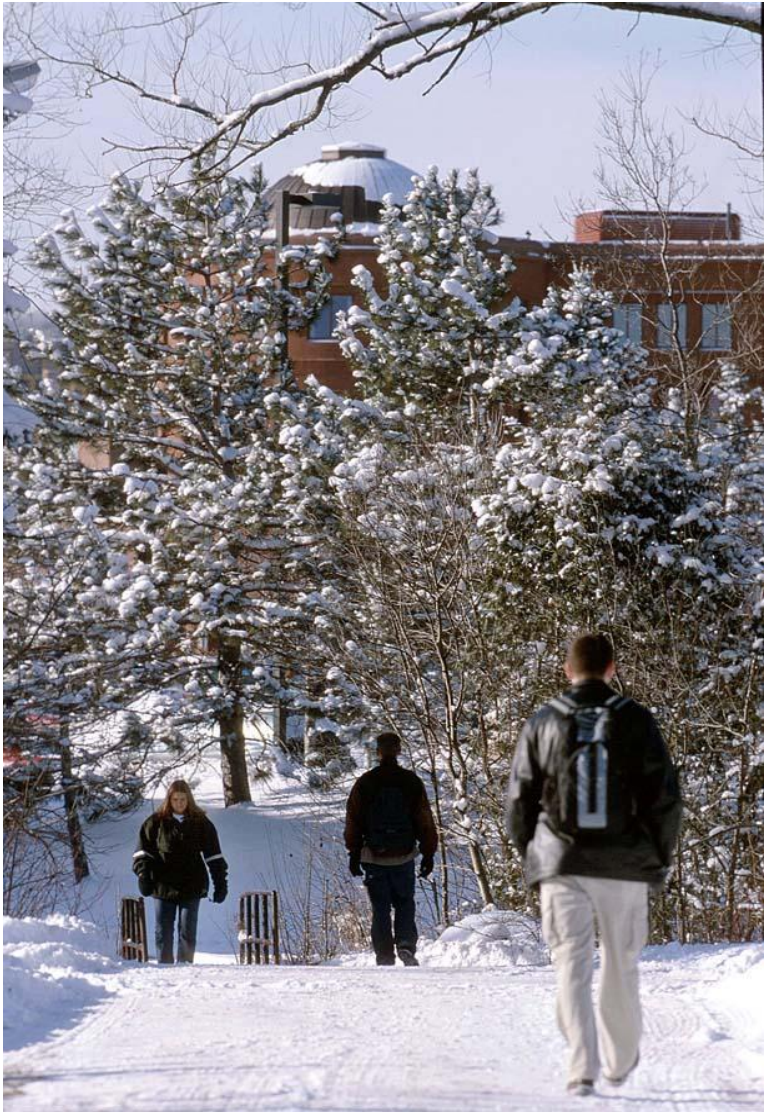


UNIVERSITY OF MINNESOTA DULUTH



ADVISEMENT & REGISTRATION PREPARING FOR SPRING SEMESTER 2012



The University of Minnesota is an equal opportunity educator and employer.

WHAT WILL HAPPEN AT ADVISEMENT & REGISTRATION?

As the title indicates, the Advisement & Registration program will introduce you to academic life at UMD. Although advisement and registration are the focus of this program, we also recognize the importance of other dimensions of college life. Throughout your Advisement & Registration day, you will be meeting new people and making new connections on campus. Time will be spent discussing the transition from high school to the academic and community life of UMD. You will be interacting with current UMD students who will answer questions about academic expectations, community and social engagement, and campus employment.

During Advisement & Registration you will work with faculty and student advisors to select courses appropriate to your interests. There are many courses to explore, some of which may be in areas you have had limited exposure to in the past. Your particular major or field of study will have specific course requirements that you will need to complete in order to receive a degree from UMD. There is often a wide selection within these requirements. For example, to fulfill one requirement, you may be able to choose from a list of twenty or more courses. This large selection can seem overwhelming at first; however, faculty and student advisors will be available to help you make decisions about courses that are right for you.

