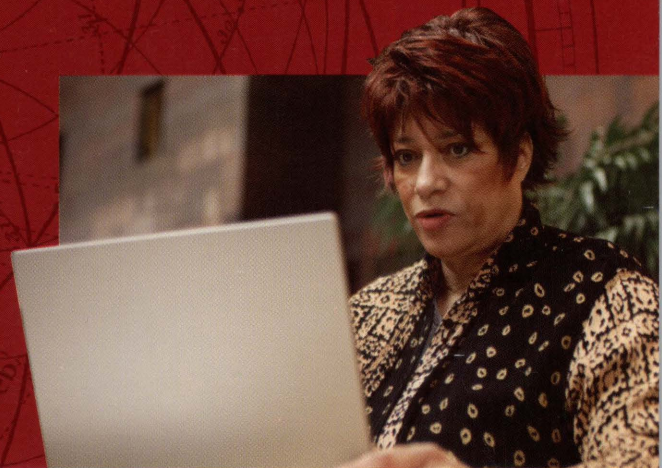
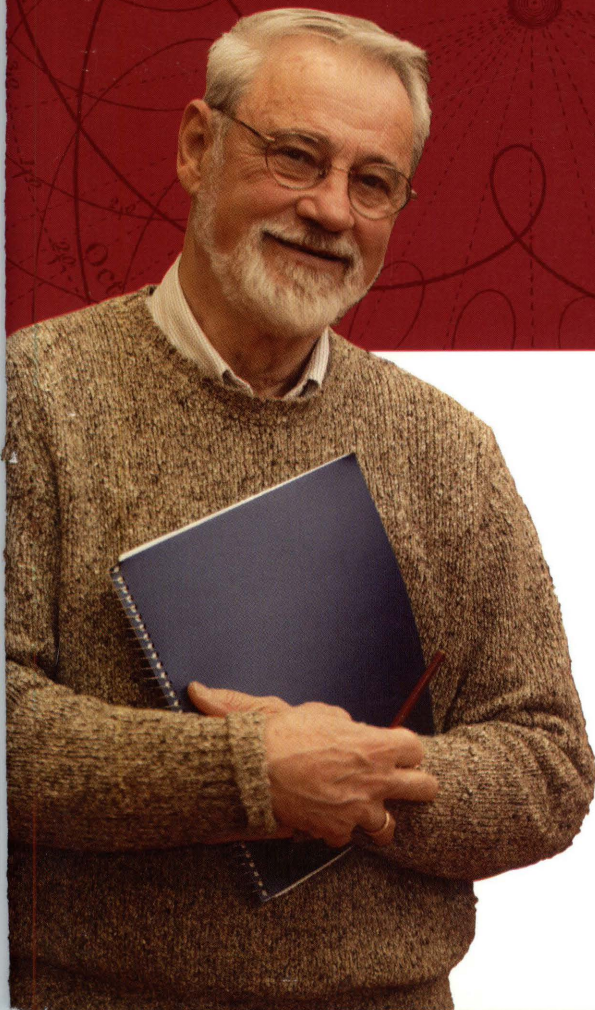


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Course Catalog 2003-2004

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EDUCATION

How to Reach Us

University of Minnesota Phone Directory and General Information
612-625-5000

IDL and CCE Student Support Services

150 Wesbrook Hall
77 Pleasant St. SE
Minneapolis, MN 55455

Office hours: see pages 74-75
Phone: 612-624-4000
Toll-free, outside the Twin Cities: 1-800-234-6564
Fax number: 612-625-1511
E-mail: indstudy@umn.edu
Web: www.cce.umn.edu/idl

One Stop Student Services Centers of the Office of the Registrar

200 Fraser Hall (East Bank campus)
106 Pleasant St. SE
Minneapolis, MN 55455

130 West Bank Skyway (West Bank campus)
130 Coffey Hall (St. Paul campus)

Office hours: see page 54
Phone: 612-624-1111; 1-800-400-8636
E-mail: helpingu@umn.edu
Web: www.onestop.umn.edu/registrar/registration/index.html

University of Minnesota Bookstores, Coffman Store

Phone: 612-625-6000
Toll-free, outside the Twin Cities: 1-800-442-8636
E-mail: debooks@tc.umn.edu
Web: www.bookstores.umn.edu

University Libraries

Phone: 612-624-0303
E-mail: infopoint@tc.umn.edu
Web: <http://infopoint.lib.umn.edu>

Computer Help Desk

Phone: 612-301-4357
E-mail: help@tc.umn.edu
Web: www.umn.edu/adcs/help

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How to Succeed in Independent and Distance Learning

1. Pick a Course

This catalog describes approximately 175 Independent and Distance Learning (IDL) courses. Contact your adviser to determine whether a particular course fits into your program. See the *Registration and Changes in Registration* and *Tuition, Fees, Billing, Payment, and Refunds* sections.

