Students who fail to achieve a 2.00 GPA during the term of probation are suspended.

Exclusion From College—Students may be excluded from the college under any of the following conditions.

1. Suspended for Low Scholarship—A student on academic probation who fails to meet the terms of probation will be suspended. Students in these circumstances may be required to withdraw from the program for one academic term on the first incidence of suspension and one calendar year on the second.

2. Discontinued—A student who is pursuing a course of study but is handicapped by uncontrollable conditions, such as ill health or necessary outside work, may be required to discontinue registration until these conditions have improved. When discontinuance happens during the term, the courses for which the student is registered may be recorded as canceled without a grade if the condition is verified.

3. Disciplinary Action—A student may be suspended by the Student Conduct Committee.

Readmission—The Scholastic Standing Committee reviews appeals for readmission by students who have been suspended for not meeting the terms of their academic probation. Appeals for readmission after a suspension notice has been sent to students must be accompanied by evidence that factors contributing to the difficulty have been altered and that there is every reason to assume successful continuation of studies. On the first occasion of an academic suspension, students are readmitted if they agree to the conditions of the academic contract.

Credits earned at other institutions during the period of suspension may not be applied toward graduation from UMC unless permission to earn such credit is granted in advance by the Scholastic Standing Committee.

Students previously suspended are readmitted on probationary status. Continued enrollment depends on satisfactory performance.

Cancellation Out of College

Students who decide to withdraw from college after registering for courses must cancel their registration by completing a form available at the Office of the Registrar. Completing the cancellation process is crucial in order to determine potential tuition and fee refunds and ensure that students do not receive F grades for all courses in which they are registered. Until notice of cancellation is received, space in the courses for which students registered is reserved. Tuition and fees continue to accrue regardless of nonattendance.

Refunds—Students who cancel all or part of their registration are entitled to tuition and fee refunds based on the date of official cancellation.

Fall and Spring Semester Refund Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Returning Student Policy</th>
<th>New Student Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>50%</td>
<td>80%</td>
</tr>
<tr>
<td>5-8</td>
<td>25%</td>
<td>70%</td>
</tr>
</tbody>
</table>

Intersession Refund Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Returning Student Policy</th>
<th>New Student Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
<td>90%</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>50%</td>
<td>80%</td>
</tr>
<tr>
<td>5-7</td>
<td>25%</td>
<td>70%</td>
</tr>
</tbody>
</table>

Summer Refund Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Returning Student Policy</th>
<th>New Student Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>70%</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>
Graduation

Requirements—To qualify for the associate in applied science or the associate in science degree, the candidate must complete a minimum of 64 credits with a GPA of 2.00 (C). To qualify for the bachelor of science degree, the candidate must complete a minimum of 120 credits with a minimum GPA of 2.00 (C). Students must complete a minimum of 30 credits at UMC, including the last 20 credits. The faculty reserves the right to change requirements for the various curricula. However, the credits required for the degree will not exceed the total specified at the time the student enrolled.

General education, major, and elective requirements for graduation are specifically outlined for each program of study in subsequent sections of this catalog.

Procedure—Degree candidates must file an application for degree with the Office of the Registrar by the end of the second week of the term in which degree requirements will be met.

Attendance at the commencement ceremony is optional. Students registered for courses that complete their degree requirements may participate in commencement exercises. This includes the student’s spring term, summer session, and up to 16 credits of fall term registration.

Honors—Candidates for the associate or bachelor’s degree who earn a 3.75 GPA graduate with distinction; those with a 3.90 GPA graduate with high distinction. The honor is recorded on the student’s academic record and diploma.

Students who have completed 60 or more degree requirement credits for the baccalaureate degree or 33 or more degree requirement credits for the associate degree from UMC have honors computed only from the cumulative GPA at UMC. Students who have completed less than 60 degree requirement credits for the baccalaureate degree or less than 33 degree requirement credits for the associate degree from UMC receive similar distinction if their cumulative record and record at UMC each meet the requirements.

