General College

This is the General College section of the 1999-2000 Undergraduate Catalog of the University of Minnesota.

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General College

General College (GC) enrolls, and prepares for admission to University degree programs, students who require special preparation because of personal circumstances or previous education.

To serve its students and fulfill its mission, GC faculty members create curricula that support students’ acquisition of abilities and knowledge needed for success at the University. The GC curriculum emphasizes communication and computational skills integrated with liberal education, focuses on preparation for transfer and for baccalaureate study in a variety of programs, and seeks to develop students’ abilities to bring together educational and career goals in a multidisciplinary and multicultural setting.

The General College Student Workbook provides “Base Curriculum” registration requirements, registration procedures and deadlines, academic progress information and requirements, and suggestions for beginning the process of academic planning. The workbook is distributed to new students during orientation or may be obtained from the Student Information Center, 25 Appleby Hall.

GC is housed primarily in Appleby Hall on the east bank of the Minneapolis campus. GC was founded in 1932. For more than 60 years, GC has evolved to meet the changing needs of a range of students seeking access to higher education through the University. GC offers a number of courses through University College (UC). Such courses are offered both on campus and off campus (in several high schools and community settings). Complete information about these courses is available in the current University College Catalog.

Application/Admission

Each year, GC receives more than 3,000 applications and enrolls 825 new students, most of them in fall. For more information, students should contact the Office of Admissions. (See also “Admissions and Prospective Student Services” in the General Information section of this catalog.)

Requirements for Admission—For regular admission, students must have a high school diploma and an AAR score of 70 or above. An AAR score is computed by doubling the ACT composite score and adding to that number the high school rank percentile (HSR %). For example, if the ACT composite score is 20 and the HSR % is 45, the AAR score is computed as follows: 40 (ACT score of 20 x 2) + 45 (HSR %) = 85 (AAR).

Admission by Individual Applicant Review—If the AAR score is 69 or below, or the student has no ACT score or is applying with a GED, they must participate in the Individual Applicant Review (IAR) process and may need to submit additional information. Admission by the IAR process is available for Minnesota residents only.

The ACT Assessment Program Test, though not required for admission, is required before a student can attend orientation and register for courses. Students should take the ACT as early as possible, no later than May 1. Students who have applied to GC but have not taken the ACT may arrange to do so by contacting University Counseling & Consulting Services in Eddy Hall (612/624-3510).

In addition to a high school diploma and AAR score, the Michigan English Language Assessment Battery (MELAB) is required of all non-native speakers of English (not on an international student visa) who have been in the United States less than eight years. A minimum score of 65 on the MELAB is a precondition for being admitted to GC for fall semester. ACT English and reading subscores of 18 or higher will exempt a student from the MELAB test and minimum score requirement. Students with MELAB scores of 65 to 79 will be required to take GC’s Commanding English (CE) program. CE admits students during fall semester only; consequently, non-native speakers of English who seek spring semester admission must score at least 80 on the MELAB to be admitted. Priority for filling the Commanding English program spaces will be given to Minnesota residents.

International Applicants—GC currently does not admit international applicants on a student visa.

Transfer Students—Transfer students from another college must have no more than 26 semester college credits, with a GPA of at least 2.00, to be considered for admission.

Application Deadlines—Early application is strongly advised. All parts of the application, together with required documentation and application fee, must be completed and on file in the University’s Office of Admissions in 240 Williamson Hall according to the following schedule:

Applications will be reviewed beginning on the opening review date until GC’s admission goal is reached for that semester. Admissions will then be closed.

Joint GC/UC Classes—GC students whose initial registration is through UC must attend GC’s two-day orientation and comply with the Base Curriculum requirements to maintain admission in GC and be eligible for financial aid and some GC student services.

Confirmation Fee—Students who are admitted to a Twin Cities college as freshmen for fall semester must submit a nonrefundable $85 confirmation fee by May 1. Students must pay the fee by the deadline or within two weeks after the date on the admission notification letter (whichever is later). If a student does not submit the fee by the deadline, their admission may be rescinded. Students will not receive an orientation date until their confirmation fee is received.