8. Congratulations

About three weeks after you submit the last assignment or exam, your course grade will be posted to an official University transcript. You've met your goal and completed your course! To help us improve our courses and services, please fill out and return the course evaluation form that is available to you online or is sent to you. We welcome you to register for another course.

7. Prepare to Complete Your Course

When your term is two-thirds complete, assess your progress. What effort will it take to complete the coursework? Do you need to adjust your timetable? If you've fallen behind, contact your instructor and ask about options (see *Academic Policies, Grades, Incompletes*). If you're a financial aid recipient, consult CCE Student Support Services if you think you will not be able to complete the course within the term.

6. Plan For the Course Exams and Research Projects

Many courses have proctored exams. Begin early to arrange for a proctor (see *Academic Policies, Exams*). If a paper or project is required, start pulling together the resources you need right away. The study guide contains information about using the University Libraries (see *Student Services, Library Facilities*).

2. Understand the Term Formats

IDL offers courses in two formats—term-based, semester courses and extended-term, nine-month courses. The difference is important, particularly for financial aid recipients (see *Financial Aid*). Term-based, semester courses are online and follow the University's semester schedule. Extended-term courses are self-paced, you have up to nine months to complete the course, and you can register throughout the year. Self-paced courses require strong self-discipline. Set yourself up for success by choosing the format that best fits your lifestyle and the requirements of any financial aid you may be receiving.

3. Get Started Right Away

Buy your textbooks and materials (see *Bookstore and Course Texts/Materials*) and initiate your University of Minnesota e-mail account (see *Student Services, E-Mail and Internet Services*) immediately. Commit yourself to completing and submitting the first assignment without delay. Submit assignments by mail, or for some courses, online. If you register in a term-based, semester course, get organized before the semester begins so you will be able to keep up with your course.

4. Set up a Timetable

Most courses are self-paced, and each course has its own requirements. The introductory pages in the course study guide provide tips for successfully completing your course. Create a timetable and schedule specific work periods to put yourself on track to complete your course.

5. Make Steady Progress

Keep working on your course as you wait for one assignment to be evaluated and returned. Keep a steady pace and stick to your timetable. Do you have questions? Is your timetable realistic? Contact your instructor.

Frequently Asked Questions

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

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

Is IDL right for me?

Taking a course through IDL means directing your own study; it requires a lot of self-discipline. If you have had some previous college experience, maintained a 2.0 or above grade point average, and are a highly motivated self-starter, you have a good chance of succeeding in an IDL course. To see if this learning style works for you, we suggest you register for only one IDL course.

How can I find out more about IDL courses?

Basic information about IDL courses is given in the *Courses* section of this catalog. More course details are available on our Web site (see the bottom of this page) or by contacting IDL/CCE Student Support Services (see the inside front cover) for a copy of the details.

When can I register?

Registrations are accepted everyday for extended-term courses, and new sections begin every month. Many online courses have fixed semester terms. See the *Registration and Changes in Registration* section, *Registration Dates*.

How do I register?

You may register in person at the Student Services Centers, by mail, or by fax. You may register online if you have a current U of M ID number, e-mail account, and password. See the *Registration and Changes in Registration* section.

What happens after I register in an IDL course?

1. You will receive a registration confirmation from the Office of the Registrar.

2. The IDL office will mail you a course study guide; expect it approximately five to seven days after your registration is processed. If you register for an online course, you will receive information in the mail about how to get started.
3. You may order your books from the University of Minnesota Bookstores, Coffman Store. See the *Bookstore and Course Texts/Materials* section.
4. You will receive a University assigned e-mail account that you must initiate. This is the University's official way of communicating with you, including tuition bills and changes in U of M policies. **You are responsible** for all information the University sends you at this address. See the *Student Services* section, *E-Mail and Internet Services*.
5. You will be billed for payment by the Office of the Bursar (Student Accounts Receivable). If you have any questions, call 612-625-8500 or go to <http://onestop.umn.edu/Finances/index.html> and scroll down to "Billing and payments."

Will I get credit for this course?

IDL credit courses are comparable to in-person University of Minnesota classes, and the grade and credits you earn will appear on your University of Minnesota transcript.

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

Check with your college (or prospective college) adviser to verify that a course meets the specific requirements of your program or degree. 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. Many IDL courses fulfill the Liberal Education requirements of the University. For more information on the Liberal Education requirements, visit <http://onestop.umn.edu/registrar/libed/index.html>.

Is it possible to earn a degree entirely through IDL?

No degrees can be completed entirely by taking IDL courses. However, the individual courses you take through IDL can apply to a number of on-campus degrees at the University of Minnesota.

The College of Continuing Education offers two flexible bachelor's degrees. If you already have completed a significant amount of college credits, you **might** be able to complete a degree through the Inter-College Program (612-624-2004) or the Program for Individualized Learning (612-624-4020). Contact these offices for further information.

The College of Continuing Education's Bachelor of Applied Science (B.A.S.) Program offers a degree that can be completed through a combination of on campus and online courses. See <http://www.cce.umn.edu/bas>.

