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General College

General Information

Since 1992, the mission of the General College (GC) has been to prepare students for transfer into baccalaureate degree programs at the University of Minnesota or other accredited colleges and universities. As one of eight freshman-admitting colleges at the University, GC admits students who are highly motivated to pursue a college education at a major research institution but do not meet the admission requirements of the University’s other freshman-admitting colleges. Hallmarks of GC include its commitment to diversity, a challenging curriculum that prepares students to succeed when they transfer, and dedicated faculty, advisers, and staff who work together—making the college a national model in developmental education. Enrollment is approximately 1,600 students, with 875 new students joining the returning students each fall. Students enjoy access to the resources offered by a large, internationally-ranked research institution located in a major urban area as well as the personalized attention of a small college committed to providing top-notch human and technological resources to its students. Students admitted to GC are expected to transfer within two years.

General College is primarily housed in Appleby Hall on the east bank of the Minneapolis campus.

Application/Admission

Application deadlines and admission policies and procedures are subject to change. For current information, contact the Office of Admissions at 612-625-2008 or 1-800-752-1000.

New Student Orientation

After students are admitted to the University, they receive information from General College about steps that they need to take before they are invited to orientation. These steps include paying the confirmation fee, taking appropriate placement tests, and filling out a survey related to their academic plans. Once all steps are completed, the student receives their orientation date. All new students who enroll in GC must attend a two-day orientation session during which they register for classes. Most orientation sessions are held in June and early July.

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. The General College Student Workbook offers information on the GC curriculum, liberal education requirements for the University, registration procedures and deadlines, information on academic progress, and guidelines for academic planning. The workbook also gives useful information about the college and the University, current policies and procedures, worksheets to help plan for and prepare to register for classes, and tips on how to be successful students.

On the second day of orientation, students have a 45 minute individual appointment with an adviser to review their registration materials, interpret placement test results, and plan their first semester’s schedule. Students then self-register for classes via computers.

Math Placement Assessment—All students admitted to GC must take a math placement assessment test before they can attend orientation and register for classes. This test can be completed online (via the Internet). 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 test, GC math courses, or college-level math courses, contact the Student Information Center at 612-625-3339 or gcinfo@tc.umn.edu.

Curriculum

General College classes are small, with an excellent student-to-instructor ratio that allows students to receive more personalized attention. Most sections of GC’s freshman writing seminars are limited to 18 students and taught in microcomputer classrooms. Class size for humanities, mathematics, and social science courses ranges from 30 to 40 students. Science courses range from 25 to 200 students in lectures, with smaller labs of 12 to 25 students. A high percentage of GC courses are taught by faculty who have received the University’s prestigious H.T. Morse/Minnesota Alumni Association Award for Outstanding Contributions to Undergraduate Education. Twenty-nine GC faculty have received the award since its inception in 1967.

Most General College courses meet the University’s liberal education and writing intensive requirements and are transferable. GC freshmen are required to take courses in composition, social science, natural science, and humanities. Courses are designed to teach content while also building skills in critical thinking, reading, writing, and computing. Many courses have a multicultural emphasis and incorporate innovative teaching methods.

General College also offers pre-college level, noncredit mathematics courses for any University student who needs them. Placement tests are used to determine the correct mathematics starting point. Students placed into advanced mathematics courses offered by the Institute of Technology may begin taking them while enrolled in GC.

Most students will be in GC for three semesters. During the first year, students take all GC courses. In their third semester, students will take a combination of GC and non-GC courses and will generally apply for transfer to a degree-granting unit. The retention and transfer rates for new students entering GC are excellent. For students who entered the college in 1997, the second-year retention rate was 77.3 percent, comparing very favorably with other freshman-admitting colleges. Students starting in GC and transferring to CLA graduate as quickly as students who initially start in CLA.

Several GC courses are also offered in the evenings through the College of Continuing Education, and some of these classes meet in the community (off campus). Complete information about these courses is available in the current College of Continuing Education Catalog.
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. To help accomplish this, General College provides a supportive learning environment for students in a program called the Base Curriculum. The Base Curriculum is a selection of core lower division courses that meet University graduation requirements and introduce students to core disciplines of college study in a supportive environment. 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 how to improve if necessary. Students are expected to complete the Base Curriculum—which includes courses in writing, mathematics, natural sciences, social sciences, and humanities—during their first year.

Policies
Registration Procedures—General College students must file a pre-registration agreement with their adviser each semester. Students are responsible for fulfilling that agreement, making sure that their registration is accurate, class hours do not conflict, course prerequisites have been met, and that current courses are not equivalent to courses already completed.

