UNDERGRADUATE STUDENT HANDBOOK 2015-17

College of Continuing Education

Making the Connection

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WELCOME!

Welcome to the College of Continuing Education!

About CCE

CCE Value Statement

The College of Continuing Education (CCE) extends the knowledge resources and academic excellence of the University of Minnesota to a diverse community of experienced adult learners and organizations. Through unique and inspiring learning opportunities that span academic disciplines, motivated adults explore new possibilities to enrich their personal and professional lives and cultivate passion for lifetime learning.

Our Students

Although the CCE Value Statement focuses on adult learners, many of our students are traditionally aged. Some of the students we work with are in CCE degree programs, others are preparing to apply to the U of M, are in certificate programs, or are just exploring courses. Like you, the majority of students are in an undergraduate degree program.

We offer the following undergraduate programs:

The Bachelor of Applied Science (B.A.Sc.) degrees are designed for students who already have professional experience and undergraduate work completed. It incorporates practical knowledge and real-world situations.

The Inter-College Program (ICP) is an interdisciplinary bachelor's degree program that allows students to combine courses and concentrations from across the University's colleges and departments.

The Multidisciplinary Studies (MdS) is a bachelor's degree program specifically for returning students who want earn their diploma. With many evening and distance courses, students can fit classes into their busy schedules.

We also work with credit-seeking students who are not in an undergraduate degree program:

Non-degree Students – A non-degree student is someone who is taking classes to earn credits but is not admitted to a degree program.

Certificates - Credit certificate programs are developed in cooperation with a variety of colleges and departments at the University of Minnesota and offer a range of educational options.

Preparing for Learning

Whether you're beginning college directly after high school or returning to learning as an adult; leaving a full-time job to pursue an education; or working and attending college at the same time, the transition to college is a big one.

Making the Transition

Here are some tips to help you handle the adjustment:

- **Think of yourself as a scholar** – one who is engaged in the pursuit of learning.
- **Attend classes**. Although you get to decide whether or not to attend a class, being absent will hurt you in the long run.
- **Manage your time wisely**. Plan ahead to satisfy academic obligations, have a weekly study schedule, break large projects into manageable units, and make room for the other parts of your life.
- **Get to know at least one professor** each semester. Professors are great resources. You might want to use them as research contacts or have them write you letters of recommendation in the future.
- **Create your own support systems** and seek out help when you need it.
- **Stretch yourself**. Enroll yourself in at least one course that really challenges you.
- **Take advantage of resources**. You can find academic resources, support, and tutoring on the One Stop website.
- **Set goals** for each semester, the year, and your college experience.

How Is College Learning Different?*

You may feel some trepidation about the college experience and wonder how tough it will be. College learning is different from what you may have experienced in the past – whether it was in high school, technical college, community college, or the military.

In college you are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

- College is voluntary and can be expensive.
- You manage your own time.
- You must balance your responsibilities and set priorities.
- You choose your schedule in consultation with your adviser.
- You are expected to know what it takes to graduate; the requirements are complex.

It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

- You need to study at least 2 to 3 hours outside of class for each hour in class.
- You need to review class notes and text materials regularly.
- You are assigned reading and writing which may not be directly addressed in class.

College is a learning environment in which you take responsibility for thinking through and applying what you have learned.

Instructors:
- May not always check completed homework, but they will assume you can perform the same tasks on exams.
- May not remind you of incomplete work.
- Expect and want you to attend their scheduled office hours.
- Are accomplished experts in their particular areas of research.
- Expect you to get from classmates any notes from classes you missed.
- May not follow the textbook. Instead, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.
- Expect you to identify the important points in your notes. Good notes are a must.
- Expect you to think and synthesize seemingly unrelated topics.
- Expect you to read, save, and consult the course syllabi; the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
- May not formally take roll, but they are still likely to know whether or not you attend.

Mastery is the ability to apply what one has learned to new situations or to solve new kinds of problems.
- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the instructor, need to organize the materials to prepare for the exam. A particular course may have only two or three exams in a semester.
- Make-up exams are seldom an option; if they are, you need to request them.
- Instructors in different courses usually schedule exams without regard to the demands of other courses or outside activities.
- Instructors may not offer review sessions, but when they do, they expect you to be an active participant, one who comes prepared with questions.

Though "good-faith effort" is important in regard to instructor's willingness to help you achieve good results, it will not substitute for results in the grading effort.
- Grades may not be provided for all assigned work.
- Grades on exams and major papers usually provide most of the course grade.
- Watch out for the first exams. These are usually "wake-up calls" to let you know what is expected – but they also may account for a substantial part of your grade.

The decision to pursue higher education may be daunting and at times you may believe it's too difficult to pursue. But making the commitment to yourself and a college education will be one of the most personally fulfilling and rewarding experiences of your life.

*Adapted from University of California-Merced Student Advising and Learning Center

Know Your Learning Style

We learn in many ways. For most students, one of these methods stands out. Some students remember best materials they've seen, some remember things they've heard, and others remember things they've experienced. Most students are visual learners, auditory learners, or kinesthetic learners.