ROLE OF THE ADVISOR

A faculty advisor will work with you individually or in a small-group setting. The advisor will offer suggestions and respond to your questions. In most cases, however, she or he will not specifically tell you which classes you should take. She or he will indicate typical courses for your major and help explain the content and format of courses. Your advisor will also encourage you to think about your interests and skills so you can explore courses that fit academic major or academic minor requirements but are also challenging and interesting to you personally. In general, advisors will encourage you to make your own course decisions based on your particular interests, strengths, and needs.

You will also work with a student advisor who will assist a small group of students through the advisement and registration process. The student advisor will provide an experienced student perspective on courses and academics at UMD, and will provide answers to questions or address concerns you may have about becoming a UMD student.

LIBERAL EDUCATION REQUIREMENTS

UMD is committed to educating students broadly by exposing them to fundamental areas of knowledge and by challenging them to explore beyond their specific area of academic specialization. Selected courses are designed to develop critical thinking, examine basic values, encourage an expansion of interests and awareness, and prepare you for a dynamic workforce.

We encourage you to review the enclosed flyer outlining UMD's liberal education requirements. You can also find out more about liberal education courses by reviewing the course descriptions available on the UMD website at <http://onestop2.umn.edu/courses/dl/designators.jsp>. It is important to note that not every liberal education course is offered every semester.

REGISTRATION

You will register for classes using our online registration system. The registration process will be explained and your student advisor will assist you in using the system. You may also print a copy of your class schedule at the end of your Advisement & Registration day. The schedule lists the dates, times, number of credits and room locations of the courses you select. You can use this information to help you locate your classrooms and purchase your textbooks for the spring semester.

HOW MANY CLASSES WILL I TAKE?

We recommend that students start with 12-16 credits per semester during their first year at UMD. One credit is equal to one hour per week in the classroom, and serves as an indication of the amount of work that the course requires. Most courses are 3 to 5 credits; students therefore take 4 to 5 courses each semester. Students are expected to study and prepare for class at least 2-3 hours per week for every hour spent in class.

TOOLS FOR CLASS SELECTION

In addition to the liberal education sheet and major requirement handout, you will use two other resources to select courses at Advisement & Registration:

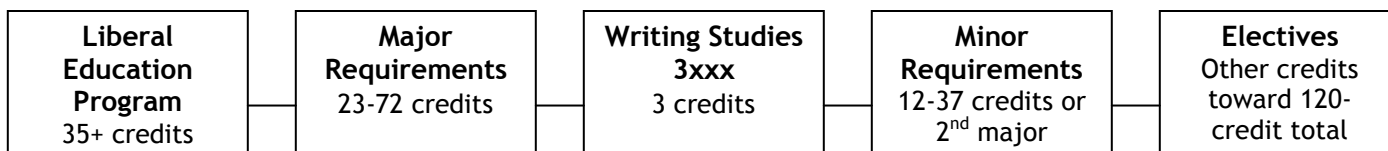
Class schedule. The spring semester course schedule is available online at <http://www.d.umn.edu/courseinfo/> by clicking on "Online Version" under the Class Schedule heading. The course schedule provides information on courses being offered each semester, including real-time data on the number of seats open in each class section.

UMD Catalog. The 2011-2012 UMD Catalog is a complete and useful campus resource that includes campus academic policy, major requirements and course descriptions. The catalog is available online at <http://www.d.umn.edu/catalogs/current/>.

WHAT INFORMATION WILL I LEARN AT A & R ?

As part of Advisement & Registration, students will be grouped by their collegiate unit and provided with information specific to their chosen field. The five collegiate units are: College of Liberal Arts (CLA), College of Education and Human Service Professions (CEHSP), Swenson College of Science and Engineering (SCSE), Labovitz School of Business and Economics (LSBE), and the School of Fine Arts (SFA). Each collegiate unit will provide college-specific information to its students on degree and major requirements, registration procedures, and collegiate policies and procedures. Although subtle differences exist among colleges, general degree requirements fall into five categories: Major, Minor (optional for some majors), Liberal Education, Composition and Electives (see illustration).