Updating an Application—Students who apply and are not admitted but wish to be considered for a later semester must contact the University’s Office of Admissions (612/625-2008) before admissions are closed and request that their application be updated.

Updating an Offer of Admission—Admission is valid only for the semester for which a student is admitted. If the student does not attend classes that semester and wishes to be considered for a later semester, they must request (before admissions are closed for the later semester) that their admission status be updated. If admission standards have changed in the meantime, the request will be reviewed according to the new requirements.
Suggestions—An applicant may appeal an admission decision. Appeals must be in writing and sent to Director of Admissions, Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455-0213.

Admission Assistance—The GC Student Information Center can provide further assistance with
• checking the status of an admission application.
• answering parents’ questions.
• answering high school counselors’ questions.
• meeting with parents and counselors for preadmission conferences.
• arranging for on-site visits to the college and tours of the campus.
• arranging for sitting in on classes and meeting with faculty.

Call (612) 625-3339 (voice) or (612) 626-1014 (TTY).

New Student Orientation

All new students who enroll in GC’s day program or plan joint day/UC enrollment must attend a two-day orientation/registration program before their first semester of registration.

During the first day of orientation, students are introduced to resources, services, and programs at the University. Students also receive a copy of the Class Schedule, General College Student Workbook, and other registration materials.

On the second day of orientation, GC faculty, advisers, and other academic professionals help students, individually and in groups, review these materials, interpret placement assessments, and plan their first semester’s schedule. GC staff members also teach students how to register for classes using computerized self-registration.

Optional early information sessions in June introduce students to University resources and help them accurately assess their skills and motivation. First-generation, underprepared, and other nontraditional students are especially encouraged to take advantage of this program.

For more information, students should contact the Student Information Center (612/625-3339 or gcinfo@umn.tc.edu).

Math Placement Assessment—All students admitted to GC must take a math placement assessment before they can attend orientation and register for classes. GC offers math courses for those who do not have the skills and concepts necessary for college-level math. For more information on GC’s math placement assessment, GC math courses, or college-level math courses, contact the Student Information Center (612/625-3339 or gcinfo@umn.tc.edu).

Base Curriculum

Research has shown that students who get off to a strong start in their first two terms of college are more likely to be successful in completing a college degree. Accordingly, GC allocates a significant proportion of its resources to provide a supportive learning environment for students in a program called the Base Curriculum. The Base Curriculum is for entering students whose academic preparation may not meet expected standards for University degree-granting programs. During their first year, students are expected to complete the program, which includes courses in writing, mathematics, natural sciences, social sciences, and humanities. In addition to innovative instructional methods, the Base Curriculum includes early and continued monitoring of students’ academic performance with timely advice to students about their progress and means for improvement.

Transition Curriculum

Students who have completed the Base Curriculum may register for courses in the Transition Curriculum, which is characterized by more traditional coursework and by the expectation that students possess and can apply increasingly complex academic skills and that they need decreased levels of institutional support.

Policies

Registration Procedures—Students must file a preregistration agreement with their adviser each semester. After filing a registration agreement with an adviser, a student must fulfill that agreement and make sure that their registration is accurate, class hours do not conflict, course prerequisites have been met, and current courses are not equivalent to those already completed.

GC Registration Policies—Students are expected to
• complete the following Base Curriculum (BC) courses before applying for transfer to another University of Minnesota college:
  — mathematics (complete any unfulfilled University preparation requirements).
  — one BC course in science.
  — one BC course in social sciences.
  — one BC course in humanities.
  — freshman composition (completion of GC 1421 and GC 1422 or equivalent).

• complete a BC course in an area (science, social sciences, or humanities) before taking a course designated as Transition Curriculum or a non-GC course in that area.
• have an adviser approve registration plans each semester. Once all BC requirements are complete and an approved yearlong plan and transfer plan are on file, adviser approval is not required.
• register for at least one GC course every semester of residence in GC. Exceptions to this policy require adviser or college approval.

For additional information concerning registration procedures, see the General College Student Workbook.

