

EXCHANGE STUDENT HANDBOOK



**UNIVERSITY OF MINNESOTA
DULUTH**

**2009-2010
Fall**

WELCOME

On behalf of University of Minnesota Duluth (UMD) students, faculty and staff, welcome to Duluth! You have made a wonderful choice to study at UMD. I hope that your experience here will bring you great opportunities, great friends, and great memories.

Use this handbook as a quick reference for your time in Minnesota. For a complete list of rules and information regarding UMD check on the University's web site at <http://www.d.umn.edu>, or www.d.umn.edu/ieo/incoming/.

Feel free to stop by the International Education Office (IEO) to meet with a staff member or peer advisor to answer any questions you cannot find the information in this handbook or online.

I, and the entire International Office, look forward to getting to know you throughout your time here.

Jerolyn Bruns, Program Coordinator

UMD

The UMD campus overlooks Lake Superior. Most buildings on campus are connected by concourses or hallways. As of fall 2004, 10,366 students from over 40 countries were enrolled at the University.

Duluth

The Duluth area population is 184,134. The area's most notable icon is the Aerial Lift Bridge on Lake Superior. Over 1,000 ocean-going and Great Lakes freighters annually pass under the bridge. Industries include tourism, healthcare, financial/banking, mining, paper, communications, education and shipping. Although Duluth is considered a city, it has 23 city parks, sculpture gardens and rose gardens to name a few of the surrounding nature interests. For more information go to <http://www.visitduluth.com/> or <http://duluthguide.com/>

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Important Numbers

CALLS FROM UMD CAMPUS:

- **To UMD** campus use last four digits
- **To Duluth** 9 + seven digit number
- **Long Distance** 1 + area code (i.e. 218 in Duluth area)
- **International Calls** 011 + country code + number

UMD

Athletics Department (tickets) -----	726 8595
Campus Books-----	726 7286
Housing Office-----	726 7381, 726 8178
IEO front desk (8-4:30) -----	726 8764
Information Services-----	726 7587
International Club-----	726 8738
ITSS Help Desk (Tech/Computer) -----	726 8847
Jerolyn Bruns (Program Coordinator) -----	726 8229
Karin Robbins (Int'l Advisor) -----	726 8962
Sue Gulland (I-20 issuance) -----	726 8792
Library-----	726 6120, 726 8120
Mailroom-----	726 8287
Recreation Sports & Outdoor Program -----	726 7218
Telephone Services -----	726 7939
UMD Safe Walk Escort -----	726 6100

Health

Health Services (8am-4pm M-F) UMD -----	726 8155
St. Mary's/Duluth Clinic Urgent Care-----	786 6000
St. Mary's Hospital - Emergency-----	786 4357
St. Luke's Urgent Care-----	725 6095
St. Luke's Hospital – Emergency-----	726 5616

Emergency

Emergency calls on-campus(8am-4pm) -----	726 7000
Emergency—Ambulance, Fire, Police -----	911

General

Time and Temp automated service-----	733 0300
Information (small fee charged) -----	411

About UMD

UMD is a comprehensive regional university. Undergraduate students can choose from 12 bachelor's degrees in 75 majors. In addition to the two-year program at the School of Medicine and a College of Pharmacy program, UMD offers graduate programs in 20 different fields, plus six cooperative programs offered through the Twin Cities. UMD consistently ranks among the top Midwestern, regional universities in *U.S. News and World Report's* "America's Best Colleges" issue. Providing an alternative to both large research universities and small liberal arts colleges, UMD attracts students looking for a personalized learning experience on a medium-sized campus of a major university.

UMD's campus consists of more than 50 buildings on 244 acres overlooking Lake Superior. Concourses or hallways connect most buildings at the UMD main campus, providing easy access for students with disabilities and convenience for all students year round.

Faculty

A faculty member serves the University as a teacher instructing students, as a scholar adding to the fund of human knowledge, and as a citizen contributing special skill and knowledge through various forms of public service. There are five classes of regular faculty positions: professor, associate professor, assistant professor, instructor, and adjunct instructor.

Staff

The staff that serve the campus include professional student personnel workers, clerical workers, food service workers and a large number of individuals who work within units, offices and programs across the campus. UMD currently employs over 1,700 faculty and staff.