Bachelor's Degree Requirements (Completion of at least 120 credits)



COURSEWORK IN PROGRESS

If you have completed, or are in the process of completing, *any college-level coursework* (including College in the Schools, PSEO, etc.), you need to submit an *official college transcript* to UMD's Office of Admissions. Get this directly from the sponsoring college; your high school transcript does not reflect college credits. Please bring an unofficial copy of your transcript(s) with you to the program. Be prepared to discuss these credits with your advisor to avoid duplication of courses and to ensure that you select appropriate courses for the spring semester.

ADVANCED PLACEMENT AND ADMISSION DEFICIENCIES INFO

Satisfactory Advanced Placement examination scores (typically 4 or 5) may earn UMD course credits. Be sure to submit your AP scores directly to the UMD Office of Admissions. Your faculty advisor will have information on how AP credits are applied to UMD coursework.

Students who have not successfully completed UMD's high school preparation requirements are notified of their deficiencies upon admittance to UMD. Discuss these deficiencies with your advisor and work to fulfill these requirements within your first two years of enrollment or before you complete 60 credits. The courses that fulfill high school deficiencies can be found online at: <http://www.d.umn.edu/registrar/prepcourses.htm>.

SSP 1000: UMD SEMINAR

This is a terrific way to get started at UMD! At Advisement & Registration you will have the opportunity to register for a course designed to help you make a successful transition to life at UMD. *UMD Seminar* courses meet for one to two hours each week and cover areas of transition as you encounter them during your first semester on campus. This course offers a small-group setting and covers such topics as academic planning, career exploration, study strategies, and UMD technology. Talk to your advisor at Advisement & Registration to find out more.

MATHEMATICS AT UMD

Many students at UMD are required to take courses in mathematics or statistics as part of their majors or degree programs. The required math or statistics courses for each major are listed in the UMD catalog.

It is important that students begin their study of mathematics at a level for which they are prepared. Sometimes this means first taking lower level courses to prepare for a higher level, required math course. The UMD Department of Mathematics and Statistics determines each student's first math course by their performance on the math section of the ACT (American College Testing) exam. If a student successfully transfers college credit to UMD for a college level math course, that course may be used to determine math placement. The ACT Math score that a student needs for her/his first math course at UMD is listed below:

25 or higher

Math 1296 Calculus I
Math 1290 Calculus for the Natural Sciences

23 or higher

Math 1160 Finite Math and Introduction to Calculus
Stat 2411 Statistical Methods

22 or higher

Math 1250 Precalculus Analysis
Math 1141 Mathematics for Elementary Education
Math 1024 Introduction to Contemporary Mathematics
Stat 1411 Introduction to Statistics

18 or higher

Math 1005 College Algebra

Less than 18

SSP 0103 Basic Math and Introduction to Algebra
(Note: This course does not count toward the 120 credits needed for graduation.)

Students who would like to register for a different course than the one listed above must take the UMD Math Placement Exam. To make arrangements to take the exam or to ask any questions about math placement, students should contact the Swenson College of Science and Engineering Student Affairs Office by email at csesa@d.umn.edu or by telephone 218/726-7806.

WHAT CAN I EXPECT FROM MY COURSES?

New students are often surprised by the amount of time and work required for college-level courses. Most faculty members expect two hours of studying for every hour spent in class. Thus, if you take 15 credits per semester, you would spend 15 hours in class each week plus an average of 30 hours studying each week. This adds up to a 45-hour work week! We therefore recommend that new students either choose to forego outside employment or, if they choose to work, limit their employment to no more than 12 hours per week.

Eighty percent of UMD classes enroll 30 students or fewer. Class size varies, however, from 10 to 300 students. Many of the Liberal Education courses typically taken by first-year students are large lecture-format courses. An alternative to these large lecture courses is smaller, discussion-based courses that can be used to fulfill major, minor or Liberal Education requirements. Ask your advisor at Advisement & Registration about combining large courses with smaller courses in your schedule. We recommend that students start with a variety of courses with varying sizes and formats in order to discover the classroom environment that works best for them.

