This is the General College section of the 2004-2006 Undergraduate Catalog for the University of Minnesota, Twin Cities campus.

General College

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General College

General Information

The General College (GC) is an access point to the University of Minnesota for students who want to pursue their educational goals at the University, but may not meet the competitive admission standards of the other colleges. The college prepares students for successful transfer to degree-granting University colleges by delivering college-level academic content via its innovative curriculum and intensive student support services.

GC offers a variety of support services that address the needs of students with diverse backgrounds and characteristics, including urban students, first-generation college students, student parents, students with disabilities, students of color, older students, and non-native speakers of English.

Enrollment is approximately 1,800 students, with 850 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 high-caliber human and technological resources to its students. On the average, students admitted to GC transfer to a degree-granting college within the initial four semesters.

GC 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, 800-752-1000, or http://admissions.tc.umn.edu.

New Student Orientation

After students are admitted to the University, they receive information from GC 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 schedules an orientation date online. All new students who enroll in GC must attend a two-day orientation session during which they register for classes. Orientation sessions are held in June and early July.

On the first day of orientation, students are introduced to resources, services, and programs at the University and receive an overview of the General College. Students also receive a copy of the General College Student Workbook and other registration materials. The General College Student Workbook offers information on the curriculum, liberal education requirements for the University, registration procedures and deadlines, information on academic progress, and guidelines for academic planning. The workbook also provides students with useful information about the college and the University, current policies and procedures, worksheets to help plan and prepare for registering for classes, and tips on how to succeed in school.

On the second day of orientation, students meet with an academic adviser to review their registration materials, interpret placement test results, and plan their first semester’s schedule. Students then register for fall and spring semester classes online with support from advising staff.

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 at http://onestop.umn.edu/placement/.

GC offers math courses for those who have not completed the college preparation math requirements or who need to brush up on their basic math skills before attempting college-level math courses. 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@umn.edu.

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, GC provides a supportive learning environment for students through its curriculum—a selection of core lower division courses that (with the exception of mathematics) meet University graduation requirements and introduce students to core disciplines of college study in a supportive environment. In addition to innovative instructional methods, the 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 a variety of courses in writing, mathematics, natural sciences, social sciences, and humanities during their first year.

Thirty-one General College faculty have received the Horace T. Morse-Minnesota Alumni Association Award for Outstanding Contributions to Undergraduate Education. Five GC advisers have received the John Tate Award for Excellence in Undergraduate Advising.

GC classes are small, with an excellent student-to-instructor ratio that allows students to receive more personalized attention. Most sections of freshman writing courses are limited to 17 students and taught in computer classrooms. Humanities, mathematics, and social science courses range 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. Thirty-one GC faculty have received the award since its inception in 1967.

Most GC courses meet the University’s liberal education requirements and are transferable. 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.
GC also offers pre-college level, noncredit mathematics courses for any University student who needs them. Placement tests are used to determine the student’s mathematics level. 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 or four semesters. During the first year, students take all GC courses (appropriate foreign language, performance, or mathematics courses excepted). In their third semester, students take a combination of GC and non-GC courses and 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 2002, the first-year to second-year retention rate was 78.5 percent, comparing very favorably with other freshman-admitting colleges. Students starting in GC and transferring to CLA graduate at rates comparable to students who initially start in CLA.

Several GC courses are also offered through the College of Continuing Education. Complete information about these courses is available in the current College of Continuing Education Catalog.

Policies

Registration Procedures—GC students must file a pre-registration agreement with an 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 current courses are not equivalent to courses already completed.

GC Registration Policies—Students are expected to

- complete the following courses while enrolled in GC:
  - mathematics (complete any preparation requirements not completed in high school)
  - science (at least one course)

- complete a GC course in an area of study (science, social sciences, or humanities) before taking 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)
- make sure that their registration is accurate, class hours do not conflict, course prerequisites have been met, and current courses are not equivalent to courses already completed.

Students should discuss with their advisers registration in second language courses as part of their transfer planning.

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

Holds—A registration hold is an electronic code that restricts a student’s registration until the college or office that placed the hold either removes or temporarily releases it. A hold may be placed 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 a hold 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;
- 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; or
- 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 add to their registration.

Credit Value—Most GC classes carry 3 or 4 credits. 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 course-fee based, not tuition-based. See http://onestop.umn.edu for more information.

Grades—GC courses are graded according to the University grading policy. Noncredit course grades are posted on the transcript for the semester of their registration. They are also considered in GC’s academic progress review, even though they do not affect the transcript’s cumulative GPA.

Monitoring Academic Performance—GC instructors use Academic Alert forms each 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 twice during the term and notify students and their advisers of the results.