	Learner Characteristics	Learning Suggestions
Visual Learner	• Is good at spelling but forgets names. • Needs quiet study time. • Has to think awhile before understanding the lecture. • Likes colors and fashion, dreams in color. • Understands/likes charts.	• Draw a map of events in history or draw scientific process. • Make outlines of everything! • Copy what's on the board. • Ask the teacher to diagram. • Take notes, make lists. • Watch videos. • Color code words, research notes. Outline reading. • Use flashcards. • Use highlighters, circle words, underline.
Auditory Learner	• Likes to read to self out loud. • Is not afraid to speak in class. • Is good at explaining. • Remembers names. • Notices sound effects in movies. • Enjoys music. • Is good at grammar and foreign language. • Follows spoken directions well. • Can't keep quiet for long periods. • Is good in study groups.	• Use word association to remember facts and lines. • Record lectures. • Watch videos. • Repeat facts with eyes closed. • Participate in group discussions. • Use audiotapes for language practice. • Tape notes after writing them.
Kinesthetic Learner	• Is good at sports. • Can't sit still for long. • Is not great at spelling. • Does not have great handwriting. • Likes science labs. • Studies with loud music on. • Likes adventure books, movies. • Is fidgety during lectures.	• Study in short blocks. • Take lab classes. • Role play. • Take field trips, visit museums. • Study with others. • Use memory games. • Use flash cards to memorize.

Adapted from the following source: http://www.going-to-college.org/myplace/style.html

To determine your learning style, use the learning styles inventory developed by Penn State.

Student Learning and Development Outcomes

The University of Minnesota student learning and development outcomes provide a framework for the undergraduate educational experience on the Twin Cities campus.

Learning Outcomes

At the time of receiving a bachelor's degree, students:

- Can identify, define, and solve problems
- Can locate and critically evaluate information
- Have mastered a body of knowledge and a mode of inquiry
- Understand diverse philosophies and cultures within and across societies
- Can communicate effectively
- Understand the role of creativity, innovation, discovery, and expression across disciplines
- Have acquired skills for effective citizenship and life-long learning

Development Outcomes

As they progress toward their degrees, students will develop and demonstrate:

- Responsibility and Accountability by making appropriate decisions on behavior and accepting the consequences of their actions
- Independence and interdependence by knowing when to collaborate or seek help and when to act on their own
- Goal Orientation by managing their energy and attention to achieve specific outcomes
- Self Awareness by knowing their personal strengths and talents and acknowledging their shortcomings
- Resilience by recovering and learning from setbacks or disappointments
- Appreciation of Differences by recognizing the value of interacting with individuals with backgrounds and perspectives different from their own
- Tolerance of Ambiguity by demonstrating the ability to perform in complicated environments where clear cut answers or standard operating procedures are absent

GETTING STARTED

MyU

MyU is the electronic portal through which you can access all your important data related to your time at the University of Minnesota. Once you've received an ID number and activated your U of M account, you can log in and register, drop/add a class, check your account balance, make a payment, view your grades, and much more via the portal.

For more information on the MyU portal, visit http://upgrade.umn.edu/student/index.html.

One Stop Student Services

One Stop provides links regarding registration, finances, grades and transcripts, degree planning, class search, and many other student resources. Contact us by e-mail, phone, or in person.

East Bank—333 Bruininks Hall
West Bank—130 West Bank Skyway
St. Paul—130 Coffey Hall
E-mail: onestop@umn.edu; Fax: 612-625-3002
Phone: 612-624-1111 or 1-800-400-8636 (outside metro area)

Internet Access and Your University E-mail Account

E-mail and Internet services are provided at no charge to students for the terms in which they are actively registered in credit courses. Some restrictions on access apply. The University-assigned e-mail account is the University's official means of communicating with you, and you should be aware of all user rights and responsibilities.

You are responsible for all information sent to you via your University assigned e-mail account. We recommend that you do not forward University e-mail to another account, but if you choose to do so, please reroute the servers so that the U of M e-mail address shows up in the *From:* line. You are still responsible for all the information, including attachments, sent to your University account.

Your University e-mail account is secure and the only address through which advisers can discuss educational information, the majority of which is technically confidential. Using your U of M e-mail address makes it easier to log e-mail advising contacts in your advising file.

Please activate your account as soon as possible after you register and check it frequently (see www.umn.edu/initiate for instructions on how to do this). If you have questions regarding this policy, call One Stop Student Services at 612-624-1111 or e-mail onestop@umn.edu.

For help with initiating your e-mail account, changing passwords, connecting to on-campus networks and systems, and troubleshooting computer hardware or software problems, contact 1-HELP.

Technology Help
Walk -in locations:
• 101 Coffman Union is open Mon.–Fri., 8 a.m.–6 p.m.
• 50 Coffey Hall is open Mon. and Wed., 1–4:30 p.m. and Fri., 10 a.m.–2:30 p.m.