CREATING A BALANCED SCHEDULE

The sample schedule below demonstrates the variety of courses a student may choose to enroll in during any semester. In this case, the student selected a variety of courses across disciplines that directly relate to his/her major and potential minor, as well as courses that meet Liberal Education requirements. As is important with most college schedules, it provides a variety of course sizes from large lecture (Comm 1000, Psy 1003 and Biol 1001) to courses with fewer than 30 students (Writ 1120 and SSP 1000). This schedule also includes experience with a science lab (Biol 1001) as well as in one of UMD's computer labs (Writ 1120). The student will need to schedule 25 to 35 hours of study time each week, as well as find time for other interests such as physical activities, socializing and employment. Students quickly discover that time management is one of the keys to success as a college student.

Sample schedule

Major: Pre-communication

Would also like to explore the possibility of a double major or a minor in Psychology.

	Mon.	Tues.	Wed.	Thur.	Fri.
8 a.m.	Psy 8-8:50	Psy 8-8:50	Psy 8-8:50	Psy 8-8:50	
9 a.m.					
10 a.m.	Writ lec 10-10:50	Comm 10-11:15	Writ lab 10-10:50	Comm 10-11:15	Writ lec 10-10:50
11 a.m.		Comm 10-11:15		Comm 10-11:15	
12 p.m.					
1 p.m.		SSP 1-1:50			
2 p.m.	Bio lec 2-2:50		Bio lec 2-2:50		Bio lec 2-2:50
3 p.m.				Bio lab 3-4:50	

Disability Accommodations:

To request disability accommodations for the A&R Program, please contact (218) 726-6393 or fye@d.umn.edu at least two weeks in advance of A&R. Interpreters can be requested at: http://www.d.umn.edu/access/Interpreter_Request.htm

To request this publication in alternative formats please call 218-726-6393 or email: fye@d.umn.edu

LECTURE CLASSES

Many classes are given in lecture format, meaning the faculty instructor will cover topics as outlined in the course syllabus. The instructor will expect students to take notes on the material covered in lecture and in the assigned readings. It often takes time and practice to develop effective note-taking skills. If you need a review of study skills, we recommend taking a 1-credit course, SSP 1054: College Study Strategies.

COURSE GRADING

Grading is another common issue for students making the transition from high school or community college. College instructors will vary in their grading methods and styles. The biggest difference is that many college courses base the course grade on two or three exams or assignments. Most instructors will have daily readings or assignments; most, however, do not grade based on these daily assignments. The student is responsible for learning and comprehending the course material. Faculty members are generally willing to help, but the student must initiate the contact.

WHAT HAPPENS NEXT?

UMD email: You will begin receiving email at your UMD email address once you initiate your UMD internet account. These emails may be from your college, the financial aid office, First Year Experience, or others.

Check your UMD email regularly to make sure you are not missing any important messages from UMD or your instructors.

UMD and the First Year Experience & Students in Transition Office Online: You are encouraged to explore the First Year Experience & Students in Transition (FYE & SIT) and UMD websites to learn more about life at UMD. On the FYE site, www.d.umn.edu/fye, you can find out more about FYE & SIT's services and read about common transition issues faced by new students. Discover more about UMD policies and procedures, courses, degree programs, campus resources and campus life on the main UMD website.

<http://www.d.umn.edu>
or call UMD Toll Free: 1-800-232-1339

ACCOUNT INITIATION INFORMATION AND INSTRUCTIONS

FOLLOW THE INSTRUCTIONS BELOW BEFORE YOUR A&R DATE!

When you initiate your account, you will:

- Find out your **internet ID** (also referred to as your *username* or x.500)
- Set your **password**
- Learn your **email address**

What are your Internet ID and password used for?

- Accessing your university email account
- Viewing and accepting your financial aid award(s)
- Registering for classes
- Updating your address and contact information
- Viewing your grades
- Viewing your online billing statement(s)
- Using your ePortfolio and Graduation Planner

Please initiate your student account and check your UMD email account!

Write down your username and remember your password!

INSTRUCTIONS FOR ACCOUNT INITIATION:

Step One: Go to the UMD homepage at <http://www.d.umn.edu>. Under “Quick Links,” click on “Register for Classes.”

Step Two: Under “Services You May Need,” click on “Account Initiation.” Enter your social security number, your student ID number (listed on your confirmation letter), and your birth date. Next, read the password requirements carefully and choose an appropriate password. After all information is entered, click on “Submit Form.”

