

COLLEGE OF CONTINUING EDUCATION

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UNIVERSITY OF MINNESOTA

2009-2010  
ONLINE and DISTANCE  
COURSE CATALOG

Convenient • Flexible • Anyplace • Anytime

[CCE.UMN.EDU/ODL](http://CCE.UMN.EDU/ODL)

# HOW TO REACH US

## University of Minnesota Phone Directory and General Information

612-625-5000

## College of Continuing Education Information Center

Phone: 612-624-4000; 1-800-234-6564 (toll free outside the Twin Cities)

Fax: 612-625-1511

E-mail: [cceinfo@umn.edu](mailto:cceinfo@umn.edu)

Web site: [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl)

CCE Info Center Hours: Monday–Thursday: 8:00 a.m.–5:00 p.m.; Friday: 8:00 a.m.–4:30 p.m.

## One Stop Student Services

### *Registration, Financial Aid, Billing, Payment, Grades, and Student Accounts*

Phone: 612-624-1111; 1-800-400-8636 (toll free outside the Twin Cities)

E-mail: [helpingu@umn.edu](mailto:helpingu@umn.edu)

Web site: [www.onestop.umn.edu](http://www.onestop.umn.edu)

### *Campus center locations*

#### **200 Fraser Hall** (East Bank)

106 Pleasant Street S.E.

Minneapolis, MN 55455

East Bank Office Hours: Monday–Thursday: 8:00 a.m.–5:30 p.m.; Friday: 8:00 a.m.–4:00 p.m.

#### **130 West Bank Skyway** (West Bank)

219 19th Avenue South

Minneapolis, MN 55455

West Bank Office Hours: Monday–Friday: 8:00 a.m.–4:00 p.m.

#### **130 Coffey Hall** (St. Paul)

1420 Eckles Avenue

St. Paul, MN 55108

St. Paul Office Hours: Monday–Friday: 8:00 a.m.–4:00 p.m.

## University of Minnesota Bookstores, Coffman Store

Phone: 612-625-6000; 1-800-442-8636 (toll free outside the Twin Cities)

E-mail: [debooks@umn.edu](mailto:debooks@umn.edu)

Web site: [www.bookstores.umn.edu](http://www.bookstores.umn.edu)

## University Libraries

Phone: 612-624-0303

E-mail: [infopoint@umn.edu](mailto:infopoint@umn.edu)

Web site: [www.lib.umn.edu](http://www.lib.umn.edu)

## Computer Help Desk

Phone: 612-301-4357

E-mail: [help@umn.edu](mailto:help@umn.edu)

Web site: [www.oit.umn.edu/help](http://www.oit.umn.edu/help)

## WE'RE CHANGING OUR NAME!

The College of Continuing Education's Independent and Distance Learning program (IDL) is changing its name to Online and Distance Learning (ODL).

This new name better represents the services we offer our students and recognizes the increasing breadth of our online course offerings.

The name change will not affect any current student's registrations or transcripts, nor does it affect staffing, administration, or other program resources. Online and Distance Learning will continue to uphold the quality and standards you have come to expect from the University of Minnesota College of Continuing Education.

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# WELCOME TO ONLINE AND DISTANCE LEARNING

## Learning Without Limits

Welcome to Online and Distance Learning (ODL) at the University of Minnesota—world-class education available when and where you want it.

Choose from a wide selection of University courses for college credit in many subjects. Credits you earn are recorded on a University of Minnesota transcript, and they count the same as credits earned on campus. As an ODL student, you can:

- Complete course credits you need for your degree or certificate program at the times and locations that are convenient for you.
- Choose online or printed formats and semester-length or extended-term timelines.
- Explore topics of interest without needing to apply and be accepted to a University degree or certificate program.

Credits earned through Online and Distance Learning are semester credits.

### Undergraduate or Graduate Credit

Most Online and Distance Learning courses are undergraduate courses, but a few may be taken for graduate credit. If graduate credit is offered for a course, that fact is stated in the course description.

### Online Degree and Certificate Programs

Returning students who have completed at least 50 semester credits of university-level coursework and who have experienced an interruption in their college career of at least two years, may be able to complete an individualized bachelor's degree through our flexible online option. Contact the Information Center at 612-624-4000 regarding the Multidisciplinary Studies degree program, or check the CCE website at [www.cce.umn.edu/mds](http://www.cce.umn.edu/mds).

The fully online **Certificate in Applied Business** requires a series of upper-level undergraduate courses that give you an opportunity to develop skills that are vital to business success. These courses are designed for working adults and require previous college course work. They emphasize specific knowledge that can immediately be applied to a career.

Please see pages 6–7 for more about these programs and other online learning opportunities from the College of Continuing Education.

### Using ODL Course Credits Toward a University of Minnesota On-Campus Degree

Here are three things to remember about using ODL credits toward a U of M on-campus degree:

- The University counts course credits earned through Online and Distance Learning as resident credits.
- Some programs have limits on how many Online and Distance Learning credits students can count towards a major. Consult a program adviser.
- Students who are not admitted to a program but who plan to earn a degree in the future should consult the Office of Admissions for further information. Call 612-625-2008, 1-800-752-1000, or TTY 612-625-9051 or visit <http://admissions.tc.umn.edu>.

### Transferring ODL Credits

Officials at other colleges or universities determine which courses will be accepted to fulfill degree requirements at their institutions. Get approval from your institution before registering.

### Accreditation

Online and Distance Learning courses are approved by academic departments. And like all University of Minnesota course credits, they are accredited by the North Central Association of Colleges and Schools.

## Before You Register

### ***Are Online and Distance Learning Courses Right for You?***

- Are you well organized and self-motivated?
- Are you in your second year of college or beyond?
- Do you have a solid A or B average?
- Can you schedule several hours per week to work on your ODL course?
- Do you read and write well?
- Do you get started on your course work right away and stick with it until it's done?

If you can answer "yes" to these questions, then you are a good candidate for ODL. Check with your adviser before registering, and start out by taking a single course.

### ***Step by Step Planning***

#### **Select the Course**

If you are already admitted to a degree program or are planning to apply to a program, contact your adviser to be sure the course fits your needs.

#### **Complete Any Necessary Prerequisites**

Prerequisite courses (previous coursework you need to have) are listed in italics with the course descriptions beginning on page 9.

#### **See If the Course Is Offered in a Term Length That Works for You**

Courses are offered in one of two different term lengths (See page 52 for more information.)

- **Term-based** courses are held during a specific semester. They begin and end at the same time as classes held on campus.
- **Extended-term** courses may be started at any time during the year. Work at your own pace and take up to nine months to finish the course work.

#### **Determine If You Are Eligible for Financial Aid**

Visit the Financial Aid Wizard at <http://frw.cce.umn.edu/frwizard> to find out your options, and see the *Financial Aid* section on page 72. There are restrictions on financial aid for extended-term courses, so review the information carefully.

#### **Decide If the Course Delivery Method Suits You**

Courses are delivered to you in one of two formats, (see also *How ODL Works*):

- In a **printed (correspondence) course**, students receive a detailed hard copy printed study guide and instructions for assignments. Students communicate with faculty primarily by mail. Many instructors also accept e-mail.
- In an **Internet-delivered online course**, instructions and course contents are posted on a course Web site. Students communicate with faculty through the Web site.

Both types of course formats require you to purchase and use conventional textbooks.

### **Make Sure You Have Access to Appropriate Technology**

If you plan to register for an online course, you may need to check the following:

- If you plan to connect online from your employer's network make sure you have permission from your employer.
- Most online courses use software called WebCT Vista. Go to <http://webct.umn.edu> and click on "Brower Set Up." Follow the links to download and configure the right browser, adjust browser settings, enable Java and JavaScript, and check your system requirements.
- Some online courses have extra computer requirements such as special software. Check the course description.

### **Check the Semester in Which Your Course Begins**

You need to know the semester in which your course will begin (even if it ends in a later semester). The term the course begins in is the one that will be recorded on your transcript. To find out about important registration dates, starting and ending dates for the term, and deadlines for cancellations, refunds, and grade changes, see the *Registration and Changes in Registration* section of this catalog (beginning on page 55.)

### **Now You're Ready!**

Once you have gathered all the information you need, you will be ready to register and begin your Online and Distance Learning course. You can find courses and detailed registration and program information in the following pages of this catalog or on our Web site at [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl). Or call the CCE Information Center at 612-624-4000. And, once again, welcome to ODL!

# FREQUENTLY ASKED QUESTIONS

## ***Do I need to be admitted to a U of M degree or certificate program?***

No. We accept course registrations from everyone. If you want to transfer ODL credits to your program or degree, speak with an adviser at your college or university before registering.

## ***Is ODL right for me?***

Taking a course through ODL requires strong self-discipline and directing your own study. Less help is available than in a classroom, and you will need to commit a number of hours per week to work on your course. If you have some previous college experience, a B or above grade point average, and can avoid procrastination and manage your time independently, you have a good chance of succeeding. To see if this learning style works for you, we suggest you register for only one ODL course.

## ***When can I register?***

This depends on the term length of your course. Registrations are accepted every day for extended-term courses, and new sections begin every month. Term-based courses have fixed semester terms and registration periods that match the University's regular academic calendar. (See the *Registration and Changes in Registration* section, page 55.)

## ***Will I get credit for this course?***

The grade and credits you earn will appear on your University of Minnesota transcript, and will count the same as on-campus course credits.

## ***Will these courses apply toward my degree or transfer to another institution?***

Check with your college (or prospective college) adviser to find out if a course meets the specific requirements of your program or degree. Some University of Minnesota programs limit how many ODL credits can count towards a particular major. Prospective University of Minnesota undergraduate students can contact the Office of Admissions by calling 612-625-2008, 1-800-752-1000, or TTY 612-625-9051. To get a description or syllabus of an ODL course please visit the Web site at **http://cce.umn.edu/odl**, or contact the CCE Information Center 612-624-4000.

## ***Is it possible to earn a degree online?***

Returning students who have completed at least 50 semester credits of university-level coursework and who have experienced an interruption in their college career of at least two years may be able to complete an individualized bachelor's degree through our flexible online option. Contact the Information Center at 612-624-4000 regarding the Multidisciplinary Studies degree program, or check the CCE website at **www.cce.umn.edu/mds**.

## ***When do I pay for my course?***

You will have an online student account showing your charges on a password-protected Web site and billing notices will be sent to your University of Minnesota e-mail account. You should check your online student account soon after you register, and recheck it regularly to find out about your charges and payment deadlines. The University does not send out paper bills to students. (See the *Tuition, Fees, Billing, Payment, and Refunds* section, page 67.)

***Is financial aid available?***

There are no restrictions on financial aid for term-based, semester-long courses. Extended-term courses, which allow nine months for completion, are not eligible for aid administered by the Office of Student Finance, with one exception. Other types of aid may be available. (See the *Financial Aid* section, page 72.)

***What if I want to drop a course?***

You must officially cancel your registration in a course in order to avoid receiving a grade of F or N. The conditions of your cancellation depend on how long it has been since your term began. (See the *Registration and Changes in Registration* section, page 55.)

***What happens if I don't finish a course?***

Plan ahead and try not to let this happen to you. If you are going to drop out, cancel your registration officially. Otherwise, the course will appear on your University of Minnesota transcript with a grade of F or N. If you have already completed a significant amount of the coursework, your instructor might be willing to give you an extension and a temporary grade of Incomplete (I). (See the *How ODL Works* section for details, page 52.)

# ONLINE PROGRAMS

## ***Individualized Bachelor Degree in Multidisciplinary Studies***

Returning students *with significant previous coursework—but no degree*—may be able to complete a bachelor's degree all or partially online through this innovative College of Continuing Education program. Preferred admission criteria are as follows:

- previous completion of at least 50 transferable semester credits
- an overall GPA of at least 2.5
- an interruption of at least two years at any point in your college career

## ***Using Online and Distance Course Credits Towards On-Campus Degrees***

Individual ODL courses may apply to a number of on-campus degrees and certificate programs at the University of Minnesota, including those offered by the College of Continuing Education (CCE).

E-mail the CCE Information Center at [cceinfo@umn.edu](mailto:cceinfo@umn.edu), or call 612-624-4000 or 1-800-234-6564 for information on using ODL courses with the Bachelor of Applied Science or Inter-College Program bachelor degrees.

For information about using ODL courses for degrees in other colleges at the University of Minnesota, contact your college adviser or (for prospective undergraduate students) the University of Minnesota Office of Admissions at <http://admissions.tc.umn.edu>, 612-625-2008 (1-800-752-1000).

## ***Undergraduate Certificate in Applied Business***

Earning an official University of Minnesota certificate shows that you took a series of credit courses and gained a body of knowledge in a highly focused subject area. A certificate may help you enhance a career path, earn a promotion, make a career transition, or earn credits to transfer toward an eventual degree. To earn a certificate, you must apply to a program and be officially admitted.

The fully online certificate in Applied Business requires a series of upper-level undergraduate courses that give you an opportunity to develop and practice skills that are vital to business success. These courses are designed for working adults and require previous college course work. They emphasize specific knowledge that can immediately be applied to a career.

Choose from four areas of emphasis:

- Managing the Professional Practice
- Managing in Health Systems Organizations
- Managing for Sustainability, Innovation, and Quality (Sustain•ovation•ality<sup>®</sup>)
- Self-designed Focus (requires adviser/departmental approval)

For information about program requirements and how to apply for admission visit the Continuing Education Certificates Web site at [www.cce.umn.edu/certificates](http://www.cce.umn.edu/certificates), or contact the CCE Information Center at 612-624-4000.



## Other Online Opportunities

The following programs are not listed in detail in this catalog but are available through other departments in the College of Continuing Education. Check the specific program Web sites or call 612-624-4000 for more information.

These are noncredit opportunities; they do not carry credits toward a University degree.

### **Online Mentoring for Writers**

Creative writers can sign up for one-on-one mentoring via the Internet through Split Rock's Online Mentoring for Writers. The program connects outstanding mentors with writers to provide individually tailored, constructive assistance with fiction, poetry, or nonfiction in accessible, practical, and meaningful ways. Their goal is to enable you to strengthen and sustain your writing.

Online Mentoring presents a faculty of outstanding mentors specially selected from the renowned writing teachers who have taught at the Split Rock Arts Program over the years. Current mentors include: Wesley Brown, Sharon Doubiago, Patricia Francisco, Rigoberto Gonzalez, Linda Hasselstrom, Susan Hubbard, Pablo Medina, Valerie Miner, Jim Moore, Ruth Schwartz, Sylvia Wantanabe, and Catherine Watson.

Split Rock Online Mentoring for Writers creates relationships, facilitates progress, and offers individual choice. For more information visit the Split Rock Web site at [www.cce.umn.edu/mentoring](http://www.cce.umn.edu/mentoring); e-mail [onlinementor@umn.edu](mailto:onlinementor@umn.edu); or call 612-624-4375.

### **Online Human Resource Certification Test Preparation**

You can advance your career in human resources by gaining recognized credentials in just over 10 weeks. Be part of a virtual class that will provide a thorough review of the SHRM Learning System®. You will follow a schedule and interact with your instructor and peers in a virtual environment. As with any classroom, you will be able to join in, ask questions, and fully participate. For more information visit our web site at [www.cce.umn.edu/professionalcertification/shrm](http://www.cce.umn.edu/professionalcertification/shrm); or call 612-624-4000.

### **Great Conversations Online**

Since 2002, the Great Conversations series has presented groundbreaking discussions between prominent members of the University of Minnesota faculty and their distinguished guests from around the world—a distinguished group of visionary leaders including Archbishop Desmond Tutu, Pulitzer Prize-winning journalists Judith Miller and Seymour Hersh, and political activists Kerry Kennedy and Daniel Ellsberg, among many others. You can listen to or download all the Great Conversations and join online discussions about them on the College of Continuing Education's website at: [www.cce.umn.edu/conversations](http://www.cce.umn.edu/conversations).

### **Headliners Online**

Headliners is a unique monthly forum where University of Minnesota experts share their first-hand knowledge of the day's most intriguing stories—the medical breakthroughs, culture clashes, social trends, and foreign affairs making headlines. You can listen to all of these fascinating discussions online at: [www.cce.umn.edu/headliners](http://www.cce.umn.edu/headliners).

# HOW TO READ COURSE DESCRIPTIONS

The courses listed on the following pages are arranged alphabetically by department or subject headings. To choose a course appropriate to your needs and abilities, you must understand the course description.

The University uses a **course numbering system**:

- 0xxx courses do not carry credit toward any University degree.
- 1xxx, 2xxx, and 3xxx courses are primarily for undergraduates in their first, second, and third years of study.
- 4xxx courses are primarily for undergraduates in their fourth year of study.
- 5xxx extended-term courses offered through ODL are available for undergraduate credit only. Online, term-based 5xxx courses may offer graduate credit—check the course description for more information.

Generally, 2xxx-, 3xxx-, 4xxx-, and 5xxx-level courses are progressively more difficult than 1xxx-level courses.

You may register in any course you believe you can successfully complete. However, you must meet the prerequisites (required previous courses). The course descriptions given here are short official University of Minnesota descriptions. You can find much more detailed course information at [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl). If you have any questions about course difficulty, look up the course or contact the instructor. Specific information for a given course may change if a course is revised or a new instructor is appointed.

The sample description below will help you understand the listings that follow.

<b>Department Abbreviation and Course Number</b>	<b>Fren 1002 Beginning French II</b>	<b>Course Title</b>
<b>Course Description:</b> Official University course description. Any notes specific to the ODL version of a course are printed in italics below the course description.	<i>(Prereq 1001 or equiv)</i> Basic listening, speaking, reading, and writing skills. Emphasis on communicative competence. Includes some cultural readings. Estrem, Mary Elaine; 5 cr.	<b>Special Instructions:</b> Grade base (if not mentioned, you may register either A–F or S/N), prerequisites, and other course information.
<b>Instructor</b> (subject to change)	<b>Extended Term Correspondence</b>	<b>Number of Credits</b> (also called <i>progress units</i> )
<b>Term Length and Delivery Method:</b> Length is either <i>term-based</i> (semester) or <i>extended-term</i> (nine-months). The delivery method is either <i>correspondence</i> (meaning printed study guide) or <i>internet-delivered</i> (meaning online).	<b>Fall</b>	<b>Registration Term:</b> For extended-term courses, four sections are offered each term (see Section Number). One section is open for registration each month.
<b>Class Number (Call Number):</b> You must use this five-digit class number when you fill out your Registration and Cancel/Add Form.	30493 — B02, 09/15/06–06/15/07 30622 — C02, 10/15/06–07/15/07 30751 — D02, 11/15/06–08/15/07 30881 — E02, 12/15/06–09/15/07	<b>Section Number:</b> Note that each section of an ODL course begins with a letter: A for term-based semester courses; B through E for extended-term sections.
	<b>Spring</b>	<b>Start and End Dates:</b> For extended-term courses, each section is open for registration during the month <i>before</i> the month that section starts.
	57500 — B02, 01/15/07–10/15/07 57501 — C02, 02/15/07–11/15/07 54048 — D02, 03/15/07–12/15/07 54049 — E02, 04/15/07–01/15/08	
	<b>Summer</b>	
	80229 — B02, 05/15/07–02/15/08 80230 — C02, 06/15/07–03/15/08 80231 — D02, 07/15/07–04/15/08 80232 — E02, 08/15/07–05/15/08	

# COURSES

## Accounting (Acct)

Curtis L. Carlson School of Management

### Acct 2050 Introduction to Financial Reporting

(A-F only, credit will not be granted if credit has been received for: APEC 1251; prereq Soph)

Introduction to financial accounting for U.S. organizations. Reading financial statements. Blondich, Nick E, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Students admitted to School of Management majors may not take the ODL version of Acct 2050. Taking Acct 2050 through ODL is challenging and requires strong self-discipline. Less help will be available than in the classroom, and you must structure your studies by yourself.

#### Extended Term Internet Delivered

##### Fall

33563 — B02 09/15/09–06/15/10  
33729 — C02 10/15/09–07/15/10  
33893 — D02 11/15/09–08/15/10  
34061 — E02 12/15/09–09/15/10

##### Spring

68699 — B02 01/15/10–10/15/10  
68701 — C02 02/15/10–11/15/10  
62963 — D02 03/15/10–12/15/10  
62965 — E02 04/15/10–01/15/11

##### Summer

80009 — B02 05/15/10–02/15/11  
80011 — C02 06/15/10–03/15/11  
80013 — D02 07/15/10–04/15/11  
80015 — E02 08/15/10–05/15/11

See also ABus 4101 Cost Accounting, Analysis, and Control in Organizations.

## Applied Business (ABus)

College of Continuing Education

### ABus 3301 Introduction to Quality Management

(A-F only, prereq Introductory statistics)

Principles/concepts of managing quality in business applications. Improving business processes with six sigma method. Implementing/leading process improvement. 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

#### Term Based Internet Delivered

##### Spring

87977 — A94 01/19/10–05/07/10

##### Summer

93856 — A97 05/17/10–08/20/10

## ABus 4022 Management in Organizations

(A-F only, prereq 45 cr completed)

Demands on today's managers. Techniques/ideas beyond traditional studies. Focuses on small to medium-sized organizations. Applying management theory to all levels. Managing in global workplace. Organizational planning and decision making. Organizing resources. Leading/motivating people. Controlling/evaluating organizational activities. Haarklau, Evon A, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

#### Term Based Internet Delivered

##### Fall

21579 — A91 09/08/09–12/16/09

##### Spring

68025 — A94 01/19/10–05/07/10

##### Summer

85331 — A97 05/17/10–08/20/10

**ABus 4023W  
Communicating for  
Results**

*(A–F only, prereq 45 cr completed;  
meets CLE req of Writing Intensive)*

Aspects of communication essential to being persuasive/influential. Organizing and presenting ideas effectively. Strategies for audience analysis. Choosing communication methods. Making use of informal influence methods. Handling dissent. Processes for intercultural communication. Scholder, Stacy Lee, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

41843 — A91 09/08/09–12/16/09

**Spring**

87975 — A94 01/19/10–05/07/10

**Summer**

85333 — A97 05/17/10–08/20/10

**ABus 4031 Accessing  
and Using Information  
Effectively**

*(A–F only, prereq 45 cr completed)*

Role of information in business operations. Information systems, data management. Accessing external information using search services, CD-ROMs, and periodicals. Accessing internal information using desktop database system, electronic mail, or computer conferencing. Case studies, exercises. Swanson, Trisha Katherine, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Spring**

69035 — A94 01/19/10–05/07/10

**ABus 4041 Dynamics of  
Leadership**

*(A–F only, prereq 45 cr completed)*

Successful leadership via flexible approach. Knowledge, skills, and abilities that leaders develop from eight leadership strategies: academic, bureaucratic, ectic, economic, fellowship, military, political, social. Ways to lead diverse populations in a global environment. Kaiser, David, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

18997 — A91 09/08/09–12/16/09

**Spring**

69037 — A94 01/19/10–05/07/10

**Summer**

85731 — A97 05/17/10–08/20/10

**ABus 4043 Project  
Management in Practice**

*(A–F only, prereq 4102, 45 cr completed)*

Introduction to project management. Tools/techniques to support project leader in scheduling, coordinating, and allocating resources. Students work in teams to develop/conduct a field project. Requires use of MS Project (bundled w/textbook), Word, PowerPoint. Griep, Valarie J, 3 cr

*Pentium PC running Windows 95 or higher and Internet Explorer 5.5 or later; Mac Power PC running OS 9 or higher and Internet Explorer 5.1 or later. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Student may substitute another introductory operations or management class, or professional work experience in place of 4102. The software used, Microsoft Project, is available on the textbook CD and in campus labs.*

**Term Based  
Internet Delivered**

**Fall**

57746 — A91 09/08/09–12/16/09

**Summer**

85225 — A97 05/17/10–08/20/10

### ABus 4101 Cost Accounting, Analysis, and Control in Organizations

(A–F only, credit will not be granted if credit has been received for: MT 4001; prereq financial accounting, 45 cr completed)

Accounting concepts. Financial statements. Analysis/control of current assets. Income tax planning. Cost analysis. Standard costs for product costing. Time value of money. Quantifying risk/uncertainty. Utility theory, cost of capital, capital structure. Capital budgeting under capital rationing. Management decisions. Investment. Vickman, Thomas M, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Students who found earlier accounting courses difficult should take ABUS 4101 in the classroom, not online, where there are multiple weekly deadlines and little flexibility for less prepared students.

