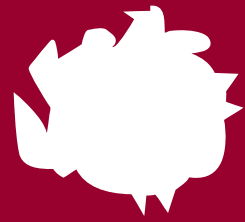




*Reaching
higher*



STUDENT HANDBOOK

UNIVERSITY OF MINNESOTA DULUTH

Welcome to the University of Minnesota Duluth!

Congratulations! You have begun your UMD journey! Welcome to the Bulldog Family!

This New Student Guide is intended to assist you from the time you attend Advisement & Registration through your first few weeks of classes at UMD. We have included information that may not be easy to find elsewhere and that you may need to know before the beginning of fall semester.

This guide does not replace the UMD Catalog, the on-line class schedule, or the information brochures on liberal education, housing, financial aid, and student accounts. You still need to read these publications as they pertain to you. If you cannot find answers to your questions, please contact us. If we cannot assist you, we will direct you to the appropriate office and people who can address your concerns.

We look forward to seeing you this fall.

Sincerely,

Members of the Committee on Advisement & Registration

First Year Experience & Students in Transition: 218.726.6393

UMD's Toll Free Number: 800.232.1339

UMD's Homepage:
<http://www.d.umn.edu>

Quick Guide to UMD Campus Resources

Admissions	218-726-7171
Advisement Coordination Center	218-726-6307
American Indian Learning Resource Center	218-726-6379
Athletics (Intercollegiate)	218-726-7518
Career Services	218-726-7985
Counseling (Health Services)	218-726-7913
Disability Services & Resources	218-726-8217
Financial Aid	218-726-8000
First Year Experience & Students in Transition	218-726-6393
Gay, Lesbian, Bisexual, and Transgender Services	218-726-7300
Health Services	218-726-8155
Housing Office	218-726-8178
Library	218-726-8102
Multicultural Center	218-726-6522
Parking Services	218-726-7433
Police (UMD)	218-726-7000
Recreational Sports	218-726-7128
Religious Advisors	218-726-8737
Student Affairs Offices for each College	
Business & Economics	218-726-6594
Education & Human Service Professions	218-726-7156
Fine Arts	218-726-7261
Liberal Arts	218-726-8180
Science & Engineering	218-726-7585
Student Employment Office	218-726-7912
Supportive Services Program	218-726-7152
Ticket Offices	
Athletics	218-726-8595
UMD Theatre	218-726-8561
Tutoring Center	218-726-6248
U Card Office	218-726-8814
Women's Resource and Action Center	218-726-6292

TABLE OF CONTENTS

<i>Your Orientation to UMD</i>	Page #
Advisement & Registration Program	3
Welcome Week & Bulldog Bash	3
First Year Experience & Students in Transition	3
Parents & Family Weekend	3
UMD Catalog	3
Student ID/U-card	3
Email	3
UMD Directory	4
Registration	4
<i>Transition to College: Making It Good!</i>	
Academic Expectation	4
Balancing Academics with Social Life	5
Making Social Connections	5
Behaviors of Successful Students	5
The W-Curve & The First Year of College	5
<i>Records and Finances</i>	
Grades and Transcripts	6
Student Records	6
Student Employment	6
Financial Aid	7
Billing Statement: Paying Tuition and Fees	7
<i>Getting Ready for Classes</i>	
Parking at UMD	8
Buying Books	8
Music Participation	9
Renting Lockers	9
Athletics Participation	9
<i>Academic Success and Beyond</i>	
First Day of Class	9
Canceling and Adding after Classes Begin	9
Academic Advising	10
Campus Resources	10
Academic Support	11
<i>More Campus Services</i>	
Safety and Security: Campus Police	12
UMD “Safewalk” Service	12
Health Services	12
Office of Equal Opportunity	12
Kirby Student Center	12
UMD Food Services	13
Student Organizations	13
Recreational Sports & Outdoor Program	13
<i>UMD Calendar 2008–2009</i>	14

YOUR ORIENTATION TO UMD

Admission to UMD

When you are offered admission to UMD, it means that you join the UMD community. We make a commitment to provide you with an opportunity engage in a fantastic educational experience and to earn your bachelor's degree. You should have expectations of us, of what UMD should offer, and the standards we should meet. In turn, we will have certain expectations of you.

We ask that you commit yourself to the serious effort it takes to be actively engaged and successful in college. At the same time, we will provide the opportunities and services that will make your success possible.

Advisement & Registration Program

Our commitment to you begins with Advisement & Registration. During this program and in the next few months, you will find that earning a degree is about making decisions on majors, minors, liberal education courses, and general elective courses. It means handling forms, requirements, policies, and procedures. At Advisement & Registration, we discuss these issues with the understanding that this may be new to you. We understand you may be unsure of your major or what classes you want to take. Advisement & Registration is where you begin to make decisions, learn about UMD, and become responsible for your college education and experience.

Welcome Week & Bulldog Bash

Your orientation to UMD continues with Welcome Week & Bulldog Bash on Thursday, August 28 and continues through Monday, September 1, 2008. During this program you will build on the academic introduction you received during Advisement & Registration and create a number of connections with other new students, returning students, and faculty on campus. During the program you will also get familiar with the wider Duluth community and the Twin Ports area. This program is designed to support your social, academic and personal transition to campus life and will have a number of activities and events to help you make new friends, feel comfortable in your new environment, and learn about services and resources available at UMD. And it is designed to be a lot of fun!

New UMD students may move into University Housing on Thursday, August 28 or early Friday morning, August 29. More information on specific times will come to you this summer. We suggest you plan to move in on Thursday, August 28 to give yourself time to get settled before the required Welcome Week & Bulldog Bash orientation programs begin.

First Year Experience & Students in Transition

Approximately 2100 new freshmen enter UMD each year. We recognize that the initial transition to college life can be both difficult and exciting. First Year Experience & Students in Transition is here to help you through this change. Programs

and services include Advisement & Registration, Welcome Week and Bulldog Bash, Parents' and Family Weekend, Introduction to College Learning course, a newsletter series, and walk-in assistance. Ongoing support and assistance are always available. We encourage you to stop by our office in 60 Solon Campus Center, call 218.726.6393, email fye@d.umn.edu or visit us on the web at www.d.umn.edu/fye/.