What if the course I want to take is not available?

At times IDL may not accept registration in a course because of textbook or instructor unavailability. Some courses described in this catalog may also still be in preparation. Call 612-624-4000 or 1-800-234-6564 to confirm that the course you want is currently open for registration or check the IDL Web site.

How long do I have to complete a course?

You have nine months from the term start date to complete extended-term courses. Term-based semester courses match the University's academic semester calendar.

What do these courses cost?

The tuition for IDL undergraduate registrations is the same as the resident undergraduate tuition rates for University classes. For courses where graduate registration is available, resident graduate tuition is charged if you have graduate-level status with the University of Minnesota (see the *Online Certificates and Courses* section, *Graduate Credit*).

When do I pay for my course?

You will be billed by the Office of the Bursar (Student Accounts Receivable) after your registration is processed. Your bill will be sent by your

officially assigned U of M e-mail account (see page 64). Submit no money with your registration form. See the *Tuition, Fees, Billing, Payment, and Refunds* section.

Is financial aid available?

There are no restrictions on financial aid for term-based, semester online ("telecommunications") courses. Extended-term correspondence and extended-term online ("telecommunications") courses, which allow nine months for completion, are **not** eligible for Office of Student Finance-administered aid. Other types of aid may be available; visit the Financial Resources Wizard at www.cce.umn.edu and click on "financial aid," or contact your financial aid program.

How do I contact my course instructor?

You may communicate with your instructor through your assignment submissions, by U. S. mail, e-mail, or telephone. Instructor contact information is mailed to you along with your course study guide or is available at the IDL Web site.

Where do I take course exams?

You may take course exams on campus in 150 Wesbrook Hall or arrange for a qualified proctor to supervise your exams at another location. See the *Academic Policies* section, *Exams*.

What happens if I don't finish a course?

If you do not finish during your term but have made *significant* progress on your coursework, your instructor **may grant or deny** additional time to complete the course (see the *Academic Policies* section, *Grades, Incompletes*). Otherwise the course appears on your University of Minnesota transcript with a grade of F or N. You must officially cancel a course before specified deadlines in order to remove the course from your transcript. See the *Registration and Changes in Registration* section, *Cancellation*.

What if I want to drop a course?

You must officially cancel your registration in a course or withdraw from it in order to avoid receiving a grade of F or N. The terms of your cancellation depend on how long you have been registered in the course; see the *Registration and Changes in Registration* section, *Cancellation*.

Online Certificates and Courses

Certificates

There are two University of Minnesota certificates that qualified students can earn completely online. These upper-level undergraduate programs require a series of specialized courses in a specific field. They are designed for working adults and require a significant amount of previous college credits. To earn a certificate you must apply to a program and be accepted. Earning a certificate may help individuals enhance a career path, earn a promotion, make a career transition, or earn credits to transfer toward a degree.

The **Applied Business Certificate** provides an opportunity to develop and practice skills that are vital to business success. The required courses emphasize specific knowledge that can immediately be applied to a career. Choose from two tracks: *Applied Business Functions* and *Applied Business Communication and Leadership*. Each track requires six courses.

The **Paper Science and Engineering Certificate** is intended for paper industry professionals who have a basic background in paper processes and technologies and college-level math and science knowledge. It emphasizes environmental issues such as minimizing the harmful impact of waste and developing energy-efficient paper processes. The certificate requires taking four WPS courses out of a possible six.

For detailed information, visit the CCE Certificates Web site at www.cce.umn.edu/certificates, or contact CCE Student Support Services (see the inside front cover). Other certificate programs that are not online may include IDL options for some required courses.

Semester Online Courses

These term-based courses combine the flexibility of self-study with the satisfaction of interaction with your professor and other students. You participate online along with fellow students, following a week-by-week calendar of assignments. Discussions in online courses will be *asynchronous* (unless specified otherwise): students do **not**

all need to be online at the same time. Be sure to initiate your University of Minnesota e-mail account as soon as you receive registration confirmation (see the *Student Services* section, *E-Mail and Internet Services*).

Semester online courses are different from other IDL courses.

- You must complete the coursework in **one semester**. They are not self-paced. You need to meet weekly deadlines.
- There are specific dates for registration periods and terms:

Fall 2003 Registration: April 10–Aug. 28, 2003

Term dates: Sept. 2, 2003–
Dec. 12, 2003

Spring 2004 Registration: Nov. 10, 2003–
Jan. 7, 2004

Term dates: Jan. 20, 2004–
May 7, 2004

Summer 2004 Registration: Specific dates
have not yet been determined
Term dates: May 24, 2004–
Aug. 27, 2004 (except for Hort
1003 and PubH 5003)

- Online courses do not meet in person. They do not use printed IDL study guides; they use a course Web site for the professor's study notes, discussions, and submitting assignments.
- Some courses have proctored exams that are not online. You schedule any proctored exams on your own, but you need to meet your course's deadlines. For information on taking proctored exams, see the *Academic Policies* section, *Exams*.
- Deadlines for canceling course registration are different from extended-term IDL courses. See the *Registration and Changes in Registration* section.
- Official cancellation is required to obtain a refund. Refund deadlines are also different from extended-term IDL courses (see the *Tuition, Fees, Billing, Payment, and Refunds* section).