**Term Based  
Internet Delivered**

**Spring**

67457 — A94 01/19/10–05/07/10

**Summer**

85733 — A97 05/17/10–08/20/10

### ABus 4102 Operations in Manufacturing and Service Businesses

(A–F only, prereq 45 cr completed)

Concepts/principles related to management of operations functions. Operations strategy, process, design, just-in-time inventory management, forecasting, scheduling, quality improvement. Relationships between operations and the environment. Goldman, Joseph Richard, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

21581 — A91 09/08/09–12/16/09

**Summer**

84353 — A97 05/17/10–08/20/10

### ABus 4104 Management and Human Resource Practices

(A–F only, prereq 45 cr completed)

Providing day-to-day leadership. Organizing work, motivating employees. Delegating, coordinating, and achieving results. Front line human resource practices, including selection, induction, and training of new employees, employee appraisal. Handling grievances/discipline. Brooks, Emily Hause, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

18999 — A91 09/08/09–12/16/09

**Spring**

65707 — A94 01/19/10–05/07/10

### ABus 4509 New Product Development

(A–F only, prereq 4103 or 4701 or Mktg 3001, at least 45 cr or instr consent)

How new consumer, industrial, and service products are planned/developed. Idea generation, concept/buyer testing, pricing, sales/profit strategies, product positioning, promotion, packaging/distribution. Marketing case histories. Student projects. Flanders, Gordon R, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Spring**

71349 — A94 01/19/10–05/07/10

### ABus 4701 Introduction to Marketing

(A–F only, prereq macroeconomics or microeconomics, 45 cr)

Conceptual tools for creating a marketing plan. How marketing relates to other functional areas of business. Importance of an ethical, global view. Aggarwal, Praveen, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

32019 — A91 09/08/09–12/16/09

**Spring**

76563 — A94 01/19/10–05/07/10

## Art History (ArH)

College of Liberal Arts

### ArH 1002W Why Art Matters

*(Meets CLE req of International Perspect Theme, Other Humanities Core, Writing Intensive)*

Introduction to history of topics that investigate power/importance of art both globally and in its diverse forms, from architecture and painting to video and prints. Sacred space, propaganda, the museum, art/gender, art/authority, tourism. 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Spring**

92971 — A94 01/19/10–05/07/10

### ArH 3014W Art of India

*(Credit will not be granted if credit has been received for ALL 3014W, RELS 3415W; meets CLE req of International Perspect Theme, Other Humanities Core, Writing Intensive)*

Indian sculpture, architecture, and painting from the prehistoric Indus Valley civilization to the present day. 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Summer**

92847 — A97 05/17/10–08/20/10

## Biochemistry (BioC)

College of Biological Sciences

### BioC 3021 Biochemistry

*(Credit will not be granted if credit has been received for BIOC 6021; prereq BIOL 2003 or BiOL 1002 or BIOL 1009, CHEM 2301, or instr consent)*

Fundamentals of biochemistry, including structure and function of proteins, nucleic acids, lipids and carbohydrates, metabolism and regulation of metabolism; quantitative treatments of chemical equilibria, enzyme catalysis and bioenergetics; and the chemical basis of genetic information flow. Roon, Robert J, 3 cr

*Online course, with 4 handwritten proctored exams. Visit <http://biosci.cbs.umn.edu/class/bioc/3021/jsa/distance.html> for details about technical requirements and exam scheduling before registering.*

*CBS students who wish to enroll in the ODL version of BioC 3021 need special permission to register. Information about the petition process can be found at [www.cbs.umn.edu/studentservices/policies.html#idl](http://www.cbs.umn.edu/studentservices/policies.html#idl). Please contact CBS Student Services if you have questions.*

**Term Based  
Internet Delivered**

**Fall**

24223 — A91 09/08/09–12/16/09

**Spring**

72375 — A94 01/19/10–05/07/10

**Summer**

86567 — A97 05/17/10–08/20/10

### BioC 6021 Biochemistry

*(Credit will not be granted if credit has been received for BIOC 3021; prereq general biology, organic chemistry, instr consent; intended for MBS students)*

Fundamentals of biochemistry. Structure/function of proteins, nucleic acids, lipids and carbohydrates. Metabolism, regulation of metabolism. Quantitative treatments of chemical equilibria, enzyme catalysis, and bioenergetics. Chemical basis of genetic information flow. Roon, Robert J, 3 cr

*Online course with hand-written exams. Permission is required to register. Contact Master of Biological Science program, 612-625-3133 or [biolink@umn.edu](mailto:biolink@umn.edu).*

**Term Based  
Internet Delivered**

**Fall**

37403 — A91 09/08/09–12/16/09

**Spring**

84529 — A94 01/19/10–05/07/10

**Summer**

91227 — A97 05/17/10–08/20/10

## Biology (Biol)

College of Biological Sciences

### Biol 1009 General Biology

(Credit will not be granted if credit has been received for BIOL 1009H; prereq high school chemistry; 1 term college chemistry recommended; meets CLE req of Biological Sciences/Lab Core)

Major concepts of modern biology. Molar structure of living things, energy recruitment/utilization, flow of genetic information through organisms/populations. Principles of inheritance, ecology, and evolution. Includes lab. Brooker, Robert James, 4 cr  
Includes labs, most can be done at home. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

#### Extended Term Internet Delivered

##### Fall

33561 — B07 09/15/09–06/15/10  
33727 — C07 10/15/09–07/15/10  
33897 — D07 11/15/09–08/15/10  
34065 — E07 12/15/09–09/15/10

##### Spring

68711 — B07 01/15/10–10/15/10  
68713 — C07 02/15/10–11/15/10  
62975 — D07 03/15/10–12/15/10  
62977 — E07 04/15/10–01/15/11

##### Summer

80049 — B07 05/15/10–02/15/11  
80051 — C07 06/15/10–03/15/11  
80053 — D07 07/15/10–04/15/11  
80055 — E07 08/15/10–05/15/11

### Biol 4003 Genetics

(Credit will not be granted if credit has been received for GCD 3022; prereq BIOC 3021 or BIOC 4331, any CBS major or major in animal science or applied plant science or BA biology or BA microbiology or nutrition or physiology or biology/society/environment or instr consent)

Introduction to the nature of genetic information, its transmission from parents to offspring, its expression in cells/organisms, and its course in populations. Brooker, Robert James, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. CBS students who wish to enroll in the ODL version of Biol 4003 need special permission to register. Information about the petition process can be found at [www.cbs.umn.edu/studentservices/policies.html#idl](http://www.cbs.umn.edu/studentservices/policies.html#idl). Please contact CBS Student Services if you have questions.

#### Extended Term Internet Delivered

##### Fall

33567 — B03 09/15/09–06/15/10  
33733 — C03 10/15/09–07/15/10  
33899 — D03 11/15/09–08/15/10  
34067 — E03 12/15/09–09/15/10

##### Spring

68715 — B03 01/15/10–10/15/10  
68717 — C03 02/15/10–11/15/10  
62983 — D03 03/15/10–12/15/10  
62985 — E03 04/15/10–01/15/11

##### Summer

80065 — B03 05/15/10–02/15/11  
80067 — C03 06/15/10–03/15/11  
80069 — D03 07/15/10–04/15/11  
80071 — E03 08/15/10–05/15/11

### Biol 4004 Cell Biology

(Prereq 3021 or BIOC 3021 or BIOC 4331, 4003 or BIOC 4332)

Processes fundamental to cells, with an emphasis on eukaryotic cells. Assembly and function of membranes and organelles. Cell division, cell form and movement, intercellular communication, transport and secretion pathways. Some discussion of specialized cells including cancer cells and differentiated cells. Brooker, Robert James, 3 cr

CBS students who wish to enroll in the ODL version of Biol 4004 need special permission to register. Information about the petition process can be found at [www.cbs.umn.edu/studentservices/policies.html#idl](http://www.cbs.umn.edu/studentservices/policies.html#idl). Please contact CBS Student Services if you have questions.

#### Extended Term Correspondence

##### Fall

33569 — B03 09/15/09–06/15/10  
33735 — C03 10/15/09–07/15/10  
33901 — D03 11/15/09–08/15/10  
34069 — E03 12/15/09–09/15/10

##### Spring

68719 — B03 01/15/10–10/15/10  
68721 — C03 02/15/10–11/15/10  
62987 — D03 03/15/10–12/15/10  
62989 — E03 04/15/10–01/15/11

##### Summer

80089 — B03 05/15/10–02/15/11  
80091 — C03 06/15/10–03/15/11  
80093 — D03 07/15/10–04/15/11  
80095 — E03 08/15/10–05/15/11

See also:

**Ecology, Evolution, and Behavior**

**Genetics and Cell Development**

## Bioproducts and Biosystems Engineering (BBE)

College of Food, Agricultural & Natural Resource Sciences

### BBE 4312 Pulp and Paper Unit Operations

(Prereq 4305 or instr consent)

Application of principles of momentum, heat, and mass transfer to unit operations in pulp/paper industry. Fluid transport, filtration, sheet formation, sedimentation, drainage, pressing, heat exchange, evaporation, washing, bleaching, humidification/drying, chemical/energy recovery. Computer simulation of multiple-stage systems. Ramaswamy, Shri, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

57397 — A91 09/08/09–12/16/09

### BBE 4314 Papermaking Processes and Process Engineering Laboratory

(Prereq instr consent)

Theory/practice of design/operation of paper machines and associated finishing/converting equipment. Experiments illustrate/apply principles of momentum, heat, and mass transfer. Operation/performance optimization of pilot-plant paper machine. Process engineering studies of industrial production systems. Online course. Ramaswamy, Shri, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Spring**

92972 — A94 01/19/10–05/07/10

### BBE 5312 Pulp and Paper Unit Operations

(Prereq grad student or instr consent)

Application of principles of momentum, heat, and mass transfer to unit operations in pulp/paper industry. Fluid transport, filtration, sheet formation, sedimentation, drainage, pressing, heat exchange, evaporation, washing, bleaching, humidification/drying, chemical/energy recovery. Computer simulation of multiple-stage systems. Ramaswamy, Shri, 4 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

57398 — A91 09/08/09–12/16/09

### BBE 5314 Papermaking Processes and Process Engineering Laboratory

(Prereq grad student or instr consent)

Theory/practice of design/operation of paper machines and associated finishing/converting equipment. Experiments illustrate/apply principles of momentum, heat, and mass transfer. Operation/performance optimization of pilot-plant paper machine. Process engineering studies of industrial production systems. Online course. Ramaswamy, Shri, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. This section is for graduate credit. Non-admitted students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088.

**Term Based  
Internet Delivered**

**Spring**

75285--A94 01/19/10–05/07/10

### BBE 8300 Research Problems

(Max crs 10; 10 repeats allowed; prereq instr consent)

Independent research under the guidance of faculty member. Tschirner, Ulrike Waltrau, 7 cr  
Students work independently with an instructor. Contact instructor for permission to register.

**Term Based  
Internet Delivered**

**Fall**

37407 — A91 09/08/09–12/16/09

**Spring**

77463 — A94 01/19/10–05/07/10



## Business

See the following listings:

- Accounting**
- Applied Business**
- Economics**
- Finance**
- Health Systems Management**
- Inter-College Program**
- Management**
- Marketing**
- Postsecondary Teaching and Learning**

## Child Psychology (CPsy)

College of Education & Human Development

### CPsy 2301 Introductory Child Psychology

*(Credit will not be granted if credit has been received for CPSY 3301; prereq 4 cr intro psych; meets CLE req of Social Science Core)*

Introduction to the science of child behavior; review of theory and research. Heinrichs, Marian R, 4 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

- 33573 — B03 09/15/09–06/15/10
- 33739 — C03 10/15/09–07/15/10
- 33905 — D03 11/15/09–08/15/10
- 34073 — E03 12/15/09–09/15/10

##### Spring

- 68723 — B03 01/15/10–10/15/10
- 68725 — C03 02/15/10–11/15/10
- 62991 — D03 03/15/10–12/15/10
- 62993 — E03 04/15/10–01/15/11

##### Summer

- 80103 — B03 05/15/10–02/15/11
- 80107 — C03 06/15/10–03/15/11
- 80109 — D03 07/15/10–04/15/11
- 80111 — E03 08/15/10–05/15/11

### CPsy 3301 Introductory Child Psychology for Social Sciences

*(Credit will not be granted if credit has been received for CPSY 2301)*

The science of child behavior; review of theory and research. Designed for majors in psychology, sociology, and related disciplines; not suggested for child psychology majors. Heinrichs, Marian R, 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

- 33653 — B03 09/15/09–06/15/10
- 33817 — C03 10/15/09–07/15/10
- 33983 — D03 11/15/09–08/15/10
- 34153 — E03 12/15/09–09/15/10

##### Spring

- 68727 — B03 01/15/10–10/15/10
- 68729 — C03 02/15/10–11/15/10
- 62995 — D03 03/15/10–12/15/10
- 62997 — E03 04/15/10–01/15/11

##### Summer

- 80113 — B03 05/15/10–02/15/11
- 80115 — C03 06/15/10–03/15/11
- 80117 — D03 07/15/10–04/15/11
- 80119 — E03 08/15/10–05/15/11

### CPsy 4302 Infant Development

*(A–F only, prereq 2301 or instr consent)*

Perceptual, motor, emotional, social, and cognitive development during the first two years of life; the developing infant in his or her social and physical environment. Millett, Katherine Gordon, 4 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up*

#### Extended Term Internet Delivered

##### Fall

- 33671 — B03 09/15/09–06/15/10
- 33835 — C03 10/15/09–07/15/10
- 34001 — D03 11/15/09–08/15/10
- 34171 — E03 12/15/09–09/15/10

##### Spring

- 68731 — B03 01/15/10–10/15/10
- 68733 — C03 02/15/10–11/15/10
- 62999 — D03 03/15/10–12/15/10
- 63001 — E03 04/15/10–01/15/11

##### Summer

- 80153 — B03 05/15/10–02/15/11
- 80155 — C03 06/15/10–03/15/11
- 80157 — D03 07/15/10–04/15/11
- 80159 — E03 08/15/10–05/15/11

**CPsy 4303 Adolescent Psychology**

(A-F only, prereq Psy 1001)

This course provides an overview of development in the second decade of life. Interactions of adolescents with family, school, and society are also reviewed. Salvatore, Jessica Elizabeth, 4 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on *Browser Set Up*.

**Extended Term  
Internet Delivered**

**Fall**

- 33577 — B03 09/15/09–06/15/10
- 33743 — C03 10/15/09–07/15/10
- 33909 — D03 11/15/09–08/15/10
- 34077 — E03 12/15/09–09/15/10

**Spring**

- 68735 — B03 01/15/10–10/15/10
- 68737 — C03 02/15/10–11/15/10
- 63007 — D03 03/15/10–12/15/10
- 63009 — E03 04/15/10–01/15/11

**Summer**

- 80161 — B03 05/15/10–02/15/11
- 80163 — C03 06/15/10–03/15/11
- 80165 — D03 07/15/10–04/15/11
- 80167 — E03 08/15/10–05/15/11

**CPsy 4331 Social and Personality Development**

(A-F only, prereq 2301, Psy 1001)

Development of social relations and personality; research, methodology, and contrasting theoretical perspectives. Survey of findings on interpersonal relationships, the concept of self, prosocial and antisocial behavior, and acquisition of social roles. Cobb, Aimee Lynn, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on *Browser Set Up*.

**Extended Term  
Internet Delivered**

**Fall**

- 33575 — B04 09/15/09–06/15/10
- 33741 — C04 10/15/09–07/15/10
- 33907 — D04 11/15/09–08/15/10
- 34075 — E04 12/15/09–09/15/10

**Spring**

- 68739 — B04 01/15/10–10/15/10
- 68741 — C04 02/15/10–11/15/10
- 63003 — D04 03/15/10–12/15/10
- 63005 — E04 04/15/10–01/15/11

**Summer**

- 80169 — B04 05/15/10–02/15/11
- 80171 — C04 06/15/10–03/15/11
- 80173 — D04 07/15/10–04/15/11
- 80175 — E04 08/15/10–05/15/11

See also Family  
Social Science

**Classical and Near Eastern Studies (CNES)**

College of Liberal Arts

**CNES 1042 Greek and Roman Mythology**

(Credit will not be granted if credit has been received for CNES 1042H; prereq credit will not be granted if credit received for: CLAS 1042, 1042H; meets CLE req of Other Humanities Core)

Introduction to stories/study of Greek/Roman mythology. Woods, Heather A, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on *Browser Set Up*.

**Extended Term  
Internet Delivered**

**Fall**

- 33571 — B03 09/15/09–06/15/10
- 33737 — C03 10/15/09–07/15/10
- 33903 — D03 11/15/09–08/15/10
- 34071 — E03 12/15/09–09/15/10

**Spring**

- 75295 — B03 01/15/10–10/15/10
- 75297 — C03 02/15/10–11/15/10
- 75299 — D03 03/15/10–12/15/10
- 75301 — E03 04/15/10–01/15/11

**Summer**

- 87875 — B03 05/15/10–02/15/11
- 87877 — C03 06/15/10–03/15/11
- 87879 — D03 07/15/10–04/15/11
- 87881 — E03 08/15/10–05/15/11

**CNES 1046 Technical Terminology for the Health Professions**

*(Prereq credit will not be granted if credit received for: CLAS 1148)*

Greek and Latin prefixes, suffixes, and roots basic to the vocabulary of health professions; taught through computer-assisted instruction. Willey, Andrew James, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term Internet Delivered**

**Fall**

- 33721 — B01 09/15/09–06/15/10
- 33887 — C01 10/15/09–07/15/10
- 34055 — D01 11/15/09–08/15/10
- 34227 — E01 12/15/09–09/15/10

**Spring**

- 75303 — B01 01/15/10–10/15/10
- 75305 — C01 02/15/10–11/15/10
- 75307 — D01 03/15/10–12/15/10
- 75309 — E01 04/15/10–01/15/11

**Summer**

- 87883 — B01 05/15/10–02/15/11.
- 87885 — C01 06/15/10–03/15/11
- 87887 — D01 07/15/10–04/15/11
- 87889 — E01 08/15/10–05/15/11

**Communication Studies (Comm)**

College of Liberal Arts

**Comm 3401 Introduction to Communication Theory**

Social scientific theory in communication. Communication history. Logic of scientific/communication theories in interpersonal, small group, organizational, intercultural, and electronically mediated communication. Fitzpatrick, Stacy L, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Term Based Internet Delivered**

**Fall**

- 57399 — A91 09/08/09–12/16/09

**Spring**

- 87979 — A94 01/19/10–05/07/10

**Comm 5441 Communication in Human Organizations**

*(Prereq 9 cr social science, 3441 or instr consent)*

Communication in organizational settings. Organizational structure and dynamics and their effect upon the communication process. Individual projects. Jacobi, Laura Jean, 3 cr  
*Students who want graduate credit but are not officially admitted to a U of M graduate program must register by contacting Communication Studies department for permission. For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Term Based Internet Delivered**

**Fall**

- 37887 — A91 09/08/09–12/16/09

**Spring**

- 69033 — A94 01/19/10–05/07/10

See also ABus 4023W  
 Communicating for Results

**Computers**

See PSTL 1571 Computer Literacy and Problem Solving

## Construction Management (CMgt)

College of Continuing Education

### CMgt 3001 Introduction to Construction

Introduction to construction and processes that shape our environment. Construction types and their differences, key participants and their vocabulary, and delivery systems. Construction specialists and their roles. Construction plan reading. Elements of the management of construction. Tours and field trips.

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Term Based Internet Delivered

##### Spring

93272 — A94 01/19/10–05/07/10

##### Summer

93854 — A97 05/17/10–08/20/10

## Ecology, Evolution, and Behavior (EEB)

College of Biological Sciences

### EEB 3001 Ecology and Society

*(A–F only, credit will not be granted if credit has been received for: BIOL 3407, BIOL 5407, BIOL 3807, BIOL 3408W; prereq jr or sr recommended; biological sciences students may not apply cr toward major; meets CLE req of Environment Theme)*

Basic concepts in ecology. Organization, development, function of ecosystem. Population growth/regulation. Human effect on ecosystems. Vaughter, Philip Claude-Dzuiik, 3 cr  
*Printed course with related recommended Web site.*

#### Extended Term Correspondence

##### Fall

33585 — B08 09/15/09–06/15/10  
19133 — C08 10/15/09–07/15/10  
19135 — D08 11/15/09–08/15/10  
34085 — E08 12/15/09–09/15/10

##### Spring

68751 — B08 01/15/10–10/15/10  
68753 — C08 02/15/10–11/15/10  
63011 — D08 03/15/10–12/15/10  
63013 — E08 04/15/10–01/15/11

##### Summer

80177 — B08 05/15/10–02/15/11  
80179 — C08 06/15/10–03/15/11  
80181 — D08 07/15/10–04/15/11  
80183 — E08 08/15/10–05/15/11

## Economics (Econ)

College of Liberal Arts

### Econ 1101 Principles of Microeconomics

*(Credit will not be granted if credit has been received for APEC 1101, ECON 1104, ECON 1101H, APEC 1101H; prereq knowledge of plane geometry and advanced algebra; credit will not be granted if credit received for: 1104, 1111, ApEc 1101; meets CLE req of International Perspective Theme, Social Science Core)*

Microeconomic behavior of consumers, firms, and markets in domestic and world economy. Demand and supply. Competition and monopoly. Distribution of income. Economic interdependencies in the global economy. Effects of global linkages on individual decisions. Sager, Erick, 4 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

33587 — B08 09/15/09–06/15/10  
33751 — C08 10/15/09–07/15/10  
33917 — D08 11/15/09–08/15/10  
34087 — E08 12/15/09–09/15/10

##### Spring

68743 — B08 01/15/10–10/15/10  
68745 — C08 02/15/10–11/15/10  
63015 — D08 03/15/10–12/15/10  
63017 — E08 04/15/10–01/15/11

##### Summer

80185 — B08 05/15/10–02/15/11  
80187 — C08 06/15/10–03/15/11  
80189 — D08 07/15/10–04/15/11  
80191 — E08 08/15/10–05/15/11

**Econ 1102 Principles of Macroeconomics**

*(Credit will not be granted if credit has been received for APEC 1102, ECON 1105, ECON 1102H, APEC 1102H; prereq 1101 or equiv, knowledge of plane geometry and advanced algebra; credit will not be granted if credit received for: 1105, 1112, ApEc 1102; meets CLE req of International Perspective Theme, Social Science Core)*

Aggregate consumption, saving, investment, and national income. Role of money, banking, and business cycles in domestic and world economy. International trade, growth, and development. U.S. economy and its role in the world economy. International interdependencies among nations. Short, Jacob M, 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Extended Term Internet Delivered**

**Fall**

- 33589 — B08 09/15/09–06/15/10
- 33753 — C08 10/15/09–07/15/10
- 33919 — D08 11/15/09–08/15/10
- 34089 — E08 12/15/09–09/15/10

**Spring**

- 68747 — B08 01/15/10–10/15/10
- 68749 — C08 02/15/10–11/15/10
- 63019 — D08 03/15/10–12/15/10
- 63021 — E08 04/15/10–01/15/11

**Summer**

- 80193 — B08 05/15/10–02/15/11
- 80195 — C08 06/15/10–03/15/11
- 80197 — D08 07/15/10–04/15/11
- 80199 — E08 08/15/10–05/15/11

**Educational Psychology (EPsy)**

College of Education & Human Development

**EPsy 4300 Special Topics in Educational Psychology: Integrative Career/Life Planning**

*(Max crs 3)*

A holistic approach to career development and life planning, helping students examine how work relates to their other roles and to societal issues. Emphasis on social context in which we make decisions and encouragement to think about how career decisions and choices contribute to society. Hansen, Sunny Sundal, 3 cr

**Extended Term Correspondence**

**Fall**

- 41941 — B02 09/15/09–06/15/10
- 41943 — C02 10/15/09–07/15/10
- 34037 — D02 11/15/09–08/15/10
- 34209 — E02 12/15/09–09/15/10

**Spring**

- 69025 — B02 01/15/10–10/15/10
- 69027 — C02 02/15/10–11/15/10
- 69029 — D02 03/15/10–12/15/10
- 69031 — E02 04/15/10–01/15/11

**Summer**

- 85305 — B02 05/15/10–02/15/11
- 85307 — C02 06/15/10–03/15/11
- 85309 — D02 07/15/10–04/15/11
- 85311 — E02 08/15/10–05/15/11

**English as a Second Language (ESL)**

College of Continuing Education

**ESL 3102 English Grammar for Academic Purposes**

*(Max crs 8; prereq 3101, Non-native speaker of English, C-TOEFL score of at least 190 or equiv, dept consent)*

Form, meaning, and use of an expanded repertoire of complex English grammatical structures used in academic written/oral discourse. Subordination, coordination, transition. Complex referential expressions. Complementation. Lexical grammar. Independent self-editing of academic writing. Nelson, Eric Stuart, 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Contact the program at 612-624-1503 or [esl@umn.edu](mailto:esl@umn.edu) to request consent.*

**Term Based Internet Delivered**

**Spring**

- 92982 — A94 01/19/10–05/07/10

**English: Composition**

See Writing Studies

## English: Creative Writing (EngW)

College of Liberal Arts

### EngW 3102 Intermediate Fiction Writing

(Prereq 1101 or 1102 or dept consent)

The craft of writing the short story by writing, reading, and listening. Exercises, experiments, assigned readings. Daniel, Judith A, 3 cr

#### Extended Term Correspondence

##### Fall

33591 — B03 09/15/09–06/15/10  
33755 — C03 10/15/09–07/15/10  
33921 — D03 11/15/09–08/15/10  
34091 — E03 12/15/09–09/15/10

##### Spring

68829 — B03 01/15/10–10/15/10  
68831 — C03 02/15/10–11/15/10  
63061 — D03 03/15/10–12/15/10  
63063 — E03 04/15/10–01/15/11