Step Three: If all of the information is entered correctly, you will see the “Internet Login Successful” screen. Behind this screen, you will find your internet ID (a.k.a. username) and email address.

Write down your **internet ID** and remember your **password**. Bring them both to Advisement & Registration. You will use your **internet ID** and **password** to register for courses.

EMAIL USE AT UMD AND SET-UP INFORMATION:

It is important that you **check your UMD email account** on a regular basis, even prior to attending Advisement & Registration. Why? University-assigned student email accounts are the **University’s official means of communication**. You are therefore responsible for all information sent to your UMD email account. The Office of Financial Aid will soon begin sending emails to students regarding additional information or documentation needed to award financial aid.

How to Check your UMD email account 48 hours after you initiate your internet account, you can begin checking your email. Go to the UMD homepage at <http://www.d.umn.edu> and click on “Email.” Log in using your internet ID and password. Some incoming UMD students will find that their UMD email is being directed to a different campus of the University of Minnesota. This is usually the result of applications for admission being made to multiple campuses or because College in the Schools classes have been taken through another campus. All University email is directed to the first account that was opened within the University of Minnesota system.

Please confirm where your e-mail is being directed or make changes by visiting: <http://www.umn.edu/myaccount> Click ‘Set E-mail Forwarding and Autoreply’ (under the ‘Manage Your E-mail’ header). If you change your email forwarding, there may be a delay of up to an hour before it takes effect.

Email which has accumulated on another campus of the University of Minnesota can be transferred to your UMD inbox. Please call the UMD helpdesk at 218/726-8847, or email helpdesk@d.umn.edu for assistance.

Questions or concerns? Call the ITSS HelpDesk (Information Technology Systems and Services) at 218/726-8847 or email them at helpdesk@d.umn.edu. The HelpDesk has some weekend and evening hours during the academic year.

KEY POINTS ON FINANCIAL AID FOR NEW STUDENTS IN THE SPRING 2012 SEMESTER

[WWW.D.UMN.EDU/FAREG](http://www.d.umn.edu/fareg)

If you have questions about
your financial aid at UMD,
please contact the
Student Assistance Center at
218/726-8000 or
umdhelp@d.umn.edu

Step One: File the FAFSA (Free Application for Federal Student Aid)

If you have not already filed the FAFSA for the 2011-2012 academic year, you must do so before you will be awarded any federal or state grants, work-study, or loans from UMD. Paper forms are available, but we encourage you to file the FAFSA electronically. The FAFSA is processed by the federal government. The FAFSA determines the “Expected Family Contribution” (EFC) toward the cost of attendance. Processing time for the paper form is 4-6 weeks, but the electronic form is processed in 72 hours. Go to www.fafsa.ed.gov to file the FAFSA form online.

If you already have a FAFSA on file for this year, make sure that you have notified FAFSA to send your data to UMD. Make sure that you give FAFSA the UMD federal school code, 002388.

Step Two: Cancel Any Spring 2012 Aid Awarded at Other Schools

If you have been attending a different college during the Fall 2011 semester and have a financial aid award at that school, notify that school’s financial aid office that you will not be attending there for the Spring 2012 semester. Most colleges award federal and state financial aid for both semesters; you will need to cancel the spring portion of your old aid award before UMD can make a financial aid award for you.

Step Three: Respond to your online aid award notice.

You will receive an award notification from the UMD Office of Financial Aid & Registrar through your UMD-assigned email account. Follow the directions in the email to view and respond to your award. Your award notice will show you the aid you have been offered; you will need to indicate whether you want to accept, reduce, or decline each item.

Step Four: Complete the Entrance Counseling process.

If this is the first time you’ve taken a loan as a UMD student, you are required to complete entrance loan counseling online. You will receive an email (or multiple emails if you have multiple loans) directing you when and how to complete Entrance Counseling.

Step Five: Complete and sign your Promissory Notes.

If you are required to complete promissory notes for the loans you have accepted, you will be directed by email on how and when the notes should be completed. If you are directed to complete a Master Promissory Note for federal Direct Loans, you will need your PIN number (obtained when you filed the FAFSA online) to complete the promissory note. If you did not receive a PIN or have misplaced it, you can get one via email. Go to www.pin.ed.gov for information on how to get a duplicate copy of your PIN (if you lost yours) or how to get a new PIN (if you never had one).