Parents and Family Weekend

Parents and families of new students are invited to visit their sons and daughters on the UMD campus October 24–26, 2008 to meet the Chancellor, come to the Saturday luncheon, attend a hockey game or theatre production, and attend a Sunday brunch. Invitations and registration forms will be mailed in the late summer. We encourage parents to make hotel reservations now! For information on accommodations in the Duluth area, call 800-4-Duluth or see the Parent and Family website at <http://parents.d.umn.edu/>.

UMD Catalog

The UMD Catalog contains information regarding the university and college structures, policies and procedures for students, degree requirements, and course descriptions. To earn a degree, students must satisfy the requirements identified in the catalog that is in print the year they enter UMD or any other catalog active during their enrollment within an eight-year period. You can also view the catalog by exploring the website: www.d.umn.edu/catalogs/.

Use the UMD Catalog to look up course descriptions, liberal education requirements, major, minor, or program requirements, and collegiate regulations on academic standing. Many questions about UMD are answered in the UMD Catalog. It should be the first place you look. If your specific questions are not addressed, it will direct you to the right place to ask in person.

Student ID Card/U-Card

The U Card is a campus photo identification card used by students, faculty, and staff. It serves as your identification for various campus services, programs, and activities, and offers optional long distance telephone and banking services. You can also put money on your U Card at one of the "Cash to Card" machines on campus or on-line. This gives you the capability to use computer lab printers and to purchase lab equipment needed for some of your science courses. You may have your U Card produced during Advisement & Registration or any time after. You are encouraged to stop by the U Card office to have your card made before the start of fall classes. The U Card office is open Monday–Friday, 8:00 am to 4:30 pm; confirm summer hours by calling 218.726.8814.

Email

Email is the official means of communication between the University and students. There are two programs available to access your UMD email account. The first program is UMD Webmail (IMP), which can be accessed by going to www.d.umn.edu/email. The second program is Mulberry, which can be

downloaded from the web at www.d.umn.edu/itss/software/mulberry/. Webmail is the easiest way to access your UMD email account from home. You will need to log into your email account using your internet ID (a.k.a. username) and password.

UMD Directory

A directory of student and staff is published annually by UMD. The name, local (UMD) address, and telephone number of registered students will be included in the 2008–2009 edition. You must update your personal information on the web (go to www.d.umn.edu/Register/ and click on “View/Change your Personal Info”) so your local (school) address and phone number are published. If you do not wish to have this information published, you must complete the online Directory Suppression form before the end of the first week of fall semester. Directories will be distributed in November in Kirby Student Center. The directory information is also available online at www.d.umn.edu/people/.

Registration

The UMD Class Schedule is published online every semester and lists the courses with their credits, instructors, meeting times, and meeting rooms for that semester. View the class schedule at www.d.umn.edu/courseinfo/ by clicking on Class Schedule—Online Version. UMD also provides a detailed academic calendar, which includes the deadlines for canceling/adding courses (www.d.umn.edu/registrar/reg_change.html) and a tuition refund schedule (www.d.umn.edu/registrar/refunds.html).

Registration for courses and credits is for one semester at a time and most courses last only one semester. Each course is assigned between 1 and 5 credits, with most earning either 3 or 4 credits.

To complete a bachelor’s degree in four years, students usually need to complete an average of 15 credits per semester. This does not mean that you will take exactly 15 credits every semester. The full-time credit load each semester ranges from 12–18 credits, which is typically 3–6 courses. If you are receiving the Minnesota State Grant as part of your financial aid, you need to carry a minimum of 15 credits per semester to receive the full grant. The grant is typically prorated if you enroll in 12–14 credits.

Changing your schedule after Advisement & Registration:

You will leave Advisement & Registration with a confirmed course schedule. If you wish to make any changes in the schedule (cancel or add courses), you must discuss the change with the student affairs staff in the college through which you registered.

To cancel or add courses contact:

Labovitz School of Business and Economics
218.726.6594

College of Education and Human Service Professions
218.726.7074

School of Fine Arts
218.726.7262

College of Liberal Arts
218.726.8180

Swenson College of Science and Engineering
218.726.7585

TRANSITION TO COLLEGE: MAKING IT GOOD!

Two Triangles of Success

A successful college student excels in three areas: personal awareness, social connection and academic success. Academic success is the foundation; students need to prioritize their academic responsibilities in order to make progress toward the bachelor’s degree. Academic success, however, is not enough to truly define a successful student. Social connection plays an important role in preventing students from leaving college as well as providing a means for spending time with other students who share your interests. (See the Making Social Connections section.) Finally, the third part of college success is personal awareness. Being mindful of what you value, who you are and why you’re in college can keep you on the right path and keep you healthy.

Academic Expectations: High School and College

Students are often surprised to learn that the University expects that a student will study two hours outside of class for every hour spent in the classroom. Since one credit is roughly equivalent to one hour of class time, this means that a student taking 15 credits is expected to spend at least 30 hours per week on their academic work outside of class. This total of 45 hours per week is like a full-time job—and students should think of their academic “work” as their most important job.

While this may seem like a lot of time, think about your time in high school. Most high school students spend about six hours per day in class, plus one hour of study hall. Over the course of a week, this equates to 35 hours. Throw in a few hours for studying, and you may be at 40 hours.

It doesn’t make sense that pursuing a college education should take less time than education in high school. Since the level and intensity of college learning are higher, students should be spending more time on college academics than they did in high school.

The difference is in the ratio of in-class to out-of-class academic time. In high school you may have done most of your work in class or in your study hall, with only a few hours of homework per night. In college, what you learn in class is a springboard to the work you do outside of class. Rather than providing you most of the information in the classroom, college professors introduce a topic and expect you to master the details on your own or in study groups.

Remember that your “study” time in college will comprise reading, taking notes on your reading, reviewing and amplifying your class notes, researching, writing and rewriting,

and completing homework assignments. If you're doing all these things, it's not hard to see how you'll spend at least 30 hours each week on your academic work. Freshmen who start college by committing to 45 academic hours per week set themselves up for success.