Phone-in service
• Mon.–Fri., 7:30 a.m.–8 p.m.; Sat., 12–5 p.m. Call 612-301-HELP (4357) or 1-4357 on campus.

E-mail
• help@umn.edu or search the service listing at http://www.oit.umn.edu/services-systems/.

Academic Progress Audit System (APAS)

The APAS report is generated by the Academic Progress Audit System and it provides you and your adviser with information about your progress toward fulfilling degree requirements. *It is the single most valuable working document you'll use in pursuing your degree.*

The APAS report is a fast, reliable reference tool for all advising discussions. It identifies degree (B.A or B.S.); program (B.A.Sc., ICP, or MdS and any declared minors); credit totals and GPAs (lower and upper division); transfer credits; Liberal Education requirements; and your individualized area requirements at the upper division—all key reference points as you move toward graduation. You should check your APAS regularly and especially before each advising meeting, at least one week before you register (to ensure there are no holds), and after you enroll each semester.

If you are considering a major change, you can use the "What If…"APAS report for any major of interest to see how the courses you have completed meet those degree requirements.

Because the APAS report embodies *all* of your degree requirements, you should raise any questions you have about your coursework as soon as possible to your adviser. You, not your adviser, are responsible for meeting all graduation requirements. At the time you apply for graduation, a fully realized APAS report should read: "Degree Program Complete if In-Progress Coursework Is Used."

A link to your APAS report can be found on the One Stop website under the Quick Links column on the right.

Academic Advising Syllabus

Though you as a student are ultimately responsible for the choices you make in college, the University realizes that in order to make informed decisions, students benefit from the mentoring and advice of academic advisers. Your academic adviser is your primary resource regarding academic issues, opportunities, and programs. This document outlines the mutual responsibilities and expectations of your relationship with your adviser.

Graduation Planner

The Graduation Planner is an interactive planning tool for University of Minnesota students on all campuses. Use Graduation Planner to:

- Explore the requirements for majors and minors
- Discover what courses you need to take, and when you should take them
- Make a plan that will help you stay on track for graduation

Your adviser will be able to review and comment on the plans you create.

Student ID Number

You will receive your student ID (or file) number when the University notifies you that it has received your application. It will then appear on all official correspondence thereafter. Your ID number also appears on your U card, usually the first line after the word "student." APAS reports also display your student ID number. You will need to use your ID number to initiate your e-mail account and to log into your MyU account online. If you need help with your student ID number, call 612-625-2008 or 1-800-752-1000, Monday-Friday 8:30 a.m.-4:30 p.m.

U Card

The University of Minnesota's official identification card is the U Card. As a registered student, you are eligible to obtain a U Card and use it as your campus ID, cash card, and library card, as well as an access card to computer labs, recreation centers, the golf course, and discounts for arts and athletic tickets. You will also need it to charge books and supplies to your University Student Account at University Bookstores.

Your first U Card is free and can be obtained at the U Card Office or either of the two satellite locations: Coffman Union Information Desk or St. Paul Student Center Information Desk (both have limited hours). Bring your driver's license, state ID, or passport, and be prepared to have your picture taken. Your U Card never expires, so keep it after you leave the University.

Minnesota Transfer Curriculum

To simplify the transfer process, the University of Minnesota and the Minnesota State Colleges and Universities have developed the Minnesota Transfer Curriculum (MnTC).

If you complete the MnTC at a participating college or university (including another University of Minnesota campus) and then transfer to the University of Minnesota, Twin Cities (UMTC), you have completed the core, theme, and first-year writing portion of the University's Liberal Education requirements (you may still need to complete the writing intensive portion of the writing skills requirement.)

If completion of appropriate requirements is not noted on your APAS (Academic Progress Audit System) report, contact your adviser. An official transcript noting completion of the Minnesota Transfer Curriculum or an A.A. is required.

If you earn an Associate in Arts (A.A.) degree at a Minnesota community college or community and technical college, you are considered to have completed a major portion of the Liberal Education requirements.

For more information on using transfer credits to fulfill UMTC requirements or if you have any questions, contact the Office of Admissions or visit the One Stop Web site.

Transfer Record of Articulated Courses

If you transferred to the University of Minnesota from another institution, you were asked to provide official transcripts of coursework from your previous school(s). The Office of Admissions evaluates your coursework for general transferability of credit toward a degree and Liberal Education requirements.

A summary of this evaluation, called a Transfer Record of Articulated Courses (TRAC) report, is sent to you prior to orientation and registration. If there are restrictions on a specific course, or the type of credit that may require further evaluation, they are noted on the summary. The level of coursework is noted on the summary as introductory (1xxx or 2xxx level at the University of Minnesota) or upper level (3xxx,4xxx, or 5xxx level at the University of Minnesota). The determination is based on the course numbering system at your previous school.

If you wish to have individual courses reviewed for upper-level credit, contact your adviser. Your adviser will help you understand the coursework transfer process. For coursework that has not yet been evaluated as part of the U of M admissions application, your adviser can help you understand and use Transferology, a tool that addresses the transferability of courses within the MNSCU system and other schools.