##### Summer

80281 — B03 05/15/10–02/15/11  
80283 — C03 06/15/10–03/15/11  
80285 — D03 07/15/10–04/15/11  
80287 — E03 08/15/10–05/15/11

### EngW 3110 Topics in Creative Writing: Journaling into Fiction

(Max crs 9; 3 repeats allowed; prereq 1101 or 1102 or 1103 or 1104 or dept consent)

Exploration of the links between private and public writing, the ways private journaling may be turned into fiction. Daniel, Judith A, 3 cr

#### Extended Term Correspondence

##### Fall

33683 — B03 09/15/09–06/15/10  
33849 — C03 10/15/09–07/15/10  
34015 — D03 11/15/09–08/15/10  
34185 — E03 12/15/09–09/15/10

##### Spring

68837 — B03 01/15/10–10/15/10  
68839 — C03 02/15/10–11/15/10  
63247 — D03 03/15/10–12/15/10  
63249 — E03 04/15/10–01/15/11

##### Summer

80313 — B03 05/15/10–02/15/11  
80315 — C03 06/15/10–03/15/11  
80317 — D03 07/15/10–04/15/11  
80319 — E03 08/15/10–05/15/11

### EngW 5202 Journal and Memoir Writing

Using memory in writing, from brainstorming to drafting to revision, in several genres (poems, traditional memoir essays, fiction). How diverse cultures shape memory differently. Galt, Margot Kriel, 3 cr  
*No graduate credit available.*

#### Extended Term Correspondence

##### Fall

33689 — B04 09/15/09–06/15/10  
33855 — C04 10/15/09–07/15/10  
34021 — D04 11/15/09–08/15/10  
34191 — E04 12/15/09–09/15/10

##### Spring

68841 — B04 01/15/10–10/15/10  
68843 — C04 02/15/10–11/15/10  
68845 — D04 03/15/10–12/15/10  
68847 — E04 04/15/10–01/15/11

##### Summer

80321 — B04 05/15/10–02/15/11  
80323 — C04 06/15/10–03/15/11  
80325 — D04 07/15/10–04/15/11  
80327 — E04 08/15/10–05/15/11

## English: Literature (EngL)

College of Liberal Arts

### EngL 3001W Textual Analysis: Methods

(A–F, credit will not be granted if credit has been received for: ENGL 3001V; meets CLE req of Writing Intensive)

Close/critical reading, placing literature in history/culture. Idea of multiple approaches to literary works. Analysis of various literary forms, including poetry. Johnson McGarry, Elizabeth M, 4 cr  
*English majors and minors may not take the ODL version of this course. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

33579 — B03 09/15/09–06/15/10  
33745 — C03 10/15/09–07/15/10  
33911 — D03 11/15/09–08/15/10  
34079 — E03 12/15/09–09/15/10

##### Spring

68755 — B03 01/15/10–10/15/10  
68757 — C03 02/15/10–11/15/10  
63029 — D03 03/15/10–12/15/10  
63031 — E03 04/15/10–01/15/11

##### Summer

80233 — B03 05/15/10–02/15/11  
80235 — C03 06/15/10–03/15/11  
80237 — D03 07/15/10–04/15/11  
80239 — E03 08/15/10–05/15/11

### EngL 3003W Historical Survey of British Literatures I

(Credit will not be granted if credit already received for: EngL 3003; meets CLE req of Historical Perspective Core, Writing Intensive)

An introductory historical survey of British literature and culture from the Anglo-Saxon invasions through the end of the 18th century. McNaron, Toni A, 4 cr  
*Printed course. Web access recommended for some assignments.*

#### Extended Term Correspondence

##### Fall

33699 — B03 09/15/09–06/15/10  
33865 — C03 10/15/09–07/15/10  
34031 — D03 11/15/09–08/15/10  
34203 — E03 12/15/09–09/15/10

##### Spring

68761 — B03 01/15/10–10/15/10  
68763 — C03 02/15/10–11/15/10  
66707 — D03 03/15/10–12/15/10  
66709 — E03 04/15/10–01/15/11

##### Summer

83937 — B03 05/15/10–02/15/11  
83939 — C03 06/15/10–03/15/11  
83941 — D03 07/15/10–04/15/11  
83943 — E03 08/15/10–05/15/11

### EngL 3004W Historical Survey of British Literatures II

(Credit will not be granted if credit already received for: ENGL 3004; meets CLE req of Historical Perspective Core, Writing Intensive)

An introductory historical survey of British literature and culture in the 19th and 20th centuries. Includes Romantic, Victorian, and Modernist authors, such as Wordsworth, Keats, Tennyson, the Brontes, Austen, Dickens, Wilde, Yeats, Woolf, and Thomas. McNaron, Toni A, 4 cr  
*Printed course. Web access recommended for some assignments.*

#### Extended Term Correspondence

##### Fall

33701 — B03 09/15/09–06/15/10  
33867 — C03 10/15/09–07/15/10  
34033 — D03 11/15/09–08/15/10  
34205 — E03 12/15/09–09/15/10

##### Spring

68765 — B03 01/15/10–10/15/10  
68767 — C03 02/15/10–11/15/10  
66717 — D03 03/15/10–12/15/10  
66719 — E03 04/15/10–01/15/11

##### Summer

83945 — B03 05/15/10–02/15/11  
83947 — C03 06/15/10–03/15/11  
83949 — D03 07/15/10–04/15/11  
83951 — E03 08/15/10–05/15/11

**EngL 3005W Survey of American Literatures and Cultures I**

(Meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core; meets CLE req of Writing Intensive)

Readings in American literature from first European contact, through colonial times, to mid-19th century. Texts in several genres by diverse authors. Classics, less familiar works. Historical, social, and aesthetic contexts. Murray, Gregory Kirk, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

57400 — A91 09/08/09–12/16/09

**EngL 3006W Survey of American Literatures and Cultures II**

(Credit will not be granted if credit already received for: ENGL 3006; meets CLE req of Cultural Diversity Theme, Literature Core, Writing Intensive)

Readings from the mid-19th to the mid-20th century; including the realists' and regionalists' response to the growth of industrial capitalism, Modernism in the 1920s, and the issues which united and divided the country throughout the 20th century. Murray, Gregory Kirk, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Spring**

92974 — A94 01/19/10–05/07/10

**EngL 3007 Shakespeare**

(A–F only, credit will not be granted if credit has been received for: ENGL 3007H, EngL 3807; meets CLE req of Literature Core)

Plays from all of Shakespeare's periods, including at least *A Midsummer Night's Dream*, *Hamlet*, the history plays, *King Lear*, *Macbeth*, *The Tempest*, *Twelfth Night*, *Antony and Cleopatra*, *Othello*, and *The Winter's Tale*. 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Fall**

57401 — A91 09/08/09–12/16/09

**Summer**

92845 — A97 05/17/10–08/20/10

**EngL 3020 Studies in Narrative: Science Fiction and Fantasy**

(Credit will not be granted if credit has been received for ENGL 5020; max crs 9; 3 repeats allowed)

Historical development focusing on major authors including Isaac Asimov, C.S. Lewis, Philip K. Dick, Ursula Le Guin, and others. Major ideas and theories including Freud's idea of the uncanny, Todorov's theory of the fantastic, and recent trends of the cyberpunk and interstitial arts movement. 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered**

**Spring**

92979 — A94 01/19/10–05/07/10

**Summer**

92843 — A97 05/17/10–08/20/10

**EngL 3090 General Topics: Origins of English Words**

(Max crs 12; 3 repeats allowed)

The course examines the present makeup of English words, the paths they have taken through the centuries, and the expansion of the English language. Liberman, Anatoly, 3 cr

**Extended Term  
Correspondence**

**Fall**

33717 — B01 09/15/09–06/15/10

33883 — C01 10/15/09–07/15/10

34051 — D01 11/15/09–08/15/10

34223 — E01 12/15/09–09/15/10

**Spring**

71443 — B01 01/15/10–10/15/10

71445 — C01 02/15/10–11/15/10

71447 — D01 03/15/10–12/15/10

71449 — E01 04/15/10–01/15/11

**Summer**

86173 — B01 05/15/10–02/15/11

86175 — C01 06/15/10–03/15/11

86177 — D01 07/15/10–04/15/11

86179 — E01 08/15/10–05/15/11



**EngL 5711 Introduction to Editing**

*(Credit will not be granted if credit received for: 5401)*

Beginning editing, from the nature of the editor-writer relationship to manuscript reading, author querying, rewriting, and style. Some discussion of copy editing. Students develop editing skills by working on varied writing samples. Zuckerman, Jeffrey Jay, 4 cr  
*Printed course but use of e-mail and word processing strongly recommended. No graduate credit available.*

**Extended Term Correspondence**

**Fall**

- 33593 — B03 09/15/09–06/15/10
- 33757 — C03 10/15/09–07/15/10
- 33923 — D03 11/15/09–08/15/10
- 34093 — E03 12/15/09–09/15/10

**Spring**

- 68817 — B03 01/15/10–10/15/10
- 68819 — C03 02/15/10–11/15/10
- 63065 — D03 03/15/10–12/15/10
- 63067 — E03 04/15/10–01/15/11

**Summer**

- 84947 — B03 05/15/10–02/15/11
- 84949 — C03 06/15/10–03/15/11
- 84951 — D03 07/15/10–04/15/11
- 84953 — E03 08/15/10–05/15/11

**See also PSTL 1371  
Reading Short Stories**

**Family Social Science (FSoS)**

College of Education & Human Development

**FSoS 3101 Personal and Family Finances**

*(Prereq at least soph or instr consent)*

Analysis of personal/family financial management principles. Financial planning of savings, investments, credit, mortgages, and taxation. Life, disability, health, and property insurance. Public/private pensions. Estate planning. Katras, Mary Jo Bartl, 3 cr  
*Sophomore standing or instructor consent not required for this section. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based Internet Delivered**

**Fall**

- 26309 — A91 09/08/09–12/16/09
- 34233 — A92 09/08/09–12/16/09

**Spring**

- 70995 — A94 01/19/10–05/07/10
- 73433 — A95 01/19/10–05/07/10

**Summer**

- 88877 — A97 05/17/10–08/20/10

**FSoS 4101 Sexuality and Gender in Families and Close Relationships**

*(Prereq at least jr or instr consent)*

Human ecology and development as frameworks for examining sexuality in close relationships. Diversity of sexual beliefs, attitudes, behaviors within differing social contexts. Using scientific knowledge to promote sexual health among individuals, couples, and families through various life stages. Meyer, Cynthia Jo, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based Internet Delivered**

**Spring**

- 87983 — A94 01/19/10–05/07/10

**Summer**

- 92033 — A97 05/17/10–08/20/10

**See also Child Psychology  
Gender, Women, and  
Sexuality Studies  
Social Work**

## Finance (Fina)

Curtis L. Carlson School of Management

### Fina 3001 Finance Fundamentals

(A-F only, credit will not be granted if credit has been received for: APEC 3501, FINA 3000; prereq ACCT 2050, OMS 2550)

Financial management principles. Money/capital markets, risk/return/valuation triad, capital budgeting. Capital structure, financial leverage. Cost of capital, financial performance measures, dividend policy, working capital management, international financial management/derivatives. Reik, John W, 3 cr

Students admitted to School of Management majors may not take the ODL version of Fina 3001.

#### Extended Term Correspondence

##### Fall

33707 — B04 09/15/09–06/15/10  
33873 — C04 10/15/09–07/15/10  
34041 — D04 11/15/09–08/15/10  
34213 — E04 12/15/09–09/15/10

##### Spring

68857 — B04 01/15/10–10/15/10  
68859 — C04 02/15/10–11/15/10  
62979 — D04 03/15/10–12/15/10  
62981 — E04 04/15/10–01/15/11

##### Summer

80345 — B04 05/15/10–02/15/11  
80347 — C04 06/15/10–03/15/11  
80349 — D04 07/15/10–04/15/11  
80351 — E04 08/15/10–05/15/11

## Food Science and Nutrition (FScN)

College of Food, Agricultural & Natural Resource Sciences

### FScN 1112 Principles of Nutrition

(Prereq high school biology, chemistry; meets CLE req of Environment Theme)

Fundamental concepts, nutrient functions, human nutritional requirements, food sources, evaluating nutrition information, food safety, and role of nutrition in chronic diseases, nutrition policy, and the environment. Willis, Holly Jo, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

#### Extended Term Internet Delivered

##### Fall

33595 — B07 09/15/09–06/15/10  
33759 — C07 10/15/09–07/15/10  
33925 — D07 11/15/09–08/15/10  
57376 — E07 12/15/09–09/15/10

##### Spring

68869 — B07 01/15/10–10/15/10  
68871 — C07 02/15/10–11/15/10  
63093 — D07 03/15/10–12/15/10  
63095 — E07 04/15/10–01/15/11

##### Summer

80337 — B07 05/15/10–02/15/11  
80339 — C07 06/15/10–03/15/11  
80341 — D07 07/15/10–04/15/11  
80343 — E07 08/15/10–05/15/11

## French (Fren)

College of Liberal Arts

### Fren 0100 Reading French in the Arts and Sciences

(S-N only)

Basic reading knowledge of French language. Intensive reading and translation of texts from a wide variety of disciplines. Students successfully completing the course obtain language certification in French. Akehurst, Frank Ronald, 0 cr  
*Tuition equivalent to 1 credit. Students who are not officially admitted to a U of M graduate program should contact the instructor for permission to register.*

#### Extended Term Correspondence

##### Fall

34641 — B03 09/15/09–06/15/10  
34643 — C03 10/15/09–07/15/10  
34645 — D03 11/15/09–08/15/10  
34647 — E03 12/15/09–09/15/10

##### Spring

79325 — B03 01/15/10–10/15/10  
79327 — C03 02/15/10–11/15/10  
79329 — D03 03/15/10–12/15/10  
79331 — E03 04/15/10–01/15/11

##### Summer

89141 — B03 05/15/10–02/15/11  
89143 — C03 06/15/10–03/15/11  
89145 — D03 07/15/10–04/15/11  
89147 — E03 08/15/10–05/15/11

**Fren 1001 Beginning French**

Basic listening, speaking, reading, and writing skills. Emphasis on communicative competence. Some cultural readings. Estrem, Mary Elaine, 5 cr

*Printed course with strongly recommended Web site. Audio recordings required for this course are sold exclusively by the U of M Bookstore.*

**Extended Term Correspondence****Fall**

33597 — B04 09/15/09–06/15/10  
33761 — C04 10/15/09–07/15/10  
33927 — D04 11/15/09–08/15/10  
34097 — E04 12/15/09–09/15/10

**Spring**

68861 — B04 01/15/10–10/15/10  
68863 — C04 02/15/10–11/15/10  
63033 — D04 03/15/10–12/15/10  
63035 — E04 04/15/10–01/15/11

**Summer**

80353 — B04 05/15/10–02/15/11  
80355 — C04 06/15/10–03/15/11  
80357 — D04 07/15/10–04/15/11  
80359 — E04 08/15/10–05/15/11

**Fren 1002 Beginning French**

*(Credit will not be granted if credit has been received for FREN 4022; prereq 1001 or equiv)*

Basic listening, speaking, reading, and writing skills. Emphasis on communicative competence. Some cultural readings. Estrem, Mary Elaine, 5 cr

*Printed course with strongly recommended Web site. Audio recordings required for this course are sold exclusively by the U of M Bookstore.*

**Extended Term Correspondence****Fall**

33599 — B04 09/15/09–06/15/10  
33763 — C04 10/15/09–07/15/10  
33929 — D04 11/15/09–08/15/10  
34099 — E04 12/15/09–09/15/10

**Spring**

68865 — B04 01/15/10–10/15/10  
68867 — C04 02/15/10–11/15/10  
63037 — D04 03/15/10–12/15/10  
63039 — E04 04/15/10–01/15/11

**Summer**

80369 — B04 05/15/10–02/15/11  
80371 — C04 06/15/10–03/15/11  
80373 — D04 07/15/10–04/15/11  
80375 — E04 08/15/10–05/15/11

**Gender, Women, and Sexuality Studies (GWSS)**

College of Liberal Arts

**GWSS 1001 Gender, Power, and Everyday Life**

*(Meets CLE req of Cultural Diversity Theme, Social Science Core)*

An introductory foundation course in Women's Studies with a focus on U.S. multicultural and cross-cultural studies of contemporary social, cultural, and personal conditions of women's lives. 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Extended Term Internet Delivered****Fall**

40871 — B01 09/15/09–06/15/10  
40873 — C01 10/15/09–07/15/10  
40875 — D01 11/15/09–08/15/10  
40877 — E01 12/15/09–09/15/10

**Spring**

88473 — B01 01/15/10–10/15/10  
88475 — C01 02/15/10–11/15/10  
88477 — D01 03/15/10–12/15/10  
88479 — E01 04/15/10–01/15/11

**Summer**

92049 — B01 05/15/10–02/15/11  
92051 — C01 06/15/10–03/15/11  
92053 — D01 07/15/10–04/15/11  
92055 — E01 08/15/10–05/15/11

**GWSS 3003 Gender and Global Politics**

*(Meets CLE req of International Perspect Theme, Social Science Core)*

Similarities and differences in women's experiences from a cross-cultural and historical perspective. Feminist scholarship, fiction, film, news media, oral history, autobiography. Purcell Gates, Laura, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term  
 Internet Delivered**

**Fall**

- 33651 — B03 09/15/09–06/15/10
- 33815 — C03 10/15/09–07/15/10
- 33981 — D03 11/15/09–08/15/10
- 34151 — E03 12/15/09–09/15/10

**Spring**

- 68937 — B03 01/15/10–10/15/10
- 68939 — C03 02/15/10–11/15/10
- 63237 — D03 03/15/10–12/15/10
- 63239 — E03 04/15/10–01/15/11

**Summer**

- 80393 — B03 05/15/10–02/15/11
- 80395 — C03 06/15/10–03/15/11
- 80397 — D03 07/15/10–04/15/11
- 80399 — E03 08/15/10–05/15/11

**See also FSoS 4101  
 Sexuality and Gender  
 in Families and Close  
 Relationships**

**Genetics, Cell Biology and Development (GCD)**

College of Biological Sciences

**GCD 3022 Genetics**

*(Credit will not be granted if credit has been received for BIOL 4003; prereq BIOL 1002 or BIOL 1009)*

Mechanisms of heredity, their implications for biological populations, and applications to practical problems. Brooker, Robert James, 3 cr

*Printed course with strongly recommended Web site.*

**Extended Term  
 Correspondence**

**Fall**

- 33611 — B03 09/15/09–06/15/10
- 33775 — C03 10/15/09–07/15/10
- 33941 — D03 L11/15/09–08/15/10
- 34111 — E03 12/15/09–09/15/10

**Spring**

- 68945 — B03 01/15/10–10/15/10
- 68947 — C03 02/15/10–11/15/10
- 63105 — D03 03/15/10–12/15/10
- 63107 — E03 04/15/10–01/15/11

**Summer**

- 83953 — B03 05/15/10–02/15/11
- 83955 — C03 06/15/10–03/15/11
- 83957 — D03 07/15/10–04/15/11
- 83959 — E03 08/15/10–05/15/11

**See also Biology**

**Geology and Geophysics (Geo)**

Institute of Technology

**Geo 1101 Introduction to Geology**

*(Credit will not be granted if credit has been received for GEO 1001, GEO 5001, GEO 2111H, GEO 1005; meets CLE req of Environment Theme)*

Physical processes that shape the Earth: volcanoes, earthquakes, plate tectonics, glaciers, and rivers. Students gain a better understanding of our planet in the context of current environmental issues and global change. Kirkby, Kent Charles, 3 cr

*No laboratory component. For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term  
 Internet Delivered**

**Fall**

- 33673 — B04 09/15/09–06/15/10
- 33839 — C04 10/15/09–07/15/10
- 34005 — D04 11/15/09–08/15/10
- 34175 — E04 12/15/09–09/15/10

**Spring**

- 68949 — B04 01/15/10–10/15/10
- 68951 — C04 02/15/10–11/15/10
- 63113 — D04 03/15/10–12/15/10
- 63115 — E04 04/15/10–01/15/11

**Summer**

- 80513 — B04 05/15/10–02/15/11
- 80515 — C04 06/15/10–03/15/11
- 80517 — D04 07/15/10–04/15/11
- 80519 — E04 08/15/10–05/15/11

**Geo 1102 Introduction to Earth History**

*(Credit will not be granted if credit has been received for GEO 1002, GEO 5002)*

Evolution of life on Earth. Interrelationships of plate tectonism, climate change, and organic evolution that led to the present ecosystem. Impacts of hominid evolution on Earth systems and of geological processes on human society. Kirkby, Kent Charles, 3 cr  
*No laboratory component.*

**Extended Term Correspondence**

**Fall**

- 33675 — B01 09/15/09–06/15/10
- 33841 — C01 10/15/09–07/15/10
- 34007 — D01 11/15/09–08/15/10
- 34177 — E01 12/15/09–09/15/10

**Spring**

- 68953 — B01 01/15/10–10/15/10
- 68955 — C01 02/15/10–11/15/10
- 63117 — D01 03/15/10–12/15/10
- 63119 — E01 04/15/10–01/15/11

**Summer**

- 80521 — B01 05/15/10–02/15/11
- 80523 — C01 06/15/10–03/15/11
- 80525 — D01 07/15/10–04/15/11
- 80527 — E01 08/15/10–05/15/11

**German (Ger)**

College of Liberal Arts

**Ger 1001 Beginning German**

Emphasis on working toward novice-intermediate low proficiency in all four language modalities (listening, reading, speaking, writing). Topics include everyday subjects (shopping, directions, family, food, housing, etc.). Steinhagen, Virginia I, 5 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Also requires sound and computer system ability to run Macromedia Flash Player, version 7 or higher (available free).*

**Extended Term Internet Delivered**

**Fall**

- 19171 — B03 09/15/09–06/15/10
- 19173 — C03 10/15/09–07/15/10
- 19175 — D03 11/15/09–08/15/10
- 34117 — E03 12/15/09–09/15/10

**Spring**

- 68957 — B03 01/15/10–10/15/10
- 68959 — C03 02/15/10–11/15/10
- 63125 — D03 03/15/10–12/15/10
- 63127 — E03 04/15/10–01/15/11

**Summer**

- 80537 — B03 05/15/10–02/15/11
- 80539 — C03 06/15/10–03/15/11
- 80541 — D03 07/15/10–04/15/11
- 80543 — E03 08/15/10–05/15/11

**Health Systems Management (HSM)**

College of Continuing Education

**HSM 3521 Health Care Delivery Systems**

*(A–F only, prereq 30 cr)*

Health care (HC) delivery systems, health economics, third-party/public reimbursement, current trends in HC organizations/management/administration. Regulations, standards, quality assurance, accreditation, current ethical issues.