**Extended Term (Nine Month)
Online Courses**

These online courses are self-paced. They follow the same procedures and rules as correspondence courses. Check in the *Courses* section for extended-term courses that are online, which includes Introduction to Psychology (Psy 1001), Introduction to Abnormal Psychology (Psy 3604), Principles of Marketing (Mktg 3001), Gender and Global Politics (WoSt 3003W), and others.

Graduate Credit

Graduate-level registration is available **only** for 5xxx-level (and some 4xxx-level) online semester-based courses. It is not available for *any* extended-term courses. Before registering, check with your adviser to determine whether an IDL course will count toward your graduate degree. Students must have graduate-level status at the University of Minnesota to have course credits entered on a graduate transcript.

Students who are not admitted to a University of Minnesota graduate-level degree program: to qualify for *temporary* graduate-level status you must fill out a special registration form and submit it to the appropriate academic department (e.g. Public Health, Social Work) for approval. You can download the special form at <http://onestop.umn.edu/Forms/pdf/RequestforGraduateCredit.pdf>. This replaces the normal registration process. Students with graduate status are assessed higher tuition rates.

For descriptions of online courses—what they cover, requirements, and prerequisites—see the *Courses* section or visit www.cce.umn.edu/idl and click on “courses” and then use the “Search” buttons.

Sample Course Description

ABus 4501 Entrepreneurship

A-F only; (prereq 4101, 4103, at least 45 cr)
Self-employment as an alternative to employment. Phases of entrepreneurship, including identifying an opportunity, start-up, managing/harvesting a small business.

Emphasizes all aspects of the business plan.
Haarklau, Evon A; Scottston, B., 3 cr.

Registration closes one week before term starts.

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

ONLINE COURSE

Term Based Telecommunications

Fall

18985 —A31, 09/02/03-12/12/03

20844 —A32, 09/02/03-12/12/03

Spring

60835 —A34, 01/20/04-05/07/04

60836 —A35, 01/20/04-05/07/04

Summer

84489 —A37, 05/24/04-08/27/04

84490 —A38, 05/24/04-08/27/04

How To Read Course Descriptions

In order to choose a course appropriate to your needs, wants, and abilities, it is important to understand the course description format. Courses are listed by department or subject headings, alphabetically arranged.

The University uses the following **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. (Exception: online 4xxx courses in Wood and Paper Science are for both undergraduate and graduate registration.)
- 5xxx extended-term courses offered through IDL are available for undergraduate credit only.

- Online, semester 5xxx courses meet Graduate School criteria for graduate credit. See the *Online Certificates and Courses* section, *Graduate Credit*, for more information.

Generally, 2xxx-, 3xxx-, 4xxx-, and 5xxx-level courses are more difficult than 1xxx-level courses. You may register in any course you believe you can successfully complete. However, you must meet the prerequisites. If you have any questions about course difficulty, look up the course on the IDL Web site or contact the instructor.

The description below indicates the information found in all course descriptions in this catalog. The boldface numbers in parentheses are explained in the numbered items. Specific information for a given course may change if a course is revised, adapted to new texts, or a new instructor is appointed.

(1) French 1002 **(2)** Beginning French II

(3) (*prereq 1001 or equiv*)

(4) Basic listening, speaking, reading, and writing skills. Emphasis on communicative competence.

Some cultural readings. **(5)** Estrem, Mary Elaine, **(6)** 5 cr

(7) **Extended Term Correspondence**

(8) *Fall*

(9) 16535—**(10)** B02,

(11) 09/15/03—06/15/04

16536—C02,

10/15/03—07/15/04

16537—D02,

11/15/03—08/15/04

16538—E02,

12/15/03—09/15/04

Spring and Summer terms follow this pattern (items 8 through 11).

1. Department designation and course number.
2. Course title.
3. Special instructions, grade base (if only one is possible; if not mentioned, you may register either A–F or S/N), references, and prerequisites.
4. Course content. Any notes specific to the IDL version of a course are printed in italics. If the course is listed as *in preparation*, you may request notification when it is ready for registration (see the inside front cover).
5. Course instructor (subject to change).
6. Number of credits.
7. The term format and instruction mode for the course. IDL courses are offered as either term-based semester or extend-

ed-term, nine-month courses. The instruction mode is either correspondence or “telecommunications” (meaning online).