GC Registration Policies—Students are expected to:
• complete the following Base Curriculum (BC) courses while enrolled in GC:
  — mathematics (complete any preparation requirements not completed in high school)
  — science (one BC course)
  — social sciences (one BC course)
  — humanities (one BC course)
  — freshman composition (completion of GC 1421 and GC 1422 or equivalent).
• complete a BC course in an area of study (science, social sciences, or humanities) before taking a course designated as Transition Curriculum or a non-GC course in that area.
• have a registration plan approved by their adviser each semester.
• register for at least one GC course each semester of residence in GC after the first two semesters of enrollment. (Exceptions to this policy require adviser and college approval.)

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

Holds—Registration holds are electronic codes that restrict a student’s registration until the unit or office that placed the hold either removes or temporarily releases it. Holds may be placed by colleges or by offices for a variety of reasons (poor academic progress, unpaid tuition or fees, lack of immunization records, overdue books, etc.) and can only be removed by the unit that placed it. There are three categories of GC holds: registration permission holds, academic progress holds, and transfer planning holds. These holds are not meant to punish students; instead they are meant to make sure that students receive advising assistance to select appropriate courses and make progress towards transferring into a baccalaureate degree program. GC places holds on a student’s record if:
• an adviser’s approval is required for registration.
• a completed transfer plan is not on file by the deadline (usually the fourth semester of enrollment).
• registration results in an accumulation of 60 credits or more (when students need to transfer to another college).
• the student is placed on academic probation.
• the student is suspended.

Registration Changes—After the start of a semester, students must have their adviser approval holds released by their advisers if they wish to change their registration.

Credit Value—GC noncredit (Oxxx) 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. They are also considered in the college’s academic progress review, even though they do not appear on the transcript cumulative GPA.

Monitoring Academic Performance—GC instructors use Academic Alert forms throughout the semester to alert students and their advisers to possible problems. Advisers use the information on these alerts to work with students to help resolve problems. Instructors also evaluate student progress in the middle of the term and notify both students and their advisers of the results.

Academic Standing—All University of Minnesota students are expected to maintain a minimum 2.00 GPA. Because GC prepares students for transfer, the advising staff reviews all students’ academic progress every semester to determine academic status and progress. The three levels of academic status are good standing, academic probation, and academic suspension. Students’ academic achievement and progress toward transferring to another college are reviewed each semester. GC students must earn a 2.00 GPA each term in addition to maintaining a cumulative GPA of 2.00.

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.

Academic Recognition—Each semester the college recognizes and honors all students whose academic performance placed them on either the Dean’s List, the Dean’s Scholars List, or the GC Scholars List by sending letters of congratulation and posting the lists in a display case in the main hallways of Appleby Hall. Students named to the Dean’s List also have that honor noted on their transcript.

Dean’s List Criteria:
• semester GPA of 3.67 (A-) or higher; and
• completion of a minimum of 12 credits during the semester

Dean’s Scholars List Criteria:
• semester GPA of 3.67 (A-) or higher; and
• completion of a minimum of 12 credits during the semester (including noncredit Oxxx courses)

GC’s Scholars List Criteria:
• semester GPA of 3.00 (B) or higher; and
• completion of a minimum of 12 credits during the semester (including noncredit Oxxx courses)
Academic Probation—GC’s system of academic probation gives help on an individual basis to students who have academic difficulty in one or more courses. Students not meeting the minimum 2.00 GPA for one semester are placed on probation for the following semester. Students on probation must meet with their adviser early in the semester to identify past problems and develop strategies for future success. Continued lack of academic progress results in suspension.

Academic Suspension—Students who fail to make satisfactory progress toward good standing (i.e., both the semester and cumulative GPA fall below 2.00), after having had the opportunity to receive help with their academic problems and time to show improvement, are suspended from GC. Students on suspension are not allowed to register for any University courses for one full academic year, but may seek readmission after one year.

Progress Toward Transfer—Students assess their progress toward transfer at the end of their first year by meeting with their adviser and completing a year-long course plan and transfer plan. All GC students must participate in the Transfer Check-In Program sponsored by the General College Transfer and Career Center. The Transfer Check-In provides information on majors and career assessment, and help in setting educational goals and preparing to transfer to another college.

Excessive Credits—Because GC’s mission is to prepare students for transfer, students who complete 60 credits and have not transferred will receive a registration hold prohibiting further registration in GC. Any exception to this restriction is the decision of the associate dean based upon an individual review of the request and usually requires a written agreement between the student and the proposed transfer college.

Transfer Requirements—Each college and major has different requirements for transfer. Consult the college and program sections of this catalog, an adviser, or the Transfer and Career Center in 127 Appleby Hall (612-624-4346) for the most current transfer information on specific colleges and majors.