Balancing Academics with Social Life

If spending 45 hours per week on your academic work seems like it leaves no time for fun, you'd be surprised to know the truth. Here is how the math of a good academic week would work out:

- Start with 168 hours (24 hours per day, 7 days per week)
- Subtract 56 hours for sleeping (8 hours per night)
- Subtract 45 hours for academics (15 hours of class, plus 30 hours of out-of-class work)
- Subtract 21 hours (3 hours per day to eat, shower, get dressed, etc)
- You're left with 46 hours per week of free time!

Think about the math. Even with a full night's sleep and a leisurely approach to your meals, you're still left with an hour more of free time per week than academic time. And although 46 hours may not sound like much, it equates to 6.5 hours per day to do whatever you want. You can hang out with friends, join a student organization, get an on-campus job, or spend time on whatever you want. When you first focus on your academics, your "free time" is truly free—no guilt that you should be studying, no nagging feeling that you should be spending your time doing something else.

Making Social Connections: Keys to Success

Hanging out with your friends isn't just about having fun. In fact, spending time with the right friends can actually help keep you in college—and keep you on the path toward graduation. Years of research on student success point to the fact that students who participate in student activities, join campus organizations and make friends with students who share a common interest perform better academically and are more satisfied with their college experience. (For specific research citations, please contact First Year Experience & Students in Transition at fye@d.umn.edu.)

Some freshmen are used to meeting new people and are comfortable making new friends. For others, this may be a new or uneasy situation. The most important thing to keep in mind is that you're in good company—there are thousands of other students on campus who are also new to UMD. Remembering that you're not the only new person may make it easier for you to be assertive in making friends. **Be bold! Be friendly!** Whether it's talking to other students in your classes, meeting other students who live near you, or finding other students who have the same interests and hobbies, there are plenty of people at UMD like you. The more you put yourself out there, the more people you'll meet.

The first six weeks of your freshman year are a crucial time for making these connections. This is the time when intramural

teams are forming, musical ensembles are starting, clubs and organizations are recruiting new members, and when many other students are eager to make friends. Take advantage of this opportunity by being open to new experiences!

Behaviors of Successful Students

Students who are academically successful, personally aware and socially connected do more than believe. They act. Successful students:

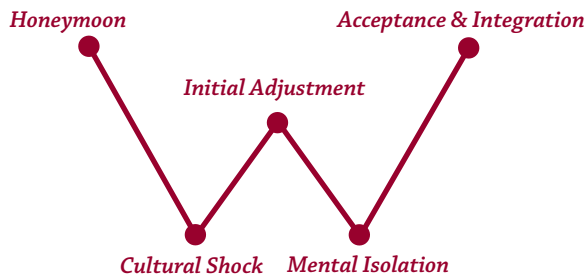
- Accept personal responsibility for their actions and decisions. Even when a situation doesn't go your way, you at least have a choice about how you react.
- Understand what they value and what is important to them. Knowing your values will help you set (and stick to) your priorities.
- Are resilient and resourceful. When things go wrong, successful students bounce back. They understand that mistakes are a part of learning, and they think of different ways to solve their problems.
- Commit to time-on-task for their academic work. They prioritize their academic success and dedicate at least two hours of study time for each hour in class.
- Recognize when help is needed, and understand that asking for help is a sign of maturity. Nobody is expected to do everything on their own; independence takes second place to interdependence.
- Seek help and follow through on getting it. It is one thing to say that you'll go to your professor's office hours, but something else entirely to actually show up at her door. UMD can help you best only when you let us know how we can assist.
- Are open to new experiences and willing to change if the situation calls for it. As you meet new people, learn from your classes and experience new situations, you should allow these opportunities to change how you view yourself and the world around you.

The W-Curve & The First Year of College

The W-Curve is a predictable pattern of stages that occurs when a person experiences culture shock. Originally based on students studying abroad, the theory has now been adapted to culture-change generally. Zeller and Mosier (1993) found that the W-Curve could be applied to first-year college students and the phases they go through in adapting to a new culture. It's normal to have the ups and downs of the W-Curve, and knowing about this may help make the transition easier. At the first signs of culture shock, some freshmen may think this means they have made a mistake about going to college or that they have chosen the wrong school. If they see that this is just part of journey that everyone goes through, they may be better able to take it all in stride.

Students start in the honeymoon phase, where they are excited about coming to campus and starting a new experience. After time, the newness and excitement give way to culture shock. Academic pressures build, social relationships change and students begin to face the reality of the adjustments they're making. Students in culture shock may experience

homesickness and a desire to return to older, familiar cultures of home or high school.



As initial adjustments are made, freshmen experience an upswing as they have successfully managed many of the issues that have come their way. Simply overcoming the culture shock stage brings about a sense of well being. Students fall into a routine as they gain confidence in their ability to handle the academic and social environment of college, and feel they have regained some sense of control and normalcy in their lives. As students continue in their new culture, they may experience feelings of mental isolation. This is a time of feeling caught between two worlds. The new college environment is still not as comfortable as home used to be, and home is now not as familiar as it once was. There is a sense of not totally belonging in either place. Students experiencing this stage of their transition must work to integrate their history and home culture with their new identity and university environment.

Finally, as students become more involved in campus opportunities, gain some history with new friends and get to know some faculty and staff members, students begin to feel a true connection to the campus community. A true sense of acceptance, integration, and connectedness occurs when a student has successfully adapted to their new world.

For more information on the W-Curve and the first year of college, visit the First Year Experience & Students in Transition website at www.d.umn.edu/fye/freshmen/transition/development/w_curve.htm

Source: Zeller, W.J. and Mosier, R. (1993) "Culture Shock and The First Year Experience." *Journal of College and University Student Housing*, Volume 23, No. 2.

RECORDS AND FINANCES

Grades and Transcripts

Most courses are graded A–F, including pluses (+) and minuses (-). Some courses are graded S (satisfactory) and N (no credit) only, and some allow you to choose A–F or S–N grading options. The grading system for each course is shown in the class schedule listing; if nothing is indicated, students may choose the grading option. Changes in grading options, when allowed by the course, must be made within the first two weeks of classes via the web registration system. The UMD Catalog lists S–N grading restrictions.