Students

UMD's fall 2008 enrollment was 11,366 students.

UMD Undergraduate College Student Affairs Offices

Labovitz School of Business and Economics
219 Labovitz School of Business and Economics

College of Education and Human Service Professions
113 Bohannon Hall

School of Fine Arts
212 Humanities Building

College of Liberal Arts
306 Kirby Plaza

College of Science and Engineering
140 Engineering Building



Upon Arrival To Duluth

Contact Details at UMD

Once you arrive at UMD it is important that you update your current mailing address and add an emergency contact person online at www.d.umn.edu/students. Please note that ALL zip codes should ONLY use the first 5 digits (i.e. 55812) when following the directions below:



Update Current Mailing Address Select "Update Personal Information." Enter your Internet ID and password. From the pull-down menu select "Personal Addresses." Change **ONLY your current mailing address**. Click on "Submit **Current Mailing Address Changes**."

Add Emergency Contact From the pull-down menu again select "Emergency Contacts" add new contact. This must be filled. Click "Submit these Contact Details."

Registration and Academics

Student ID Card – the 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. This gives you the capability to use computer lab printers and to purchase lab equipment needed for some science courses. The U Card office is open Monday through Friday, 8 - 11 a.m. and 12 - 4:30 p.m.; confirm summer hours by calling 218-726-8814.

Computer Lab Access

For information regarding computer lab access, please refer to the following website:

<http://www.d.umn.edu/itss/labs/fullaccess/>. Lab access may be required for one or more of your courses.

Registration

The UMD Class Schedule is updated every semester and lists the courses with their credits, instructors, meeting times, and meeting rooms. It is available on the Web at <http://www.d.umn.edu/courseinfo/> in both the *Online Version* and *Printable PDF of Class Schedules*. The calendar, final exam schedule, and all the information you will need to plan your own class schedule are available in the *Fall 2005 Printable Policies/Procedures Section PDF*.

Adding/Dropping a Class

International students are required to take between 12 and 20 credits during a semester to fulfill visa regulations. You may drop or add a class by going to: http://www.d.umn.edu/registrar/reg_change.html/.

Courses may be added during the first two weeks of the semester with course approval codes from the appropriate instructor or department; **courses cannot be added after the second week.**

Students may withdraw from a course during the first two weeks of the semester without any reflection of the withdrawal on their transcript. Students may cancel courses through the last day of the eighth week of the semester. Such cancellations will be marked with a W on the transcript. After that date students must petition to be withdrawn from the course. **To officially drop a class a student needs to withdraw using their UMD online account.** If a class is not dropped a student may receive a failing grade.

Grades

Courses are graded A-F, including pluses (+) and minuses (-), S (satisfactory) and N (no credit). The grading system for each course is shown in the class schedule information. Students may be able to choose their grading option. When allowed, changes in the grading option must be made within the first two weeks of classes via the web registration system.

Grades are usually available within a week after the end of the semester. You may view your grades via the web at http://www.d.umn.edu/registrar/reg_grades.htm.

Transcripts

An official transcript for each student is maintained in the Office of Financial Aid and Registrar. The transcript is a complete record of all academic work attempted at the University. An official transcript is sent to exchange students' home institution. If a student would like to request an additional official transcript (cost \$5) they can do so online at <http://www.d.umn.edu/students/>.

Students may also print a copy of their unofficial transcript online at this same website, or get one by presenting their student ID card at the Solon Campus Center Information Desk. Transcripts will not be released to anyone without the written consent of the student.

Confidentiality of Records

Federal and State laws, as well as the University Board of Regents, have mandated policies on confidentiality of records. Students may request to examine their own records, but only upon that student's authorization will such records be transmitted to a third party.

Tuition and Fees

Billing Statement

Tuition bill notices sent via University-issued e-mail accounts at the beginning of each semester will direct you to a secure website to obtain your bill. Please monitor your account carefully for this information.

You will have approximately three weeks from the date on the billing statement to the payment due date. Late fees will be charged for payments received after the due date. Due dates are listed at <http://www.d.umn.edu/umdbo/sarfeechart.html>.