Implications for HC providers/professionals, patients/families, communities, international health. Riley, William J, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based Internet Delivered**

**Summer**

- 92891 — A97 05/17/10–08/20/10

**HSM 4501 Writing for the Health Professions**

(A–F only, prereq 45 cr)

How to critically review medical literature and present research data. Scientific method, logic, systematic approach, objective analysis. Students support a hypothesis using research of previously conducted work and present data in graphic/narrative form according to professional standards. Bahar, Keri L, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Note: If you are interested in a Respiratory Care major, contact a UM-Rochester health sciences adviser before registering for this class.*

**Term Based  
Internet Delivered**

*Spring*

76567 — A94 01/19/10–05/07/10

**HSM 4541 Health Care Finance**

(A–F only)

General principles of financial management for the health care industry. Operational knowledge of financial management theory, especially how hospitals and their departments develop/balance operating/capital budgets for business growth/development. Governmental policies, procedures, and ethical issues controlling the health care industry. Riley, William J, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

*Spring*

81343 — A94 01/19/10–05/07/10

**HSM 4561 Health Care Administration and Management**

(A–F only, prereq 45 cr)

Background/skills in business/administrative aspects of health care. Applications of business theory to medical settings. Organization models, reimbursement methodologies, information systems, staff scheduling, employee evaluation, accreditation agencies, productivity management, budget planning, group leadership. Henry, William Floyd, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

*Fall*

57403 — A91 09/08/09–12/16/09

*Spring*

78537 — A94 01/19/10–05/07/10

**HSM 4581 Teaching in the Health Care Setting**

(A–F only, prereq 45 cr)

Components of contemporary learning theory. How to design teaching strategies, evaluate educational outcomes. Evaluation of educational needs, development of curriculum, application of various instructional methods, assessment of learning. Working with allied health practitioners, patients, and families. Bahar, Keri L, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Note: If you are interested in a Respiratory Care major, contact a UM-Rochester health sciences adviser before registering for this class.*

**Term Based  
Internet Delivered**

*Spring*

76017 — A94 01/19/10–05/07/10

**Horticultural Science (Hort)**

College of Food, Agricultural & Natural Resource Sciences

**Hort 1003 Master Gardener Core Course: Horticulture for Home & Garden**

Provides a foundation in soils; botany; entomology; plant pathology; indoor, herbaceous, and woody plants; lawns; fruits and vegetables; pesticides; and wildlife. Geared at an introductory level with an emphasis on Extension publications and resources useful in answering consumer horticulture questions. Weisenhorn, Julie Edith, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Note special term dates.*

**Term Based  
Internet Delivered**

*Spring*

63245 — A94 01/19/10–03/26/10

### Hort 1061 The Sustainable Lawn

This course will focus on sustainable turfgrass management for the home lawn. Students will learn how to identify common turfgrasses and how to properly manage a home lawn in a sustainable way. This course will also equip students with the knowledge and tools necessary to maintain quality turf areas with reduced inputs. Watkins, Eric, 3 cr

*For computer requirements and free downloads of compatible software visit [www1.umn.edu/moodle/start/technical.html](http://www1.umn.edu/moodle/start/technical.html).*

*Requires digital camera and ability to upload pictures to class website.*

**Term Based  
Internet Delivered**

**Fall**

43261 — A91 09/08/09–12/16/09

### Information Networking (INet)

College of Continuing Education

#### INet 4051 IT Infrastructure Operations

*(A–F only, prereq CSCI 42II or instr consent, sr)*

Network, server, and database operations. Infrastructure architecture, organizational structure, security, metrics, vendor relations, outsourcing, capacity planning, strategic planning, budgeting. Online case study. Victoria, Douglas D, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Spring**

68961 — A94 01/19/10–05/07/10

### Innovation Studies (IS)

College of Continuing Education

#### IS 5001 Introduction to Innovation Studies

*(A–F only, max crs 4; 3 repeats allowed; prereq dept consent, combined with: 34299 LS 5100)*

Key concepts and models from the classical literature of innovation in such fields as sociology, futures study, management science, systems science, planning, and policy analysis. Relationships among upgrades, inventions, innovations, and breakthroughs. Implications for self-leadership and organizational leadership. Tomsyck, John Peter; Harkins, Arthur M, 3 cr  
*Contact 612-626-8724 or [ccemls@umn.edu](mailto:ccemls@umn.edu) for permission to register.*

**Term Based  
Internet Delivered**

**Fall**

41881 — A91 09/08/09–12/16/09

**IS 5100 Innovation Studies Seminar: Leading Innovation in 21st Century Minnesota**

*(A–F only; max crs 24; 24 repeats allowed; prereq dept consent, combined with 88225 LS 5100)*

The “state” of Minnesota is subject to multiple definitions and interpretations. Is Minneapolis merely an urban version of Lake Wobegon? Are the Twin Cities a “cold Omaha” or do they surpass it as one of the world’s major centers of creativity? What are the strengths, weaknesses, opportunities and threats facing Minnesota’s alternative futures as a “state of innovation?” How are these futures influenced by national and global trends and potentials? What are the roles of social, cultural, and psychological “framers” in asking and answering these questions? Explore and discover Minnesota’s alternative futures as engines of innovation—or their opposites. Help create new and improved ways of “talking Minnesotan” about Minnesota as a present and future “state of innovation.” Moravec, John W; Harkins, Arthur M, 3 cr  
*For computer requirements and free downloads of compatible software visit [www1.umn.edu/moodle/start/technical.html](http://www1.umn.edu/moodle/start/technical.html). Contact 612-626-8724 or [ccemls@umn.edu](mailto:ccemls@umn.edu) for permission to register.*

**Term Based  
Internet Delivered**

**Spring**

88223 — A95 01/19/10–05/07/10

**IS 5100 Innovation Studies Seminar: Creativity, Imagination, and Innovation**

*(A–F only; max crs 24; 24 repeats allowed; prereq dept consent, combined with 92037 LS 5100)*

Explore major contributions by students of creativity, imagination, ideas, thought leadership, and invention. Creativity marshals and deploys skills that shape the products of imagination: new ideas, perspectives, insights, visions, models, and possibilities. In turn, creativity provokes imagination, which is the extension of created products into the realm of invention, or the development of entire new ways of thinking. Innovation is the embodiment of inventions within contexts that can provide for crucial tests of applied relevance or applicability. Examine imagination, creativity, and innovation through the following industries: academe, advertising, new product and service development, and the arts. Learn to use the tools of the seminar in your own work and life. Harkins, Arthur M, 3 cr  
*For computer requirements and free downloads of compatible software, visit [www1.umn.edu/moodle/start/technical.html](http://www1.umn.edu/moodle/start/technical.html). Contact 612-626-8724 or [ccemls@umn.edu](mailto:ccemls@umn.edu) for permission to register.*

**Term Based  
Internet Delivered**

**Summer**

92035 — A97 05/17/10–08/20/10

**Inter-College Program (ICP)**

College of Continuing Education

**ICP 3000 Career Skills in the Professional Environment**

*(Prereq 60 cr)*

Introduces students to the career planning/job search processes appropriate to business and professional careers in the corporate culture. Intended for students with 60 semester credits of college level work. Bonderson, Lori, 2 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

41845 — A91 09/08/09–12/16/09

**Spring**

71475 — A94 01/19/10–05/07/10

**Summer**

89113 — A97 05/17/10–08/20/10



**ICP 3001W Introduction to Multidisciplinary Studies**

(A-F, prereq admitted to ICP Multidisciplinary Studies; meets CLE req of Writing Intensive)

University study at a major research institution, its history/theory and expectations/outcomes. Students design their degree and select areas/courses. Institutional/student perspectives. Borowicz, Josh, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered****Fall**

41853 — A91 09/08/09–12/16/09

**Spring**

87985 — A94 01/19/10–05/07/10

**Journalism and Mass Communication (Jour)**

College of Liberal Arts

**Jour 3004W Information for Mass Communication**

(A-F only, meets CLE req of Writing Intensive)

Information resources for professional/academic work in mass communication. Techniques for locating, retrieving, appraising, and verifying information acquired from public records, libraries, research institutions, databases, the Internet, observation, and interviews. 3 cr

Required participation in weekly chat sessions every Wed. between 7-8 PM. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered****Fall**

41855 — A91 09/08/09–12/16/09

**Spring**

87987 — A94 01/19/10–05/07/10

**Jour 3173W Magazine Writing**

(A-F only, prereq 3004W or 3304V, 3101 or 3101H, meets CLE req of Writing Intensive)

Writing feature articles for consumer/trade publications. Market freelance methods. Froiland, Paul V, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Term Based  
Internet Delivered****Fall**

57405 — A91 09/08/09–12/16/09

**Spring**

87989 — A94 01/19/10–05/07/10

**See also EngL 5711  
Introduction to Editing**

## Laboratory Medicine and Pathology (LaMP)

Medical School

### LaMP 4177 Pathology for Allied Health Students

*(Prereq one anatomy course, one physiology course, registered in allied health program or instr consent)*

General/organ system pathology. Course is offered in classroom and online in spring, online-only in summer. Lebahn, Fran, 3 cr  
*Online course, with hand-written proctored exams. Prerequisites are enforced. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Term Based Internet Delivered

##### Spring

71331 — A94 01/19/10–05/07/10

##### Summer

85107 — A97 5/17/10–08/20/10

## Latin (Lat)

College of Liberal Arts

### Lat 1001 Beginning Latin I

*(Credit will not be granted if credit has been received for LAT 5001, LAT 1111H)*

Gradual mastery of Latin structure in order to attain reading knowledge; practice in oral reading and composition. Smith, Stephen, 5 cr

#### Extended Term Correspondence

##### Fall

33621 — B03 09/15/09–06/15/10

33785 — C03 10/15/09–07/15/10

33951 — D03 11/15/09–08/15/10

34123 — E03 12/15/09–09/15/10

##### Spring

68975 — B03 01/15/10–10/15/10

68977 — C03 02/15/10–11/15/10

63193 — D03 03/15/10–12/15/10

63195 — E03 04/15/10–01/15/11

##### Summer

80425 — B03 05/15/10–02/15/11

80427 — C03 06/15/10–03/15/11

80429 — D0 307/15/10–04/15/11

80431 — E03 08/15/10–05/15/11

## Liberal Studies (LS)

College of Continuing Education

### LS 5100 Liberal Studies Seminar: Introduction to Innovation Studies

*(A–F only; max crs 24; 24 repeats allowed; prereq dept consent, combined with 41881 IS 5001)*

Key concepts and models from the classical literature of innovation in such fields as sociology, futures study, management science, systems science, planning, and policy analysis. Relationships among upgrades, inventions, innovations, and breakthroughs. Implications for self-leadership and organizational leadership. Tomsyck, John Peter; Harkins, Arthur M, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Please call 612-626-8724 or e-mail [ccemls@umn.edu](mailto:ccemls@umn.edu) for registration procedure and permissions.*

#### Term Based Internet Delivered

##### Fall

34299 — A91 09/08/09–12/16/09

### LS 5100 Liberal Studies Seminar: Creativity, Imagination, and Innovation

(A–F only; max crs 24; 24 repeats allowed; prereq dept consent, combined with 92035 IS 5100)

Explore major contributions by students of creativity, imagination, ideas, thought leadership, and invention. Creativity marshals and deploys skills that shape the products of imagination: new ideas, perspectives, insights, visions, models, and possibilities. In turn, creativity provokes imagination, which is the extension of created products into the realm of invention, or the development of entire new ways of thinking. Innovation is the embodiment of inventions within contexts that can provide for crucial tests of applied irrelevance or applicability. Examine imagination, creativity, and innovation through the following industries: academe, advertising, new product and service development, and the arts. Learn to use the tools of the seminar in your own work and life. Harkins, Arthur M, 3 cr  
For computer requirements and free downloads of compatible software, visit [www1.umn.edu/moodle/start/technical.html](http://www1.umn.edu/moodle/start/technical.html).  
Contact 612-626-8724 or [ccemls@umn.edu](mailto:ccemls@umn.edu) for permission to register.

#### Term Based Internet Delivered

##### Summer

92037— A97 05/17/10–08/20/10

See also **Applied Business PSTL 1511 Introduction to Business and Society**

### LS 5100 Liberal Studies Seminar: Leading Innovation in 21st Century Minnesota

(A–F only; max crs 24; 24 repeats allowed; prereq dept consent, combined with 88223 IS 5100)

The “state” of Minnesota is subject to multiple definitions and interpretations. Is Minneapolis merely an urban version of Lake Wobegon? Are the Twin Cities a “cold Omaha” or do they surpass it as one of the world’s major centers of creativity? What are the strengths, weaknesses, opportunities and threats facing Minnesota’s alternative futures as a “state of innovation?” How are these futures influenced by national and global trends and potentials? What are the roles of social, cultural, and psychological “framers” in asking and answering these questions? Explore and discover Minnesota’s alternative futures as engines of innovation—or their opposites. Help create new and improved ways of “talking Minnesotan” about Minnesota as a present and future “state of innovation.” Moravec, John W; Harkins, Arthur M, 3 cr  
For computer requirements and free downloads of compatible software visit [www1.umn.edu/moodle/start/technical.html](http://www1.umn.edu/moodle/start/technical.html).  
Contact 612-626-8724 or [ccemls@umn.edu](mailto:ccemls@umn.edu) for permission to register.

#### Term Based Internet Delivered

##### Spring

88225 — A95 01/19/10–05/07/10

## Linguistics (Ling)

College of Liberal Arts

### Ling 1701 Language and Society

(Meets CLE req of Cultural Diversity Theme)

Role of language in human social interaction; linguistic indicators of social status and attitudes; language and sex roles; linguistic ecology; language planning for multilingual communities; implications for education and public policy. Olsen, Caroleidith, 4 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on *Browser Set Up*.

#### Extended Term Internet Delivered

##### Fall

36375 — B01 09/15/09–06/15/10  
36377 — C01 10/15/09–07/15/10  
36379 — D01 11/15/09–08/15/10  
36381 — E01 12/15/09–09/15/10

##### Spring

81657 — B01 01/15/10–10/15/10  
81659 — C01 02/15/10–11/15/10  
81661 — D01 03/15/10–12/15/10  
81663 — E01 04/15/10–01/15/11

##### Summer

89581 — B01 05/15/10–02/15/11  
89583 — C01 06/15/10–03/15/11  
89585 — D01 07/15/10–04/15/11  
89587 — E01 08/15/10–05/15/11

## Management (Mgmt)

Curtis L. Carlson School of Management

### Mgmt 3001 Fundamentals of Management

General aspects/characteristics of organizations and their members. Why people/groups in organizations feel and behave as they do. Processes/methods that improve behavior, attitudes, and effectiveness of organizational members. Organizational member/manager skills. Kaiser, David, 3 cr  
*Online course with handwritten proctored exams. Students admitted to School of Management majors may not take the ODL version of Mgmt 3001. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

33709 — B06 09/15/09–06/15/10  
33875 — C06 10/15/09–07/15/10  
34043 — D06 11/15/09–08/15/10  
34215 — E06 12/15/09–09/15/10

##### Spring

69001 — B06 01/15/10–10/15/10  
69003 — C06 02/15/10–11/15/10  
63109 — D06 03/15/10–12/15/10  
63111 — E06 04/15/10–01/15/11

##### Summer

80017 — B06 05/15/10–02/15/11  
80019 — C06 06/15/10–03/15/11  
80021 — D06 07/15/10–04/15/11  
80023 — E06 08/15/10–05/15/11

See also Applied Business  
PSTL 1511 Introduction to  
Business and Society

## Manufacturing Technology (MT)

College of Continuing Education

### MT 3001 Manufacturing in a Global Economy

(A–F only)

How global economy has transformed manufacturing sector. Systems, quality engineering, process improvement, supply-chain management, product/systems innovation, regulatory affairs, technology use to manage change. 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Term Based Internet Delivered

##### Spring

87991 — A94 01/19/10–05/07/10

##### Summer

92553 — A97 05/17/10–08/20/10

## MT 4001 Manufacturing Cost Accounting, Analysis, and Control

(A–F only, prereq Financial accounting, 45 cr)

Basic accounting concepts, financial statements, analysis, and control of current assets such as cash, receivables, and inventory. Income tax planning, cost analysis, standard costs for product costing, time value of money, quantification of risk and uncertainty, utility theory, cost of capital and capital structure, capital budgeting under capital rationing, management decisions, and investment. Vickman, Thomas M, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Students who found earlier accounting courses difficult should take MT 4001 in the classroom, not online, where there are multiple deadlines per week and little flexibility for less prepared students.*

#### Term Based Internet Delivered

##### Spring

87993 — A94 01/19/10–05/07/10

##### Summer

89871 — A97 05/17/10–08/20/10

**MT 4011 Design of Manufacturing Systems and Simulation**

*(A–F only, prereq 3001 or manufacturing experience)*

Design and analysis of different types of manufacturing systems such as flow lines, assembly systems, cellular manufacturing, flexible manufacturing, and automated systems; control issues in manufacturing systems such as facility layout, scheduling, batch sizing, group technology, and bottleneck management. A variety of modeling and analysis tools are used, including computer simulation and operations. Lab as part of course. Wetenkamp, Christina M, 3 cr  
*Must have hardware and OS capable of running Promodel software disk that accompanies current textbook; see requirements at [www.promodel.com/products/promodel/techspecs.asp](http://www.promodel.com/products/promodel/techspecs.asp).*

**Term Based  
 Internet Delivered**

**Spring**

76569 — A94 01/19/10–05/07/10

**MT 4012 Manufacturing Processes and Technology**

*(A–F only, prereq 3001 or manufacturing experience)*

Description/modeling of commonly used manufacturing processes. Process descriptions, process capabilities/performance, process models relating process parameters to part/process characteristics, process control. Edmonson, Dave, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
 Internet Delivered**

**Spring**

81345 — A94 01/19/10–05/07/10

**MT 4045 Manufacturing Regulation, Compliance, and Ethics**

*(A–F only, prereq 3001 or manufacturing experience)*

Compliance with government regulations. Agencies, regulations/standards/policies, strategy. Managing costs/risk, tracking/analysis/reporting. Compliance systems for quality, facilities/equipment, materials, products, packaging/labeling, lab control. 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
 Internet Delivered**

**Spring**

92983 — A94 01/19/10–05/07/10

**MT 4201 Quality Engineering and Process Improvement**

*(A–F only, prereq Statistics, 45 cr)*

Principles and historical foundations of total quality. Best practices of high-performing quality organizations. Role of leadership and strategic planning. How to implement continuous improvement in manufacturing processes. Baldrige criteria, ISO 9000 standards, Lean Six Sigma. Rand, Dan, 2 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
 Internet Delivered**

**Fall**

26311 — A91 09/08/09–12/16/09

See also ABus 4102 Operations in Manufacturing and Service Businesses

## Marketing (Mktg)

Curtis L. Carlson School of Management

### Mktg 3001 Principles of Marketing

(A–F only, prereq ECON 1101)

Introduction to terms, concepts, and skills for analyzing marketing problems. Factors outside the organization affecting its product, pricing, promotion, and distribution decisions. Cases from actual organizations. Mackenzie, Lydia May, 3 cr

*Online course with handwritten proctored exams. Students admitted to School of Management majors may not take the ODL version of Mktg 3001. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

33711 — B04 09/15/09–06/15/10  
33877 — C04 10/15/09–07/15/10  
34045 — D04 11/15/09–08/15/10  
34217 — E04 12/15/09–09/15/10

##### Spring

69005 — B04 01/15/10–10/15/10  
69007 — C04 02/15/10–11/15/10  
63121 — D04 03/15/10–12/15/10  
63123 — E04 04/15/10–01/15/11

##### Summer

80041 — B04 05/15/10–02/15/11  
80043 — C04 06/15/10–03/15/11  
80045 — D04 07/15/10–04/15/11  
80047 — E04 08/15/10–05/15/11

See also ABus 4509 New Product Development and ABus 4701 Introduction to Marketing

## Mathematics (Math)

Institute of Technology

### Math 1031 College Algebra and Probability

(Prereq satisfactory score on placement exam or grade of at least C- in PSTL 731 or PSTL 732; credit will not be granted if credit has been received for: 1051, 1151, 1155; meets CLE req of Mathematical Thinking Core)

Algebra, analytic geometry in greater depth than usually done in three years of high school mathematics. Topics from combinations, permutations, probability. Kinney, Donald Patrick, 3 cr

#### Extended Term Correspondence

##### Fall

33703 — B02 09/15/09–06/15/10  
33869 — C02 10/15/09–07/15/10  
34035 — D02 11/15/09–08/15/10  
34207 — E02 12/15/09–09/15/10

##### Spring

68983 — B02 01/15/10–10/15/10  
68423 — C02 02/15/10–11/15/10  
68425 — D02 03/15/10–12/15/10  
68427 — E02 04/15/10–01/15/11

##### Summer

85177 — B02 05/15/10–02/15/11  
85179 — C02 06/15/10–03/15/11  
85181 — D02 07/15/10–04/15/11  
85183 — E02 08/15/10–05/15/11

### Math 1051 Precalculus I

(Prereq satisfactory score on placement test or grade of at least C- in PSTL 731 or PSTL 732; credit will not be granted if credit has been received for 1031, 1151, 1155)

Algebra, analytic geometry, exponentials, logarithms, beyond usual coverage found in three-year high school mathematics program.

Kinney, Donald Patrick, 3 cr

#### Extended Term Correspondence

##### Fall

33713 — B02 09/15/09–06/15/10  
33879 — C02 10/15/09–07/15/10  
34047 — D02 11/15/09–08/15/10  
34219 — E02 12/15/09–09/15/10

##### Spring

71311 — B02 01/15/10–10/15/10  
71313 — C02 02/15/10–11/15/10  
71315 — D02 03/15/10–12/15/10  
71317 — E02 04/15/10–01/15/11

##### Summer

86109 — B02 05/15/10–02/15/11  
86111 — C02 06/15/10–03/15/11  
86113 — D02 07/15/10–04/15/11  
86115 — E02 08/15/10–05/15/11

**Math 1142 Short Calculus**

(Credit will not be granted if credit has been received for MATH 1271, MATH 1371, MATH 1571H, MATH 1281, ESPM 1145; prereq satisfactory score on placement test or grade of at least C- in 1031 or 1051; meets CLE req of Mathematical Thinking Core)

Derivatives, integrals, differential equations, partial derivatives, maxima/minima of functions of several variables covered with less depth than full calculus. No trigonometry. Corbett, John Paul, 4 cr

**Extended Term Correspondence**

*Fall*

- 33623 — B05 09/15/09–06/15/10
- 33787 — C05 10/15/09–07/15/10
- 33953 — D05 11/15/09–08/15/10
- 34125 — E05 12/15/09–09/15/10

*Spring*

- 68985 — B05 01/15/10–10/15/10
- 68987 — C05 02/15/10–11/15/10
- 63225 — D05 03/15/10–12/15/10
- 63227 — E05 04/15/10–01/15/11

*Summer*

- 80441 — B05 05/15/10–02/15/11
- 80443 — C05 06/15/10–03/15/11
- 80445 — D05 07/15/10–04/15/11
- 80447 — E05 08/15/10–05/15/11

**Math 1151 Precalculus II**

(Prereq satisfactory score on placement exam or grade of at least C- in 1031 or 1051; credit will not be granted if credit received for: Math1155; meets CLE req of Mathematical Thinking Core)

Algebra, analytic geometry, trigonometry, complex numbers, beyond usual coverage in three-year high school mathematics. Kinney, Donald Patrick, 3 cr

**Extended Term Correspondence**

*Fall*

- 33715 — B03 09/15/09–06/15/10
- 33881 — C03 10/15/09–07/15/10
- 34049 — D03 11/15/09–08/15/10
- 34221 — E03 12/15/09–09/15/10

*Spring*

- 71319 — B03 01/15/10–10/15/10
- 71321 — C03 02/15/10–11/15/10
- 71323 — D03 03/15/10–12/15/10
- 71325 — E03 04/15/10–01/15/11

*Summer*

- 86117 — B03 05/15/10–02/15/11
- 86119 — C03 06/15/10–03/15/11
- 86121 — D03 07/15/10–04/15/11
- 86123 — E03 08/15/10–05/15/11

**Math 1271 Calculus I**

(Credit will not be granted if credit has been received for MATH 1142, MATH 1371, MATH 1571H, MATH 1281, ESPM 1145; prereq Satisfactory score on placement test or grade of at least C- in 1151 or 1155; meets CLE req of Mathematical Thinking Core)

Differential calculus of functions of a single variable. Integral calculus of single variable, separable differential equations. Applications: max-min, related rates, area, volume, arc-length. Frank, David L, 4 cr

**Extended Term Correspondence**

*Fall*

- 33625 — B03 09/15/09–06/15/10
- 33789 — C03 10/15/09–07/15/10
- 33955 — D03 11/15/09–08/15/10
- 34127 — E03 12/15/09–09/15/10

*Spring*

- 68989 — B03 01/15/10–10/15/10
- 68991 — C03 02/15/10–11/15/10
- 63229 — D03 03/15/10–12/15/10
- 63231 — E03 04/15/10–01/15/11

*Summer*

- 80457 — B03 05/15/10–02/15/11
- 80459 — C03 06/15/10–03/15/11
- 80461 — D03 07/15/10–04/15/11
- 80463 — E03 08/15/10–05/15/11

**Math 1272 Calculus II**

*(Credit will not be granted if credit has been received for MATH 1372, MATH 1572H, MATH 1252, MATH 1282; prereq 1271 or equiv with grade of at least C-)*

Techniques of integration. Calculus involving transcendental functions, polar coordinates. Taylor polynomials, vectors/curves in space, cylindrical/spherical coordinates. Hewitt, Harlan A, 4 cr

**Extended Term Correspondence**

**Fall**

- 33627 — B03 09/15/09–06/15/10
- 33791 — C03 10/15/09–07/15/10
- 33957 — D03 11/15/09–08/15/10
- 34129 — E03 12/15/09–09/15/10

**Spring**

- 68993 — B03 01/15/10–10/15/10
- 68995 — C03 02/15/10–11/15/10
- 63233 — D03 03/15/10–12/15/10
- 63235 — E03 04/15/10–01/15/11

**Summer**

- 80465 — B03 05/15/10–02/15/11
- 80467 — C03 06/15/10–03/15/11
- 80469 — D03 07/15/10–04/15/11
- 80471 — E03 08/15/10–05/15/11

**Math 2243 Linear Algebra and Differential Equations**

*(Credit will not be granted if credit has been received for MATH 2373, MATH 2573H, MATH 2574H; prereq 1272 or 1282 or 1372 or 1572)*

Linear algebra: basis, dimension, matrices, eigenvalues/eigenvectors. Differential equations: first-order linear, separable; second-order linear with constant coefficients; linear systems with constant coefficients. Hewitt, Harlan A, 4 cr

**Extended Term Correspondence**

**Fall**

- 33705 — B01 09/15/09–06/15/10
- 33871 — C01 10/15/09–07/15/10
- 34039 — D01 11/15/09–08/15/10
- 34211 — E01 12/15/09–09/15/10

**Spring**

- 69015 — B01 01/15/10–10/15/10
- 69017 — C01 02/15/10–11/15/10
- 69019 — D01 03/15/10–12/15/10
- 69021 — E01 04/15/10–01/15/11