Grades are usually available within 3 business days after the end of the semester. There are two ways to obtain your grades:

1. **VIEW** or print your grades or unofficial transcript via the Web. Go to www.d.umn.edu/Register/ and click on "View Your Grades or Transcript".

2. **REQUEST** an unofficial copy of your transcript by presenting a picture ID at the Student Assistance Center (23 Solon Campus Center). There is no charge for unofficial transcripts, but there is a limit of one per day. Unofficial transcripts are not available during the first three days of the semester.

Official copies of your transcript are generated on University paper and have the signature of the Registrar on them. These can be ordered online using a credit card at www.d.umn.edu/Register (click on "View Your Grades or Transcript") or are issued upon written request. Complete the Request for Transcript form which is available online or at the Student Assistance Center (23 Solon Campus Center) and attach an \$5.00 check or money order.

Release of transcripts is dependent on your record being free of holds. Transcripts and grades are confidential information and are not available to your parents or other third parties without written permission from you. The Student Information Release Authorization form (available at the Student Assistance Center) allows you to grant access to various categories of information to your parents or other third parties.

Student Records

The University of Minnesota's online student self-service information system allows you to view your records and access many services online. The information you are able to access at www.d.umn.edu/Register includes: course availability, course registration, grades, APAS reports, enrollment summary, account balance, bill payment, hospitalization insurance information, registration date and time, current and permanent address changes, directory suppression, and information related to financial aid awards and requirements.

Student Employment

Student employment information can be accessed via the student employment website. This website contains information on general eligibility requirements for student employment positions and currently open positions. Refer to the student employment website at www.d.umn.edu/umdhr/studentjobs/.

Work Study is a state and federal financial aid program. If you have been granted work-study money, it will be included in your financial aid package. This money must be earned through approved work-study employment. Only students who have work-study may apply for these positions. Questions regarding work study eligibility should go to 23 Solon Campus Center for more information.

Miscellaneous Employment is an additional form of on campus employment. In order to be eligible, you must be enrolled in at least six credits per semester.

If you choose or need to work, a maximum of 10–12 hours of employment per week is recommended. Though your class schedule may seem to give a lot of free time, most faculty expect you to spend at least two hours studying outside of class for every hour spent in class. This totals at least 40 hours a week between class and studying and is equivalent to a full-time job.

Financial Aid

Most financial aid payments will be credited electronically to your student account by the Student Accounts Receivable office. Some private scholarships, alternative loans, and some grants have checks disbursed to students. These checks may be picked up in the Student Assistance Center, 23 Solon Campus Center. All other financial aid payments will be credited to your student account. If your aid is more than you owe, you will receive a check for the surplus.

UMD participates in the Federal Direct Student Loan Program. These loans are the same as other student loans except that the federal government, rather than a bank or credit union, is the lender and delivers proceeds electronically through UMD.

If there is difficulty processing your financial aid application, or if you filed the FAFSA or a loan application late, your aid may not be available when classes begin. You are encouraged to call or stop by UMD's Admissions office if you have any questions regarding your individual financial aid package.

To be considered for financial aid at UMD, you must comply with the general eligibility requirements, which are described on our website at: www.d.umn.edu/fareg/eligibility_general.htm. The following five steps take you through the financial aid process from application to payment:

1. In order to apply for federal and state financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The fastest way to apply is online at www.fafsa.ed.gov. In order to sign the FAFSA electronically, you and your parent will need separate Personal Identification Numbers (PIN). UMD recommends that both of you apply for your PINs on the FAFSA website before you complete the application. If you prefer, you can obtain a paper FAFSA from the Student Assistance Center and mail it to the Federal Processing Center. Please include UMD's federal school code, 002388, on your FAFSA so UMD receives it electronically from the Federal Processing Center.

2. Once the Federal Processing Center receives your FAFSA, it will determine your Expected Family Contribution (EFC) based on your FAFSA answers and will send your FAFSA electronically to UMD. UMD will review your application and contact you via your UMD email account if you need to submit additional documentation.

3. When your award package is ready, UMD will contact you via email at your UMD email account. You will be directed to a link to view and accept or decline your financial aid award(s) on the UMD Financial Aid and Registrar website: www.d.umn.edu/fareg/.

4. If you accept any federal Direct Subsidized or Unsubsidized loans, you will need to complete a Master Promissory Note with the same PIN you received from the Federal Processing Center. You also need to complete an Entrance Counseling session if you are a first-time borrower at UMD. If you accept a Perkins Loan, you will need to go online to complete a Perkins Promissory Note. All of these documents are linked to the Financial Aid and Registrar website: www.d.umn.edu/fareg/

5. Your financial aid will be applied toward your tuition, fees and other charges on your student account. If any excess funds remain, a surplus check will be sent to your current mailing address. Surplus checks can also be deposited into a checking or savings accounts. This can be arranged by either going in-person to Student Accounts Receivable, windows 15 or 16 in the Darland Administration Building or online by clicking on Direct Deposit at <http://hrss.umn.edu/>.

Billing Statement: Paying Tuition and Fees

The following list includes items that typically appear on the billing statement. The dollar amounts below reflect 2007–2008 per semester rates for Minnesota residents; tuition and fees for 2008–2009 will be determined this summer by the University Regents.

The University of Minnesota now offers electronic billing and payment. The UM Pay electronic billing and payment system will automatically send an email notification to the student's U of M email address when the bill is ready to be viewed online. Paper copies of billing statements are no longer sent to students. Students will need their U of M Internet ID and password to login to the UM Pay System. Once logged into UM Pay, students can view tuition bills online, view tuition billing and payment history online, pay tuition bills online by automatically deducting the amount from a checking or savings account, download and print a copy of the bill for sending check payments via US Mail, forward an email copy of the bill to parents, spouse, or others, and set up parents and other authorized users to view and pay bills online. Authorized payers will need to use the login name and password provided by their student. You will have approximately three weeks from the date of the billing statement to the payment due date. Late fees will be charged for payments received after the due date. The payment schedule can be viewed online at www.d.umn.edu/registrar/payfees.html.