Your adviser can also interpret informally and unofficially how coursework from other schools might be interpreted by the U of M-Twin Cities. The adviser will look at your TRAC report to understand how the University has evaluated your courses. When appropriate, your adviser may direct you to complete and submit a course evaluation appeal form and submit it to the appropriate curriculum authority, the Transfer Admissions Office, or an academic department. Additional materials may be important in the formal review of a course, including a course syllabus and completed research papers and exams. General course transferability to the U does not guarantee that a course will transfer to fulfill a requirement in your major.

CONNECTING WITH YOUR DEGREE

What does it take to earn your degree from the University of Minnesota? Typically, you must complete 120 credits, meet your major requirements, complete the University liberal education requirements, and have a 2.0 cumulative GPA.

Below is just a snapshot of the main requisites and policies you should be aware of as you pursue your degree. You should consult with your adviser and the CCE website for specific requirements relative to your major.

Requirements for Continuing in the Program
2.0 Cumulative GPA
A 2.0 GPA, or "C" average, is the standard for good academic standing. Students whose term GPA (semester grades) or cumulative GPA drops below a 2.0 are placed on academic probation. Students on probation need to work closely with their advisers and other campus resources to improve their academic standing.

If you need to figure out how to reach your desired GPA, use the GPA Calculator. The GPA Calculator tells you how to determine your GPA based on current and future grades. See also **Academic Progress** on page 16.

Credit Load Policy
Generally, you must complete at least 120 credits to earn a bachelor's degree from the University of Minnesota. If you want to graduate in four years and if you are a full-time student, you need to average 15 credits per semester, including major courses, Liberal Education courses, and general electives. All undergraduates must take at least 13 credits each semester (a full-time load) unless you have an approved exemption (see "13-Credit Exemption Policy" on One Stop for information and request form). For full-time students, a balanced course schedule is usually between 14-17 credits.

Note: It is common for MdS students to take fewer than 13 credits. Speak with your adviser if you intend to pursue your studies part-time.

In regard to planning for your academic workload, one undergraduate credit is defined as equivalent to an average of three hours of learning effort per week (over the full semester). This effort is necessary for an average student to achieve an average grade in the course. For a three-credit course, in addition to the three hours per week you'll spend in class, you should expect to spend an additional six hours beyond the classroom to meet course requirements.

Graduation Planner
See page 10.

Liberal Education Requirements

The liberal education courses that you are required to take introduce you to the modes of inquiry and subject matter of the major branches of knowledge. Many courses fulfill more than one Liberal Education requirement. There is a huge variety of courses to choose from, so choose classes that you'll enjoy. The Liberal Education requirements changed for students admitted after fall 2010; check the One Stop website to see which requirements apply to you.

Major Requirements

You must complete all of the requirements in your major as part of your CCE degree. Your adviser will help you understand the requirements of your major. Your APAS report will show your progress towards your major requirements, so it's a good idea to review it every semester.

In-Progress Notifications

Instructors in freshman-level courses provide you with a notification via e-mail if, on the basis of performance up to the sixth week in your course, you appear to be in danger of receiving a grade of D, F, or N. The notification is not a part of your transcript; it is just used to tell you and your adviser that you may need some additional help. If you receive one or more of these notifications, you should contact your instructor(s) and/or academic adviser to come up with a plan to improve your performance in your course(s).

Some instructors may also send notifications if they simply wish to notify you of your current progress and projected grade, given continued performance at the same level.

Minnesota Transfer Curriculum

See page 10.

Transfer Record of Articulated Courses

See page 11.

Connecting with Your Major

Students in each of the degrees below should read the following documents.

Applied and Professional Studies Programs

Construction Management
Health Services Management
Information Technology Information
Manufacturing Operations Management

Individualized Degree Programs

Inter-College Program
Multidisciplinary Studies

Experiential Learning and Career Development

Volunteer experiences, internships, research opportunities (e.g. the Undergraduate Research Opportunity Program--UROP), and field and study abroad experiences greatly enhance undergraduate learning and career preparation.

Career counselors at the Career and Internship Services office can help you with career exploration, goal setting, résumé writing, interview coaching, and internship and job search strategies. They also offer the course CFAN/ICP 3201 Career and Internship Preparation, as well as the online resources GoldPASS Job and Internship Postings. You are welcome to participate in a variety of career fairs and events, such as the St. Paul Campus Job and Internship Fair (September), the University of Minnesota Job and Internship Fair (February), Graduate and Professional School Day (October), and Government and Non-Profit Career Fair (October).

The Community Service-Learning Center is another useful resource. It sponsors the Community Involvement Fair in September and field-based courses through the Higher Education Consortium for Urban Affairs (HECUA). Semester-long HECUA offerings include City Arts, Environmental Sustainability, Metro Urban Studies Term (MUST), and Writing for Social Change.

The Health Careers Center helps students explore health care professional options, develop effective tools and skills for career development, and prepare for applying to health science professional programs. The Center offers advice about accessing health care related volunteer experiences and courses introducing the health science professions. The Center also sponsors the Health Careers Fair (September).