Your billing statement may include: recreational sports fee, hospitalization insurance fee, special course fees. Two optional fees are the MPIRG (MN Public Interest Research Group) and the SLC (Student Legislative Coalition).

Cashier

Darland Administration Building (Windows 11, 12)

<http://www.d.umn.edu/umdbo/sarfeechart.html>

Phone: 218-726-8820

Hours: Weekdays 8:30-3:30

- Pay tuition and housing
- Payment drop box - next to Window 10 during off-hours
- Cash checks (\$50 limit on personal checks, 25¢ charge)
- Rent a locker

Student Accounts Receivable

Darland Administration Building (Windows 15, 16)

Phone: 218-726-7190

<http://www.d.umn.edu/umdbo/sar.html>

Hours: Weekdays 8:30-3:30

- Tuition accounts
- Refunds
- Late payment fees

Banking

To open any kind of bank account, simply go to the institution of your choice and tell the receptionist that you would like to open an account. Generally, two forms of identification will be required to open an account. The receptionist will direct you to a person who can explain the kinds of accounts that are available. Banks are listed in the Duluth/Superior telephone directory.

Most students have found the best solution is to open both a savings and a checking account with the same institution. A checking account permits you to write checks, which eliminates the possibility of losing rather large amounts of money that you may otherwise have to carry with you.

Some institutions have automatic teller machine (ATM) service to make withdrawals or deposits any time of the day or week. ATMs are located in the Kirby Student Center, Kirby Plaza and nearby shopping centers. Students may use either of the two banks on campus:

University of Minnesota Federal Credit Union
107 Kirby Student Center
Phone: 218-726-6310

Twin City Federal Bank (TCF)
U Card desk. 127 Kirby Plaza
Phone: 218-726-8814

Other banking options can be found in the Twin Ports (Duluth/Superior) telephone directory.

Housing



Most exchange students elect to live on campus due to convenience. Most apartments or rentals are too far to walk to campus. They may, however, be near the bus line. Often times off campus rentals have a lease that is for a full year and thus cost more money.

On-Campus

A variety of styles are available to students who wish to live in University housing facilities. The traditional residence halls include room and board. Several meal plan options are available. All meals for students living in the residence halls are served in the Residence Hall Dining Center (RHDC) also known as the DC.

Apartment style living in the Junction, Oakland, Stadium, Goldfine, and Heaney Hall is available for 1,300 students. Four students are housed in each apartment. Although most students living in on-campus apartments prepare their own meals, some students purchase meal tickets, which are available at the RHDC.

Both the residence halls and apartments are staffed by professional staff and student resident advisers who are trained to respond to the problems associated with group living as well as any emergencies that may arise.

On-Campus Check-Out Procedures

Students must abide by UMD Housing & Residence Life guide and work with their RA(s) and the UMD Housing Office to check out. Students leaving after *Fall Semester* must also submit a completed housing cancellation form to the Housing Office.

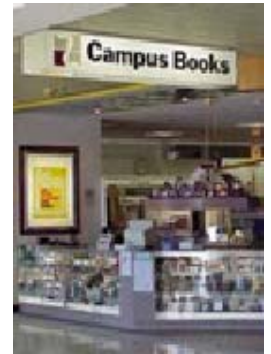
Off-Campus

Listings for off-campus housing are posted at the UMD website <http://www.d.umn.edu/kirby/housing/>.

Textbooks

Where

You can purchase books at Campus Books, the UMD bookstore. Located on the first floor of the Kirby Student Center, Campus Books carries required and optional textbooks for all UMD courses. It also carries reference books, dictionaries, study aids, and supplies. You may be able to purchase or reserve textbooks online at <http://www.umdstores.com>.



When

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. You will need to decide which option is best for you.

Cost

Plan to spend around \$550 each semester for books and supplies. Campus Books sells both new and used textbooks. Used books cost 25% less than new books.

Returns

Receipts are required for all returned books. After the tenth day of class, returns will be accepted only with proof of course cancellation. Students have until the end of the seventh week of the semester to return books with proof of class cancellation. The phone number for the bookstore is 218-726-7286.