Notebook Computer Inventory Policy

Students must have their computers inventoried at the UMC Computer Help Desk before registration each term. Once this is done, the hold will be removed from the student’s record, and the student will be allowed to register, electronically or in person, at the Registrar’s Office. Complete policies are posted outside Computing Services and on the World Wide Web.

Classroom Behavior

Students are entitled to a classroom environment conducive to learning. Students whose behavior is disruptive either to the instructor or other students will be asked to leave and will be subject to disciplinary action under the terms of the Student Conduct Code.

Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cases of dishonesty may be handled as a scholastic matter or as a student conduct code matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident will affect the student’s course grade. Instructors choosing to treat the case as a disciplinary matter will refer the case to UMC’s Student Conduct Code coordinator. A more complete policy statement is included in the Student Handbook.

Grievances

The University makes every effort to provide a supportive educational environment. Students who believe their rights have been violated have access to a system of appeals established by the University for resolving grievances or problems. All students are encouraged to resolve the issue with those students or University employees most directly involved. A complete policy statement and description of procedures are included in the Student Handbook.
Academic Support Services

Center for Learning Enhancement
This center focuses on the use of technology and other resources to support the learning process. Center staff provide technical support to all academic programs and departments across the campus. The main functions of the Center for Learning Enhancement are to coordinate technological applications and improvements, to offer technical training that supports these applications, to provide research and information resources, and to maintain the campus technology infrastructure. Taken together, these processes enrich the educational environment and strengthen the teaching and learning experience for UMC students, faculty, and staff.

Seven departments provide services within the Center for Learning Enhancement:

Computing Services—Computing Services, located in 116 Dowell Hall, offers day-to-day computer technical support, engages in research and development in new computing technologies, and maintains the network infrastructure and computer server system for the campus. The staff maintains and configures the entire campus notebook computer inventory. Computing Services also operates the UMC Computer Help Desk (104 Dowell Hall), which is the primary computer user support department on campus. Services of the Computer Help Desk include computer issuing and inventory, computer repair and troubleshooting, laser printing, computer virus detection and elimination, and overall computer support.

Instructional Technology Center (ITC)—The ITC, located in 208 Dowell Hall, serves as a vital resource for faculty and staff in the incorporation of technology into individual courses and departmental projects. The ITC moves toward achieving its goal of a totally interactive, technology-based learning environment by offering software and hardware resources, training, and support in the development of interactive multimedia courseware and web-based instructional materials. Within the ITC, a pool of technically trained student workers assists faculty and staff in the development of these projects.

Library Services—The mission of UMC’s Library Services is to be the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintenance of the campus collection of “traditional” books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging “electronic library” is playing an increasingly important role in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and computer databases, and electronic-based interlibrary loan materials. Library Services also provides computer access ports to the campus local area network and the Internet as well as space for study, research, and reading. Library Services is located in Kiehle Building.

Web Services—Web Services maintains UMC’s official World Wide Web site. This involves coordinating information and constructing individual departmental Web pages for the entire campus. To accomplish this, a team of staff and student workers assists in the creation of new Web pages and in the maintenance and updating of existing pages. This Web Team also works with Computing Services and the ITC to test and develop new Web-based technologies. The Web Services Office is located in 208 Dowell Hall.

Media Services—The Media Services department, located in 118 Kiehle Building, offers the campus a variety of media production services. These services include production of print and non-print media, photo services, digital imaging, audiovisual hardware systems checkout and repair, graphic arts services, teaching tutorial production, satellite downlink, audio and video production, tape duplication, and publication planning and production.

Northwest Educational Technology System (NETS)—The NETS office coordinates and supports both the UMC campus and the regional interactive television (ITV) distance learning infrastructure and its related activity. NETS’ functions include the operation, planning, scheduling, and funding of the network, which serves the ten public colleges in northwestern Minnesota and provides access to most colleges and school districts in Minnesota. The NETS office is located in 126 Kiehle Building.

UMC Printing—UMC Printing, located in 112 Kiehle Building, offers print production and electronic media conversion services for UMC faculty, staff, and student organizations. UMC Printing staff develop publications and provide production cost estimates. Clients are charged for materials only. Services include publication design, desktop publishing, conversion of print to electronic media, offset and photocopy printing, collating, binding, and lamination.