WHAT IF I WANT TO CHANGE MY MAJOR OR COLLEGE?

Each year, 35 to 40 percent of entering students choose not to identify a specific major of study. Several sources suggest that not declaring a major right away is an optimal way of approaching your studies. Keeping an open mind to potential areas of interest while actively exploring possible majors can be very beneficial for some students. Students entering with an undeclared major are encouraged to use the Liberal Education program to explore areas of interest. Several resources exist to assist students in choosing a major. Career Services, special advisement, career exploration workshops, and personal interest/skills inventory tests can help you decide on a major. If you have identified a major but wish to explore other areas of interest, take a variety of courses from the Liberal Education program.

A major or collegiate unit can be changed during your time at UMD; frequent changes, however, can delay your graduation. Some majors have very structured programs that require an early decision in order to complete degree requirements within four years. We strongly encourage you to openly discuss your interests and concerns with your advisor at Advisement & Registration and throughout your college career.

DIRECTIONS TO UMD AND PARKING LOT A

COMPLETE THE A & R
CHECKLIST ON THE
BACK PAGE!



From I-35:

Follow I-35 North to the 21st Avenue East exit (#258). Follow 21st Avenue East to Woodland Avenue (top of the hill). Turn right onto Woodland Ave. Continue on Woodland Ave. to W. College Street. Turn left on College Street. UMD will be on your right. Turn right onto University Ave. Park in Lot A, which will be the first lot on your left. Please display the enclosed parking pass on your dashboard. *Do not park in a metered spot.* Follow the outdoor and indoor Advisement & Registration directional signs to the Kirby Ballroom.

From Central Minnesota (Range Cities):

Follow Highway 53 (Miller Trunk Highway) to Arrowhead Road (stop lights just past Menards). Turn left onto Arrowhead Road. Continue on Arrowhead Road to Kenwood Avenue (approximately 4 miles). Turn right on Kenwood Ave. Travel on Kenwood and turn left on W. College St. UMD will be on your left shortly after the first stoplight. Turn left onto University Ave. and park in Lot A, which will be the first lot on your left. Please display the enclosed parking pass on your dashboard. *Do not park in a metered spot.* Follow the outdoor and indoor Advisement & Registration directional signs to the Kirby Ballroom.

From Wisconsin via Superior:

Take Highway 53 to Duluth. Take the I-35 North exit and follow the "From I-35" directions above.

From Northern MN via Two Harbors:

Take Highway 61 to Duluth and turn right onto 21st Avenue East. Follow 21st Avenue East to Woodland Avenue (top of the hill). Turn right onto Woodland Ave. Continue on Woodland Ave. to W. College Street. Turn left on College Street. UMD will be on your right. Turn right onto University Ave. Park in Lot A, which will be the first lot on your left. Please display the enclosed parking pass on your dashboard. *Do not park in a metered spot.* Follow the outdoor and indoor Advisement & Registration directional signs to the Kirby Ballroom.

There is no overnight parking except at metered spaces.

MOTELS AND HOTELS IN DULUTH

Many families decide to spend the night in Duluth, especially if they are traveling long distances. Below is a list of a few hotels/motels in Duluth. For a complete listing, contact the Duluth Convention and Visitor's Bureau (1-800-4-Duluth) or check on-line at <http://www.visitduluth.com/>.

Edgewater Resort & Waterpark - 2400 London Road	800-777-7925
Comfort Suites on the Canal - 408 Canal Park Dr.	888-766-7636
Comfort Inn West - 3900 W. Superior St.	888-766-7636
Country Inn & Suites - 9330 W. Skyline Pkwy.	218-628-0668
Days Inn - 909 Cottonwood Ave.	218-727-3110 or 800-DAYSINN
Fairfield Inn - 901 Joshua Ave.	218-727-3110
Fitger's Inn - 600 East Superior St.	800-FITGERS
Hampton Inn on the Waterfront - 310 Canal Park Dr.	800-426-7866
The Suites at Waterfront Plaza - 325 Lake Ave. S.	218-722-2143
Holiday Inn Downtown Waterfront - 200 W. 1 st St.	800-477-7089
Inn on Lake Superior - 350 Canal Park Dr.	218-726-1111 or 888-668-4352
Motel 6 - 200 S. 27 th Ave. W.	218-723-1123
Radisson Hotel Duluth - 505 W. Superior St.	218-727-8981
Super 8 - 4100 W. Superior St.	800-800-8000
Sheraton Duluth Hotel - 301 E. Superior St.	800-235-3535