Academic Standing—All University students are expected to maintain a GPA of at least 2.00. 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
General Information

Students who maintain GC’s minimum cumulative GPA of 2.00. 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 hallway of Appleby Hall. Students named to the Dean’s List also have that honor noted on their transcript.

Dean’s List Criteria:
• completion of at least 12 A-F credits during the semester (not including noncredit 0xxx courses)
• completion of at least 12 A-F credits during the semester (including noncredit 0xxx courses)

Dean’s Scholars List Criteria:
• semester GPA of at least 3.67 (A-)
• completion of at least 12 A-F credits during the semester (including noncredit 0xxx courses)

GC’s Scholars List Criteria:
• semester GPA of at least 3.67 (A-)
• completion of at least 12 A-F credits during the semester (including noncredit 0xxx courses)

Academic Probation—GC monitors students on academic probation, giving individual help 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 the University. 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 yearlong course plan and transfer plan. All students must participate in the Transfer Check-In Program sponsored by GC’s Transfer and Career Center. 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 assistant 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.

Advising
Each student is assigned a professional adviser. GC advisers have small advising caseloads so that they may work with students on all issues related to their academic progress. 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 assist students with advising questions and in scheduling adviser appointments.

First-year students must have adviser approval for registration, which they receive by meeting individually with their adviser. Group planning opportunities are offered throughout the semester. During their second semester, students must complete a yearlong plan leading to transfer and meeting degree goals.

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 to the director of academic affairs 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.

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. The center also schedules individual appointments with the college’s advising staff. Students are encouraged to check the center’s bulletin boards for regularly updated announcements and information about the college and University.

Transfer and Career Center (TCC)—TCC, 127 Appleby Hall (612-624-4346), has online interest-assessment inventories, computerized career guidance programs, a visiting adviser program (advisers from other University colleges), and a resource library for students to explore majors, career interests, colleges to transfer to, scholarships, and financial aid. See the TCC Web site at www.gen.umn.edu/transfer_career_ctr.
Academic Resource Center (ARC)—ARC, 11 Appleby Hall, is a clearinghouse for GC tutorial services in several subject areas and offers computer access for GC students.

- The Computer Center provides free access for GC students to Windows computers.
- The Math Center provides free walk-in assistance to students taking math courses through precalculus.
- The Writing Center has tutors who work with students on writing at any stage of completion. Support can be provided by one-to-one consultation in the center or through e-mail at writers@umn.edu.

Appointments are not necessary for any part of ARC. See www.gen.umn.edu/resources/arc.

Commanding English (CE)—CE is a yearlong program for GC freshmen for whom English is a second language. ESL support is built into a sequence of regular, credit-bearing GC courses (academic reading, basic writing, speech, immigration literature, sociology, 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), or visit www.gen.umn.edu/programs/ce.

Student Parent HELP Center—The programs and services of the Student Parent HELP Center are designed to promote access, retention, and academic success for University students who are parents. Located in 133/135 Appleby Hall, the Student Parent HELP Center assists all undergraduate student parents in any college on 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, and an electronic newsletter. On-site services include a lounge and study room equipped with computers and printers. Full-time counselor-advocates assist with referrals and advocacy. For more information, see www.gen.umn.edu/programs/help_center or call 612-626-6015 to schedule an appointment.

TRIO Programs—The following three TRIO programs are jointly funded by GC and the U.S. Department of Education. See the Web site at www.gen.umn.edu/programs/trio.

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—The Ronald E. McNair 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, high school students whose parents have not earned a college degree. Reading, writing, and mathematics skills are emphasized in the academic segment of the program; theatre, art, outdoor, and experiential educational activities constitute the creative and recreational components. 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 (612-625-3021).

Research and Outreach

African American Read-In—The Read-In’s goal is to increase literacy by encouraging reading and writing through innovative methods across the curriculum. The Read-In helps schools, community organizations, and individuals address reading and writing skills among African American students. The Read-In is cosponsored by the Black Caucus of the National Council of Teachers of English. For more information, call 612-626-4780 or visit www.gen.umn.edu/programs/read-in.

Center for Experiential Learning (CEL)—CEL provides experientially based educational and therapeutic youth development services as well as professional training and consultation services. CEL also provides University students with opportunities for internships and work experiences. CEL is located at 2700 Summer St. N.E., Minneapolis, MN 55413 (612-627-4107, www.gen.umn.edu/programs/dc/cel).
Native American Math and Science Summer Camp—The camp encourages Native teenagers to study math and science through traditional Native uses of the sciences and mathematics. The camp is cosponsored by GC, the student chapter of the American Indian Science and Engineering Society, the Office of Multicultural Affairs, Academic Affairs, the Department of Civil Engineering; Two Feathers Fund, and other partners. For more information, call 612-626-8665 or visit the Web site at www.gen.umn.edu/programs/anams.