The Learning Abroad Center facilitates in-person and online First Step for Study Abroad information sessions covering academic, internship, and service learning opportunities in around the world.

ACADEMIC POLICIES AND PROCEDURES

Registration Procedures

Registration Planning

You will need the following to prepare for registration:

- The online *Class Search*, found on the One Stop website or via MyU
- A list of the Liberal Education requirements
- Your APAS report

As you plan your registration, keep in mind that coursework from a previous school may fulfill Liberal Education and other requirements. Your APAS report will show which requirements your coursework fulfills. Your adviser can help you interpret the report.

If this is your first time registering for classes at the U of M, or if it has been two or more terms since you last registered, you will need to activate your record through One Stop. After you receive your activation, you will register at MyU by clicking on the "Academics" tab and using its Enrollment Tools.

The Class Search tool will allow you to review courses that you are considering for each of the requirements that you have not satisfied. You can search open courses by a number of attributes, including semester, subject, time, day of the week, and Liberal Education requirements. You will be able to see if a particular course meets the Liberal Education requirements by clicking through to the Class Detail page.

To see a list of courses that meet the Liberal Education requirements, go to One Stop. Remember that some courses may overlap and fulfill more than one requirement. As you plan, use a notebook or planning calendar to pencil in any other time commitments that you will have, such as work or family obligations.

Go here for a detailed guide on how to register.

If you have questions about selecting classes, course abbreviations and terms, prerequisites, and registration times, check out One Stop – your go-to for how things work.

Registration Times

Course Prerequisites

Getting Into Closed Classes

Overlapping or Back-to-Back Courses

You may not register for classes that overlap or have less than one minute separation without submitting a Class Time Conflict Approval form signed by the instructors of both classes.

Making Changes to Your Registration
See also One-time Late Withdrawal on page 21.

Registration for Online and Distance Learning Courses
Please follow the registration dates listed online. Registration periods for extended-term courses (sections B, C, D, and E) are timed so that one section is open per month. When a section closes at the end of the month, there is no late registration available—simply register for the next month's section.

Academic Policies

Academic Integrity (Scholastic Dishonesty)
Students, faculty, and staff are expected to uphold the highest standards of academic integrity. The Office for Student Conduct and Academic Integrity (OSCAI) serves as a centralized forum for the fair and even-handed resolution of reported cases of student scholastic dishonesty. Scholastic dishonesty is defined in the Student Conduct Code, and OSCAI uses the Student Conduct Code to govern behavior on campus. **You are responsible for knowing the Student Conduct Code**. Talk with your professors if you have questions about policies regarding plagiarism or scholastic dishonesty in any of your courses.

Academic Progress
You are placed on academic probation or suspension if your term and/or cumulative GPA is below 2.0. An admitted student on probation is required to meet with an adviser each term before registering for classes. The purpose of this meeting is for your adviser to help you develop strategies to improve your opportunities for success as a student. If your cumulative and term GPA fall below a 2.0 after a probationary period, you are eligible for suspension from the University for at least one academic year and will have to appeal to re-enroll after a break. Readmission is not automatic. To be readmitted, a student must show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

Active Military Duty Cancellation Policy

Adding or Dropping Courses (Change of Registration)

Adding a Minor, a Second Major, or a Second Degree

Attendance

Change of College

Code of Conduct
The University of Minnesota Student Conduct Code states in Section V Subd. 1. Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in

unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.

This policy is enforced by the Office of Student Conduct and Academic Integrity (OSCAI). Students are also expected to follow the policies on Teaching and Learning: Student Responsibilities. Instructor and academic units adhere to the responsibilities identified in the policy on Teaching and Learning: Instructor and Unit Responsibilities.

Credit Load Policy

Disability Services
Disability Services assists disabled students, staff, and visitors in accessing campus classes, programs, facilities, services, employment, and activities by providing information, referral, and reasonable accommodations. For more information, contact Disability Services at Suite 180, McNamara Alumni Center, 200 Oak Street SE; 612‒626‒1333 (V/TTY); ds@umn.edu.

Enrollment Policies and Procedures

Equal Opportunity

Final Exams

First Week of Class

Full- or Half-time Status

Grading Options

Holds

Inactive Status/Discontinuation
Undergraduates who have not been granted a formal "leave of absence" or who do not register for one semester (excluding summer session) will be placed on "inactive" status. To return to active status, you will need to fill out an Application for Readmission and submit the completed form to the CCE office for approval and to register for another term.

You must also submit any official transcript(s) of any outside course work since your last attendance at the University of Minnesota to the Office of Undergraduate Admissions, 240 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455.

Students returning from inactive status must follow new program requirements upon return. Generally students in good academic standing at the time they become "inactive" should routinely be allowed to return to active status. However, colleges may condition readmission on availability of space in a program.