ADVISEMENT & REGISTRATION CHECKLIST

- _____ Read your confirmation letter to find your assigned Advisement & Registration date. The Advisement & Registration schedule is listed below. Please note that students must plan on attending through the end of the program. If you anticipate conflicts with your date, please contact Rose Hallgren at 800-232-1339 (ask for ext. 8755) or 218/726-8755 to reschedule your Advisement & Registration session.
- _____ **If you have done any college coursework** (including College in the Schools or PSEO) *you* must request directly from the college(s) that official transcripts be sent to UMD Office of Admissions, Attn: Carly Moritz, 1117 University Drive, 25 Solon Campus Center, Duluth, MN 55812-3000. High school transcripts do not document college credit.
- _____ If you are interested in living on campus, please contact Housing and Residence Life at 218/726-8178 to request a housing application/contract.
- _____ Complete the process outlined in the Account Initiation Information and Instructions in this packet so that you can access your UMD email account and other online resources. Remember your internet ID and password and bring them with you to Advisement & Registration. You need to do this process in order to register for classes!
- _____ Check your UMD email regularly for official communication from UMD, including all financial aid and billing information.
- _____ Know whether you will be covered by a health insurance policy or need to purchase the University sponsored insurance. If you already have health insurance coverage, bring the company name, company telephone number, and policy number with you to Advisement & Registration. You need to enter this information to register for classes. All of this information can be found on your health insurance card.
- _____ Bring your driver's license or other state-issued ID with you, along with documentation (such as copies of registration forms and transcripts) of and coursework in progress, to Advisement & Registration.
- _____ Review the enclosed U-Card information. To avoid having to wait in line for your U-Card, you may complete and send in the "Express" option paperwork two weeks prior to your Advisement & Registration date.
- _____ Students who attend or graduate from an out-of-state (not Minnesota) high school, complete your Student Immunization Record and bring it to Advisement & Registration or send it to UMD Health Services prior to the start of spring semester. (This is not required for students who graduated from a Minnesota high school after January, 1996.)
- _____ Transfer students, you will receive a copy of your Transfer Credit Evaluation prior to your Advisement & Registration session. Review this and follow the directions in the cover letter regarding any questions.
- _____ Review carefully the entire booklet, Preparing for Advisement & Registration. Bring this information and other supplementary materials with you to the Advisement & Registration program.
- _____ Please be aware that UMD is a non-smoking campus. Smoking is not allowed in any building or any of the UMD grounds.

WE LOOK FORWARD TO MEETING YOU!

For additional information regarding the items listed, refer to the information in this guide and in your invitation to Advisement & Registration and supplementary materials, check the UMD website at <http://www.d.umn.edu>, or call UMD Toll Free: 1-800-232-1339.

ADVISEMENT & REGISTRATION PROGRAM SCHEDULE

- 10:45 a.m. Campus Tour (*optional*), Ballroom, 3rd Floor, Kirby Student Center
- 11:15 a.m. Check - In begins, Kirby Ballroom, 3rd Floor, Kirby Student Center
- 11:40 a.m. Announcements Begin
- 12:00 p.m. Welcome, *Success at UMD* Presentation
- 12:30 p.m. Transfer Credit Information *or* Beginning College at UMD
- 1:00 p.m. College Meetings, Academic Advisement, Spring semester registration, and U-Card
- 4:30 p.m. Program Ends (*approximate time*)

BE SURE TO SIGN UP FOR A DAY THAT YOU CAN STAY FOR THE WHOLE PROGRAM!

Please note lunch is not served as part of this program, so please plan accordingly.