Other Bookstores

Other bookstores can be used to purchase textbooks as well. Many students use Barnes & Noble (<http://www.bn.com>), Book Closeouts.com (<http://www.bookcloseouts.com>), or Amazon.com (<http://www.amazon.com>) to buy their textbooks. There are many other websites that sell inexpensive textbooks online in addition to these sites.

Employment

International students are eligible to work part-time on campus when jobs are available. Employment information can be accessed via the student employment web site. This web site contains information on current open positions and UMD's Freshman Job Fair. Refer to the student employment website at <http://www.d.umn.edu/umdhr/studentjobs/jobs.html>.

International students are not eligible for work-study, a U.S. government financial aid program. International students can apply for miscellaneous employment (non work-study) jobs on campus.

Students can work a maximum of 20 hours a week when school is in session. Full-time employment is allowed during breaks and summer. **International students cannot work off campus without special permission from the U.S. government.**

If you would like to apply for an on-campus job, you must see the International Student Advisor, Karin Robbins.

Immigration Regulations

As a foreign national entering the U.S., you must have the following documents as evidence of your legal status: a passport, an I-94 form and an I-20. These documents are necessary for your stay in the U.S. and for temporary departures and re-entry. International student advisors must sign your I-20 before you temporarily leave the U.S. Be sure to keep your documents in a safe place!

Passport

You should be sure that your passport is valid. Only your consulate or embassy in the US can grant passport extensions. The U.S. government requires that holders of F-1 or J-1 visas keep their passports valid for at least six months beyond the date of visa expiration.

Visa

The visa stamp is obtained at the U.S. consulate abroad. It indicates that the holder is eligible to apply for admission to the U.S. Permission to enter is granted only at the point of entry. The visa also indicates the latest date on which you may enter the country. The official at your point of entry will determine the length of time you will be permitted to stay in the U.S.

Students normally hold one of two visas, F-1 or J-1. F-1 visas are controlled by the U.S. government and are the regular student visas. In order to obtain an F-1 visa, a student must be accepted for full-time study by a U.S. institution.

Health Services

International Health Insurance

University of Minnesota policy requires that all international students, scholars and their dependents have health insurance while in the United States by enrolling in the University-sponsored Student Health Benefit Plan (SHBP) unless they are

eligible for a waiver. For details about waving the plan please see the website below).

The University of Minnesota offers one of the best and most comprehensive Student Health Benefit Plans (SHBP) in the country. The combination of the SHBP and Student Services Fee (SSF) enables students in the Duluth campus to be seen at UMD Student Health Services.

Specific details on the insurance plan can be found at: <http://www.bhs.umn.edu/insurance/duluth/international.htm>. The current academic year cost of coverage for 2006-07, is \$744 for a student, or \$186/month.



UMD Health Services

UMD Health Services (HS), located on campus between Lake Superior and Goldfine Halls, is designed to serve the unique medical, counseling, and health education needs of students. Health Services is open from 8:00 a.m. to 4:30 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 obtain appropriate care.

The Student Services Fee pays for unlimited Health Services visits, including exams for general illness, injuries, physicals and preventive care, and gynecological care. Other services are at reasonable rates and can often be billed to insurance. These include medications, labs, x-rays, immunizations and allergy shots, and elective minor surgery. **Students must first use the services of UMD Health Services, where treatment will be provided or a referral issued. The only exception is if there is an emergency after hours.**

Food Service

On Campus

Dining Center

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.

Plaza Food Court

The Plaza Food Court offers a wide variety of food vendors: the Burger Hub, Center Court Restaurant, Sombrero's Mexican Fiesta, Grab and Go, and Taste of Italia.



Vending Machines

Vending machines are located throughout campus offering a variety of refreshments, such as candy, pop, sandwiches, coffee and juice.

Transportation

City Bus Service

Duluth Transit Authority (<http://www.duluthtransit.com>) buses serve UMD students, faculty and staff, who ride "free" using their University ID card (U Card). The "Mall" bus goes directly to a shopping area, called Miller Hill Mall. Bus schedules are available at the Kirby Information Desk.

Taxi Service

There are several different taxi services in Duluth that may be of use to you occasionally during your stay. Taxis are city regulated and all charge a base rate of \$1.80 per mile. You may want to find another student who is willing to share the expense with you if you decide to use this option.