8. This indicates the three registration terms: **Fall**, **Spring**, or **Summer**. For most courses, four course sections are offered each term (see 10, below).
9. Class number (call number). This five-digit number appears to the left of each course section. You must use this class number when you fill out your Registration and Cancel/Add form.
10. Section. Note that each section of an Independent and Distance Learning course begins with a letter: B through E for extended-term sections, and A for term-based semester courses.
11. Start and end dates of the term.

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 Completion of 30 credits)

Introduction to financial accounting for U.S. organizations. Reading financial statements. Biondich, Nick E, 4 cr. *Students admitted to School of Management majors may not take the IDL version of Acct 2050. Acct 2050 is challenging, and taking it through IDL requires strong self-discipline. Less help will be available than in the classroom, and you must structure your studies by yourself.*

Extended Term Correspondence

Fall

16419 —B01, 09/15/03-06/15/04
16420 —C01, 10/15/03-07/15/04
16421 —D01, 11/15/03-08/15/04
16422 —E01, 12/15/03-09/15/04

Spring

59498 —B01, 01/15/04-10/15/04
59499 —C01, 02/15/04-11/15/04
54713 —D01, 03/15/04-12/15/04
54714 —E01, 04/15/04-01/15/05

Summer

80006 —B01, 05/15/04-02/15/05
80007 —C01, 06/15/04-03/15/05
80008 —D01, 07/15/04-04/15/05
80009 —E01, 08/15/04-05/15/05

Also see:

GC 1540, Accounting Fundamentals I

Afro-American Studies (Afro)

College of Liberal Arts

Afro 3601 Introduction to African Literature

(meets CLE req of International Perspect Theme; meets CLE req of Literature Core)

African oral and written literature of 19th and 20th centuries. Emphasis on literature written in English and French. All readings in English. Pike, Ben, 3 cr

Extended Term Correspondence

Fall

16427 —B04, 09/15/03-06/15/04
16428 —C04, 10/15/03-07/15/04
16429 —D04, 11/15/03-08/15/04
16430 —E04, 12/15/03-09/15/04

Spring

59500 —B04, 01/15/04-10/15/04
59501 —C04, 02/15/04-11/15/04
54717 —D04, 03/15/04-12/15/04
54718 —E04, 04/15/04-01/15/05

Summer

80014 —B04, 05/15/04-02/15/05
80015 —C04, 06/15/04-03/15/05
80016 —D04, 07/15/04-04/15/05
80017 —E04, 08/15/04-05/15/05

Agronomy and Plant Genetics (Agro)

College of Agricultural, Food, & Environmental Sciences

Agro 4888 Issues in Sustainable Agriculture

(prereq 1103, Soil 1125 or 2125 or equiv)

An overview of issues related to sustainable agriculture: agroecology, impacts on the environment and public health issues, government policies, and sociological factors. The sustainable agriculture movement is driven by the belief that our food production system will be sustaining only when on-farm practices and agricultural policies balance profitability with concern for the environment and the well-being of farm families and rural communities. Includes interaction with practices and promoters of sustainable agriculture. Sheaffer, Craig Charles, 2 cr

Extended Term Correspondence

Fall

16789 —B01, 09/15/03-06/15/04
16790 —C01, 10/15/03-07/15/04
16791 —D01, 11/15/03-08/15/04
16792 —E01, 12/15/03-09/15/04

Spring

59502 —B01, 01/15/04-10/15/04
59503 —C01, 02/15/04-11/15/04
54719 —D01, 03/15/04-12/15/04
54720 —E01, 04/15/04-01/15/05

Summer

80018 —B01, 05/15/04-02/15/05
80019 —C01, 06/15/04-03/15/05
80020 —D01, 07/15/04-04/15/05
80021 —E01, 08/15/04-05/15/05

American Indian Studies (Amln)

College of Liberal Arts

Amln 3871 American Indian History: Pre-Contact to 1830

(Credit will not be granted if credit has been received for Hist 3871; meets CLE req of Cultural Diversity Theme; meets CLE req of Historical Perspective Core)

Introduction to American Indian history from ancient native America to the removal era. Focuses on the social, cultural, political, and economic diversity of Native American peoples and Native American experiences with European colonialism. Jarvis, Brad Devin, 4 cr

Extended Term Correspondence

Fall

- 30033 —B02, 09/15/03-06/15/04
- 30034 —C02, 10/15/03-07/15/04
- 30035 —D02, 11/15/03-08/15/04
- 30036 —E02, 12/15/03-09/15/04

Spring

- 63510 —B02, 01/15/04-10/15/04
- 63512 —C02, 02/15/04-11/15/04
- 63513 —D02, 03/15/04-12/15/04
- 63514 —E02, 04/15/04-01/15/05

Summer

- 86572 —B02, 05/15/04-02/15/05
- 86573 —C02, 06/15/04-03/15/05
- 86574 —D02, 07/15/04-04/15/05
- 86575 —E02, 08/15/04-05/15/05

Amln 3872 American Indian History: 1830 to the Present

(Credit will not be granted if credit has been received for Hist 3872; meets CLE req of Cultural Diversity Theme; meets CLE req of Historical Perspective Core)