Leave of Absence/Readmission (degree-seeking students only)
If you won't be registering for courses for one term (not including May or summer session), you should contact your adviser to discuss taking a leave of absence. Your adviser can help you plan a constructive leave of absence and prepare you for returning to the University when you are ready.

Make-up/Rescheduling Exams

In-Progress Notifications

One-Time Late Withdrawal

Permission Numbers

Petitions
You can petition the CCE Scholastic Committee if you would like an exception to a policy. Appropriate petitions include, but are not limited to:
- Adding a course after the add deadline (the instructor must sign your petition before it is submitted).
- Students who wish to drop one course after the deadline and keep other courses may do so by submitting a petition to use their University "one-time-only" withdrawal (see above). Students may submit these petitions at any time up to and including the last day of class for that course, and only if they have not yet completed the course by taking final exams or submitting a final project, and only if they have not yet used their "one-time-only" withdrawal.
- Dropping courses after the drop deadline due to extenuating circumstances. Documentation of your situation (e.g., medical situation, family circumstances) is often required with a petition based on an extenuating circumstance. For example, include a note on letterhead from your doctor if you are petitioning to drop courses due to a medical situation. Please note that selective withdrawal (dropping a class and keeping others during the same term) for extenuating circumstances is rarely approved. Extenuating circumstances calling for late withdrawal usually require withdrawal from the entire term.
- Requests for an exception or substitution to major requirements.
- Changing your grade base is routinely denied except in the rare instance of documented University error or a documented need to change grade base in order to earn credit for your degree.

Petitions will be evaluated based on the situation described by the student. If you are submitting a petition, please be sure to write a clear statement of why you are making your request. Feel free to attach a separate, typed sheet describing your situation. Petition forms should be submitted to CCE Student Services, 20 Ruttan Hall.

Repeating a Course

Veterans Certification
To be certified for education benefits, contact the University of Minnesota's Veterans Certification office.

Veterans Certification Office
One Stop Student Services
University of Minnesota, Twin Cities
320 Bruininks Hall
222 Pleasant St. S.E.
Minneapolis, MN 55455-0239
Phone: 612-625-8076
Fax: 612-625-3002
E-mail: veterans@umn.edu

Grades, Transcripts, and Records
Access to Student Records
Regents policy, federal law, and state law regulate release of student information to third parties. University policy regulates sharing of information within the University. Briefly, some of your student information is designated as directory information and is a matter of public record. See One Stop for more information.

Dean's List
Each semester, all colleges and programs publish a dean's list, which includes students who achieve a 3.666 GPA or higher and who complete at least 12 credits on the A-F grading system. This achievement is noted on students' transcripts.

Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law designed to protect the privacy of education records; to establish the right of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Grades and Grading Options
Learn more about the two main grading systems on the Twin Cities campus, A-F and S/N, as well as information on Incompletes and calculating your GPA.

Go to "MyU: Academics" to view your grades. If you would like to determine your grade point average, you can use the online calculator.

Grades and Transcript Policy

You may view your unofficial transcript via "MyU: Academics" or request a copy in person. One Stop does not send unofficial transcripts by mail. You may not request a transcript by phone. The online request is the most convenient way to order an official transcript. You may charge the fees to a credit card or active student account.

TUITION, FEES, AND FINANCIAL AID

Tuition and Fees
Tuition
You pay the appropriate undergraduate tuition rate if you receive undergraduate credit and you are not registered as a graduate or professional degree student.

Fees
All University students are charged fees in addition to tuition. Those fees fall into several different categories: general, college and program, course, and service and usage fees. You can opt out of some fees and others are refundable. Detailed information on fees charged can be located on the One Stop website.

13-credit Minimum
Most degree-seeking undergraduates pay a flat tuition rate based on a minimum 13-credit load (and also pay the student services fee and a full technology fee); credits 1–12 are assessed at the per-credit rate only if you have been approved for a reduced credit load.

Tuition Reciprocity
The University has reciprocity agreements with the states of Wisconsin, North Dakota, South Dakota, and the province of Manitoba, Canada. If you are a resident of any of these states or the province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates.

Tuition reciprocity is not automatic, and there are exceptions. You must apply for reciprocity **prior to the term** in which you plan to register. You need to apply for reciprocity through the higher education office in your state or province.

MN Residency
Resident status is granted to students who:
- Are permanently residing in Minnesota; and
- Have been continuously present in the state of Minnesota for at least one calendar year prior to the first day of class attendance at the University. During that one-year period, the student must not have attended any other Minnesota post-secondary educational institutions.

You can read the Residency, Reciprocity, and Tuition Exemption form for more information.

Billing and Payment

Degree-seeking students have a student account and receive an online bill for tuition and fees for day, evening, and Online and Distance Learning (ODL) credit courses, housing, and other University charges, including any previously unpaid balances. Each time you register or cancel/add, your account is adjusted. Your student account reflects your *total* charges and credits for tuition and other University fees. To view your student account online, go to MyU and click on the "My Finances" tab. Information, including annual billing schedules and procedures, is available on One Stop.