**Summer**

- 85235 — B01 05/15/10–02/15/11
- 85237 — C01 06/15/10–03/15/11
- 85239 — D01 07/15/10–04/15/11
- 85241 — E01 08/15/10–05/15/11

**Math 2263 Multivariable Calculus**

*(Credit will not be granted if credit has been received for MATH 2373, MATH 2374, MATH 2573H, MATH 3251; prereq 1272 or 1372 or 1572)*

Derivative as a linear map. Differential/integral calculus of functions of several variables, including change of coordinates using Jacobians. Line/surface integrals. Gauss, Green, Stokes Theorems. Hewitt, Harlan A, 4 cr

**Extended Term Correspondence**

**Fall**

- 33697 — B03 09/15/09–06/15/10
- 33863 — C03 10/15/09–07/15/10
- 34029 — D03 11/15/09–08/15/10
- 34201 — E03 12/15/09–09/15/10

**Spring**

- 68997 — B03 01/15/10–10/15/10
- 68999 — C03 02/15/10–11/15/10
- 63241 — D03 03/15/10–12/15/10
- 63243 — E03 04/15/10–01/15/11

**Summer**

- 80473 — B03 05/15/10–02/15/11
- 80475 — C03 06/15/10–03/15/11
- 80477 — D03 07/15/10–04/15/11
- 80479 — E03 08/15/10–05/15/11

See also **PTSL 1004 Statistics**



## Music (Mus)

College of Liberal Arts

### Mus 1001 Fundamentals of Music

(Prereq for non-music majors; meets CLE req of Other Humanities Core)

Study of music notation and fundamental concepts underlying musical structure. Intervals, clefs, chords, scales, cadences, harmonic analysis; rhythm and meter. Emphasis on active participation: playing the piano, singing, clapping rhythms, aural perception. Damschroder, David A, 3 cr  
*Printed course and requires computer with CD-ROM drive and sound.*

#### Extended Term Correspondence

##### Fall

33629 — B05 09/15/09–06/15/10  
33793 — C05 10/15/09–07/15/10  
33959 — D05 11/15/09–08/15/10  
34131 — E05 12/15/09–09/15/10

##### Spring

69009 — B05 01/15/10–10/15/10  
69011 — C05 02/15/10–11/15/10  
69013 — D05 03/15/10–12/15/10  
68759 — E05 04/15/10–01/15/11

##### Summer

80057 — B05 05/15/10–02/15/11  
80059 — C05 06/15/10–03/15/11  
80061 — D05 07/15/10–04/15/11  
80063 — E05 08/15/10–05/15/11

### Mus 1013 Rock I: The Historical Origins and Development of Rock Music to 1970

(A–F only, meets CLE req of Cultural Diversity Theme, Other Humanities Core)

Musical, cultural, historical, social, and political evolution of rock music, from its traceable antecedents in mid-19th century America through the early 1970s. Emphasizes manner in which African, European, and other ethnic traditions combined in a uniquely American manner. Lubet, Alex J, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. You will need a music subscription service such as Ruckus (for PC) or similar, or access to the U of M music library or a similar large collection to listen to songs.*

#### Extended Term Internet Delivered

##### Fall

34365 — B01 09/15/09–06/15/10  
34367 — C01 10/15/09–07/15/10  
34369 — D01 11/15/09–08/15/10  
34371 — E01 12/15/09–09/15/10

##### Spring

80535 — B01 01/15/10–10/15/10  
80537 — C01 02/15/10–11/15/10  
80539 — D01 03/15/10–12/15/10  
80541 — E01 04/15/10–01/15/11

##### Summer

89433 — B01 05/15/10–02/15/11  
89435 — C01 06/15/10–03/15/11  
89437 — D01 07/15/10–04/15/11  
89439 — E01 08/15/10–05/15/11

### Mus 1015 Music and Movies: The Use and Representation of Music and Musicians in Film in a Global Context

(A–F only, meets CLE req of International Perspect Theme, Other Humanities Core)

Film from perspective of its use/representation of music/musicians. How does music underscore nuances of action, characterization, and feeling in film? Roles of music in film musicals, rock, and other vernacular films. Films about musical life. Films with structure that is musically based.

Lubet, Alex J, 4 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Extended Term Internet Delivered

##### Fall

33725 — B01 09/15/09–06/15/10  
33891 — C01 10/15/09–07/15/10  
34059 — D01 11/15/09–08/15/10  
34231 — E01 12/15/09–09/15/10

##### Spring

77911 — B01 01/15/10–10/15/10  
77913 — C01 02/15/10–11/15/10  
77915 — D01 03/15/10–12/15/10  
77917 — E01 04/15/10–01/15/11

##### Summer

88935 — B01 05/15/10–02/15/11  
88937 — C01 06/15/10–03/15/11  
88939 — D01 07/15/10–04/15/11  
88941 — E01 08/15/10–05/15/11

**Mus 3045 The Avant-Garde**

You do not need to read music or have any prior experience in music to enjoy this stimulating introduction to recent music. The course centers on composers of the American musical avant-garde, ca. 1950–1970, including John Cage and Pauline Oliveros, in their sonic/social contexts. Students also explore the recent impact of music from non-Western culture. Assignments (reading, listening, journal writing, original composition, and performance) are designed to be achievable by people with no prior musical training. Lubet, Alex J, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Extended Term  
Internet Delivered**

**Fall**

- 33695 — B04 09/15/09–06/15/10
- 33861 — C04 10/15/09–07/15/10
- 34027 — D04 11/15/09–08/15/10
- 34197 — E04 12/15/09–09/15/10

**Spring**

- 75459 — B04 01/15/10–10/15/10
- 75461 — C04 02/15/10–11/15/10
- 75463 — D04 03/15/10–12/15/10
- 75465 — E04 04/15/10–01/15/11

**Summer**

- 87907 — B04 05/15/10–02/15/11
- 87909 — C04 06/15/10–03/15/11
- 87911 — D04 07/15/10–04/15/11
- 87913 — E04 08/15/10–05/15/11

**Occupational  
Therapy (OT)**

Academic Health Center Shared

**OT 1003 Orientation to  
Occupational Therapy**

Survey of the profession for students investigating the field of occupational therapy. Jacobs, C, 1 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Extended Term  
Internet Delivered**

**Fall**

- 33687 — B04 09/15/09–06/15/10
- 33853 — C04 10/15/09–07/15/10
- 34019 — D04 11/15/09–08/15/10
- 34189 — E04 12/15/09–09/15/10

**Spring**

- 68813 — B04 01/15/10–10/15/10
- 68815 — C04 02/15/10–11/15/10
- 63153 — D04 03/15/10–12/15/10
- 63155 — E04 04/15/10–01/15/11

**Summer**

- 80137 — B04 05/15/10–02/15/11
- 80139 — C04 06/15/10–03/15/11
- 80141 — D04 07/15/10–04/15/11
- 80143 — E04 08/15/10–05/15/11

**Philosophy (Phil)**

College of Liberal Arts

**Phil 1001 Introduction to  
Logic**

*(Credit will not be granted if credit has been received for PHIL 1001H, PHIL 1021; meets CLE req of Mathematical Thinking Core)*

Logic provides us with a set of formal techniques that can help us sharpen our thinking and present clearer arguments. Examine the structure of arguments, and identify the assumptions used to support a position. Propositional and predicate logic, truth tables, truth trees, and the logical symbolization of English statements and arguments. Berrier, Monica Jean, 4 cr

**Extended Term  
Correspondence**

**Fall**

- 33633 — B06 09/15/09–06/15/10
- 33797 — C06 10/15/09–07/15/10
- 33963 — D06 11/15/09–08/15/10
- 34135 — E06 12/15/09–09/15/10

**Spring**

- 68793 — B06 01/15/10–10/15/10
- 68795 — C06 02/15/10–11/15/10
- 63141 — D06 03/15/10–12/15/10
- 63143 — E06 04/15/10–01/15/11

**Summer**

- 80097 — B06 05/15/10–02/15/11
- 80099 — C06 06/15/10–03/15/11
- 80101 — D06 07/15/10–04/15/11
- 80105 — E06 08/15/10–05/15/11

**Phil 1002W Introduction to Philosophy**

*(Credit will not be granted if credit has been received for PHIL 1006W, PHIL 1002V, PHIL 1026W, PHIL 1102; meets CLE req of Other Humanities Core, Writing Intensive)*

Historical/contemporary schools of philosophy. Ethics, metaphysics, political philosophy, and theory of knowledge. Questions such as whether or not we have free will, whether the existence of God can be proven by sound argument, whether physical objects actually exist, what a just form of government might be, how our minds and bodies are related. Sawyer, Nate, 4 cr

*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term  
Internet Delivered**

**Fall**

- 33635 — B05 09/15/09–06/15/10
- 33799 — C05 10/15/09–07/15/10
- 33965 — D05 11/15/09–08/15/10
- 34137 — E05 12/15/09–09/15/10

**Spring**

- 68797 — B05 01/15/10–10/15/10
- 68799 — C05 02/15/10–11/15/10
- 63145 — D05 03/15/10–12/15/10
- 63147 — E05 04/15/10–01/15/11

**Summer**

- 80121 — B05 05/15/10–02/15/11
- 80123 — C05 06/15/10–03/15/11
- 80125 — D05 07/15/10–04/15/11
- 80127 — E05 08/15/10–05/15/11

**Phil 1003W Introduction to Ethics**

*(Credit will not be granted if credit has been received for PHIL 1003V, PHIL 1103; meets CLE req of Other Humanities Core, Writing Intensive)*

Everything you wanted to know about basic ethical theory but were afraid to ask— Because it might change your lifestyle! Sample topics: (1) Why be moral? (2) What is so golden about the golden rule? (3) If two wrongs do not make a right, do two rights ever make a wrong? 4 cr

*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term  
Internet Delivered**

**Fall**

- 33637 — B04 09/15/09–06/15/10
- 33801 — C04 10/15/09–07/15/10
- 33967 — D04 11/15/09–08/15/10
- 34139 — E04 12/15/09–09/15/10

**Spring**

- 68801 — B04 01/15/10–10/15/10
- 68803 — C04 02/15/10–11/15/10
- 63149 — D04 03/15/10–12/15/10
- 63151 — E04 04/15/10–01/15/11

**Summer**

- 80129 — B04 05/15/10–02/15/11
- 80131 — C04 06/15/10–03/15/11
- 80133 — D04 07/15/10–04/15/11
- 80135 — E04 08/15/10–05/15/11

**Physics (Phys)**

Institute of Technology

**Phys 1011 Physical World**

*(A–F only, prereq 1 yr high school algebra)*

Fundamental laws and principles governing the physical world, discussed in the contexts where they are encountered in modern science and technology. Cassola, Robert L, 3 cr

*There is no laboratory component for this course.*

**Extended Term  
Correspondence**

**Fall**

- 33665 — B01 09/15/09–06/15/10
- 33829 — C01 10/15/09–07/15/10
- 33995 — D01 11/15/09–08/15/10
- 34165 — E01 12/15/09–09/15/10

**Spring**

- 68805 — B01 01/15/10–10/15/10
- 68807 — C01 02/15/10–11/15/10
- 63157 — D01 03/15/10–12/15/10
- 63159 — E01 04/15/10–01/15/11

**Summer**

- 80145 — B01 05/15/10–02/15/11
- 80147 — C01 06/15/10–03/15/11
- 80149 — D01 07/15/10–04/15/11
- 80151 — E01 08/15/10–05/15/11

**SW 5810 Seminar: Special Topics: Adolescence and Substance Abuse**

Introduces screening and assessing adolescents, involving the family and others in the treatment process and related legal issues. Interventions and treatment approaches identified as “best practices” are emphasized. Van Cleve, Michael, 2 cr  
*Course may not be used to meet requirements for the MSW degree. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Summer**

92039 — A97 05/17/10–08/20/10

**Sociology (Soc)**

College of Liberal Arts

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**Soc 3701 Social Theory**

*(A–F only, prereq 1001 recommended; soc majors/minors must register A–F)*

This course will consider the traditions of social theory that have been basic to sociological knowledge, how they have expanded in contemporary theory, and their applications in selected areas of empirical research. Longhofer, Wesley A, 4 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Spring**

92984 — A94 01/19/10–05/07/10

**Spanish (Span)**

College of Liberal Arts

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**Span 0144 Intermediate Medical Spanish**

*(S–N only, prereq 1st yr college-level Spanish or equiv, dept consent)*

Vocabulary of Spanish medical terms, skills in report writing, proper format for medical communications. Developing conversational fluency for medical-related topics. Lopez, Maria Emilce, 0 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Tuition and fees equivalent to 1 credit.*

**Term Based  
Internet Delivered**

**Summer**

93855 — A97 06/14/10–08/06/10

**Span 1001 Beginning Spanish**

(Prereq less than 2 yrs of high school Spanish, dept consent, no college-level Spanish)

Listening, speaking, reading, writing. Emphasizes development of communicative competence. Cultural readings. Morales, Flavio Antonio, 5 cr

**Extended Term Correspondence****Fall**

33641 — B03 09/15/09–06/15/10  
33805 — C03 10/15/09–07/15/10  
33971 — D03 11/15/09–08/15/10  
34141 — E03 12/15/09–09/15/10

**Spring**

68913 — B03 01/15/10–10/15/10  
68915 — C03 02/15/10–11/15/10  
63201 — D03 03/15/10–12/15/10  
63203 — E03 04/15/10–01/15/11

**Summer**

80289 — B03 05/15/10–02/15/11  
80291 — C03 06/15/10–03/15/11  
80293 — D03 07/15/10–04/15/11  
80295 — E03 08/15/10–05/15/11

**Span 1002 Beginning Spanish**

(Prereq 1001 completed at UMNTC, dept consent)

Listening, speaking, reading, writing. Emphasizes development of communicative competence. Cultural readings. Morales, Flavio Antonio, 5 cr

**Extended Term Correspondence****Fall**

33643 — B03 09/15/09–06/15/10  
33807 — C03 10/15/09–07/15/10  
33973 — D03 11/15/09–08/15/10  
34143 — E03 12/15/09–09/15/10

**Spring**

68917 — B03 01/15/10–10/15/10  
68919 — C03 02/15/10–11/15/10  
63205 — D03 03/15/10–12/15/10  
63207 — E03 04/15/10–01/15/11

**Summer**

80297 — B03 05/15/10–02/15/11  
80299 — C03 06/15/10–03/15/11  
80301 — D03 07/15/10–04/15/11  
80303 — E03 08/15/10–05/15/11

**Span 1003 Intermediate Spanish**

(Prereq 1002 or 1022 or EPT placement)

Speaking/comprehension. Developing reading/writing skills based on materials from Spain/Spanish America. Grammar review. Compositions, oral presentations. Morales, Flavio Antonio, 5 cr  
*Spanish majors/minors may not take the IDL version of this course.*

**Extended Term Correspondence****Fall**

33645 — B03 09/15/09–06/15/10  
33809 — C03 10/15/09–07/15/10  
33975 — D03 11/15/09–08/15/10  
34145 — E03 12/15/09–09/15/10

**Spring**

92986 — A94 01/19/10–05/07/10

**Span 1004 Intermediate Spanish**

*(Credit will not be granted if credit has been received for SPAN 1014, SPAN 1044; prereq 1003 or EPT placement)*

Speaking/comprehension. Developing reading/writing skills based on materials from Spain/Spanish America. Grammar review. Compositions, oral presentations. Morales, Flavio Antonio, 5 cr  
*Spanish majors/minors may not take the IDL version of this course. The final exam for this course MUST be taken on the Minneapolis campus at Jones Hall and is only offered at certain times of the year.*

**Extended Term Correspondence**

**Fall**

- 33647 — B03 09/15/09–06/15/10
- 33811 — C03 10/15/09–07/15/10
- 33977 — D03 11/15/09–08/15/10
- 34147 — E03 12/15/09–09/15/10

**Spring**

- 68925 — B03 01/15/10–10/15/10
- 68927 — C03 02/15/10–11/15/10
- 63213 — D03 03/15/10–12/15/10
- 63215 — E03 04/15/10–01/15/11

**Summer**

- 80361 — B03 05/15/10–02/15/11
- 80363 — C03 06/15/10–03/15/11
- 80365 — D03 07/15/10–04/15/11
- 80367 — E03 08/15/10–05/15/11

**Swedish (Swed)**

College of Liberal Arts

**Swed 1001 Beginning Swedish I**

*(Credit will not be granted if credit has been received for SWED 4001)*

Emphasis on working toward novice/intermediate-low proficiency in all four language modalities (listening, reading, speaking, writing). Topics include everyday subjects (shopping, directions, family, food, housing, etc.). Herrlin, Susanne Marie, 5 cr

**Extended Term Correspondence**

**Fall**

- 33649 — B02 09/15/09–06/15/10
- 33813 — C02 10/15/09–07/15/10
- 33979 — D02 11/15/09–08/15/10
- 34149 — E02 12/15/09–09/15/10

**Spring**

- 68929 — B02 01/15/10–10/15/10
- 68931 — C02 02/15/10–11/15/10
- 63217 — D02 03/15/10–12/15/10
- 63219 — E02 04/15/10–01/15/11

**Summer**

- 80377 — B02 05/15/10–02/15/11
- 80379 — C02 06/15/10–03/15/11
- 80381 — D02 07/15/10–04/15/11
- 80383 — E02 08/15/10–05/15/11

**Swed 1002 Beginning Swedish II**

*(Credit will not be granted if credit has been received for SWED 4002; prereq 1001)*

Continues the presentation of all four language modalities (listening, reading, speaking, writing), with a proficiency emphasis. Topics include free-time activities, careers, and the Swedish culture. Herrlin, Susanne Marie, 5 cr

**Extended Term Correspondence**

**Fall**

- 33669 — B02 09/15/09–06/15/10
- 33833 — C02 10/15/09–07/15/10
- 33999 — D02 11/15/09–08/15/10
- 34169 — E02 12/15/09–09/15/10

**Spring**

- 68933 — B02 01/15/10–10/15/10
- 68935 — C02 02/15/10–11/15/10
- 63221 — D02 03/15/10–12/15/10
- 63223 — E02 04/15/10–01/15/11

**Summer**

- 80385 — B02 05/15/10–02/15/11
- 80387 — C02 06/15/10–03/15/11
- 80389 — D02 07/15/10–04/15/11
- 80391 — E02 08/15/10–05/15/11

## Translation and Interpreting (TrIn)

College of Continuing Education

### TrIn 3001 Introduction to Translation

*(Prereq bilingual proficiency in English, second language of instruction)*

Theory of and supervised practice in translation. Re-expressing meaning in a second language. Translation primarily of English language texts concerning public health/safety, legal/voting rights, regulations, and procedures. Giannini, Claudia A, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Spanish. This course is bilingual. Students must complete and submit a Language Background form and bilingual writing samples before December 7th, to register. Please contact the program office at 612-625-0591 or [ccepti@umn.edu](mailto:ccepti@umn.edu) for information, forms, and a permission number.*

**Term Based  
 Internet Delivered**

**Spring**

92988 — A94 01/19/10–05/07/10

## Women's Studies

See **Gender, Women, and Sexuality Studies**

## Writing Studies (Writ)

College of Liberal Arts

### Writ 3562W Technical and Professional Writing

*(A–F only, prereq jr or sr or instr consent; meets CLE req of Writing Intensive)*

Written/oral communication in professional settings. Gathering information, analyzing audience, assessing conventional formats. Drafting, testing, revising documents. Oral presentation of final reports. 4 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
 Internet Delivered**

**Fall**

43647 — A91 09/08/09–12/16/09

**Spring**

87995 — A94 01/19/10–05/07/10

**Summer**

86203 — A97 06/14/10–08/06/10

# HOW ODL WORKS

## Term Lengths

One of the advantages of taking Online and Distance Learning courses is that you have more options for finding the course length and delivery method that suit you best. Courses are offered in one of two term lengths, either semester length (term based) or up to nine months long (extended term). Courses are either Internet-delivered (online) or are sent to you as printed packets (correspondence courses).

### ***Term-Based Courses (One Semester)***

If your course is term-based it follows the same schedule as classes held on campus. You will work through the course together with your classmates, following a week-by-week schedule of assignment deadlines. Term-based courses are online. Some of these online courses have exams that are hand-written. If this is the case, there will be instructions in the course about how to take your exams.

### ***Extended-Term Courses (Nine Months)***

Registration is available year-round for these courses.

If your course is extended-term, you will work at your own pace to complete the course in up to nine months. The course may be printed or online. Procrastination is the biggest hurdle for students in extended-term courses.

### **Pacing Yourself in Extended-Term Courses**

Start right away. Students who send in their first assignment quickly have a better chance of success than students who put this off until late in their nine months. If you have a personal deadline that is sooner than nine months (e.g. graduation, employer reimbursement), contact your instructor and explain this right away. Expect to spend **at least three months** to finish a course.

In planning your schedule, keep in mind that typically you may submit a maximum of two assignments, exams, or papers per week. (If there is an exception to this policy, that information is listed in the course study guide or will be given to you by your instructor.) Also, you need to allow about three weeks between the time you send an assignment to ODL and the time it is graded by the instructor and returned to you.

## Your Instructor

After registering for an ODL course you will receive materials about your course in the mail, including your instructor's name and contact information. You can also find this information in the course descriptions on the ODL Web site. Your instructor is the person you will contact first with questions or concerns about your course.

The course authors and instructors for ODL courses are approved by University academic departments. They may be faculty members at the University, retired faculty members, part-time instructors, specialists in professional and business fields, or advanced graduate students.

Online and Distance Learning recognizes that the relationship between student and instructor is fundamental. Instructors grade and return your assignments in a timely manner and evaluate your performance in a course. They can also answer your questions about course content. Should you be unable to complete your course in the required time frame, instructors have the prerogative to grant or deny additional time to complete the course. (See more details under Extensions, below, and about incompletes and extensions in *Academic Policies*.)



## Assignments

Assignments can vary widely from course to course, but these general tips apply to all courses:

- Be sure to save a copy of each assignment you submit. Assignments are rarely lost, but it can happen.
- You should consider any comments from your instructor on one assignment—in order to recognize your strengths and weaknesses—before you submit more work for the course.

### ***Sending Assignments Electronically***

If your course is online, you will find instructions for submitting assignments at the course Web site. If you are taking a printed course, check with your instructor to find out if e-mail is an option for assignments. If you do send assignments by e-mail, clearly identify your work in the subject line, such as “EngL 3003W, submission #4.” Be sure to put your name on all your assignments in addition to signing your accompanying e-mail message.

### ***Sending Assignments as Hard Copy***

If your course is printed, ODL will send you pre-printed “submission forms” and address labels with your welcome packet. Please fill in and staple a form to the front of each assignment you submit, and use the labels to mail your assignments to the ODL office. ODL will use the submission form to route the assignment to your instructor, and then use the same form to return the assignment to you after your work is graded. Your assignment may be delayed if you forget the form, write a wrong address for yourself, or use insufficient postage.

You may also drop off your course work in person at the CCE Information Center (see inside front cover for hours and location). Do not fax course work.

## Exams

Many ODL courses include one or more proctored exams. All work assigned prior to an exam must be submitted before you take that exam. Make an appointment only after those assignments are returned to you so you can review your instructor’s comments and suggestions before taking the exam.

Whether you take your exam at a University of Minnesota campus or at an off-site location, make sure you do these things to prepare:

- Consult your course site or study guide for any special conditions such as time limit, closed/open book, calculators allowed, etc.
- Bring picture identification with you to the exam appointment.
- Bring a submission form, fill in the submission number and which exam, and attach the form to your completed exam.

### ***Taking Your Exam at Online and Distance Learning on the St. Paul Campus***

Online and Distance Learning  
20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108  
612-624-4000 or 800-234-6564

If you are in the Minneapolis-St. Paul area you are encouraged to take exams at the Online and Distance Learning exam room in Classroom Office Building, St. Paul campus. There is no charge for this service. You will need to schedule an exam appointment for a specific day and time, two or more days in advance.

On the day of the exam appointment, arrive 15 minutes before the scheduled time for check-in and seating. If you arrive more than 15 minutes late for your exam appointment, you will need to reschedule.

For more details or to make an appointment, contact the College of Continuing Education Information Center: 612-624-4000 or 1-800-234-6564.

### **Taking Your Exam at Other Locations**

Proctored exams may be taken at the following offices or under the supervision of the following individuals. You may be charged a fee if you take exams at other institutions or campus locations. Any proctor fees are the student's responsibility.

1. University of Minnesota campus offices (by appointment only):  
**Crookston:** 218-281-8341  
**Duluth:** U of M students taking exams for U of M courses, 218-726-8101. Students taking exams from other institutions, 218-726-8966  
**Minneapolis:** Counseling and Consulting Services, 612-624-3323  
**Morris:** 320-589-6450 or 1-800-842-0030  
**Rochester:** 507-280-2832 or 1-800-947-0117
2. The Independent Study/Distance Learning department of any member institution of the University Continuing Education Association (UCEA).
3. Any test center of a member of the National College Testing Association. Search for an NCTA test center online: [www.ncta-testing.org/cctc/find.php](http://www.ncta-testing.org/cctc/find.php)
4. A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants), or administrator of an accredited university or college.
5. For members of the military, a commissioned officer whose rank is higher than your own or a non-commissioned officer E-8 or above. Provide proctor's rank, title, and unit.
6. A corporate education director or human resources director.