Tuition	3850.00
----------------	----------------

This flat rate is charged to students registered for 13 or more credits. Tuition is charged at a rate of \$296.15 per credit for students registered for 12 or fewer credits.

Basic Internet/Email Access	4.50/credit
------------------------------------	--------------------

Students are assessed a computer access fee as follows:

12 or fewer credits	\$5.40/credit
13 or more credits	\$68.00

This permits basic access to individual email accounts and the Internet.

Student Service Fee 244.12

This is a mandatory fee if you are registered for six or more credits. It contributes to student-run programs and organizations that provide social, recreational, and nonacademic services for students, such as student newspaper, student government, dances, movies, and athletic events. A portion of this fee also supports UMD Health Services.

Collegiate Equipment and Technology Fee

(for students registered for 6 or more credits)

Liberal Arts	150.00
Science and Engineering	150.00
Education/Human Service Professions	125.00
Fine Arts	250.00
Business and Economics	100.00

Advisement & Registration Fee 40.00

A mandatory fee charged to all new students to cover processing and program costs for their first registration. This fee is due upon return of your Advisement & Registration reply. The fee and credit for payment will appear on your fall semester billing statement.

Hospitalization/University Insurance 744.00

The University Board of Regents requires that all degree-seeking students registered for six credits or more have health insurance coverage. You may waive the purchase of the University sponsored plan by supplying the name, telephone number and policy number of your insurance coverage at the time you register. If the hospital insurance fee appears on your billing statement, it means you did not waive its purchase. You will be covered by the policy and will be held responsible for payment. If you do not want to be covered, you must have the charge removed before the end of the second week of the semester by supplying proof of other coverage.

MPIRG 4.12

This is an optional contribution to Minnesota Public Interest Research Group. MPIRG is a student-run advocacy group that addresses public and social issues. If you do not wish to contribute, you should indicate refusal at the time of registration.

SLC 3.25

This is an optional contribution to the Student Legislative Coalition. SLC lobbies to express student views on University quality, affordability, and accessibility. If you do not wish to contribute, you should indicate refusal at the time of registration.

University Fee 500.00

This fee helps to cover infrastructure and administrative support costs in a wide variety of areas. This fee is assessed to all students. \$500.00 is the fee for students taking 10 or more credits.

Other fees

Special fees are charged for specific courses, such as courses that require computer lab access, private music lessons, or specific science courses. See descriptions online by clicking on “Course Fees” at www.d.umn.edu/registrar/tuition_and_fees.html.

GETTING READY FOR CLASSES

Parking at UMD

Vehicles on the UMD campus must be parked in designated parking areas (permit lots, pay lots, or meters) or they will be tagged or towed by Parking Services. The type of lot is designated with signs at the entrance. Overnight parking is only allowed at metered spots. For more information about parking, contact Parking Services, 245 Kirby Plaza, 218.726.7433.

Maroon parking permits: Permit parking is enforced from 6 am–6:30 pm, Monday–Friday. Maroon permits are for students living off campus and not in UMD Housing. Color-coded maps indicating lot/permit locations are available in Parking Services. Contact Parking Services at 218.726.7433 to check on availability.

Resident parking permits: Parking permits for students living in university housing are sold on a first-come, first-served basis. UMD Housing cannot guarantee a parking space for every student who wishes to bring a vehicle to campus. After you receive your housing assignment, contact Housing at 218.726.8400 to add your name to the waiting list and to check on availability. Housing is located at 103 Lake Superior Hall.

Daily pay-enter lots: Lot G (off St. Marie St. and University Dr.) has daily parking available from 6:30 am–6:30 pm, Monday–Friday. Cost of parking in the pay lots is \$1.75 cash per entry or \$1.50 if you use your U Card. RideShare is encouraged because the parking lots on campus are busy. If you RideShare, the cost of parking is \$1.50 per entry. The pay lots are busiest from 9 am–2:00 pm when there may be a line of cars waiting for others to leave and spaces to open. If you come to campus during this time, arrive 10–15 minutes early to obtain a pay parking space before class.

Parking meters: There are 300 metered parking spots available throughout campus for short-term parking. Each of the meters has a sign stating the length of time allowed: one to four hours. Meters are enforced from 8 am–6:30 pm, Monday–Friday, and are free at night and on weekends.

Buying Books

Textbooks for all courses can be purchased at UMD Stores, first floor Kirby Student Center. UMD Stores also carries reference books, dictionaries, study aids and supplies.

You can purchase or reserve textbooks online at www.umdstores.com. To reserve your textbooks, click on ‘order textbooks’ and follow directions. If you order online early, the

books you ordered will be packaged and ready for you to pick up the weekend before classes begin. Reservations for fall semester will begin in early August. Books are available for sale four to six weeks before the start of the semester. Some students wait to buy their books until after attending the first day of class; other students buy their textbooks before the semester begins so they have everything they need during the busy first week of class. Textbooks are stocked according to department (Art, History, etc.). Each class has a course card listing the class, section number, and the required and optional books for that particular section. Bring your class schedule and check your section number before selecting your books.

Music Participation

The Department of Music welcomes all students to participate in a music ensemble. In fact, over 50% of students performing in music ensembles at UMD are not music majors. Students choose from many performing groups including jazz bands, vocal jazz ensembles, choirs, opera workshop, wind ensembles, jazz combos, orchestra, percussion ensembles, or chamber music ensembles. Ensembles may be elected for one credit each and qualify for liberal education credit in Category 10. If you are interested in playing or singing in a music ensemble, register during Academic Advisement & Registration and then fill out a music interest inventory card (included in your Advisement & Registration folder). In August, you will be sent information regarding auditions, the first rehearsals, and the concert schedule. Music ensemble auditions are held the first week of classes. If you are not yet sure about your participation in ensembles but are interested in finding out more information, we encourage you to fill out the music interest inventory card and information will be sent to you. Directors are also happy to talk with incoming students about the particular requirements for each ensemble. Ensemble titles and course numbers are listed in the class schedule.