Online Billing Statements

The University of Minnesota offers online billing and payment of your student account bills (tuition, fees, housing, books, and other University charges). Online billing is the official means of generating tuition bills for all enrolled University of Minnesota students. Paper bills do not exist for enrolled students. You will be able to view your billing statement at the MyU "My Finances" tab.

The University's billing and payment system will automatically send an e-mail notice to your University account when the bill is ready to be viewed online in your my "My Finances" page. You will need your University-assigned Internet ID and password to log in to your University student account. For more information on how to make a payment, go to One Stop or contact One Stop Student Services at 612-624-1111.

When to Pay

Billing and due dates for the current term are available online. Always pay by the due date listed on your bill.

Note: Initial registrations that occur on or after the first day of the term are subject to late registration fees. If your accounts for current or prior semesters are not paid in full, you may not be allowed to register for the next semester or your registration may be canceled before or during the semester.

How to Pay

You can pay the University several ways. To learn more about each method, visit the One Stop website.

Third Party Billing

If you have been authorized to have a sponsor pay the University for your tuition and fees, please bring or mail your authorization to Third Party Billing, B-12 Fraser Hall, 106 Pleasant Street SE, Minneapolis, MN 55455, or fax it to 612‑626‑0387.

Financial Aid

CCE students receive funding from many sources to pursue their personal, educational, and career goals. If you can't afford to pay for tuition, fees, books, and other educational expenses without assistance, start exploring financial aid options as soon as possible. Eligibility criteria and application deadlines differ by aid program and requirements may change from year to year. Don't assume you won't qualify!

CCE-wide Scholarships and Grants

Scholarships and grants are awarded annually to students who are admitted to degree and certificate programs, non-admitted (non-degree) students enrolled in credit courses, and students enrolled in noncredit courses for personal enrichment or professional development. Eligibility requirements vary by scholarship fund. CCE scholarships and grants may supplement other financial aid that doesn't need to be repaid if that aid falls short of paying for tuition and required fees.

Free Application for Federal Student Aid (FAFSA)

FAFSA is required for federal, state, and Office of Student Finance-administered grants, scholarships, loans, and work-study. This aid requires admission to a degree program. The FAFSA also enables students taking prerequisite courses required for admission to an undergraduate or graduate degree program eligible for loans.

Financial aid information can also be found on One Stop.

UROP Grants

The University of Minnesota's Undergraduate Research Opportunities Program (UROP) offers financial awards twice yearly to undergraduate students for research, scholarly, or creative projects undertaken in partnership with a faculty member.

Financial Aid Disbursement

For prompt financial aid disbursement to your student account, complete your registration at least two weeks before the term begins. The Office of Student Finance (OSF) prepares for disbursement by verifying enrollment approximately 10 days before the start of the term.

OSF verifies enrollment weekly thereafter until the end of the 75 percent tuition refund period (the end of the two-week drop/add period). If you increase enrollment after that date, contact a One Stop counselor to have your financial aid awards reviewed.

If you reduce your enrollment after your financial aid has disbursed to your student account, you run the risk of being billed back for any financial aid award for which you no longer have sufficient enrollment.

Note: If, for any reason, you do not receive your financial aid, you are still responsible for paying your tuition and fees by the due date.

Education Tax Credits and Deductions

As a formally enrolled degree student, you may be eligible for specific tax credits. To learn more, visit the University's Tax Management Office website or the IRS website and search "education tax benefits" to obtain up-to-date information.

Refunds

If it becomes necessary for you to withdraw from your class(es), you may be eligible for a partial tuition refund. Tuition and course fees are refunded on the following general schedule for semester-length courses: if you cancel through the first week of the term, you will receive a 100 percent refund; 75 percent during the second week; 50 percent during the third week; 25 percent during the fourth week; and 0 percent thereafter. Keep in mind that refunds for cancellations are effective the day they are processed, not the day you stop attending class. A complete refund schedule for can be found on One Stop.

Note: Degree-seeking undergraduates do not receive a refund when they drop below 13 credits unless they have been approved for a reduced credit load.

Financial Aid Refunds

It is your responsibility to find out what credit load is required to remain eligible for any financial aid funds you were offered. This is very important, as the types of financial aid awards and eligibility requirements vary widely.

PREPARING FOR GRADUATION

The College of Continuing Education holds its commencement ceremony annually in May. All students who have graduated fall term of that academic year, as well as those who have submitted an Application for Undergraduate Degree for spring, May, and summer terms of that academic year are invited to participate in this celebration. Eligible students are notified of commencement activities in mid-April; the commencement ceremony takes place early May.

Graduation Checklist

1. **Print an APAS and Schedule a Graduation Review Advising Appointment**. Schedule an advising appointment before registering for the term of your intended graduation; you and your adviser will examine your APAS report and use Grad Planner to review progress towards graduation.
2. **Check for any holds on your record**.
3. **Check for any remaining balance on your student account.** You will not receive your diploma until your account is paid in full.
4. **Check deadlines for graduation application** at:
5. **Submit the Application for Undergraduate Degree.**
6. **Understand what applying for graduation means for financial aid.** You can find more information at: http://onestop.umn.edu/degree_planning/graduation/financial_aid.html

Application for Degree

Undergraduates must apply for graduation online. Degree application deadlines are available online. For an application, go to One Stop. You can also make changes to your expected graduation term or diploma address.