Contact the individual who will proctor your exam before sending the exam scheduling form to ODL. In choosing a date for your exam, be sure to **allow 1–2 weeks for the delivery of your exam to the proctor**. Once you have arranged for a proctor fill out the *Request for Off-Campus Exam* form found in your course site or study guide or on the ODL website. Exams are mailed directly to the proctor at his or her business location and must be taken within 30 days.

*Note: Online and Distance Learning reserves the right to reject any proctor. No relative, work supervisor, roommate, or immediate employer—regardless of academic qualifications—may proctor an examination.*

### **Graded Exams**

Your exam will not be returned to you. You will only receive the submission form marked with your exam score. We keep the graded exam on file for 12 months. To review a graded exam at the College of Continuing Education testing center, make an appointment **at least one day in advance**. If you took the exam elsewhere and want to review it at that location, call us to discuss arrangements for a new appointment with the exam proctor. Please allow 1-2 weeks for this option.

### **Extensions**

If you will not be able to finish your course on time, you may ask your instructor for an extension and a temporary grade of Incomplete (I).

Extensions require establishing a new deadline that you and your instructor agree to in writing. An optional Online and Distance Learning Incompletes Agreement form is available from the CCE Information Center (612-624-4000, 1-800-234-6564, [cceinfo@umn.edu](mailto:cceinfo@umn.edu)) or from the ODL Web site.

Your instructor may or may not grant an extension. You can increase your chances of approval by finishing half of the course work by your original deadline and by thinking ahead and making your request a month before your deadline. If you have done little or no work by the end of your original term, your chances are slim. If your instructor does not agree to an extension and a temporary grade of Incomplete, then you will receive an F or an N for the course. You can earn credit in the course only by reregistering for a new section of the course, paying tuition for the new section, and completing it in full.

# REGISTRATION AND CHANGES IN REGISTRATION

## How to Register

### **Select the Right Course**

Online and Distance Learning courses are challenging and require strong self-discipline. You are responsible for registering in a course appropriate to your needs and educational level, and for completing it. If you want to use ODL credits in a degree or certificate program, check with an adviser for that program to be sure a specific course will apply to your program.

You can read short course descriptions in this catalog and find detailed course information on the ODL Web site at [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl). For a printed copy of a course introduction, e-mail the CCE Information Center at [cceinfo@umn.edu](mailto:cceinfo@umn.edu) or call 612-624-4000 (1-800-234-6564).

### **Check Registration Dates and Term Length**

Registration periods for extended-term courses (section B, C, D, and E) are timed so that only one section is open for registration per month, year-round. The first day of your nine-month term starts on the 15th of the month *after* you register. When a section closes at the end of the month, there is no late registration available—simply register for the next month's section.

Extended-term courses and credits only count toward the term during which the course begins (e.g. Fall 2009). Your course grade is posted to your transcript after you complete all coursework. Expect to spend three months (minimum) to complete an extended-term course, with a nine-month maximum time limit. Instructors are allowed two to three weeks to return your assignments with grades and feedback. You pace the work yourself.

Registration periods for term-based courses (section A) match the University's standard registration dates, and the courses follow the semester schedule. These courses have no restrictions for financial aid. These courses are not self-paced; there are weekly assignments and activities.

In order to register in a specific section of an ODL course, follow the registration dates in the tables beginning on page 61.

### **Submit Your Registration**

You may register online or use the printed form at the end of this catalog. (You may download more copies from the ODL Web site at [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl), or ask the CCE Information Center to mail you some.) See a sample filled-out form on page 59. Be sure to indicate an alternative course in case your first choice is not available.

Ways to register:

#### **Online:**



Depending on your student status, you may register either by direct Web registration or by completing an e-mail form.

**Direct Web Registration:** If you have registered the preceding term (excluding summer) and have initiated your Internet account password (see page 77), you can use direct Web registration. We recommend that you use one of the following Web browsers: Netscape 7.0, Internet Explorer 6.0, Firefox 1.5, or Apple Safari 1.3.1 (or newer versions of these browsers). Go to [http://onestop.umn.edu/registration/email\\_forms.html](http://onestop.umn.edu/registration/email_forms.html) to complete your Web registration. Be sure to print a copy of your registration confirmation.

**E-mail Form:** Anyone may use an e-mail version of the Registration and Cancel/Add form at [http://onestop.umn.edu/registration/email\\_forms.html](http://onestop.umn.edu/registration/email_forms.html). Submitted forms go to One Stop Student Services for processing, and you will receive confirmation by e-mail and U.S. mail.

#### **By Mail:**



Mail your printed Registration and Cancel/Add form to One Stop Student Services:

University of Minnesota  
130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6054

### By Fax:



Fax the Registration and Cancel/Add form to 612-626-0008. Put your name and U of M ID number (if assigned) or SSN on each page of the fax.

### In Person:



One Stop Student Services Centers

- 200 Fraser Hall, Minneapolis East Bank
- 130 West Bank Skyway, Minneapolis
- 130 Coffey Hall, St. Paul

For Service Center hours call 612-624-1111 or visit <http://onestop.umn.edu>.

## Special Situations

### Graduate Credit for Non-University of Minnesota Students

If you are not officially admitted to a University of Minnesota graduate program and you want graduate credit for a qualifying course, you will need to follow special permission and registration procedures. Only a few specific courses offer graduate credit—this is indicated in the course description, along with which department to contact for more details. If the department approves your special registration, you will be assessed graduate-level (higher) tuition rates for all courses (both graduate and undergraduate) you take for the term. The graduate-level approval only lasts for one semester. For more information, please go to <http://onestop.umn.edu/non-degree/registration/graduate/index.html>.

### Auditing a Course

Auditing a course (registering for a course for no credit, with no assignments or exams required) requires payment of full tuition and any fees. To audit a course write *V* (visitor) in the grading basis column on your registration form, or select the AUD option from the drop down menu online. Get approval from the instructor before auditing. Audited courses cannot be used toward degrees or certificates.

### Senior Citizen Education Option

If you are 62 or older and a Minnesota resident, you are eligible for the Senior Citizen Education Program (SCEP). You are also eligible if you are 60 years old and receiving a railroad retirement annuity. At your initial registration for classes, you will need to provide verification of your age, Minnesota residency, and (if applicable) railroad retirement annuity.

If you are eligible for SCEP, you may audit courses free of charge or take courses for credit at \$10 per credit.

There are fees in addition to tuition. The ODL course fee and any special fees must be paid in full. These students are exempt from the Student Services Fee. For more information, call One Stop Student Services at 612-624-1111 or 800-400-8636.

### Re-registration

If you did not complete an Online and Distance Learning course and you received a grade of F or N, or no grade at all, and you still want to earn credit for it, you must re-register in the most recent version of the course. You will need to pay the current tuition rates in full, buy the current required texts and supplies, and complete all the assignments and exams in the newest version of the course. Your original registration remains on your record with the grade you earned.

If you are a degree-seeking student who is considering repeating a course, check with your college adviser.

## Next Steps

Once you're officially registered, don't delay. Buy your textbooks and course materials at the University of Minnesota Bookstores. (See the *Bookstore and Course Texts/Materials* section on page 82.)

If you have questions about assignments, contact your instructor. Many courses have proctored exams, and it's not too early to think about them. Preview the exam instructions in your course and begin early to arrange for a proctor. (See the *How ODL Works* section, page 52.)

But first, make sure your registration is complete. After you register, you will receive:

- A registration confirmation (called a "study list") from One Stop Student Services. This includes your student ID number, which will be important to know if you're new to the University.
- A welcome e-mail from Online and Distance Learning
- A printed course study guide in the mail from the Online and Distance Learning office; expect it approximately five to seven days after your registration is processed. If you register for an online course, you will receive a printed information packet about how to get started. Check your mailbox.
- A University Internet ID and e-mail address (if you're new to the University). This is the University's official means of communicating with you. Information about changes in University of Minnesota policies, University updates, and notices about your online charges for tuition and fees will be sent to this account. You are responsible for all information sent to your e-mail account.

Please activate your Internet ID and e-mail account immediately. Visit the Student Internet Account Initiation Web site at [www.umn.edu/initiate](http://www.umn.edu/initiate) to learn how. If you have any problems, call (612) 301-4357.

*Note: We do not recommend having e-mail from your University of Minnesota account forwarded to another e-mail account. Messages are not forwarded consistently, and students may miss out on important information.*

- Charges for the tuition and fees. You will have an online student account showing your charges on a password-protected Web site. Instructions about looking it up will be sent to your University e-mail address. **Please monitor your University online billing account frequently**, because no paper bills will be sent to you! The statement will list the courses you are registered for, any special fees, and the amount of any financial aid that has been awarded. Charges may be paid by third-party payment. For more information, visit the One Stop Finances Web site at <http://onestop.umn.edu/finances/index.html> and read carefully the information and links from that page. (See also the *Tuition, Fees, Billing, Payment, and Refunds* section of this catalog.)

## Cancellations

To drop an Online or Distance Learning course, you must cancel it officially in writing. **It is not enough to stop submitting assignments.** This usually results in a grade of F or N being assigned by the instructor.

To cancel a course, fill out a Registration and Cancel/Add Form (available in this catalog or visit [http://onestop.umn.edu/registration/email\\_forms.html](http://onestop.umn.edu/registration/email_forms.html) for e-mail and PDF options). Cancellations must be done officially through one of the One Stop Student Services Centers. You may do so via the Web, in person, or by mail or fax. A cancellation becomes effective on the date you cancel in person or on the Web, the date of the postmark (for mail cancellations), or the date stamp (for fax cancellations).

Cancellation deadlines differ based on which section you have registered for. If you cancel early in the term, the course will be removed from your transcript. If you cancel later than a certain deadline, the course will remain on your transcript with W (for Withdrawal) in place of a grade. See the tables of dates and deadlines starting on page 61.

## Discontinued Courses

Sometimes ODL has to stop accepting registrations in a course because supplies, books, or an instructor may no longer be available. If you submit a Registration and Cancel/Add Request form for a course that has been discontinued, you will be notified.

## Changes in Grade Base

You may change your A–F or S/N grade base early in your term in person at one of the One Stop Student Services Centers, or by mail or fax, or by using the e-mail forms available at [http://onestop.umn.edu/registration/email\\_forms.html](http://onestop.umn.edu/registration/email_forms.html). To change your grade base after the deadlines, you must petition the appropriate scholastic committee to get approval. See the tables of dates and deadlines beginning on page 61.

After the deadline for your section, students admitted to a degree program at the University of Minnesota should contact their college's advising office for forms and procedures.

Contact the CCE Information Center for the required forms and procedures if

- You are admitted to a College of Continuing Education degree or certificate program.
- or
- You are not admitted to any program at the University of Minnesota and are only taking courses through Online and Distance Learning.

## REGISTRATION AND CANCEL/ADD REQUEST

### DIRECTIONS

By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. See Tuition and billing rates at [onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/index.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html) for additional information.

You must complete all fields with an asterisk (\*) in PART 1, for identification, admission, and academic records purposes. The remaining fields are used for positive identification, advising, course placement, and institutional research. Data privacy information is available at [onestop.umn.edu/grades\\_and\\_transcripts/student\\_education\\_records\\_policy.html](http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy.html).

Before you cancel classes, check the refund schedule at [onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/index.html](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html). Unless you cancel during the 100 percent refund period, you will be required to pay a percentage of your tuition and fees.

**Important:** If you are a financial aid recipient who is withdrawing from all of your classes, contact a One Stop counselor to understand the consequences to your aid eligibility.

Return this form to  
**One Stop Student Services**

**By U.S. Postal Service mail**  
One Stop Student Services Center  
University of Minnesota, Twin Cities  
130 Coffey Hall  
1420 Eckles Ave.  
St. Paul, MN 55108

**In person on campus**  
200 Fraser Hall, East Bank  
130 West Bank Skyway, West Bank  
130 Coffey Hall, St. Paul

**By fax**  
612-626-0008

**Questions?**  
Phone: 612-624-1111  
TTY (hearing-impaired): 612-626-0701  
E-mail: [helpingu@umn.edu](mailto:helpingu@umn.edu)

Please print legibly. The form is not complete until you add your signature in black or blue ink on page 2.

PART 1. Student background				
University ID or Social Security number 0102030		*Name (first, middle initial, last) Jane H. Doe		
*Birth date (00/00/0000) 05/06/83	*Former name (first, middle initial, last)	Day phone (area code) 555-1234	Cell/eve phone (area code) 555-6789	
*Current address (street, apartment number or P. O. box number, city, state, Zip Code, country) 1234 Any Street, St. Paul MN 55000			E-mail address doex001@umn.edu	
Term <input type="checkbox"/> Fall semester <input checked="" type="checkbox"/> Spring semester <input type="checkbox"/> May/summer term		Year 20 10	Gender <input type="checkbox"/> male <input checked="" type="checkbox"/> female	
College of enrollment or degree program (if currently admitted)			Enrollment status (check one) <input type="checkbox"/> undergraduate <input type="checkbox"/> graduate <input type="checkbox"/> professional	

### PART 2: Enrollment

**REGISTRATION—Register for classes by completing the information requested below. Include second-choice classes in case your first choices have closed. You may check class availability online at [onestop.umn.edu/registration/prepare/selection\\_tools/index.html](http://onestop.umn.edu/registration/prepare/selection_tools/index.html).**

#### First choice

#### Second choice

Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)	Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)
Fren1002, CO2	59645	5	A-F	_____					

**CANCELLATION**  Check here to cancel all classes.

To cancel individual classes, give the information requested below for each class.

Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number

**IMPORTANT: Go to PARTS 3 and 4 on page 2 to complete this form.**



\* O T R O 2 2 \*

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. This form is available in alternative formats upon request. Please call the One Stop liaison for Disability Services at 612-625-9578.



Please recycle

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# SAMPLE ONLY

## PART 3: Billing and payment

You will be billed electronically for tuition and fees. You will not receive a paper bill. An e-mail notice will be sent to your University-assigned e-mail account after the term begins when your bill is ready to be viewed on UM Pay, the University's on-line billing and payment system. Although you receive no credits for audited classes, credit equivalents will be included in the tuition and fees assessment. Billing due dates are available online at [onestop.umn.edu/finances/pay/where\\_when\\_how/index.html](http://onestop.umn.edu/finances/pay/where_when_how/index.html).

### PAYMENT IN FULL

If you are a **non-degree student** (not currently admitted to a degree program), you are required to pay the balance due in your University student account in full by the first billing due date for the term or your enrollment *will be canceled*.

### HOSPITALIZATION INSURANCE

If you are a degree-seeking student enrolled for 6 or more credits (3 or more for May/summer term), you are required to carry hospitalization insurance. If you already have hospitalization insurance, please complete the information requested or enter the information online before the end of the second week of the term on the Hospitalization Insurance Quick Link at [onestop.umn.edu](http://onestop.umn.edu). See [www.bhs.umn.edu/insurance/twincities/other.htm](http://www.bhs.umn.edu/insurance/twincities/other.htm) for more information.

Check the appropriate box below.

- I do not have hospitalization insurance and would like to enroll in the University-sponsored Student Health Benefit Plan.
- I have hospitalization insurance from the provider named below.

Company name of hospitalization insurance provider	Provider's phone number (area code)	Member ID number
--	--	------------------

## PART 4: Certification

I understand that if I choose to withdraw from course(s) after the withdrawal deadline has passed, I will receive a 'W' on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I also understand that if I wish to use these courses at another college or university, they are subject to the transfer policies of that institution.

Student's signature  
[sign here]

Date  
[date]



<b>Fall Semester 2009 Registration Deadlines and Term Dates</b>			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A*	April 9– Sept. 7, 2009	<b>Aug. 29, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Sept. 8– Dec. 16, 2009
B	Aug. 1–31, 2009	<b>Aug. 26, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Sept. 1, 2009, and after:</b> No registrations in section B, register in section C.	Sept. 15, 2009– June 15, 2010
C	Sept. 1–30, 2009	<b>Sept. 26, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Oct. 1, 2009, and after:</b> No registrations in section C, register in section D.	Oct. 15, 2009– July 15, 2010
D	Oct. 1–31, 2009	<b>Oct. 26, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Nov. 1, 2009, and after:</b> No registrations in section D, register in section E.	Nov. 15, 2009– Aug. 15, 2010
E	Nov. 1–30, 2009	<b>Nov. 26, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Dec. 1, 2009, and after:</b> No registrations in section E, register in section B of spring semester 2010.	Dec. 15, 2009– Sept. 15, 2010
<p><b>*Late registration fee may be applied after Sept. 7, 2009.</b>  <b>Last day for adding credits for financial aid eligibility: Sept. 21, 2009.</b></p>			

<b>Fall Semester 2009 Change in Grade Base (A–F or S/N)</b>		
<i>Section</i>	<i>Section Dates</i>	<i>Changes Allowed Through</i>
A	Sept. 8–Dec. 16, 2009	Sept. 21, 2009
B	Sept. 15, 2009–June 15, 2010	Oct. 26, 2009
C	Oct. 15, 2009–July 15, 2010	Nov. 25, 2009
D	Nov. 15, 2009–Aug. 15, 2010	Dec. 26, 2009
E	Dec. 15, 2009–Sept. 15, 2010	Jan. 25, 2010

**Fall Semester 2009 Cancellations and Tuition Refunds**

<i>Section Dates</i>	<i>Cancellations</i>	<i>Tuition Refund Schedule</i>	
A: Sept. 8– Dec. 16, 2009	<p><b>Sept. 21, 2009:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Sept. 22–Nov. 2, 2009:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Nov. 3, 2009:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	Refund: 100% 75% 50% 25% 0%	Cancel by: Sept. 15, 2009 Sept. 21, 2009 Sept. 28, 2009 Oct. 5, 2009 on or after Oct. 6, 2009
B: Sept. 15, 2009– June 15, 2010	<p><b>Oct. 26, 2009:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Oct. 27, 2009–Jan. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Jan. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	100% if you cancel by Oct. 15, 2009  50% if you cancel by Nov. 15, 2009  0% if you cancel on or after Nov. 16, 2009	
C: Oct. 15, 2009– July 15, 2010	<p><b>Nov. 25, 2009:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Nov. 26, 2009–Feb. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Feb. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	100% if you cancel by Nov. 15, 2009  50% if you cancel by Dec. 15, 2009  0% if you cancel on or after Dec. 16, 2009	
D: Nov. 15, 2009– Aug. 15, 2010	<p><b>Dec. 26, 2009:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Dec. 27, 2009–Mar. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Mar. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	100% if you cancel by Dec. 15, 2009  50% if you cancel by Jan. 15, 2010  0% if you cancel on or after Jan. 16, 2010	
E: Dec. 15, 2009– Sept. 15, 2010	<p><b>Jan. 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Jan. 26–April 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>April 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	100% if you cancel by Jan. 15, 2010  50% if you cancel by Feb. 15, 2010  0% if you cancel on or after Feb. 16, 2010	

<b>Spring Semester 2010 Registration Deadlines and Term Dates</b>			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A*	Nov. 10, 2009– Jan. 18, 2010	<b>Jan. 10, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Jan. 19– May 7, 2010
B	Dec. 1–31, 2009	<b>Dec. 26, 2009:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Jan. 1, 2010, and after:</b> No registrations in section B, register in section C.	Jan. 15– Oct. 15, 2010
C	Jan. 1–31, 2010	<b>Jan. 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Feb. 1, 2010, and after:</b> No registrations in section C, register in section D.	Feb. 15– Nov. 15, 2010
D	Feb. 1–28, 2010	<b>Feb. 23, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Mar. 1, 2010, and after:</b> No registrations in section D, register in section E.	Mar. 15– Dec. 15, 2010
E	Mar. 1–31, 2010	<b>Mar. 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>April 1, 2010, and after:</b> No registrations in section E, register in section B of summer 2010.	April 15, 2010– Jan. 15, 2011
*Late registration fee may be applied after: Jan. 18, 2010.			
<b>Last day for adding credits for financial aid eligibility: Feb. 1, 2010 (tentative)</b>			

<b>Spring Semester 2010 Change in Grade Base (A–F or S/N)</b>		
<i>Section</i>	<i>Section Dates</i>	<i>Changes Allowed Through</i>
A	Jan. 19–May 7, 2010	Feb. 1, 2010
B	Jan. 15–Oct. 15, 2010	Feb. 25, 2010
C	Feb. 15–Nov. 15, 2010	Mar. 27, 2010
D	Mar. 15–Dec. 15, 2010	Apr. 25, 2010
E	April 15, 2010–Jan. 15, 2011	May 26, 2010

Spring Semester 2010 Cancellations and Tuition Refunds			
Section Dates	Cancellations	Tuition Refund Schedule	
A: Jan. 19– May 7, 2010	<p><b>Feb. 1, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Feb. 2–Mar. 15, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Mar. 16, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>Refund</p> <p>100%</p> <p>75%</p> <p>50%</p> <p>25%</p> <p>0%</p>	<p>Cancel By</p> <p>Jan. 26, 2010</p> <p>Feb. 1, 2010</p> <p>Feb. 8, 2010</p> <p>Feb. 15, 2010</p> <p>on or after Feb. 16, 2010</p>
B: Jan. 15– Oct. 15, 2010	<p><b>Feb. 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Feb. 26–May 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>May 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Feb. 15, 2010</p> <p>50% if you cancel by Mar. 15, 2010</p> <p>0% if you cancel on or after Mar. 16, 2010</p>	
C: Feb. 15– Nov. 15, 2010	<p><b>Mar. 27, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Mar. 28–June 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>June 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Mar. 15, 2010</p> <p>50% if you cancel by April 15, 2010</p> <p>0% if you cancel on or after April 16, 2010</p>	
D: Mar. 15– Dec. 15, 2010	<p><b>April 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>April 26–July 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>July 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by April 15, 2010</p> <p>50% if you cancel by May 15, 2010</p> <p>0% if you cancel on or after May 16, 2010</p>	
E: April 15, 2010– Jan. 15, 2011	<p><b>May 26, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>May 27–Aug. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Aug. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by May 15, 2010</p> <p>50% if you cancel by June 15, 2010</p> <p>0% if you cancel on or after June 16, 2010</p>	

Summer 2010 Registration Deadlines and Term Dates			
Section	Registration Dates	Mail/Fax and Section Registration Cutoff Dates	Term Dates
A	April 6, 2010– Last date to register varies	<b>May 10, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Summer term dates vary. See dates in course descriptions.
B	April 1–30, 2010	<b>April 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>May 1, 2010, and after:</b> No registrations in section B, register in section C.	May 15, 2010– Feb. 15, 2011
C	May 1–31, 2010	<b>May 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>June 1, 2010, and after:</b> No registrations in section C, register in section D.	June 15, 2010– Mar. 15, 2011
D	June 1–30, 2010	<b>June 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>July 1, 2010, and after:</b> No registrations in section D, register in section E.	July 15, 2010– April 15, 2011
E	July 1–31, 2010	<b>July 26, 2010:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Aug. 1, 2010, and after:</b> No registrations in section E, register in section B of fall semester 2010.	Aug. 15, 2010– May 15, 2011

Summer Semester 2010 Change in Grade Base (A–F or S/N)		
Section	Section Dates	Changes Allowed Through
A	Summer term dates vary. See dates in course descriptions.	Dates vary
B	May 15, 2010–Feb. 15, 2011	June 25, 2010
C	June 15, 2010–Mar. 15, 2011	July 26, 2010
D	July 15, 2010–April 15, 2011	Aug. 25, 2010
E	Aug. 15, 2010–May 15, 2011	Sept. 25, 2010

## Registration and Changes in Registration

Summer 2010 Cancellations and Tuition Refunds		
Section Dates	Cancellations	Tuition Refund Schedule
A: Summer term dates vary. See dates in course descriptions. Term dates affect cancellation and refund deadlines.	The cancellation dates for summer 2010 were not determined when this catalog was printed. Contact ODL at 612-624-4000, 1-800-234-6564, or e-mail <a href="mailto:cceinfo@umn.edu">cceinfo@umn.edu</a> .	The tuition refund dates were not determined when this catalog was printed. Contact ODL at 612-624-4000, 1-800-234-6564, or e-mail <a href="mailto:cceinfo@umn.edu">cceinfo@umn.edu</a> .
B: May 15, 2010– Feb. 15, 2011	<p><b>June 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>June 26–Sept. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Sept. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by June 15, 2010</p> <p>50% if you cancel by July 15, 2010</p> <p>0% if you cancel on or after July 16, 2010</p>
C: June 15, 2010– Mar. 15, 2011	<p><b>July 26, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>July 27–Oct. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Oct. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by July 15, 2010</p> <p>50% if you cancel by Aug. 15, 2010</p> <p>0% if you cancel on or after Aug. 16, 2010</p>
D: July 15, 2010– April 15, 2011	<p><b>Aug. 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Aug. 26–Nov. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Nov. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Aug. 15, 2010</p> <p>50% if you cancel by Sept. 15, 2010</p> <p>0% if you cancel on or after Sept. 16, 2010</p>
E: Aug. 15, 2010– May 15, 2011	<p><b>Sept. 25, 2010:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Sept. 26–Dec. 14, 2010:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Dec. 15, 2010:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Sept. 15, 2010</p> <p>50% if you cancel by Oct. 15, 2010</p> <p>0% if you cancel on or after Oct. 16, 2010</p>

# TUITION, FEES, BILLING, PAYMENT, AND REFUNDS

## Tuition and Fees

Costs include tuition and various fees. Tuition rates and fees for the 2009–10 academic year had not been set when this catalog went to press. Information about 2009–10 costs should be available by early summer on the Web at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/index.html](http://onestop.umn.edu/finances/costs_and_tuition/index.html). Or call 612-624-4000 to request information. Textbooks and materials are not included in tuition and fees and must be purchased separately.