Renting Lockers

Lockers for storing books, clothing, and personal items are located throughout the campus. Beginning with the first day of fall semester, lockers are rented from the Cashier's Window, Darland Administration Building. Rental for the 2007–2008 academic year is \$15 for a large locker and \$10.50 for a small locker. These prices include \$5 for the padlock, which is refunded if the padlock is returned by the end of the academic year. Prices for the 2008–2009 academic year will be determined this summer.

Athletics Participation

If you are interested in tryouts for a university intercollegiate athletic team, watch for announcements displayed on the specific posting areas on campus or contact the Department of Intercollegiate Athletics. If you wish to speak to a coach before fall semester, call the Athletics Department at 218.726.8168 and make an appointment. For more information, refer to the website at www.bulldogs.com.

ACADEMIC SUCCESS AND BEYOND

The First Day of Class

Attendance: You must attend the first class of every course for which you are registered. If you do not, you may lose your place in the class. As a result, you must cancel the class through the cancel/add process. Prior permission of the instructor to miss the first day of class may be granted in special cases.

Preparation: Go to class with a notebook and pen. Arrive at class early and select a seat that is optimal for your learning. Take notes as soon as the instructor begins to speak and concentrate on the subject. After class, review your notes and seek necessary clarification. These are simple suggestions, but they make a difference.

Syllabus: The instructor will hand out a syllabus on the first day of class. The syllabus states the requirements for satisfactory completion of the class and the expectations the instructor has of the students. The syllabus provides information regarding reading assignments, written work and its due date, test dates, grading policy, attendance policy, instructor's name, office location, and office telephone number, and instructor's "office hours". Read the syllabus and record important dates in a daily planner. The instructor will assume you know about upcoming tests and assignments because they are listed on the syllabus. If you have a question about requirements or due dates, check the syllabus before asking the instructor—the answer might be there.

If you have conflicts with test dates or other course requirements, immediately discuss the possibility of special arrangements with the instructor. Do not wait until the time of conflict. If you have numerous conflicts, you will probably need to withdraw from the course.

Office Hours: Office Hours are usually listed on a syllabus for a professor as well as for the teaching assistants. (Teaching Assistants are students who help the professor to teach and manage the course.) Office hours are for you! The professor is available specifically to answer your questions, provide extra help, or talk in more depth about the material being taught in class and addressed in reading material. If you have questions or are interested in more in-depth discussion of the material, do not hesitate to sign up for a time slot during your professor's office hours. If you are not able to attend a regularly scheduled office hour, please email your professor to make arrangements to meet at another time. Professors want to talk with you!

Canceling and Adding after Classes Begin

Canceling: To withdraw from a course on or after the first day, process the course cancellation via web registration. If you cancel a course before the end of the second week of the semester, the course will be deleted from your academic record. If you cancel between the third and eighth week of the semester, the course will remain on your record and marked with the letter 'W' for 'withdrawal'. Any refund will be prorated;

it is important to note that refund deadlines differ from course cancellation guidelines. Refund guidelines are noted online at www.d.umn.edu/registrar/refunds.html. Cancellation of courses is not permitted after the eighth week of the semester.

Canceling Courses and Financial Aid: If you cancel courses so that your total credit load falls below 12 credits (or 15 credits if you are receiving Minnesota State Grant), your financial aid for the year could be affected. Discuss eligibility requirements with a financial aid counselor if you are planning to drop courses.

Adding: During the first two days of the semester, you may add classes with open seats through normal registration procedures. After the second day, you must obtain instructor, department and/or college office approval to add a course. The web registration system will request that you enter a permission number that signifies you have received permission to register for the course.

Adding closed classes: If you wish to enroll in a closed class, you should seek permission from the department or college office offering the course. You will be given a permission number, put on a waiting list, or referred to the instructor. A permission number is required to add a closed course. Classes may be added during the first two weeks of the semester. After the second week, classes cannot be added except by petition through your college. Most instructors will prefer you to add as early in the first week as possible.

Academic Advising

Each UMD student is assigned a faculty or staff academic advisor according to the course of study, major, or curriculum the student plans to follow. Your advisor is the individual designated by the university to help you think about your educational and vocational plans. The purpose of academic advisement is to help you select and schedule classes each semester and to provide an opportunity to discuss your academic goals and career choices.

You should arrive prepared to meet your advisor. Before your appointment for course scheduling, review the class schedule and make a list of possible courses that you would like or are necessary for your course of study. Check the UMD Catalog to see how these courses fit into the requirements for Liberal Education or for your major. Brief course descriptions are listed in the catalog.

When you meet with your advisor, be ready to talk about your interests and the types of courses you excel in or find more difficult. Your advisor needs to know something about you as a student in order to help you with your academic planning.

Your advisor is assigned by your college's Student Affairs Office. If your interests or major objectives change, you should request a change of advisor at the college office that offers your desired program.

Campus Resources

Advisement Coordination Center

The staff of the Advisement Coordination Center (ACC) welcomes all students on a drop-in basis. The ACC is located in 80–82 Solon Campus Center.

The Advisement Coordination Center serves two purposes. The first is to support all academic advisement activities at UMD. This includes interfacing the advisement work done in the collegiate units with the support functions that serve students and their academic work.

The second function of the Center is to work directly with students. Staff members provide assistance in the areas of exploration of majors, consideration of the issues involved in changing majors, approaches to rebuilding a good scholastic record after experiencing academic difficulties, and referral to appropriate resources as necessary.

Student Affairs Offices

The Student Affairs Offices located in each college handle academic matters for students in their collegiate unit. This includes academic standing, admission, advisement, academic programs, appeals procedures, honors, research, and changes of college, major, and academic advisor assignments.

If you have any questions about your academic record or progress as a student at UMD, go to your Student Affairs Office. They know who you are, they know how the system works at UMD, and they are happy to help. See the Quick Guide to UMD Campus Resources in this handbook for the office phone numbers.

Library

The UMD Library opened in September 2000. The 167,570 square foot library and annex complex is a beautiful and spacious environment conducive to research and study. Building highlights include 15 group study rooms with network access, four reading rooms, two instruction classrooms equipped with computers for hands-on instruction, three rooms with adaptive equipment for users with disabilities, and two full-access computer labs.