Registering through UC—UC registration automatically appears on the day school transcript, and UC courses are reviewed for academic progress along with day school courses.

Holds—Registration holds restrict a student’s registration until the unit or office that placed the hold either removes it or gives the student a temporary release. GC places holds on students’ records when students
• do not have a completed transfer plan on file.
• must have adviser approval for registration.
• have accumulated excessive credits in the college.
• are suspended for lack of academic progress.
• are placed on probation.

Registration Changes—After the start of a semester, first-year students and students with GC registration holds must have their holds cleared by their advisers to make registration changes.
Credit Value—GC noncredit (0xxx) courses do not count toward graduation, but do count within the semester and the academic year, at their credit-equivalence value, toward the minimum credit load requirements for financial aid eligibility and athletic eligibility. Noncredit courses are fee charged. See the Class Schedule.

Grades—Noncredit course grades are posted for the semester of their registration on the transcript and are included internally in the GC review of academic progress, both for probation and Dean’s List eligibility, even though they do not appear on the transcript.

Monitoring Academic Performance—GC instructors use Academic Alert forms to report any problems their students are encountering. These reports are made to advisers for their follow-up with students to help resolve the problems. In addition, Base Curriculum course instructors evaluate and report on students’ academic progress around the middle of each semester. Copies of the Midsemester Academic Progress Review go to the student and the student’s adviser. Faculty also provide feedback to advisers about students who are not making satisfactory progress in mathematics or writing courses or who need to repeat courses.

Academic Standing—Students’ academic achievement and progress toward transfer to another college are reviewed by GC at the end of each semester. GC students must earn a 2.00 GPA each term. In addition, they must maintain a cumulative GPA of 2.00. Grades in both day and UC courses are reviewed.

Satisfactory Progress—Students who maintain GC’s minimum academic requirements will continue in good standing. However, to successfully transfer to another college, students must meet that college’s admission standards, often a 2.50 GPA or higher.

Dean’s List—Each academic semester, each student who has achieved an outstanding academic level is recognized by being named to the Dean’s List. A letter of congratulation from the GC dean is sent to the student, and a notation is placed on the student’s transcript. The Dean’s List is posted each semester in the dean’s display case on the first floor of Appleby Hall.

Academic Suspension—Students who continue to make unsatisfactory academic progress while on probation are suspended from GC. Such action is taken only after students have been provided the opportunity to get needed help with their academic difficulties and time to show improvement. Suspended students seeking readmission are reviewed by the GC Scholastic Standing Committee.

Progress Toward Transfer—At the end of their first year, students work with advisers to assess their progress toward transfer to a bachelor’s degree program by completing a yearlong course plan and transfer plan. At that point, students whose records show a lack of progress toward transfer will receive counseling and may be encouraged to seek other educational options. Students will be assessed again during their second year. Students who do not make satisfactory progress toward transfer, as determined by adviser review at the transfer planning checkpoint (usually 30 credits), may receive a registration hold requiring additional planning under their adviser’s direction.

Excessive Credits—Because GC’s mission is to prepare students for transfer, students are allowed to complete no more than 90 college-level credits in GC. Students who complete 90 credits but have not transferred will receive a registration hold prohibiting further registration in GC. Exceptions to this restriction are made on the basis of individual review by the GC Scholastic Standing Committee, usually requiring an agreement in writing between the student and the proposed transfer college.

Transfer Requirements—Each college and major at the University may have different GPA and credit requirements for transfer. Consult the appropriate college section of this catalog, an adviser, or the Transfer and Career Center, 127 Appleby Hall (612/624-4346), for the most current transfer information for specific colleges or majors.

Transfer to Other Colleges Within the University—It is strongly recommended that students complete at least three courses outside of GC, preferably in the area in which they intend to major, with at least a C average (2.00) for these courses. Transfer guides for some University colleges and more detailed information about transfer are available in the Transfer and Career Center, 127 Appleby Hall. Students should also make early contact with the college to which they wish to transfer. To begin the official transfer process, students should make an appointment for an interview with a GC student services adviser, 25 Appleby Hall, early in the semester preceding the one in which they wish to transfer. An Application for Change of Status or College and application deadlines are available from the Transfer and Career Center or the University’s Office of the Registrar, 200 Fraser Hall.