At a minimum, three charges will be applied for Online and Distance Learning courses:

- **Tuition:** Tuition rates are determined by many factors, including your admission status, which college you are admitted to, your undergraduate or graduate status, and your Minnesota resident or nonresident status. Visit the above URL for updates and details.
- **An ODL Fee:** The ODL fee partially covers the costs of course development and administration as well as printing, copyright permission fees, postage, forms, and student services. The fee is calculated according to the number of ODL credits that you register for per semester.

1 credit per semester	\$ 0.00
2–5 credits per semester	\$ 87.00
6–10 credits per semester	\$174.00
11 or more credits per semester	\$261.00
- **A University Fee:** The University fee helps cover infrastructure and administrative support costs in a wide variety of areas. This fee is not dedicated to one particular need or one particular office. The fee for 2008–2009 was \$55.00 per credit for students taking 1–9 credits, and \$550.00 for students taking 10 credits or more. As of this printing, the fee for 2009–2010 has not yet been established. Please visit [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/university\\_fee.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/university_fee.html) for updated information.

Students admitted to a University of Minnesota degree program may also pay other fees.

*Note: Online and Distance Learning credits are NOT counted toward the assessment of the Student Services Fee for admitted students also taking courses on campus. (Students who are not admitted to a University degree or certificate program do not pay the student services fee.)*

## Residency Tuition Rates for ODL Students

If you have not been formally admitted to a University of Minnesota degree program or a certificate program, the University classifies you as a “non-degree-seeking student” (also sometimes called a “non-admitted student.”) This is true even if you are enrolled in a degree program at a different college or university. ODL students who are in this category and who have not been classified by the University as a non-resident, non-reciprocity student are charged **resident tuition** rates, regardless of your location.

Students who are admitted to the University of Minnesota (officially accepted into a degree or certificate program) are charged the same tuition rates as for their on-campus courses, according to their resident or nonresident status.

Those who have any questions about residency status should contact the Office of Admissions in 240 Williamson, 612-625-6330. Detailed information on residency, reciprocity and tuition exemptions is available on the Admissions Office Web site at <http://admissions.tc.umn.edu>.

## Graduate/Undergraduate Tuition Rates

Students who are not formally admitted to a degree or certificate program at the University of Minnesota will be registered and charged tuition as undergraduates, except in a few special cases. (See Graduate Credit and Senior Citizen Education Options, page 56.)

Undergraduate students who are admitted to the U of M will be charged undergraduate rates. Graduate and professional school students will be charged graduate-level or professional school rates.

### **Tuition Caps, Replacement Courses**

Credits for Online and Distance Learning courses qualify for tuition caps for University of Minnesota undergraduate and graduate students.

For students admitted to a University of Minnesota degree program, Online and Distance Learning courses qualify as replacement courses when canceling/adding only if the course added is an Online and Distance Learning course offered during the same session (a fall section A course is exchanged for another fall section A course; a fall section B course for another fall section B course).

## Billing and Payment

### **Student Account**

Every student has a student account that reflects the **total** charges and credits for tuition and other University fees, including any previously unpaid balances. Each time you register or make a change of registration, your account is adjusted.

It is very important that you monitor your online student account frequently. To find your student account, go to <http://onestop.umn.edu> and click on "Student Account" under Quick Links. You can also check recent financial aid transactions, tuition benefits, and payment transactions at this site. You will need to use your University-assigned Internet ID and password to access your statement. (See more information on your Internet ID and e-mail on page 77.)

### **Online Billing Statements**

The University of Minnesota offers online billing and payment of your student account bills. Online billing is the official means of generating tuition bills for all enrolled University of Minnesota students. This means that paper bills are not sent to enrolled students.

### **When to Pay**

Billing schedules and procedures are explained in detail at [http://onestop.umn.edu/finances/pay/where\\_when\\_how/index.html](http://onestop.umn.edu/finances/pay/where_when_how/index.html). Or call One Stop Student Services at 612-624-1111. If you are a non-degree-seeking student it is especially important for you to check the deadlines and payment options that apply to you. A Payment Due Date table can be found on page 71.

### **Non-Degree-Seeking Students**

As a non-degree student, your payment in full for tuition, fees, and other charges must be received, not postmarked, by the billing due date indicated on your most recent billing statement or your courses will be canceled. Non-degree students are not eligible for the installment plan. Billing and due dates can be found at [http://onestop.umn.edu/finances/pay/where\\_when\\_how/index.html](http://onestop.umn.edu/finances/pay/where_when_how/index.html).

Billing notices are sent to your University e-mail account. **You will not receive a paper bill.** View your bill at the UM Pay link on <http://onestop.umn.edu>. The amount due and billing due date are located in the upper right-hand section of the billing statement. Any charges that are added after the first bill of the term will be billed to you during the next monthly billing cycle. Failure to pay **any** bill by the due date will result in cancellation of **all** courses for the current term. If that happens, the courses for that term will be removed from your record and you will not be able to earn credits, even if you have done some of the coursework.

### **Degree-Seeking Students**

For the academic year 2009–10, degree-seeking students (students who are admitted to any University of Minnesota degree or certificate program) may use the installment plan for certain terms.

Billing notices are sent to your University e-mail account. Your online billing statement will list the current balance and a minimum payment due. (Some charges may not be eligible for the installment plan.) You may pay eligible charges in three installments during the fall and spring terms for ODL courses in sections A and B, but **this does not apply if you enroll in sections C, D, or E.** There is no installment plan for the summer term.

**Past Due Accounts:** If you are a degree-seeking student, and if your account is past due, a "hold" will be placed on your academic student record, meaning that you may not register for courses, get a transcript, or receive a diploma. Balances from previous terms are due in full. All payments you make will be applied to your oldest charge. You will continue to be billed late payment and installment fees if your balance due continues unpaid. Past due accounts may be subject to collection fees and procedures. Collection can include court action or referral to outside collection agencies. You are responsible for all costs necessary for the collection of any amount not paid when due.



### **How to Pay**

You must register for ODL courses and pay all costs directly to the University of Minnesota; ODL has no commercial agents in this country or abroad. You must pay all fees in U.S. dollars. Students should not include payment with their Registration and Cancel/Add Form.

Once your charges have been posted to your online student account, there are several ways to pay for the tuition and fees.

### **UMPay—Online Billing and Payments**

You or an authorized payer (e.g., parent, spouse) may choose to make direct payments from a bank checking or savings account or charge your payment to a credit card. Payments made online with an e-check from your checking or savings account are easy and convenient and are posted to your account the same day if submitted before 5:00 p.m. Central Time. Students can also easily set up authorized payers to make payments on their behalf.

If you make a Master Card, DISCOVER, or American Express (VISA is not a participant) credit card payment, you will be required to pay a separate, non-refundable service charge—2.75 percent of the payment amount—at the time of each credit card payment. The service charge, assessed by our credit card vendor, infiNET, will appear as a separate line item on your (or the payer's) credit card statement. All costs for choosing to pay with a credit card must be assumed by the student/authorized payer. The University does not receive, nor will it underwrite, any portion of the service charge.

Credit card payment is available only as an online service of UMPay. The University will not accept credit card payments through the mail, in person, or over the phone. For more information, go to [http://onestop.umn.edu/finances/pay/um\\_pay/index.html](http://onestop.umn.edu/finances/pay/um_pay/index.html) or call One Stop Student Services at 612-624-1111.

### **Payment by Check, Money Order, or Cash**

Please download and print the “Printable Version/PDF” copy of your billing statement from UMPay. Checks and money orders should be made payable to “University of Minnesota.” Write your **student ID number** on your check or money order and include it with the payment portion of your billing statement. Your canceled check serves as your receipt.

**Returned Check:** If your payment check is returned because of insufficient funds or a stop-payment request, a hold will be placed on your University record until you pay all of the following:

- a \$20 check handling fee;
- full tuition;
- any remaining fees.

### **Pay by U.S. Mail**

Send your check or money order to:

Bursar Office, University of Minnesota,  
Twin Cities,  
P.O. Box 88,  
Minneapolis, MN 55440-0088.

(Remember to write your U of M ID number on the check or money order.)

Do not send scholarship checks, cash, or overnight deliveries. Your mailed payment must be received (not postmarked) by the billing due date. Otherwise your registration may be canceled (non-degree-seeking students) or subject to extra fees (degree-seeking students).

### **Pay by Drop Box**

You may drop off your payment by check or money order in one of several campus drop box locations:

- Fraser Hall (main floor hallway)
- 107 Coffey Hall
- Coffman Memorial Union main level (by information desk)
- both concourses of Williamson Hall

Payments are picked up at 8:00 a.m. and are credited to the previous day. Remember to write your U of M ID number on the check or money order.

Do not put cash payments into the drop boxes. The Bursar's Office is not responsible for cash payments made in these boxes.

### **Pay in Person**

You may pay at the campus Bursar Office locations:

- 145 Williamson Hall on the East Bank
- 107 Coffey Hall on the St. Paul campus

### **Tuition and Fees Paid by Various Agencies/Sponsors**

If you have an authorization for the University to bill a sponsor for your tuition and fees, you should bring, fax, or mail your authorization to:

Third Party Billing  
B-12 Fraser Hall  
106 Pleasant St. S.E.  
Minneapolis, MN 55455  
Fax: 612-626-0387

The sponsor and student are responsible for ensuring that authorization is received before the first student bill due date to avoid late and installment/rebilling fees on sponsored charges.

If you have questions about this process, please send an e-mail message to the Third Party Billing office at [tpbill@umn.edu](mailto:tpbill@umn.edu) or call 612-625-8559.

The authorization must include:

1. Student's name and identification number;
2. Type of charges, such as tuition, mandatory fees, health insurance, and/or the maximum amount the sponsor will pay;
3. Term or dates of eligibility;
4. Authorizing signature (required);
5. Sponsor's complete billing address;
6. Sponsor contact person's name and phone number.

If your authorizing sponsor pays for tuition only (e.g., Public Law 894 for military personnel on Off-Duty Academic Instruction; Regents Scholarship), you are responsible for all other fees assessed, including late fees.

***Note:** A hold will be placed on your record if your sponsoring agency falls behind in payment. If the sponsoring agency does not pay within 90 days after billing, they will be assessed a \$90 late fee. You are responsible for all unpaid tuition and fees (including late fees) if your sponsoring agency does not fulfill its obligations. It is your responsibility to monitor your sponsor's payments.*

### **Verification of Payments**

If you need verification that you have paid your tuition and fees, you can print out your online student account information by going to <http://onestop.umn.edu> and clicking on "Student Account" under Quick Links.

If you plan to use education tax credits, your billing and account information is an important reference. More information about these tax credits is available online at [http://onestop.umn.edu/finances/financial\\_aid/index.html](http://onestop.umn.edu/finances/financial_aid/index.html). Select "Education tax benefits" under Quick Links.

### **Refunds**

You may be eligible for a tuition refund if you cancel your registration by the deadlines listed in the tables on pages 61–66. The deadline is based on the start date of the term you have chosen. Improper advising, changes in credit requirements, or simply not submitting assignments do **not** entitle you to a refund. (See Cancellations, page 58.)

If you paid your tuition and fees **in full**, a tuition refund will be sent to you automatically by check or direct deposit. To sign up for direct deposit, visit the direct deposit Quick Link at <http://onestop.umn.edu>.

If you have not paid your tuition and fees in full, any refund you receive will be a monetary credit applied to your unpaid balance.

If you paid by credit card, your refund will be processed to the credit card you used for that transaction. Please note that the 2.75 percent service charge, assessed by our credit card vendor, Nelnet Business Solutions, is not refundable.

See the *Bookstore and Course Texts/Materials* section on pages 82–83 for information on textbook refunds.

<b>Fall 2009 Due Dates for Course Payments</b>			
<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	April 9–Sept. 7	Sept. 12	Oct. 7
B–9 month term	Aug. 1–31	Sept. 12	Oct. 7
C–9 month term	Sept. 1–11	Sept. 12	Oct. 7
C–9 month term	Sept. 12–30	Oct. 10	Nov. 4
D–9 month term	Oct. 1–9	Oct. 10	Nov. 4
D–9 month term	Oct. 10–31	Nov. 7	Dec. 2
E–9 month term	Nov. 1–6	Nov. 7	Dec. 2
E–9 month term	Nov. 7–30	Dec. 5	Dec. 23

<b>Spring 2010 Due Dates for Course Payments</b>			
<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	Nov. 10, 2009–Jan. 18, 2010	Jan. 23	Feb. 17
B–9 month term	Dec. 1–31, 2009	Jan. 23	Feb. 17
C–9 month term	Jan. 1–22	Jan. 23	Feb. 17
C–9 month term	Jan. 23–31	Feb. 20	Mar. 17
D–9 month term	Feb. 1–19	Feb. 20	Mar. 17
D–9 month term	Feb. 20–28	Mar. 20	Apr. 14
E–9 month term	March 1–19	Mar. 20	Apr. 14
E–9 month term	March 20–31	Apr. 17	May 12

<b>Summer 2010 Due Dates for Course Payments</b>			
<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	April 6–June 11	June 12	July 7
B–9 month term	April 1–30	June 12	July 7
C–9 month term	May 1–31	June 12	July 7
D–9 month term	June 1–11	June 12	July 7
D–9 month term	June 12–30	July 10	Aug. 4
E–9 month term	July 1–9	July 10	Aug. 4
E–9 month term	July 10–31	Aug. 7	Aug. 25

# FINANCIAL AID

## Resources

### **Financial Resources Wizard**

Visit the CCE Financial Resources Wizard at <http://frw.cce.umn.edu/frwizard> to find a wealth of information that may make your education more affordable. The Wizard is an interactive Web tool that asks a series of questions and identifies options that match your situation. It applies to admitted and non-admitted (currently non-degree-seeking) students at the University of Minnesota, Twin Cities. Resources may include grants; scholarships; loans; employer tuition benefits; funding from government agencies and community, religious, and professional organizations; federal education tax credits and deductions; credit card payment, and the Minnesota College Savings Plan. Help may be just a few clicks away!

### **CCE Scholarships and Grants**

College of Continuing Education (CCE) grants and scholarships are available to students admitted to a CCE degree or certificate program or to nonadmitted students who are enrolled part-time (maximum 11 credits per semester) through CCE in classroom or ODL courses for undergraduate credit. Requirements include: U.S. citizen, permanent resident, or eligible non-citizen; reside in Minnesota; a gap in education of two years or more; and financial need.

CCE scholarships and grants cover both term-based and extended-term ODL courses. Applications must be submitted at least three weeks prior to the start of the semester. To request an application and additional information, call the CCE Information Center at 612-624-4000 or e-mail [cceinfo@umn.edu](mailto:cceinfo@umn.edu).

### **Other Useful Resources**

In addition to trying out the Financial Aid Wizard, explore the CCE financial aid Web site at [www.cce.umn.edu/financialaid](http://www.cce.umn.edu/financialaid). You'll find information on CCE scholarships and grants, an application form you can use to apply, and "Paying for Your Education: Financial Aid and Other Resources." Visit the Web site or contact the CCE Information Center at 612-624-4000 or [cceinfo@umn.edu](mailto:cceinfo@umn.edu) to obtain printed copies.

## Restrictions

### **Aid Administered by the University's Office of Student Finance**

ODL *term-based* online courses are automatically counted in enrollment for Office of Student Finance (OSF)-administered aid. However, OSF aid does **not** apply to *extended-term* courses, with one exception. If you are eligible for Minnesota State Grant, all ODL courses you are enrolled in by the end of the second week of the semester will be counted—both term-based and extended-term courses.

## Enrollment Verification

You may need to have your enrollment certified as full-time or half-time to defer payment of your student loan or for other purposes. Each course you enroll in is tied to a specific term (see pages 52–54). Extended-term, nine-month ODL courses count *only for the term in which you begin* your course. You must enroll for additional credits each term to continue to be certified. Most other courses follow the University's academic calendar.

If you receive a loan deferment form from your lender or need more information about full-time or half-time status, visit or contact a One Stop Student Services Center (see the inside front cover for hours and locations).

# ACADEMIC POLICIES

## **Academic Progress**

Academic progress for students admitted to degree-granting programs at the University of Minnesota is monitored by their college offices. The College of Continuing Education (CCE) checks academic progress for students admitted to CCE certificate and degree programs and for non-admitted CCE students. Students with excessive credits and problematic grade point averages may have a hold placed on their records restricting their registration in any further courses. For more information about CCE academic progress or appeals, contact the CCE Information Center (see inside front cover for hours and location); or call 612-624-4000 or 1-800-234-6564; or e-mail [cceinfo@umn.edu](mailto:cceinfo@umn.edu).

Students receiving financial aid through the University of Minnesota's Office of Student Finance (OSF) are held to a similar, though not always identical, standard. Financial aid recipients must meet the college academic progress standard *and* the OSF satisfactory academic standard. For information about OSF standards for all programs, go to <http://onestop.umn.edu> and follow the Quick Link "Financial Aid Satisfactory Academic Progress."

## **Accreditation**

Online and Distance Learning, part of the College of Continuing Education at the University of Minnesota, is accredited by the North Central Association of Colleges and Schools. ODL courses are approved by University of Minnesota academic departments.

## **Address Changes**

It is your responsibility to report any address changes. Please verify and correct your address online at <http://onestop.umn.edu> (follow the Quick Link to "Personal Information").

## **Admission**

There are no entrance requirements to take individual ODL courses, although specific courses or programs may require prerequisite study

or experience. Prerequisites are noted with the course descriptions in this catalog (see the *Courses* section).

There are admission requirements for degree or certificate programs including those offered by CCE. (See the *Online Programs* section on page 6 for further information on programs that may be completed entirely with ODL courses.)

## **Auditors**

See page 74 in the Grades section.

## **Communications Policy**

The University assigned e-mail account is the University's **official** means of communication with all students. **You are responsible** for all information sent to you via your University assigned e-mail account. For information on setting up your e-mail account and Internet access, see the *Student Resources* section on E-mail and Internet Services, page 77.

## **Credits**

The University of Minnesota uses the semester hour as the basis of credit evaluation. All of the credits in this catalog are semester-hour credits.

## **Degree Credit**

Some University of Minnesota colleges have restrictions on how many ODL credits can be used in degree programs. Students admitted to a program at the University of Minnesota should consult their program adviser. Students not admitted to a program but interested in applying for admission in the future at the University of Minnesota should consult the Office of Admissions for further information: <http://admissions.tc.umn.edu>; 612-625-2008, 1-800-752-1000, or TTY 612-625-9051. Officials at other colleges or universities determine which ODL courses will be accepted to fulfill degree requirements at their institutions. Obtain approval from your institution before registering.

### Zero Credits

Although zero credits are given for some courses, grades are assigned and a record entered on your transcript. Zero-credit courses do count for athletic eligibility and financial aid.

### Resident Credit

The courses listed in this catalog parallel or are equivalent to courses with the same title and course number offered at the University. Through action of the University Senate, ODL credits are considered **resident credits**.

### Graduate Credit

All **extended-term** courses offered through ODL are available for *undergraduate credit only*, including those at the 5xxx level.

Online, **term-based** (semester) courses at the 5xxx level and above meet Graduate School criteria for graduate credit. Before registering, check with your adviser to determine whether the online course will count toward your specific graduate degree.

If you are not admitted to a University of Minnesota graduate program and you want graduate credit for an online term-based course, you may apply for permission to register with graduate students for one semester by contacting the appropriate academic department **prior to registering**. You will need to fill out a Registration Request for Graduate Credit form for non-degree students and submit it to the appropriate academic department (e.g., Public Health) for approval. This replaces the regular registration form. If the department approves your special registration, you will be assessed higher graduate-level or professional school tuition rates. More information can be found at [http://onestop.umn.edu/non-degree/registration/graduate/pro\\_development/steps.html](http://onestop.umn.edu/non-degree/registration/graduate/pro_development/steps.html). A downloadable copy of the graduate credit registration form is available in Step 1 on that page.

### Exams

See the section on *How ODL Works*, page 52.

### Extensions

See the section on *How ODL Works*, page 52.

### Grades

Grading procedures and requirements for specific courses are determined by the course instructor; they are outlined in the course. Questions about grades earned in ODL should be addressed to your instructor first, and if you then still do not understand the reason for your course grade, put your concern in writing and send it to the CCE Information Center. A staff member will work with you to seek further information.

The University does **not** send notices of course grades to students. Grades are available on the Web at <http://onestop.umn.edu>. Follow the Quick Link to “Grades.”

Also see the section below on Transcripts and Records.

### Grading Systems

The University uses the A–F and S/N grading systems. On your Registration and Cancel/Add Form, indicate which system you want to use. You may change to another system during the **first two weeks of a term-based course** or the **first two months of an extended-term course**. Any grading system restriction (“A–F only”) for a course will be given in the course description.

The A–F and S/N grading systems cannot be combined in a single course by a student. Students may receive grades only in the grading system under which they are registered.

**A–F Grading System:** Four permanent grades—A, B, C, and D (with pluses and minuses, but **not** A+ or D-)—indicate completion of a course. The grade F represents performance that fails to meet basic course requirements and is unworthy of credit. However, the credit hours are included in grade point average (GPA) calculations.

**S/N Grading System:** The S/N system represents an alternative to the A–F system. S represents achievement that is satisfactory (which is equivalent to a C- or better for undergraduate students on the Twin Cities campus). The letter N, which stands for no credit, is assigned when a student does not earn an S and is not assigned an Incomplete (I).

Students who want to take courses under the S/N grading system should be aware of the limitations placed on such grades. Each college determines to what extent and under what conditions each system may be available to its students. Any college may specify what course or what proportion of courses taken by its students or by prospective students must be on which grading system.

**Auditing Courses:** Most colleges permit auditing in their courses. As an auditor, you register and pay full tuition and fees, but you aren't required to complete assignments or take examinations. You receive no credit for the course, but the course will be placed on your transcript with the symbol V (visitor) to indicate your special registration status. To register as an auditor, write a V in the grading option column for that course.

Choose the grading system you want to use and indicate it on the Registration and Cancel/Add Form. For information on changing your grade base, see the *Registration and Changes in Registration* section, page 55.

### Incompletes

The letter **I (incomplete)** is a temporary grade. If you do not complete the course and earn a grade to replace the I, it will automatically change to an F or N grade **after one year**. Your instructor is **not** obligated to grant an incomplete. An I (incomplete) will be assigned when, in the opinion of the instructor, there is a reasonable expectation that a student can successfully complete the course. The University requires that you and your instructor agree in writing to a new deadline. If you have not completed a significant portion of your coursework, your instructor **may deny** your request for an incomplete. For more information, see *How ODL Works*, page 52.

### Withdrawal

The letter **W** on a transcript indicates **official withdrawal** (cancellation) from a course that took place within certain deadlines. If you simply stop submitting assignments without officially canceling your registration, the instructor will assign a grade of F or N, depending on the grading system under which the course was taken. Not submitting assignments does **not** constitute cancellation and usually results in a grade of F or N being assigned. See pages 61–66 in the *Registration and Changes in Registration* section for cancellation deadlines.

### Grade Point Average

For purposes of determining a student's grade point average (GPA), grade points are assigned for each grade received: for each credit of A, 4 grade points; A-, 3.67; B+, 3.33; B, 3; B-, 2.67; C+, 2.33; C, 2; C-, 1.67; D+, 1.33; D, 1; and F, 0 (there are no A+ or D- grades assigned under this system). A student's GPA is determined by dividing the sum of grade points by the sum of credits attempted.

Complete grading policies and practices may be found by going to [http://onestop.umn.edu/grades\\_and\\_transcripts/index.html](http://onestop.umn.edu/grades_and_transcripts/index.html) and clicking on the Quick Link "University of Minnesota Grading Policies."

### Immunization

Students taking **ODL courses only** do not need to submit the proof of immunization required by the state of Minnesota.

### Liberal Education Requirements

Many ODL courses may be used to meet these requirements for admitted University of Minnesota students; consult with your adviser. Detailed information about the Liberal Education requirements is available at [http://onestop.umn.edu/degree\\_planning/lib\\_ed/index.html](http://onestop.umn.edu/degree_planning/lib_ed/index.html) (click on the "Liberal Education Requirements" link).

### Scholastic Dishonesty

The University of Minnesota Regents Policy on Student Conduct defines scholastic dishonesty as "submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, awards, or professional endorsement."