Focus on the impact of federal Indian policy on American Indian

cultures and societies, and on American Indian culture change. Jarvis, Brad Devin, 4 cr

Extended Term Correspondence

Fall

- 30038 —B02, 09/15/03-06/15/04
- 30039 —C02, 10/15/03-07/15/04
- 30040 —D02, 11/15/03-08/15/04
- 30041 —E02, 12/15/03-09/15/04

Spring

- 63516 —B02, 01/15/04-10/15/04
- 63517 —C02, 02/15/04-11/15/04
- 63518 —D02, 03/15/04-12/15/04
- 63519 —E02, 04/15/04-01/15/05

Summer

- 86576 —B02, 05/15/04-02/15/05
- 86577 —C02, 06/15/04-03/15/05
- 86578 —D02, 07/15/04-04/15/05
- 86579 —E02, 08/15/04-05/15/05

Anthropology (Anth)

College of Liberal Arts

Anth 1003W Understanding Cultures

(meets CLE req of International Perspect Theme; meets CLE req of Social Science Core; meets CLE req of Writing Intensive)

Introduction to social and cultural anthropology. Comparative study of societies and cultures around the world. Topics include adaptive strategies; economic processes; kinship, marriage, and gender; social stratification; politics and conflicts; religion and ritual; personality and culture. Gerlach, Luther P, 4 cr

Extended Term Correspondence

Fall

- 16431 —B02, 09/15/03-06/15/04
- 16432 —C02, 10/15/03-07/15/04

- 16433 —D02, 11/15/03-08/15/04
- 16434 —E02, 12/15/03-09/15/04

Spring

- 59504 —B02, 01/15/04-10/15/04
- 59505 —C02, 02/15/04-11/15/04
- 54715 —D02, 03/15/04-12/15/04
- 54716 —E02, 04/15/04-01/15/05

Summer

- 80022 —B02, 05/15/04-02/15/05
- 80023 —C02, 06/15/04-03/15/05
- 80024 —D02, 07/15/04-04/15/05
- 80025 —E02, 08/15/04-05/15/05

Information on how to read course descriptions is given on page 7.

Anth 1111 Human Origins

World prehistory as investigated by anthropologists. Methods/ concepts used to study prehistoric human biological/cultural development. Spector, Janet D, 3 cr. *This course has no lab component.*

Extended Term Correspondence

Fall

- 16903 —B02, 09/15/03-06/15/04
- 16904 —C02, 10/15/03-07/15/04
- 16905 —D02, 11/15/03-08/15/04
- 16906 —E02, 12/15/03-09/15/04

Spring

- 59506 —B02, 01/15/04-10/15/04
- 59507 —C02, 02/15/04-11/15/04
- 54721 —D02, 03/15/04-12/15/04
- 54722 —E02, 04/15/04-01/15/05

Summer

- 80026 —B02, 05/15/04-02/15/05
- 80027 —C02, 06/15/04-03/15/05
- 80028 —D02, 07/15/04-04/15/05
- 80029 —E02, 08/15/04-05/15/05

Applied Business (ABus)

College of Continuing Education

ABus 4011 Historical Perspectives and Contemporary Business, Challenges

A-F only; (prereq Intro to Business, at least 45 cr)

Challenges faced by contemporary businesses including global competitiveness, product and service quality, information revolution, and changing customer and workforce demographics. Approaches to meeting contemporary challenges studied against historical backdrop of evolving management practices. Analyze complex problems where causes and effects can be evaluated in the context of larger systems. Conlon, Thomas Julius, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

18979 —A31, 09/02/03-12/12/03
22881 —A32, 09/02/03-12/12/03

Spring

54947 —A34, 01/20/04-05/07/04
58104 —A35, 01/20/04-05/07/04

Summer

85374 —A37, 05/24/04-08/27/04
85375 —A38, 05/24/04-08/27/04

ABus 4012 Problem Solving in Complex Organizations

A-F only; (prereq At least 45 cr)

Open systems perspective. Analyzing root causes/effects of

problems/solutions across boundaries in organization. Process analysis as a tool for problem solving. Problem-solving frameworks or processes are taught. Techniques for conducting root cause analyses, expanding alternatives, predicting consequences, and making choices studied and applied. Swanson, Trisha Katherine, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

22884 —A31, 09/02/03-12/12/03
22885 —A32, 09/02/03-12/12/03

Spring

59493 —A34, 01/20/04-05/07/04
59494 —A35, 01/20/04-05/07/04

Summer

85388 —A37, 05/24/04-08/27/04
85389 —A38, 05/24/04-08/27/04

See pages 56–57 for registration dates.

ABus 4022 Managing Organizational Relationships

A-F only; (prereq At least 45 cr)

The complexities involved in managing organizational relationships. How power is distributed/exercised in modern organizations, cooperative relationships/frameworks for analyzing motives for observed behavior, skills for managing upward, lateral, and downward relationships, potential ethical dilemmas. Spruth, Thomas Stevens, 3 cr. *Registration closes one week before term starts. For computer requirements see*

webct.umn.edu and click on Browser Set Up.