Driving in the United States

You will be required to have a valid driver's license. In many states you are unable to use an international driver's license. If you rent a car you will need to provide a drivers license, major credit card (not a debit card), and have valid car insurance in the state you are driving. Insurance can be purchased per day. Renters under 25 will have an additional daily charge due to rules in the US.

Communication



E-mail as Official Means of Communication

All students attending UMD are given University-assigned e-mail accounts. Check this account regularly for important information and messages. It is also recommended that you do not forward your E-mail from this account as you may lose messages or attachments. You can continue to access your UMD E-mail if you are away from campus by logging in through the internet at

<http://www.d.umn.edu/email>.

UMD Campus Directory

Each year, UMD prints the *Campus Directory*, with name, local (UMD) address, and telephone number of registered students, faculty, and departments, as well as information for some local businesses. The directories are distributed in November in the Kirby Student Center. Directory information is also available online at <http://www.d.umn.edu/people/>.

Update your personal information on the Web

(<http://www.d.umn.edu/Register/>) so your correct school address and phone number are published. If you do not want your address, phone number, or e-mail address available to the public during the time you are attending UMD, you must activate directory suppress. For the *UMD Campus Directory* which appears in November, complete the suppress before the end of the third week of fall semester. See <http://www.d.umn.edu/registrar/access-prevent.html>.

Duluth/Superior Phone Directory

Duluth/ Superior telephone directories contain the phone numbers and addresses of Duluth area residents and businesses, as well as maps of Duluth and Superior, lists of area attractions, and government information. If you live on campus, a directory will be provided in your residence hall. If you live off campus, be sure to request one from the phone company when you hook up your phone service.

Calling Cards

International calling cards can be purchased at most area businesses including Wal-Mart and Walgreen's. Prices vary according to the country you are calling. Be sure to check the rate for your country when purchasing a card. You can also purchase calling cards over the Internet. Some students have purchased reliable, affordable calling cards from the websites: <http://www.justalking.com> and <http://www.9278.com>.

You can also use your UCard as a calling card. For more information about prices and how to sign up for it, you can visit <http://www.ucardcalling.umn.edu> or call 218-726-8847.

On Campus Long Distance

All residence hall rooms and University apartments include unlimited on-campus and local Duluth area calls at no extra cost. Voice mail is also provided for each number on campus. Information Technology Systems and Services (ITSS) offer a competitive long distance service for students in on-campus residence halls. For further information on long distance service go to <http://www.d.umn.edu/itss/phone/>.

Student Organizations

UMD is home to over 130 different student organizations. Organizations and activities are listed on the UMD website at <http://www.d.umn.edu/kirby/activities/>.

Student Association

The UMD Student Association (SA) is the official voice of the student body. It has the responsibility to advocate for student concerns, needs, desires and opinions across campus in the media, administration, and committees involved in policy-making. For more information, visit the SA web page at <http://www.d.umn.edu/~umdsa>.

Friends of International Students

A number of people in Duluth have expressed an interest in getting to know students from other countries who are attending UMD. You can join an American family for a meal or a holiday celebration, see the sights of Duluth, or even take a short trip. If you are interested in visiting with an American family, please pick up a *Friends of International Students Interest Form* from the office of the International Student Adviser. Karin Robbins will be happy to answer any questions you may have about the program.

International Club

The International Club welcomes all international students and U.S. students as members. The purpose of the club is to encourage interaction between international and U.S. students. Social activities are planned each term. Meetings are scheduled on a regular basis; dates and times of meetings are posted in the International Club room, 270F Kirby Student Center, in the Multicultural Center. For more information, see the website <http://www.d.umn.edu/~intlclub/>.

Sports Clubs

These programs provide opportunities for the student who has a desire for a greater concentration in a specific sport. These clubs have included fencing, frisbee, gymnastics, karate, rugby, scuba diving, skiing, soccer, volleyball, darts and weight lifting. See further information at <http://www.d.umn.edu/recsports/>.



UMD Statesman

The *UMD Statesman*, the official weekly newspaper of the University, funded by the Student Services Fee and advertising sales, provides students interested in journalism, or planning a career in journalism, with important experience in the field. It provides the student body, faculty, and staff with an informative and entertaining newspaper. All students with interests in writing, editing, photography, artwork, business, or production are encouraged to participate on the newspaper staff. If interested, contact the editor-in-chief in the Student Activities Center or call 726-7113. The web site for the *UMD Statesman* is <http://www.d.umn.edu/statesman/>.