If you submit any other person's work as your own without proper acknowledgment, you are guilty of **plagiarism**. Plagiarism includes borrowing any concepts, words, sentences, paragraphs, or entire articles or chapters from books, periodicals, or speeches. In these cases, quotation marks and citations must be used. If you have any questions about proper acknowledgment, look in any writing handbook.

Plagiarism also refers to copying another student's assignment or paper and submitting it for grading as if it were your own. If you allow another student to copy your assignment, you are equally guilty of scholastic dishonesty. Plagiarism is a violation of the University's student conduct code and will be dealt with by the ODL faculty and/or the Office for Student Conduct and Academic Integrity.

Suspected cases of scholastic dishonesty are taken seriously. ODL instructors adhere to the University's Uniform Grading and Transcript Policy, which states that "academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course."

### **Transcripts and Records**

Online and Distance Learning grades are automatically recorded on a University of Minnesota transcript. There are official transcripts and unofficial transcripts.

Request official transcripts by mail, online, fax, or in person at the One Stop Student Services Center locations (see the inside front cover for hours and locations). **No telephone requests are accepted.** There is regular service, rush service, priority overnight service, and priority international service. For costs and the details you need to provide, please contact a One Stop Student Services Center for more information. Call 612-624-1111 or 1-800-400-8636, or visit [http://onestop.umn.edu/grades\\_and\\_transcripts/index.html](http://onestop.umn.edu/grades_and_transcripts/index.html).

You may download unofficial transcripts off the Web or you may pick up an unofficial copy of your record by presenting a photo ID at any of the One Stop Student Services Centers. There is no charge for an unofficial copy of your record, but there is a limit of two copies per day. Unofficial copies are **not** available by mail.

### **Access to Student Educational Records**

In accordance with Regents policy, state, and federal law, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.) University policy and procedures are available for review at [http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_education\\_records\\_policy.html](http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy.html).

Briefly, some student information is designated as public information, including name, address, e-mail address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned. Currently enrolled students may prevent the release of public information; they can do so at the Personal Information Quick Link at <http://onestop.umn.edu>, or by requesting a Request to Suppress Public Information form from One Stop Student Services at 612-624-1111. Students can also choose to allow access to student record information to third parties (e.g., parent, spouse) through the Parent/Guest Access Quick Link at <http://onestop.umn.edu>.

Within the University, all employees with a demonstrated need to know will be granted access to student academic information. Employees with a need to know could include advisers, instructors, unit scholastic progress representatives, and department data managers.

Students have the right to review their educational records and to challenge the contents of those records. Students are responsible for updating their personal information, which can be done online through the Personal Information Quick Link at <http://onestop.umn.edu>.

### **Withdrawal**

See page 74 in the Grades section.



# STUDENT RESOURCES

## **Advising**

612-624-4000  
[cceinfo@umn.edu](mailto:cceinfo@umn.edu)

Advising is available from Continuing Education for students who are not officially admitted to a degree program at the University. These sessions are available by phone, in-person appointment, or on a walk-in basis. Please call for more information or to schedule an appointment.

## **Bookstores, University**

See the *Bookstore and Course Texts/Materials* section of this catalog, pages 82–83.

## **Career and Lifework Planning Services**

612-624-4000  
[www.cce.umn.edu/career](http://www.cce.umn.edu/career)

Workshops, individual consultations, and career-related assessments are available from the College of Continuing Education. The staff is experienced in working with professionals in transition and helping adults define their goals and plans.

## **Computer Help**

612-301-HELP (612-301-4357)  
[help@umn.edu](mailto:help@umn.edu)  
<http://1help.umn.edu/helpline.html>

Computer help is available for Internet and e-mail support, password changes, assistance with wireless computing, software-related questions, and troubleshooting.

## **DANTES**

[www.dantes.doded.mil](http://www.dantes.doded.mil)

The Defense Activity for Non-Traditional Educational Support (DANTES) is for military personnel on active duty. Contact the Education Officer for additional information.

## **Disability Services**

180 McNamara Alumni Center, 200 Oak St. S.E.,  
Minneapolis, MN 55455  
612-626-1333 (V/TDD)  
<http://ds.umn.edu>

If you have a disability, you may request reasonable accommodations for your ODL course by contacting Disability Services before or shortly after registering in an ODL course. Online and Distance Learning and Disability Services will coordinate efforts to provide reasonable accommodations. Request such accommodations well in advance of when they are needed so that necessary documentation may be obtained and accommodations facilitated. Disability Services also has help for students who suspect they might have a disability but are not sure.

## **E-Mail and Internet Services**

The University assigned e-mail account is the University's **official** means of communication with all students. **You are responsible** for all information sent to you via your University assigned e-mail account. We do *not* recommend having e-mail from your U of M account forwarded to another e-mail account. Messages and attachments are not forwarded consistently, and you may miss important information.

E-mail and Internet services are provided to students for the term in which they are actively registered in credit courses. Some restrictions on access apply. Users must be aware of applicable acceptable-use policies for information technology resources; these are available at [www.umn.edu/oit/policies](http://www.umn.edu/oit/policies).

## **To Initiate Your E-Mail and Internet Account**

Visit [www.umn.edu/initiate](http://www.umn.edu/initiate) to get started. For assistance, call 612-301-HELP.

### **Financial Aid**

See the *Financial Aid* section, page 72.

### **High School Students (Advanced High School Student Services Office PSEO Program)**

107 Armory, 15 Church St. S.E.,  
Minneapolis, MN 55455  
612-626-1666 (phone); 612-625-5364 (fax)  
[ccepseo@umn.edu](mailto:ccepseo@umn.edu)  
[www.cce.umn.edu/ahs](http://www.cce.umn.edu/ahs)

Minnesota high school students may be eligible to take college courses using the Post-Secondary Enrollment Options (PSEO) program.

Under PSEO, **eligible** Minnesota public high school juniors and seniors can take college courses and earn dual credit for both high school and college for the courses they successfully complete. The Minnesota Department of Education pays for the tuition, fees, and textbooks for the courses.

High school students who want to take courses through Online and Distance Learning under the PSEO must be **formally admitted to the University's PSEO program and submit all registration materials to the Advanced High School Student Services office.**

If you would like an application or have questions regarding admission criteria, the application process, or appropriate courses, contact the Advanced High School Student Services office. All application materials can be found on the Web site under "PSEO ODL options."

### **Information Center (College of Continuing Education)**

20 Classroom Office Building,  
1994 Buford Ave, St. Paul, MN 55108  
612-624-4000 or 1-800-234-6564  
[cceinfo@umn.edu](mailto:cceinfo@umn.edu)  
[www.cce.umn.edu](http://www.cce.umn.edu)

The CCE Information Center offers registration help and financial aid information to all students registering or planning to register in courses offered by ODL. The Information Center also schedules advising appointments for students who are not yet admitted to the University and have questions about returning to learning. The CCE Information Center is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8 a.m. to 4:30 p.m., throughout the year.

### **International and Overseas Students**

If you are living or traveling internationally, you may register in ODL courses. Since courses are available only in English, students must be able to read and write lesson assignments and exams without difficulty. Online and Distance Learning does not employ commercial agents abroad. You will be charged for tuition and fees and must pay the University directly in U. S. dollars.

Important guidelines exist for all international students studying in person at the U of M. International students **must** contact ISSS regarding issues such as leave of absence, distance education, travel, course load, probation, etc. Many other resources and services are also available through ISSS. For more information, see [www.iss.umn.edu](http://www.iss.umn.edu).

## Library Resources

In addition to the required textbooks you may purchase for your ODL course, you are urged to use the University Libraries and your local public or school library for supplemental and required reading.

### University of Minnesota Libraries

*infopoint@umn.edu*  
[www.lib.umn.edu](http://www.lib.umn.edu)

Online and Distance Learning students are entitled to full University of Minnesota library privileges, including borrowing materials, document delivery, access to electronic resources, and reference assistance. You can use a number of services without ever coming to campus. This includes accessing online library catalogs to identify books, accessing indexes to identify articles, and having books and articles you want delivered to you. You can access many full-text sources online. Information on how to use the Libraries is included in your course.

### SMART Learning Commons

West Bank SMART–Wilson Library: 612-626-8262  
 East Bank SMART–Walter Library: 612-624-1584  
 St. Paul SMART–Magrath Library: 612-624-2125  
*smartlc@umn.edu*  
<http://smart.umn.edu>

Using a holistic approach to learning support services, SMART Learning Commons partners with University Libraries and many other University entities to create a culture of learning on campus, supporting the needs of learners at all stages. Services include one-on-one consultations with an experienced peer (drop-in and by appointment), facilitated group study sessions (PAL), individual and group study spaces, workshops for exam review and academic skill-building, old test bank, Internet/library research assistance, and writing support for native and non-native speakers of English. All services are free to currently enrolled students.

### Media Collection in the SMART Learning Commons, Walter Library

612-624-1584  
<http://lib.umn.edu/media/index.phtml>

Most of the required audio and video recordings for ODL courses are available in the SMART Learning Commons in 204 Walter Library. Listening and viewing equipment is also located there. A few selected audio series are available online at <http://lib.umn.edu/media/index.phtml> or in person at the SMART Learning Commons. To be mailed videos that accompany ODL language courses, go to [http://lrc.lib.umn.edu/idl\\_request.phtml](http://lrc.lib.umn.edu/idl_request.phtml). Bring your registration statement/study list whenever you go to the SMART Learning Commons, Walter Library to use ODL materials.

### Official Holidays

All University offices are closed on the following holidays:

September 7, 2009	Labor Day
November 26 and 27, 2009	Thanksgiving holiday
December 24, 2009	Floating holiday
December 25, 2009	Christmas holiday
January 1, 2010	New Year's holiday
January 18, 2010	Martin Luther King, Jr. Day
March 19, 2010	Floating holiday
May 31, 2010	Memorial Day
July 5, 2010	Independence Day holiday

### One Stop Student Services Centers

612-624-1111 and 800-400-8636  
*helpingu@umn.edu*  
<http://onestop.umn.edu>

One Stop Student Services Centers are your “one stop” for in-person University-wide credit course registration (day, evening, and Online and Distance Learning), changes in registration, computers for Web registration, official and unofficial transcripts, Academic Progress Audit Reports (APAS), registration certifications, tuition and fee refunds and waivers, veteran's certification, and information and counseling on financial aid and student billing. A picture ID is required for service. Hours and locations are listed on the inside front cover of this catalog.

### **Parking and Transportation**

300 Transportation and Safety Building, 511 Washington Ave SE, Minneapolis, MN, 55455  
612-626-7275

[parking@umn.edu](mailto:parking@umn.edu)  
[www.umn.edu/pts](http://www.umn.edu/pts)

Check with the University's Parking and Transportation Services office for parking lot maps and information, free campus shuttle bus maps and schedules, and paratransit services.

For information on bus and light rail transit to and from the campus, contact Metro Transit at 612-373-3333 or 800-NEWRIDER, or visit [www.metrotransit.org](http://www.metrotransit.org).

### **Placement Testing**

#### **Language Placement Testing (on campus)**

For information on placement and language proficiency testing, see the College of Liberal Arts Web site at <http://langtest.umn.edu>.

*Note: Non-admitted students without a University student ID should contact the CCE Information Center at 612-624-4000 to obtain an ID.*

#### **Math Placement Testing**

**College algebra and below:** Arrange to take an online general math placement test by calling the School of Mathematics, 612-625-3339.

*Note: Non-admitted students without a University student ID should contact the CCE Information Center at 612-624-4000 to obtain an ID.*

**College algebra and above (on campus):** Go to the School of Mathematics, 115 Vincent Hall, between 8:00 a.m. and 3:00 p.m. to take your test. This is a walk-in service; there is no need to call ahead. For more information, call 612-625-4848.

### **Professional Associations**

Online and Distance Learning is a member of the Distance Learning Community of Practice of the University Continuing Education Association (UCEA).

### **Student ID (University ID number)**

A University of Minnesota ID number is assigned when your first registration is processed. You should use that number in any further communication with the University. If you already have a University of Minnesota ID number, put that number on your Registration and Cancel/Add Form. If you do not have or remember your U of M ID number, please provide the other identifying information requested on the Registration and Cancel/Add Form to help us locate your record.

### **Tutoring**

All students taking credit courses, including part-time, ODL, and non-degree students, are entitled to tutoring services through the programs listed here.

#### **Math Tutoring (in person)**

School of Mathematics Tutorial Services  
128 Lind Hall  
612-624-2890

Math tutoring and assistance are available. Limited availability during the summer. (Assistance is also available for physics, chemistry, and other IT-related courses.)

#### **Writing Help (online and in person)**

10 Nicholson Hall  
612-626-7579  
[writing@umn.edu](mailto:writing@umn.edu)  
<http://writing.umn.edu>

Services include tutoring, consultation, handouts, exercises to improve writing skills, and fully online tutoring. Visit the Web site to make an appointment or to view the walk-in hours.

#### **Additional Tutoring**

Tutoring is also available in various subjects through the Multicultural Center for Academic Excellence. Contact the office at 185 Klaeber Court, 320 16th Ave SE, East Bank; 612-624-6386; or 207 St. Paul Student Center, 2017 Buford Ave, St. Paul; 612-626-3787; [mcae@umn.edu](mailto:mcae@umn.edu); [www.mcae.umn.edu](http://www.mcae.umn.edu).

The SMART Learning Commons offers one-on-one academic support at four locations on the Twin Cities campus. Drop-in and appointment services are available for a wide variety of courses spanning math, the sciences, liberal arts, and business. Visit <http://smart.umn.edu> or call 612-624-2125.

### **U Card (Student ID Card)**

G22 Coffman Union  
612-626-9900  
[ucard@umn.edu](mailto:ucard@umn.edu)  
[www.umn.edu/ucard](http://www.umn.edu/ucard)

The University of Minnesota's official identification card is the U Card. The U Card is only issued in person on campus. Your first U Card is free, and it never expires. As a registered student you are eligible to have one and use it as your campus ID card, library card, access card to computer labs, calling card, and for ATMs, vending, copy centers, and other uses on campus.

### **University Services**

Many University of Minnesota student services are available to ODL students. Participation in some of these activities is dependent on credit load per academic semester. If you are registered in additional University of Minnesota on-campus classes, you may count your ODL credits as part of your total credit load. Note that you **cannot** use a credit card to pay for student services. For more information, visit [www.umn.edu/tc](http://www.umn.edu/tc) or call University Information at 612-625-5000.

### **Veterans Certification**

Students officially admitted to a University of Minnesota degree or certificate program may certify registration to the Veterans Certification Office (VA) at One Stop Student Services, 200 Fraser Hall, or call 612-625-8076.

Students not officially admitted to a U of M degree or certificate program need first to have educational plans and all college transcripts reviewed with a CCE adviser before registration can be certified. Contact CCE and ask for the CCE veterans adviser: 612-624-4000, or [cceinfo@umn.edu](mailto:cceinfo@umn.edu).

For questions about VA benefits, call the VA office at Fort Snelling, 800-827-1000.

### **Writing Assistance**

*See the Tutoring section.*

# BOOKSTORE AND COURSE TEXT/MATERIALS

## When and Where to Buy

It is important to buy the required textbooks and materials immediately after your registration is confirmed and you have your course study guide or course Web site. The required textbooks/materials may go out of print at a later date. If this happens, you will not be able to complete the course; you will need to cancel out or an F or N will be placed on your transcript. To receive credit for the course, you will have to reregister in the current version (using the updated materials) and pay new tuition rates.

We strongly recommend that you buy your course textbooks/materials from the University of Minnesota Bookstore on the ground floor of Coffman Memorial Union, on the East Bank of the Minneapolis campus. If you choose to get textbooks from a library or a different book seller, be sure that you get **exactly the same editions** called for in the course.

### University of Minnesota Bookstores

Online: [www.bookstores.umn.edu](http://www.bookstores.umn.edu)  
E-mail: [debooks@umn.edu](mailto:debooks@umn.edu)  
Phone: 612-625-6000; 1-800-442-8636  
Mail: University of Minnesota Bookstore  
Coffman Memorial Union  
300 Washington Avenue S.E.  
Minneapolis, MN 55455

## Buying Textbooks

### ***In Person at the University of Minnesota Bookstore***

ODL textbooks/materials are kept in a special section of the Bookstore's textbook area and are not shelved with regular University course textbooks; look for the Online and Distance Learning sign. Be sure to mention that you want the texts for an ODL course (not for a day-school class, evening class, etc.).

### ***On the Web or by E-mail, Phone, or U.S. Mail***

If you order your textbooks/materials at the bookstore Web site or by e-mail or phone, you must include credit card information (VISA, MasterCard, Discover/Novus, and American Express are accepted). If you order by mail, you may pay by credit card or check/money order (payable to the University of Minnesota).

## Audio or Video Materials

In some cases courses that require audio or video materials have an additional option. **The Media Collection in the SMART Learning Commons**, 204 Walter Library, Minneapolis (612-624-1584) makes recordings available for in-library use, or for some courses, as a library loan. Check your course to see if it has this option. Call ahead to check hours and confirm that materials you'll need are available. Be sure to bring your registration statement/study list when visiting the SMART Learning Commons-Walter Library to use ODL materials. See page 79 of the *Student Resources* section of this catalog for more information on the media collection and the libraries in general.

## Prices and Shipping

The Bookstore prices for ODL textbooks, audios, videos, and special materials (if required) vary from approximately \$25 up to several hundred dollars, depending on the number of books required, whether you want new textbooks or used ones, and whether a course uses audios, videos, or special materials. Sometimes textbooks are used for more than one course in a sequence (e.g., Math 1271 and 1272, Swed 1001 and 1002), which saves on cost.

You can find the specific textbooks/materials required for a course—and the estimated price of each—at the Bookstore’s Web site or by contacting the store directly. Used copies of texts may be available, which could reduce your costs. At the Web site, click on “textbooks” and then search for books either by classes (if you’ve already registered) or by department, course, author, or ISBN numbers. (You’ll need your University ID and password to do a search by classes.)

Textbooks/materials will be shipped to you by UPS or by first class mail if UPS does not ship to your address. Shipping and handling charges (subject to change during the year) are added to mail-out orders. Shipping charges to destinations outside the United States are based on weight, ship-to address, and method of shipping (air or surface mail). Air shipments are the most expensive and take approximately two weeks. Surface mail is less expensive, but this method usually takes from six to eight weeks. Call or e-mail the Bookstore if you have questions about the cost of shipments outside the United States.

## Returning Texts/Materials for Refunds

If you cancel your registration in an **extended-term**, nine-month course, you may return your books for a full refund within **two months** of the start date of the extended term. Texts are considered used or “buy backs” if you write in them or return them after two months.

If you cancel your registration in a **term-based semester** course, you may return your texts for a full refund within **two weeks** of the start date of the term. Texts are considered used or “buy backs” if you write in them or return them after the second week of the term.

You must provide a sales receipt and/or a copy of your registration statement/study list verifying your cancellation, and the books must be in original condition. Bring or mail the verification and your texts to the Coffman Bookstore, where your refund will be processed.

The refund process takes approximately two weeks by mail. The Bookstore’s return policy is available on the Web at [www.bookstores.umn.edu/include/returnpolicy.html](http://www.bookstores.umn.edu/include/returnpolicy.html).

## Selling Back Texts/ Materials

After you complete a course, contact the Bookstore if you want to sell back your materials. Only materials still in current use will be purchased.

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# REGISTRATION AND CANCEL/ADD REQUEST

Return this form to  
One Stop Student Services

**By U.S. Postal Service mail:**  
One Stop Student Services Center  
University of Minnesota, Twin Cities  
130 Coffey Hall  
1420 Eckles Ave.  
St. Paul, MN 55108

**In person on campus**  
200 Fraser Hall, East Bank  
130 West Bank Skyway, West Bank  
130 Coffey Hall, St. Paul

**By fax**  
612-626-0008

**Questions?**  
Phone: 612-624-1111  
TTY (hearing-impaired): 612-626-0701  
E-mail: [helpingu@umn.edu](mailto:helpingu@umn.edu)

## DIRECTIONS

By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. See Tuition and billing rates at [onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/index.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html) for additional information.

You must complete all fields with an asterisk (\*) in PART 1, for identification, admission, and academic records purposes. The remaining fields are used for positive identification, advising, course placement, and institutional research. Data privacy information is available at [onestop.umn.edu/grades\\_and\\_transcripts/student\\_education\\_records\\_policy.html](http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy.html).

Before you cancel classes, check the refund schedule at [onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/index.html](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html). Unless you cancel during the 100 percent refund period, you will be required to pay a percentage of your tuition and fees.

**Important:** If you are a financial aid recipient who is withdrawing from all of your classes, please contact a One Stop counselor to understand any consequences to your aid eligibility.

Please print legibly. The form is not complete until you add your signature in black or blue ink on page 2.

PART 1. Student background									
University ID or Social Security number				*Name (first, middle initial, last)					
*Birth date (00/00/0000)		*Former name (first, middle initial, last)			Day phone (area code)		Cell/eve phone (area code)		
*Current address (street, apartment number or P. O. box number, city, state, Zip Code, country)							E-mail address		
Term <input type="checkbox"/> Fall semester <input type="checkbox"/> Spring semester <input type="checkbox"/> May/summer term						Year 20 ____		Gender <input type="checkbox"/> male <input type="checkbox"/> female	
College of enrollment or degree program (if currently admitted)					Enrollment status (check one) <input type="checkbox"/> undergraduate <input type="checkbox"/> graduate <input type="checkbox"/> professional				
PART 2: Enrollment									
<b>REGISTRATION—Register for classes by completing the information requested below. Include second-choice classes in case your first choices have closed. You may check class availability online at <a href="http://onestop.umn.edu/registration/prepare/selection_tools/index.html">onestop.umn.edu/registration/prepare/selection_tools/index.html</a>.</b>									
<b>First choice</b>					<b>Second choice</b>				
Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)	Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)
<b>CANCELLATION</b> <input type="checkbox"/> Check here to cancel all classes.									
To cancel individual classes, give the information requested below for each class.									
Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number
<b>IMPORTANT: Go to PARTs 3 and 4 on page 2 to complete this form.</b>									



\* O T R O 2 2 \*

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. This form is available in alternative formats upon request. Please call the One Stop liaison for Disability Services at 612-625-9578.

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Please recycle

### PART 3: Billing and payment

You will be billed electronically for tuition and fees. You will not receive a paper bill. An e-mail notice will be sent to your University-assigned e-mail account after the term begins when your bill is ready to be viewed on UM Pay, the University's on-line billing and payment system. Although you receive no credits for audited classes, credit equivalents will be included in the tuition and fees assessment. Billing due dates are available online at [onestop.umn.edu/finances/pay/where\\_when\\_how/index.html](http://onestop.umn.edu/finances/pay/where_when_how/index.html).

#### PAYMENT IN FULL

If you are a **non-degree student** (not currently admitted to a degree program), you are required to pay the balance due in your University student account in full by the first billing due date for the term or your enrollment *will be canceled*.

#### HOSPITALIZATION INSURANCE

If you are a degree-seeking student enrolled for 6 or more credits (3 or more for May/summer term), you are required to carry hospitalization insurance. If you already have hospitalization insurance, please complete the information requested or enter the information online before the end of the second week of the term on the Hospitalization Insurance Quick Link at [onestop.umn.edu](http://onestop.umn.edu). See [www.bhs.umn.edu/insurance/twincities/other.htm](http://www.bhs.umn.edu/insurance/twincities/other.htm) for more information.

#### Check the appropriate box below.

- I do not have hospitalization insurance and would like to enroll in the University-sponsored Student Health Benefit Plan.
- I have hospitalization insurance from the provider named below.

Company name of hospitalization insurance provider	Provider's phone number (area code)	Member ID number
--	--	------------------

### PART 4: Certification

I understand that if I choose to withdraw from course(s) after the withdrawal deadline has passed, I will receive a 'W' on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I also understand that if I wish to use these courses at another college or university, they are subject to the transfer policies of that institution.

Student's signature	Date
---------------------	------

### **University Regents**

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Clyde E. Allen, Jr., Congressional District 7, Vice Chair  
Anthony R. Baraga, Congressional District 8  
Richard B. Beeson, Congressional District 4  
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### **College of Continuing Education**

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### **E-Mail: The University's Official Means of Communication**

Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for all information, including attachments, sent to the account.

### **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 the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Center, 200 Oak Street S.E., Minneapolis, MN 55455 (612-624-9547), [eoaa@umn.edu](mailto:eoaa@umn.edu), [www.eoaffact.umn.edu](http://www.eoaffact.umn.edu).

### **University of Minnesota Mission Statement**

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

#### ***Research and Discovery***

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

#### ***Teaching and Learning***

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as nondegree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

#### ***Outreach and Public Service***

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

## UNIVERSITY OF MINNESOTA

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St. Paul, MN 55108

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E-mail: [cceinfo@umn.edu](mailto:cceinfo@umn.edu)

Visit: [www.cce.umn.edu/odl](http://www.cce.umn.edu/odl)

To correct your name and address on our lists,  
send the mailing label above to us at:

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Online and Distance Learning  
20 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108

612-624-4000

[WWW.CCE.UMN.EDU/ODL](http://WWW.CCE.UMN.EDU/ODL)