ONLINE COURSE

Term Based Telecommunications

Fall

18982 —A31, 09/02/03-12/12/03
20836 —A32, 09/02/03-12/12/03

Spring

58848 —A34, 01/20/04-05/07/04
58849 —A35, 01/20/04-05/07/04

Summer

84976 —A37, 05/24/04-08/27/04
84977 —A38, 05/24/04-08/27/04

ABus 4023 Communicating for Results

A-F only; (prereq English Composition, at least 45 cr)

Focus on aspects of communication essential to being persuasive/influential. Organize/present ideas effectively. Strategize for audience analysis. Choose communication methods. Make use of informal influence methods. Handle dissent. Processes for intercultural communication introduced. Kampf, Constance Elizabe, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

18983 —A31, 09/02/03-12/12/03
20838 —A32, 09/02/03-12/12/03

Spring

54183 —A34, 01/20/04-05/07/04
63556 —A35, 01/20/04-05/07/04

Summer

84978 —A37, 05/24/04-08/27/04
84979 —A38, 05/24/04-08/27/04

ABus 4031 Accessing and Using Information Effectively

A-F only; (prereq Intro to Computer Science, at least 45 cr)

Conceptualize role of information in business operations, including information systems/data management. Exercises include data-based, text-based, verbal, written, and multimedia forms of information. Accessing external information using information search services, CD-ROM, and periodicals. Accessing internal information using desktop database system/electronic mail or computer conferencing. Typology of information applied in case studies and exercises. Swanson, Trisha Katherine, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

18981 —A31, 09/02/03-12/12/03
20839 —A32, 09/02/03-12/12/03

Spring

59829 —A34, 01/20/04-05/07/04
59830 —A35, 01/20/04-05/07/04

Summer

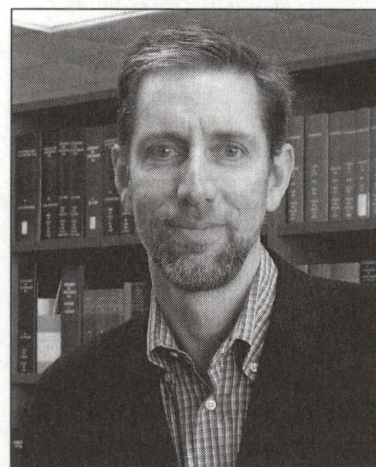
84716 —A37, 05/24/04-08/27/04
84717 —A38, 05/24/04-08/27/04

ABus 4041 Leadership in a Global and Diverse Workplace

A-F only; (prereq At least 45 cr)

Developing a global/ethical perspective to help navigate cross-currents of change. Acquiring skills for working in settings of high diversity. Jones, Ann, 3 cr. *Registration closes one week before term starts. For computer*

A Lecturer in the Carlson School of Management, **Thomas Spruth** teaches ABus 4022 (Managing Organizational Relationships) and ABus 4042 (Planning and Implementation at the Business Unit Level). These two courses can be used in the *Applied Business certificate programs* (see page 5).



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

ONLINE COURSE

Term Based Telecommunications

Fall

16204 —A31, 09/02/03-12/12/03
20842 —A32, 09/02/03-12/12/03

Spring

59831 —A34, 01/20/04-05/07/04
59832 —A35, 01/20/04-05/07/04

Summer

85390 —A37, 05/24/04-08/27/04
85391 —A38, 05/24/04-08/27/04

ABus 4042 Planning and Implementation at the Business Unit Level

A-F only; (prereq 4101, 4103, at least 45 cr)

Creating/implementing operating plans at the business unit level. Operations flow charts, budgets, schedules, and staffing plans. Emphasis on the importance of integrating plans with the overall business strategy, factors in implementation of plans, strategies for change. Spruth, Thomas Stevens, 3 cr. *Registration closes one week*

before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.

ONLINE COURSE

Term Based Telecommunications

Fall

19336 —A31, 09/02/03-12/12/03
22882 —A32, 09/02/03-12/12/03

Spring

56686 —A34, 01/20/04-05/07/04
58150 —A35, 01/20/04-05/07/04

Summer

85392 —A37, 05/24/04-08/27/04
85393 —A38, 05/24/04-08/27/04

ABus 4043 Project Management in Practice

A-F only; (prereq 4102, at least 45 cr)

Tools/techniques to support the project leader in scheduling, coordinating/allocating resources. Field project with nonprofit organization in the community, smaller businesses, or in the student's employing company. McNamara, Daniel E, 3 cr. *Must have pentium PC running Windows 95 or higher for required course software. Registration closes one week*

Courses

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

ONLINE COURSE

Term Based Telecommunications

Fall

16205 —A31, 09/02/03-12/12/03
20843 —A32, 09/02/03-12/12/03

Spring

62347 —A34, 01/20/04-05/07/04
62348 —A35, 01/20/04-05/07/04

Summer

84509 —A37, 05/24/04-08/27/04
84719 —A38, 05/24/04-08/27/04

ABus 4101 Accounting and Finance for Managers

A-F only; (prereq One semester of lower-division principles of accounting, at least 45 cr)

Principal concepts of finance. Emphasis on business decision making from accounting/financial perspective. Analysis of cost-volume-profit relationships, capital budgeting, variances, uses and sources of funds, and valuation. Vickman, Thomas M, 3 cr.