Transfer Outside the University—Procedures for transfer to colleges outside the University may be discussed with a GC adviser. Requirements vary, but community and four-year colleges usually accept most GC credits.
Advising

Each GC student is permanently assigned to an individual professional adviser. Students may meet one-to-one with their adviser or attend group advising meetings. When an assigned adviser is not available to answer quick questions, the Student Information Center, 25 Appleby Hall, will refer students to an “on call” adviser.

First-year students must have adviser approval for registration. They may prepare for registration by attending a preregistration group meeting or meeting with their individual adviser. Advisers will contact their students about scheduled group planning opportunities offered throughout the semester. Students in their third term of registration must complete a yearlong plan and indicate preliminary transfer and degree goals. (Transfer usually takes place at the beginning of or during the second year of enrollment.)

Special Learning Opportunities

Directed Study—Directed Study is self-defined learning. Students assume full responsibility for determining what they want to learn, setting goals, designing a course of study, and finding an appropriate faculty member to guide and monitor the project. To arrange for Directed Study, students must file a contract form that has been worked out in consultation with a faculty mentor. Contract forms are available in 140 Appleby Hall. Credits earned in directed study do not usually transfer to other units in the University without special review or petition.

Commanding English—Commanding English is a yearlong, intensive combination of courses for GC students for whom English is a second language. All such students are required to report recent scores on the Michigan English Language Assessment Battery (MELAB) as part of the application process. Commanding English serves those students whose scores on this test range from 65 to 77. Students should allow enough time in the application process to complete any testing requirements. For application information, contact the GC Student Information Center, 25 Appleby Hall (612/625-3339); to sign up for the MELAB test, call the Asian Pacific American Learning Resource Center (612/624-2317).

Academic Resource Center (ARC)—ARC is a clearinghouse for GC tutorial services in math, writing, and other subject areas. The ARC has both Macintosh and IBM compatible computers and provides training for e-mail, word processing, and other computer applications. The ARC also provides math placement assessment for GC math courses.

• The Math Center (9 Appleby Hall) provides walk-in assistance to students for math and for science-related courses which also use math.

• The Writing Center (17 Appleby Hall) helps students with writing at any stage of completion through one-to-one consultation and electronic consultation at writers@tc.umn.edu.

No appointment is necessary to use ARC. Simply stop by 11 Appleby Hall or call (612) 626-1328.

Student Support Services (SSS)/TRIO Program—The SSS/TRIO Program is a multidimensional program that each fall targets between 100 and 120 new students to engage in intensive advising and counseling, group and individual tutoring, academic planning, and career exploration. To be eligible for SSS/TRIO, a student must meet at least one of the following requirements: (1) be a first-generation college student (neither parent having a four-year degree), (2) meet income guidelines, or (3) have a physical or learning disability. For more information, students should contact the SSS/TRIO Program, 40 Appleby Hall, 128 Pleasant Street S.E., Minneapolis, MN 55455 (612/625-0772).

Upward Bound—Upward Bound is a TRIO program that provides college preparation for low-income, first-generation high school students. Reading, writing, and mathematics skills are emphasized in the academic segment of the program; theatre, art, athletic, and experiential educational activities constitute the creative and recreational component. In addition to completing a six-week residential term, Upward Bound students participate in a program of tutoring and academic coursework. Upward Bound is housed in 40 Appleby Hall (612/625-0772).

Ronald E. McNair Program—Ronald E. McNair Program serves low-income, first-generation college students for graduate study. Services include academic counseling, tutoring, Graduate Record Examination test preparation, paid research internships, mentoring, Graduate School application assistance and advocacy, and seminars to help participants prepare for Graduate School. Applications are available in 40 Appleby Hall, or students may call (612) 625-0772 to make an appointment with an adviser.