The UMD Library provides access to a wide array of electronic resources as well as traditional materials. Since there are 342 computers plus numerous laptop connections and wireless connectivity in the building, students can easily access the internet as well as the numerous electronic indexing services and full-text reference sources the Library makes available via its web page.

Math at UMD Non-Degree Credit Courses

Math placement at UMD is determined by ACT scores or by successfully transferred credit for a college level math course. If in this placement you have been placed in SSP 0103 Basic Mathematics and Introduction to Algebra or Math 0102 Euclidean Geometry, please read further. Students who have been placed in other math courses can skip this section and read on below in “Academic Support.”

Non-degree credit courses cover material required to prepare students for college level courses. The amount of time and effort they require is proportional to the credits assigned to them. Non-degree credits appear on a student's transcript in brackets. They are not counted in the total earned UMD credits, and they will not count toward graduation. The grades for these courses are not computed in the student's grade point average (GPA).

UMD has established standards for bachelor's degree work. Those courses that are below these standards are considered non-degree credit courses. The non-degree credit courses are:

Math 0102	Euclidean Geometry
SSP 0103	Basic Mathematics and Introductory Algebra

The credits for these courses are used in determining financial aid eligibility. In most cases, the credit may be used to meet athletic eligibility requirements if the student also earns 24 degree credits during the academic year. Student athletes must discuss the terms of eligibility with the Department of Intercollegiate Athletics.

Academic Support

You are encouraged to utilize a variety of academic support services offered at UMD. The following departments offer services that help students succeed in college and plan careers.

American Indian Learning Resource Center (AILRC) provides services and activities that help American Indian and Alaskan Native students succeed at UMD. The AILRC staff provides academic, financial, personal, and social counseling as well as assistance for students through the admission, Advisement & Registration, and registration processes. The AILRC also houses one of the most extensive American Indian/Alaskan Native specific libraries in the Upper Midwest.

Career Services offers professional, confidential help with identifying and achieving career and educational goals. Counselors help students choose courses, majors, and careers; deal with academic difficulties; identify internship and employment possibilities; research graduate and professional schools; and learn job-seeking skills. Career Services' web pages include extensive information on job search tips and links to Internet resources (<http://careers.d.umn.edu>).

Cultural Diversity Center (Multicultural Center)

- **African-American Learning Resource Office** provides support to African-American, African, and Caribbean students in reference to academic advising, counseling, and tutoring services. It also coordinates Black History Month, Martin Luther King Day, Kwanzaa, and other socio/cultural activities that increase awareness and understanding of African-American minority issues.
- **Asian Pacific/Islander Learning Resource Office** offers advising, counseling, and tutoring to Southeast Asian and Asian American students. In addition, the Asian Pacific

American Student Association sponsors social and cultural events.

- **Gay Lesbian Bisexual Transgender Services (GLBT)** provides GLBT services to the campus and cooperates with the broader community in order to address the harmful effects of discrimination based on sexual Advisement & Registration and gender identification. The GLBT Services office at UMD was created to serve students, faculty, and staff in order to improve the campus climate for Gay, Lesbian, Bisexual and Transgender people. (www.d.umn.edu/student/MLRC/glbtf/)
- **Hispanic/Latino/Chicano Learning Resource Center** provides academic advising, counseling, and tutoring to Hispanic, Latino, and Chicano students. It works with the student organization to coordinate efforts toward cultural diversity such as Latin American Awareness Week and Fiesta.
- **Women's Resource & Action Center** works to empower women, both individually and collectively. Its services are available to both males and females and include a drop-in center, a library with books and magazines, and referral to campus and community services. It also sponsors annual events such as Women's History Month and Domestic Violence Awareness Month.

Disability Services & Resources assists students with disabilities in achieving academic and physical access to educational, social, and recreational opportunities at UMD. Specific accommodations and services depend on the student's documented needs and are provided upon request. Commonly-provided services include assistance with adaptive technology, assistance with note-taking, sign language interpreters, test accommodations, priority registration, problem resolution, and advocacy. Disability Services also serves as a liaison to other university departments and provides screening and/or assessment for UMD students encountering learning difficulties.

Supportive Services Program (SSP) offers courses, advising, workshops, and seminars in college educational skills and leadership training. The courses are listed every semester in the class schedule and include College Writing Strategies, Basic Math & Algebra, College Study Strategies, Personal Development, Introduction to College Learning, T.A. Training, and Tutor Training.

The Tutoring Center offers free tutoring on a walk-in basis in Accounting, Chemistry, Computer Science, Economics, Mathematics, Physics, Spanish, and Writing. Some Biology courses are supported by hour-long supplemental instruction sessions. Schedules are available in the Tutoring Center each semester. Tutors are high achieving undergraduate students who have been identified by an academic department as qualified to tutor selected courses in that department. Tutors take a tutor training class during the first semester of tutoring and earn academic credit for their service hours. (www.d.umn.edu/tutoring)

MORE CAMPUS SERVICES

Safety and Security: Campus Police

The campus is patrolled by licensed, uniformed police officers seven days a week, 24 hours a day. They provide safety and security for the campus and are available around the clock to respond to emergencies. If the need arises, you may contact Campus Police, Monday–Friday from 8 am–4:30 pm (218.726.7000). During non-office hours, dial 911 (for any reason) to request Campus Police assistance.

UMD has very little trouble with violent crime. However, theft is a problem on many college campuses, and it is recommended that students mark all personal property. Items such as purses, wallets, and backpacks should not be left unattended.

Students living in the residence halls are encouraged to carry personal insurance if not covered by their parents' homeowner's insurance.

UMD “Safewalk” Service

A free escort service is available for anyone who stays on campus late in the evening to study, attend evening classes or meetings, or for any other reason. You can call the “Safewalk” service or stop by the “walk-in” office to ask someone to accompany you anywhere within a three-mile radius of campus. All escorts wear identification jackets and carry a two-way radio and flashlight.

Escort service is available Sunday–Thursday, 8–11 pm throughout the semester. During finals week, the hours are extended to midnight. Telephone 218.726.6100 (extension 6100 from on-campus) or stop by the “Safewalk” Escort office, located in the Greek office of Kirby Student Center Lounge. Volunteers from Alpha Phi Omega fraternity and Gamma Sigma Sigma sorority offer this service. It is organized in conjunction with the Student Association and UMD Parking Services.