The Transfer and Career Center in 127 Appleby Hall has transfer guides, detailed information, and deadlines for applying to other colleges. Students are also encouraged to make early contact with the college they wish to transfer to and begin the official transfer process early in the semester preceding the semester they plan to transfer. Transfer Application forms are available in either 127 Appleby Hall or 200 Fraser Hall and must be completed and returned to the Office of the Registrar in 200 Fraser Hall before the deadline. Most University programs follow University transfer deadlines of March 1 and October 1 of each year. Students are notified by mail of their application status.

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

Advising

Each GC student is assigned a professional adviser and keeps the same adviser while enrolled in GC. Students can schedule individual appointments with their adviser or meet with their adviser during walk-in appointment times. The Student Information Center, 25 Appleby Hall, can also refer students to an “on call” adviser to answer quick questions.

First year students must have adviser approval for registration, which they receive by attending a preregistration group meeting or meeting individually with their adviser. Group planning opportunities are offered throughout the semester. During their second semester, students must complete a yearlong plan indicating their preliminary transfer and degree goals. (Transfer usually occurs at the end of the second year of enrollment.)

Special Learning Opportunities

Directed Study—Directed study is student directed learning. Students, in collaboration with a faculty sponsor, determine what they want to learn, set goals, and design a course of study. To arrange for directed study, students must submit a contract form that has been worked out in consultation with a faculty mentor to the director of academic affairs. 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 (CE) is a year-long program for GC freshmen for whom English is a second language. ESL support is built into a sequence of credit-bearing GC classes (academic reading, basic writing, speech, immigration literature, anthropology, biology). Placement into CE is based on an English proficiency test score of 65 to 79 on the MELAB or 145 to 207 on the TOEFL. Students should allow enough time in the GC application process to complete any TOEFL or MELAB testing requirements. For CE application information, contact the GC Student Information Center, 25 Appleby Hall (612-625-3339).

Academic Resource Center (ARC)—The ARC, 11 Appleby Hall, is a clearinghouse for GC tutorial services in several subject areas and computer access for GC students.

- The Computer Center provides access to PCs with Windows and Macintosh platforms.
- The Math Center provides walk-in assistance to students for math and for courses that use math.
- The Writing Center helps students with writing at any stage of completion. Help can be provided by electronic consultation at writers@tc.umn.edu or by one-to-one consultation in the center.

Appointments are not necessary for the Computer, Math or Writing Centers.

TRIO Programs—The following three TRIO programs are jointly funded by GC and the U.S. Department of Education.

Student Support Services (SSS)—SSS targets 100 to 120 new students each fall to participate in a multidimensional program that provides comprehensive academic support, supplemental study groups, learning communities, and leadership development. SSS students receive intensive advising and counseling, group and individual tutoring, and help with academic planning and career exploration. To be eligible for SSS, students 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 eligibility guidelines, or (3) have a physical or learning disability. For more information, contact SSS, 40 Appleby Hall, 128 Pleasant Street S.E., Minneapolis, MN 55455 (612-625-0772).
Ronald E. McNair Program—This program prepares low-income, first-generation college students for graduate study. Services to program participants include academic counseling, tutoring, test preparation for the Graduate Record Exam, paid research internships, mentoring, advocacy and help in applying to Graduate Schools, plus seminars to help prepare for graduate study. Applications are available in 40 Appleby Hall, or call 612-625-0772.

Upward Bound—Upward Bound 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 summer residential academic program, Upward Bound students participate in an academic year program of coursework and tutoring. Upward Bound is located in 2 Appleby Hall (612-626-1665).

Student Parent HELP Center—The programs and services of the Student Parent HELP Center are designed to promote access, retention, and academic success for students who are parents at the University. Located in General College, the Student Parent HELP Center open to undergraduate students in any college of the Twin Cities campus. In addition to advising, counseling, and advocacy services, the center’s programs include child care funding, academic scholarships (limited to resources available), weekly peer support groups, special events and workshops, a newsletter, and other services including a lounge and study room.

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 Eliot, 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, 25 Appleby Hall (612-625-3339), is often able to provide help or referrals in matters that do not require students to meet with an adviser. This office also schedules individual appointments with the college’s advising staff. Students are encouraged to check the bulletin boards in this area for regularly updated announcements and information about the college and University.

Center for Research on Developmental Education and Urban Literacy (CRDEUL)—CRDEUL provides a forum for the development and support of research projects in developmental education and urban literacy, connects individuals from campus and community organizations who are interested in collaborative research, and increases the presence and visibility of this work through monthly forums. For more information, call 612-626-8706 or visit the Web site at <www.gen.umn.edu/research/crdeul/>.