Student Parent HELP Center—Student Parent HELP Center is a program to help low-income undergraduate student parents find funding for their child care costs. The center also answers questions regarding educational and academic goals and makes referrals to community programs that can help with family needs. Enrichment and support opportunities include weekly student parent peer support meetings. The HELP Extension Grant Program provides eligible student parents with grants for University College course tuition and book costs. The HELP Center also has a student parent study room, 133 Appleby Hall, and meeting room, 135 Appleby Hall. Both are equipped with computers, telephone, typewriter, refrigerator, and microwave.

University Day Community—University Day Community is an adolescent treatment center for educationally, emotionally, and behaviorally dysfunctional youth. University Day Community operates five separate programs: U-Day, City Quest, Pro-Teen, Echo Elliot, and Henry Day Treatment. Services include family, personal, and group counseling; art and experiential therapy; and individualized academic programming. The programs also provide internships, field experiences, and work-study employment opportunities. The University Day Community Center is located at 101 27th Avenue S.E., Suite 101, Minneapolis, MN 55414 (612/627-4107).

Student Information Center—The Student Information Center in 25 Appleby Hall (612/625-3339) serves as a quick source for help in matters that do not require a meeting with an adviser. Staff also schedule appointments with advisers and provide referrals.


**International Programs**

GC strongly encourages students to consider overseas study experiences. Study abroad can strengthen an application for transfer to another college, help prepare a student for a multicultural workplace within a global economy, and contribute greatly to the student’s knowledge of the world, their self-confidence, and their understanding of their own culture. Students can earn full credit toward a degree while overseas and can usually apply their financial aid. To explore the options, students should make an appointment with a study abroad options adviser in the Global Campus, 102 Nicholson Hall (612/626-9000).

**Career Information**

The GC Transfer and Career Center, 127 Appleby Hall (612/624-4346), is staffed by professional counselors who help students explore educational, occupational, and career opportunities. Students may schedule an appointment or use the center on a walk-in basis.

*Career and Personal Development Focus—*

- assessing, testing, and evaluating career possibilities.
- decision making and career development.
- choosing a major and a college for transfer.
- increasing motivation.
- solving personal problems and dealing with interpersonal stress.

*30-80 Credit Check-in, Transfer Planning—*

- preparing a transfer plan.
- transfer deadlines and applications.
- making appointments with visiting adviser liaisons.
- referrals to University of Minnesota transfer specialists.

*Resources to Help Students in Their Career Search—*

- career resource library.
- University of Minnesota “Majors Information” files.
- computerized career guidance programs.
- study abroad internship and scholarship information.
- workshops on goals, majors, and careers.
- transfer planning programs (Majors Information Week).

**Student Organizations**

The GC Student Board is a student government association that represents the student body. Student Board members are GC students who have a strong commitment to students and the future of the GC community. Membership on the Student Board is open to all GC students. Former GC students may be alumni members. For more information on becoming a Student Board member, stop by the Student Information Center, 25 Appleby Hall. The Student Board office is in 120 Appleby Hall (612/625-6004).

**Directory**

(area code 612)

**Office of the Dean**

109 Appleby Hall
625-6885
626-7848 (fax)

**Academic Affairs and Curriculum**

240 Appleby Hall
625-2880

**Academic Service Center**

140 Appleby Hall
626-8705
625-0709 (fax)

**Commanding English Program**

233B Appleby Hall
625-3514

**Student Services**

**Academic Advising**

25 Appleby Hall
625-3339

**Academic Resource Center**

11 Appleby Hall
626-1328

**College Registrar**

33 Appleby Hall
626-7141

**Student Information Center**

25 Appleby Hall
625-3339
625-0704 (fax)

**Transfer and Career Center**

127 Appleby Hall
624-4346

**Student Board**

120 Appleby Hall
625-6004

**Technical Support Services**

211 Appleby Hall
625-3413

**Affiliated Programs**

**Student Parent HELP Center**

180 Appleby Hall
625-5307

**TRIO Programs**

40 Appleby Hall
625-0722
(McNair Program, Student Support Services, TRIO Programs, Upward Bound)
625-0704 (fax)

**University Day Community**

101 27th Avenue S.E. #101
627-4107

**GC on the Web**

<www.gen.umn.edu>