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, knowledge of the world, and understanding of their own culture. GC offers learning abroad scholarships based on academic achievement and financial eligibility. 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 Learning Abroad Center, 230 Heller Hall (612-626-9000).

Career Information

The GC Transfer and Career Center in 127 Appleby Hall (612-624-4346, www.gen.umn.edu/transfer_career_ctr) is staffed by professional counselors who help students explore educational, occupational, and career opportunities. Students may schedule an appointment or use the center’s walk-in services.

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
• visiting adviser program that connects GC students with advisers from other University colleges
• referrals to University transfer specialists

Career Search Resources—

• career resource library
• University “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 and Scholarships

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 (612-625-3339, www.gen.umn.edu/student/gcsb).

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. For more information, come to 133 Appleby Hall (612-625-6015).

Several scholarship funds, made possible by contributions from alumni and friends of GC, reward the high academic achievement of low-income GC students and University student parents. Some of the scholarships that are available include the General College Academic Scholarship, the Fred L. and Earline Estes Family Scholarship, and the H. T. Morse General College Scholarship. For more information, contact the GC dean’s office, 109 Appleby Hall (612-625-6885).
**Directory**

(area code 612)

**General College Administration**
**Office of the Dean**
109 Appleby Hall
625-6885
626-7848 (fax)
David V. Taylor, dean

**Academic Affairs and Curriculum**
240 Appleby Hall
625-2880

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

**Technical Support Services**
209 Appleby Hall
625-3413
[www.gen.umn.edu/programs/tss](http://www.gen.umn.edu/programs/tss)

**Office of Research and Evaluation**
140 Appleby Hall
624-5761
[www.gen.umn.edu/research/ore](http://www.gen.umn.edu/research/ore)

**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](http://www.gen.umn.edu/student)

**College Registrar**
33 Appleby Hall
626-7141

**Academic Resource Center (ARC)**
11 Appleby Hall
626-1328
[www.gen.umn.edu/resources/arc](http://www.gen.umn.edu/resources/arc)

**Math Center**
9 Appleby Hall
626-7572
[www.gen.umn.edu/resources/arc/math](http://www.gen.umn.edu/resources/arc/math)

**Writing Center**
11 Appleby Hall
624-0342
[www.gen.umn.edu/resources/arc/writing](http://www.gen.umn.edu/resources/arc/writing)

**Transfer and Career Center (TCC)**
127 Appleby Hall
624-4346
[www.gen.umn.edu/transfer_career_cct/](http://www.gen.umn.edu/transfer_career_cct/)

**GC Student Board**
58 Appleby Hall
624-0234
[www.gen.umn.edu/student/gcsb](http://www.gen.umn.edu/student/gcsb)

**Affiliated Programs**

**Center for Experiential Learning**
2700 Summer St. N.E.
Minneapolis, MN  55413
627-4107
[www.gen.umn.edu/programs/dc/cel.htm](http://www.gen.umn.edu/programs/dc/cel.htm)

**Commanding English Program**
233 Appleby Hall
625-3514
[www.gen.umn.edu/programs/ce](http://www.gen.umn.edu/programs/ce)

**CRDEUL (Center for Research on Developmental Education and Urban Literacy)**
333 Appleby Hall
626-8706
[www.gen.umn.edu/research/crdeul](http://www.gen.umn.edu/research/crdeul)

**McNair Program**
40 Appleby
625-0772
625-0704 (fax)
[www.gen.umn.edu/programs/trio](http://www.gen.umn.edu/programs/trio)

**Student Parent HELP Center**
133 Appleby Hall
626-6015
626-9867 (fax)
[www.gen.umn.edu/programs/help_center](http://www.gen.umn.edu/programs/help_center)

**TRIO/Student Support Services**
40 Appleby
625-0772
625-0704 (fax)
[www.gen.umn.edu/programs/trio](http://www.gen.umn.edu/programs/trio)

**University Day Community**
2700 Summer St. N.E.
Minneapolis, MN  55413
627-4107
627-4195 (fax)
[www.gen.umn.edu/programs/dc](http://www.gen.umn.edu/programs/dc)

**Upward Bound**
2 Appleby Hall
625-3021
626-2050 (fax)
[www.gen.umn.edu/programs/trio](http://www.gen.umn.edu/programs/trio)

**GC on the Web**
[www.gen.umn.edu](http://www.gen.umn.edu)