UMC Printing also offers a variety of other services, including: Pocket.com (an online printing services), photo services, digital imaging, audiovisual hardware systems checkout and repair, graphic arts services, teaching tutorial production, satellite downlink, audio and video production, tape duplication, and publication planning and production.

Library Services—Library Services is the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintenance of the campus collection of “traditional” books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging “electronic library” is playing an increasingly important role in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and computer databases, and electronic-based interlibrary loan materials. Library Services also provides computer access ports to the campus local area network and the Internet as well as space for study, research, and reading. Library Services is located in Kiehle Building.

Instructional Technology Center (ITC)—The ITC, located in 208 Dowell Hall, serves as a vital resource for faculty and staff in the incorporation of technology into individual courses and departmental projects. The ITC moves toward achieving its goal of a totally interactive, technology-based learning environment by offering software and hardware resources, training, and support in the development of interactive multimedia courseware and web-based instructional materials. Within the ITC, a pool of technically trained student workers assists faculty and staff in the development of these projects.

Library Services—The mission of UMC’s Library Services is to be the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintenance of the campus collection of “traditional” books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging “electronic library” is playing an increasingly important role in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and computer databases, and electronic-based interlibrary loan materials. Library Services also provides computer access ports to the campus local area network and the Internet as well as space for study, research, and reading. Library Services is located in Kiehle Building.

Media Services—The Media Services department, located in 118 Kiehle Building, offers the campus a variety of media production services. These services include production of print and non-print media, photo services, digital imaging, audiovisual hardware systems checkout and repair, graphic arts services, teaching tutorial production, satellite downlink, audio and video production, tape duplication, and publication planning and production.

Northwest Educational Technology System (NETS)—The NETS office coordinates and supports both the UMC campus and the regional interactive television (ITV) distance learning infrastructure and its related activity. NETS’ functions include the operation, planning, scheduling, and funding of the network, which serves the ten public colleges in northwestern Minnesota and provides access to most colleges and school districts in Minnesota. The NETS office is located in 126 Kiehle Building.

UMC Printing—UMC Printing, located in 112 Kiehle Building, offers print production and electronic media conversion services for UMC faculty, staff, and student organizations. UMC Printing staff develop publications and provide production cost estimates. Clients are charged for materials only. Services include publication design, desktop publishing, conversion of print to electronic media, offset and photocopy printing, collating, binding, and lamination.

UMC Printing also offers a variety of other services, including: Pocket.com (an online printing services), photo services, digital imaging, audiovisual hardware systems checkout and repair, graphic arts services, teaching tutorial production, satellite downlink, audio and video production, tape duplication, and publication planning and production.

Library Services—Library Services is the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintenance of the campus collection of “traditional” books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging “electronic library” is playing an increasingly important role in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and computer databases, and electronic-based interlibrary loan materials. Library Services also provides computer access ports to the campus local area network and the Internet as well as space for study, research, and reading. Library Services is located in Kiehle Building.

Instructional Technology Center (ITC)—The ITC, located in 208 Dowell Hall, serves as a vital resource for faculty and staff in the incorporation of technology into individual courses and departmental projects. The ITC moves toward achieving its goal of a totally interactive, technology-based learning environment by offering software and hardware resources, training, and support in the development of interactive multimedia courseware and web-based instructional materials. Within the ITC, a pool of technically trained student workers assists faculty and staff in the development of these projects.

Library Services—The mission of UMC’s Library Services is to be the major provider of information supporting the educational programs of the campus and to meet regional research and service needs. While maintenance of the campus collection of “traditional” books, journals, magazines, newspapers, and audiovisual materials is vital to the campus, the emerging “electronic library” is playing an increasingly important role in serving the campus. Therefore, Library Services offers access to a wide array of electronic library tools such as PALS (an electronic card catalog and journal index), specialized CD-ROM and computer databases, and electronic-based interlibrary loan materials. Library Services also provides computer access ports to the campus local area network and the Internet as well as space for study, research, and reading. Library Services is located in Kiehle Building.