Health Services

UMD Health Services (HS), located on campus between Lake Superior Hall and Goldfine Hall, is designed to serve the unique medical, counseling, and health education needs of students. HS is open from 8 a.m. to 4 p.m., Monday through Friday. To make an appointment, call 218.726.8155. If you need immediate care and do not have an appointment, you can speak to or visit a triage nurse (218.726.7870). The nurse will help you assess your condition and attain appropriate care. When HS is not open, students are directed to nearby urgent care centers or emergency rooms.

The student service fee pays for unlimited HS visits, including exams for general illnesses, injuries, physicals and preventive care, and gynecological care. Other services are available at a reasonable cost and can often be billed to insurance. These include medications, lab, x-ray, immunizations and allergy shots, and elective minor surgery. HS is able to bill many insurance companies and will assist with the billing process. In addition to medical services, HS offers mental health

counseling and educational events. Students are seen for concerns ranging from roommate problems to depression. Educational events are focused on student health issues such as alcohol and other drug use, safer sex, safety on campus, healthy college student lifestyles and more.

HS staff includes qualified health professionals, and the clinic is accredited by the American Association of Ambulatory Health Care and the International Association of Counseling Services. All health records are confidential and cannot be released to parents or other third parties, including other University departments, without written consent of the student. To find out more about Health Services visit www.d.umn.edu/hlthserv/.

Office of Equal Opportunity

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to Deborah S. Petersen-Perlman, Director, UMD Office of Equal Opportunity, 273 Darland Administration Building, 1049 University Drive, MN 55812-3011; 218.726.6849.

Kirby Student Center

Kirby First Floor: The first floor of Kirby Student Center houses an information desk, Print Shop, stamp machines, TCF Bank, automatic bank tellers, public telephones, student lounge, UMD Stores, student organization offices, and Northern Shores Coffee Shop. The Kirby Information Desk cashes checks, sells newspapers, provides information about campus events, provides bus schedules, and houses a “lost and found”. The series of offices across from the Information Desk house the Statesman (student newspaper), Student Association (student government) and Kirby Program Board (student social activities).

Kirby Games Room: The Kirby Games Room offers video games (including Xbox), pool, pinball, foosball and board games.

Kirby Lounge and Meeting Rooms: The Kirby Lounge (first floor) is open for you to relax in between classes and activities. Special events are often held in there as well as many meeting spaces in the Kirby Student Center. Student organizations and university departments can reserve the Ballroom, Garden Room and Meeting Rooms located on the third floor of Kirby Student Center. All rooms are reserved at 134 Kirby Student Center (218.726.7166) next to the first floor Information Desk.

UMD Stores: UMD Stores sells UMD clothing, jackets, coffee mugs, art supplies and other UMD memorabilia. The lower level of UMD Stores carries textbooks, school supplies, calculators, film, and film processing. It also includes a general book selection. UMD Stores also sells gifts, cards, magazines, snacks and personal items. The Computer Corner offers computer hardware, software, and accessories.

UMD Food Service

The Dining Center provides cafeteria-style meals for all residence hall students. In addition, students living off campus may purchase economically priced meal tickets for use in the Dining Center. The Plaza Food Court (second floor, Kirby Plaza) offers a wide variety of foods that includes a bakery selection, grill, hot entrees, beverages, pizza and more. Vending machines are located throughout campus offering a variety of refreshments.

Student Organizations

Student activities and organizations are an integral part of the University's total educational program. Involvement in student activities provides opportunities to meet other students who have similar interests and aspirations. For more information about UMD's student organizations, contact the Student Activities Office at 218.726.7169. You may also stop by the Student Activities Office located at 115 Kirby Student or visit their website at www.d.umn.edu/kirby/activities/. Watch for announcements on campus walls and in the summer and fall editions of the FYE Spectrum, a monthly freshman student newsletter.

Recreational Sports & Outdoor Program

Recreational Sports & Outdoor Program (RSOP) is dedicated to promoting healthy, active lifestyles and connections to the natural world through personal and professional experiences. RSOP, acknowledged as one of the top programs in the country for universities its size, provides opportunities for students to participate in recreation and fitness activities through the following program areas: Fitness and Wellness, Intramurals, Sports Clubs, Kayaking & Canoeing, Rock Climbing, Natural History and Aquatics. More than 90% of the student population participates in RSOP activities such as flag football, tennis, ice hockey, volleyball, bowling, table tennis, and many others. Aquatics and fitness enthusiasts can choose from more than 35 fitness and instructional activities each week such as kickboxing, yoga, and scuba lessons. Outdoor activities range from kayaking to telemark skiing to nature hikes to rock climbing at UMD's Indoor Climbing Center. Outdoor rental equipment, such as camping supplies and snowshoes, are available. Facilities are open seven days a week for informal recreation. UMD was recently ranked by Outside Magazine as one of the 40 top schools in North America. To find out why, stop by the RSOP offices in 154 Sports and Health Center or visit them on the web at www.umdrsop.org/.

UMD Calendar 2008-2009

Fall Semester 2008

August 28	On campus housing move-in begins for new students
August 28–September 1	Welcome Week and Bulldog Bash
September 2	Fall semester classes begin
October 24–26	Parents' and Family Weekend
November 27–27	Classes excused
December 12	Last day of Fall semester Classes
December 15–19	Final exams
December 20–January 19	Semester Break

Spring Semester 2009

January 19	On campus housing opens
January 20	Spring semester classes begin
March 16–20	Spring break
May 8	Last day of spring semester classes
May 11–15	Final exams
May 16	Commencement

May Session 2009

May 18	May session classes begin
May 25	Classes excused
June 5	Final exams; end of May session

Summer Session 2009

June 8	Summer term classes begin
July 3	Classes Excused
July 31	Final exams; end of summer term



*Reaching
higher*

UMD Toll Free 800.232.1339
<http://www.d.umn.edu>

The University of Minnesota is an equal opportunity educator and employer.
Design by Taylor Schmisek; taylorschmisek@gmail.com