A Commitment to Excellence (ACE)—ACE is a joint effort by GC, Minneapolis School District No.1, Minneapolis Park and Recreation Board, and Hennepin County Children and Family Services to improve the academic progress of African American males between the ages of 12 and 15 in the Minneapolis Public Schools who are considered at-risk. For more information, call 612-626-8704.

International Programs

GC strongly encourages students to consider international study experiences. Such experiences can strengthen students applications for transfer to other colleges; prepare students for multicultural workplaces within a global economy; and contribute to students self-confidence, greater knowledge of the world, and understanding of their own culture. Students usually earn full credit toward their degree and are able to apply their financial aid to study abroad. To explore these options, students should contact the Global Campus, 230 Heller Hall (612-626-9000).

Career Information

The GC Transfer and Career Center in 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 (Strong Interest Inventory).
- decision making and career development.
- choosing a major and a college for transfer.
- increasing motivation.

Transfer Plan Check-In (mandatory for students who have completed two or more semesters)—
- preparing a transfer plan.
- transfer deadlines and applications.
- making appointments with visiting adviser liaisons.
- referrals to University of Minnesota transfer specialists.

Career Search Resources—
- career resource library.
- University of Minnesota “Majors Information” files.
- computerized career guidance programs (Discover, MCIS, Strong Interest Inventory).
- study abroad, internship, scholarship information.
- workshops on goals, majors, and careers.
- transfer planning programs (such as Majors Information Week).
Student Organizations

The GC Student Board is a student government association that represents the student body and is funded by student services fees. The Student Board sponsors several events for GC students each year. 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 (612-625-6004).

TRIO students may serve on the TRIO Student Advisory Board. Contact the TRIO office, 40 Appleby Hall (612-625-0772).

The Student Parent HELP Center holds a weekly discussion and support group for student parents in addition to an annual winter party for the children of HELP Center students. For more information contact 80 Appleby (612-625-5307).

Directory

(area code 612)

General College Administration
Office of the Dean
109 Appleby Hall
625-6885
626-7848 (fax)
David V. Taylor, dean
Marjorie K. Cowmeadow, associate dean and director of student services

Academic Affairs and Curriculum
240 Appleby Hall
625-2980
Terence Collins, director

Development and Alumni Relations
121 Appleby Hall
625-8398
Kirsten Jordan, director

Academic Service Center
140 Appleby Hall
626-8705
625-0709 (fax)

Technical Support Services
211 Appleby Hall
625-3413

Office of Research and Evaluation
149 Appleby Hall
624-5761
<www.gen.umn.edu/research/ore>

Grants Office
148 Appleby Hall
626-9036

Student Services

Student Information Center
(Adviser appointments, general information on admissions, orientation, advising, programs, and services.)
25 Appleby Hall
625-3339
625-0704 (fax)
626-1014 (TTY)
<www.gen.umn.edu/student/student_info_ctr>

College Registrar
33 Appleby Hall
626-7141

Academic Resource Center (ARC)
11 Appleby Hall
626-1328
<www.gen.umn.edu/resources/arc>

Math Center
11 Appleby Hall
<www.gen.umn.edu/resources/arc/mathcenter.htm>

Writing Center
11 Appleby Hall
624-0342
<www.gen.umn.edu/resources/arc/writing_center.html>

Transfer and Career Center (TCC)
127 Appleby Hall
624-4346
<www.gen.umn.edu/transfer_careerCtr/>

GC Student Board
20 Appleby Hall
625-6004

Affiliated Programs

Student Parent HELP Center
180 Appleby Hall
625-5307
626-9867 (fax)
<www.gen.umn.edu/programs/help_center>

Commanding English Program
233 Appleby Hall
625-3514

TRIO/Student Support Services
40 Appleby
625-0772
625-0704 (fax)

McNair Program
40 Appleby
625-0772
625-0704 (fax)

Upward Bound
2 Appleby Hall
626-1665
625-0704 (fax)

University Day Community
101 27th Avenue S.E. #101
627-4107
627-4195 (fax)

ACE (A Commitment to Excellence)
151 Appleby Hall
626-8704

CRDEUL (Center for Research on Developmental Education and Urban Literacy)
333 Appleby Hall
626-8706

CTAD (Curriculum Transformation and Disability)
251 Appleby Hall
626-7292
626-1014 (TTY/TDD)

GC on the Web
<www.gen.umn.edu>

Find it

The Academic Resource Center (ARC) Web site has links to writing and math resources at <www.gen.umn.edu/resources/arc>.

Find it

The Student Information Center located in 25 Appleby Hall is your one-stop-shop for information.

Check the Web site at <www.gen.umn.edu/student_info_ctr>.