Miscellaneous Resources

Post Office

Mount Royal Station, 200 Mt. Royal Circle (located behind the Mount Royal Shopping Center)

Business hours: 8:30 a.m. to 5:00 p.m. weekdays, 10:00 a.m. to 12:00 p.m. on Saturday.

Mail Room

UMD Mailroom, 44 Darland Administration Building (basement)

Business hours: 8:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:30 p.m., Monday through Friday.

Mail services Include: Certified, registered, and insured mail; change of address cards; domestic and international mail; UPS package pickup; and zip code information.

Newspapers

There are a variety of papers in the Duluth-Superior area (Twin Ports), Minnesota statewide and nationwide. Many publications are free.

Duluth

Duluth News Tribune—Duluth's local daily paper

Minnesota

Star Tribune—Minneapolis/St. Paul daily paper

Pioneer Press—Minneapolis/St. Paul daily paper

National

USA Today—National daily paper

FREE (available on Wednesday)

Statesman—UMD's newspaper printed once a week

UMD Students Website

<http://www.umdstudents.com> is a student-run website where UMD students discuss a wide range of topics, sell and buy textbooks, and talk about upcoming events. It is an excellent place to find out about current activities on campus, discuss classes, or talk about whatever you want.

Locker Rental

Lockers located throughout the campus are available for rent. Students use lockers to store their jackets and coats, especially during the winter months. You can rent one from the cashier window in the Darland Administration Building lobby. They are available to rent on the first day of class. The cost is \$17.00 for a full locker, and \$12.50 for a half locker (for the full year). You will receive a partial refund at the end of the semester when you return your lock. For more info go to www.d.umn.edu/umdbo/locker.html.

Grocery Stores and Shopping Centers

The Mt. Royal Shopping Center is located at the corner of Woodland Avenue and St. Marie Street. It has a grocery store (Mt. Royal Fine Foods), public library, restaurants, and Great Clips for Hair.

The Kenwood Shopping Center on the corner of Arrowhead Road and Kenwood Avenue has a SuperOne Foods grocery store, pharmacy, restaurants, and University Barbers Styling Salon is nearby.

Cub Foods grocery store is located a bit further away, near the mall. Cub offers a large international section of products and also an organically certified selection of products.

Whole Foods Co-Op offers a selection of organic, vegetarian, and vegan food and products. They are located 610 E 4th Street.

There are other grocery stores and shopping centers in the Duluth area,

General Shopping

There are department stores located in and near the Miller Hill Mall where you can purchase most necessities. At the Goodwill Store, 700 Garfield Avenue, you can buy used or cheap clothes and home furnishings, from 9 a.m. to 5 p.m., Monday through Saturday.

The Duluth downtown, including Canal Park, has a variety of stores including clothing, jewelry, art work, beauty salon and many more items and services.

Laundromats

University residences have washing machines and clothes dryers located in the building. Laundry facilities are free for residents. You must supply your own detergent. Additional laundromats are located in Duluth and can be used for a fee.

Weather

The average yearly temperature in Duluth ranges from -20 C to 35 C (-4 F to 95 F). From early June until mid September the weather is warm. Then the weather cools, until in December, January and February it is extremely cold. Colder weather continues until mid May.

Use several layers of clothing to protect exposed skin, including the face, when walking in freezing temperatures. For your car, purchase an emergency winter survival kit, available in local stores, in case your engine stalls.

In winter, listen to radio or television weather forecasts before leaving home.

During severe winter storms, call **726-SNOW (726-7669)** or check at www.d.umn.edu/snow/, as the campus may close if there is a heavy snow storm.



Fitness Facilities

Your U-Card is used to access the recreational facilities as well as Intramural Sports on campus. Facilities on campus consist of: weight room/cardio room, field house, ice rink, pool, indoor track, sport fields, tennis courts, indoor climbing walls, and gymnasium. You also have the option of paying an extra for a group fitness pass. The pass gives students access to fitness classes offered, such as Yoga, Pilates, Aerobics, Spin, etc. For more information go to <http://www.umdrsop.org>, stop by the Rec Sports Office, or call them at 726 7128.