Graduation Clearance

At the end of the semester that you have applied to graduate, your file is reviewed for all requirements. If all requirements are successfully completed, the CCE staff will "clear" you to graduate. The Office of the Registrar will then post the degree to your transcript. If any requirements are missing, graduation is postponed and you are notified by CCE of the missing requirements.

Graduating With Distinction

To graduate with distinction students must have completed 60 or more semester credits at the University of Minnesota, Twin Cities. A minimum cumulative GPA of 3.75 – 3.89 is required for graduation "with distinction." A cumulative GPA of 3.90 – 4.00 is required for graduation "with high distinction." This award is based solely on a student's cumulative GPA and no application is required.

Graduating With Latin Honors

Students must be enrolled in and complete the University Honors Program to graduate with Latin

Honors (cum laude, magna cum laude, and summa cum laude). Students may obtain a degree with both Latin Honors and with distinction. For more information, see the University Honors Program website.

Career and Internship Services

Career and Internship Services serves undergraduate and graduate degree-seeking students in the College of Continuing Education. Recent graduates can use career services for two years after graduation. For alumni who graduated more than two years ago, the career center offers a complimentary one-hour appointment to help get started. All alumni can view job postings using GoldPASS, the job posting site for students and alumni.

STUDENT RESOURCES

CCE Resources and Forms

College of Continuing Education (General)	http://www.cce.umn.edu; 612-624-4000
CCE Advising	http://cce.umn.edu/Information-Center/Advising-and-Career-Services
CCE Financial Aid and Scholarships	http://www.cce.umn.edu/Information-Center/Financial-Aid/index.html
CCE Forms	http://cce.umn.edu/forms-resources-and-policies

University Resources

Academic Planning and Exploration, Center for (CAPE)	http://www.cape.umn.edu/
Aurora Center for Advocacy and Education	http://www1.umn.edu/aurora/
Bookstores	http://www.bookstores.umn.edu/
Boynton Health Service	http://www.bhs.umn.edu
Campus Directory Assistance	http://www1.umn.edu/systemwide/directories/services.html
Campus Events	https://events.umn.edu/
Career Counseling Services	http://www.career.umn.edu/
Career and Internship Services	http://www.careerhelp.umn.edu/
Center for Writing: Student Writing Support	http://writing.umn.edu/sws/
Class Search	z.umn.edu/publicclasssearch
Community Service-Learning Center	http://servicelearning.umn.edu/
Computer and Technology Help	http://www.oit.umn.edu/help-support/
Conflict Resolution Center (SCRS)	http://www.sos.umn.edu/
Copying and Printing Services	http://www.printing.umn.edu/copycenters/index.html
Counseling and Consulting Services, University (UCCS)	http://www.uccs.umn.edu/
Course Catalog	z.umn.edu/publiccoursecatalog
Disability Services	https://diversity.umn.edu/disability/
Engagement and Volunteer Opportunities	http://engage.umn.edu/twincities/search
Equal Opportunity and Affirmative Action	http://www.eoaffact.umn.edu/

Financial Information	http://www.onestop.umn.edu/finances/index.html
Fraternity and Sorority Life Office	http://www.fsl.umn.edu/
GLBTA Programs Office	https://diversity.umn.edu/glbta/
Health Careers Center	http://www.healthcareers.umn.edu/
Honors Program	http://www.honors.umn.edu
Housing and Residential Life	http://www.housing.umn.edu/index.html
International Student and Scholar Services	http://www.isss.umn.edu/
Learning Abroad	http://www.umabroad.umn.edu/
Libraries	http://www.lib.umn.edu/
Legal Services	http://www1.umn.edu/usls/
Minnesota Daily	http://www.mndaily.com/
Multicultural Center for Academic Excellence	https://diversity.umn.edu/multicultural/home
National Student Exchange Program	http://www.offcampusstudy.umn.edu/nse/index.html
One Stop Student Services	http://onestop.umn.edu/
Parking and Transportation	http://www1.umn.edu/pts/
Police and Security	http://www1.umn.edu/police/
Recreational Sports	http://www.recsports.umn.edu/
SMART Learning Commons	https://wiki.umn.edu/SMART
Student Academic Success Services	http://www.uccs.umn.edu/education/sass.htm
Student Affairs, Office of	http://www.osa.umn.edu/
Student Engagement Office	http://www.dowhatmatters.umn.edu/
Student Emergency Loan Fund	http://www1.umn.edu/self/
Student Parent HELP Center	http://www.sphc.umn.edu
U Card Office	http://www1.umn.edu/ucard/umtc/home.html
Undergraduate Research Opportunities Program (UROP)	http://www.urop.umn.edu/
Women's Center	https://diversity.umn.edu/women/