RSOP Office

- 153 Sports and Health Center
- M-TH 8am-7pm, Friday 8am- 4pm

International Education Office Staff

138 Kirby Plaza
1208 Kirby Drive
Duluth, MN 55812

Phone: 218 726 8764
Fax: 218 726 7352

EMERGENCY PHONE NUMBER: 218 310 6946

Staff Members

A. Gail Bier, Director

Phone: 218 726 6274
E-mail: abier@d.umn.edu

Lyndsey Andersen

Phone: 218 726 6673
E-mail: lmanders@d.umn.edu

Jerolyn Bruns

Phone: 218 726 8229
E-mail: jbruns1@d.umn.edu

Cathy Caine

Phone: 218 726 8616
E-mail: cjcaine@d.umn.edu

Deb Good

Phone: 218 726 6731
E-mail: dgood@d.umn.edu

Leigh Neys

Phone: 218 726 7053
E-mail: lneys@d.umn.edu

Final Exam Schedule

Fall 2009

http://www.d.umn.edu/registrar/regular_fall_exam.htm

December	Thursday December 17	Friday December 18	Saturday December 19	Monday December 21	Tuesday December 22
Exam Time	Class normally meets				
8:00–9:55am	3:00pm MWF M–F	Common	11:00am TTh	2:00pm TTH 2:30pm TTH	12:00pm TTh 12:30pm TTh
10:00–11:55am	8:00am TTh	9:00am TTh 9:30am TTh	4:00pm MWF M–F	5:00pm MWF M–F	4:00pm TTh
12:00–1:55pm	2:00pm MWF M–F	8:00am MWF M–F	10:00am MWF M–F	11:00am MWF M–F	5:00pm TTh
2:00–3:55pm	1:00pm TTh	Common	3:00pm TTh 3:30pm TTh	10:00am TTh	1:00pm MWF M–F
4:00–5:55pm	Common	9:00am MWF M–F	Saturday am classes (CE and day)	12:00pm MWF M–F	5:00 or 6:00pm W (CE)
CE EXAMS 6:00–7:55pm	5:00 or 6:00pm Th (CE)	5:00 or 6:00pm F (CE)	Saturday pm classes (CE and day)	5:00 or 6:00pm M (CE)	5:00 or 6:00pm T (CE)

When one or more common exams are scheduled at the same time, priority is given to the earliest class time as determined by the Class Schedule.

Weight and Measurement Equivalents

Units of Length

Meter= 1.093 yards
 Yard=0.9144 meter
 = 3.281 feet
 Foot=0.3048 meter
 =39.370 inches
 Inch=0.0254 meter
 Kilometer= 0.621 mile
 Mile=1.609 kilometer

Units of Area

Square Meter=1.196 square yards
 Square yard=0.836 square meter
 Square foot=0.092 square meter
 Square Cm=0.155 square inch
 Square inch=6.45 square cm
 Square Kilometer=0.386 square mile
 Square mile=2.590 square km

Unit of Capacity

Liter=1.056 U.S. liquid quarts or
 U.S. liquid quart=.946 liter
 =0.8880 English liquid quart
 Dry quart =1.111 liters
 =0.908 dry quart
 U.S. gallon=3.785 liters
 =0.264 U.S. gallon or
 English gallon=4.543 liters
 =0.220 English gallon

Units of Weight

Gram=15.432 grains
 Grain=0.0648 gram
 =0.0352 avoirdupois ounce
 Avoirdupois ounce=28.35 grams
 Kilogram=2.2046 pounds avoirdupois
 Pound=0.4536 kilogram
 Carat=3.08 grains avoirdupois

Temperature

To convert **Centigrade into Fahrenheit:** Multiply Centigrade degrees by 9, divide by 5, add 32.

To convert **Fahrenheit into Centigrade:** Subtract 32 from degrees of Fahrenheit and multiply by 5, then divide by 9.

CELSIUS	FAHRENHEIT
-12	10
-6	20
-1	30
4	40
10	50
15	60
21	70
26	80
32	90
37	100

= 10.764 sq