*Registration closes one week before term starts. For computer requirements see 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. Online course requires multiple weekly deadlines and little flexibility for less prepared students.*

ONLINE COURSE

Term Based Telecommunications

Fall

30024 —A31, 09/02/03-12/12/03
30025 —A32, 09/02/03-12/12/03

Spring

54946 —A34, 01/20/04-05/07/04

Summer

85394 —A37, 05/24/04-08/27/04
85395 —A38, 05/24/04-08/27/04

ABus 4102 Operations in Manufacturing and Service Businesses

A-F only; (prereq At least 45 cr)

Concepts/principles related to management of operations functions. Operations strategy, process, design, just-in-time inventory management, forecasting, scheduling, and quality improvement. Relationships between operations and the environment. Misterek, Susan Amundson, 3 cr.

*Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on *Browser Set Up*.*

ONLINE COURSE

Term Based Telecommunications

Fall

18984 —A31, 09/02/03-12/12/03
22886 —A32, 09/02/03-12/12/03

Spring

59496 —A34, 01/20/04-05/07/04
59497 —A35, 01/20/04-05/07/04

Summer

83645 —A37, 05/24/04-08/27/04
84329 —A38, 05/24/04-08/27/04

ABus 4103 Marketing and Sales

A-F only; (prereq Intro to Marketing or Intro to Sales, at least 45 cr)

Legal, behavioral, ethical, competitive, economic, and technological factors as they affect product pricing, promotion, and marketing. Personal selling function as integral part of the overall distribution system. Emphasis on sales force

organization, selection, training, motivation, compensation, forecasting, budgeting, and control. Adekola, Abel O, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on *Browser Set Up*.*

ONLINE COURSE

Term Based Telecommunications

Fall

30026 —A31, 09/02/03-12/12/03
30027 —A32, 09/02/03-12/12/03

Spring

56688 —A34, 01/20/04-05/07/04
58154 —A35, 01/20/04-05/07/04

Summer

83646 —A37, 05/24/04-08/27/04
84980 —A38, 05/24/04-08/27/04

ABus 4104 Management and Human Resource Practices

A-F only; (prereq At least 45 cr)

Overview of human resource practices in organizations and basic responsibilities of front-line managers. Emphasis on 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 and discipline. Brooks, Emily Hause, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on *Browser Set Up*.*

ONLINE COURSE

Term Based Telecommunications

Fall

16206 —A31, 09/02/03-12/12/03
22883 —A32, 09/02/03-12/12/03

Spring

56689 —A34, 01/20/04-05/07/04
58157 —A35, 01/20/04-05/07/04

Summer

81601 —A37, 05/24/04-08/27/04
84488 —A38, 05/24/04-08/27/04

ABus 4501 Entrepreneurship

A-F only; (prereq 4101, 4103, at least 45 cr)

Self-employment as alternative to employment. Phases of entrepreneurship, including identifying an opportunity, start-up, managing/harvesting a small business. Emphasizes all aspects of business plan. Haarklau, Evon A; Scottston, B., 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Fall

18985 —A31, 09/02/03-12/12/03
20844 —A32, 09/02/03-12/12/03

Spring

60835 —A34, 01/20/04-05/07/04
60836 —A35, 01/20/04-05/07/04

Summer

84489 —A37, 05/24/04-08/27/04
84490 —A38, 05/24/04-08/27/04

ABus 4509 New Product Development

A-F only; (prereq ABus 4103 or Mktg 3001, at least 45 cr)

How new consumer, industrial, and service products are planned and developed. Idea generation, concept and buyer testing, pricing,

sales and profit strategies, product positioning techniques, promotion, packaging, and distribution considerations from a new product development perspective, using marketing case histories and student project work. Flanders, Gordon R, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Fall

30477 —A31, 09/02/03-12/12/03
30478 —A32, 09/02/03-12/12/03

Spring

63505 —A34, 01/20/04-05/07/04
63506 —A35, 01/20/04-05/07/04

Summer

86570 —A37, 05/24/04-08/27/04
86571 —A38, 05/24/04-08/27/04

ABus 4511 Small-Business Survival Skills

A-F only; (prereq At least 45 cr)

The theme of the course is that a small business is not a little big business, and the successful management approaches of big businesses are not particularly useful to those who work in small businesses. Through the use of real-life cases, important issues are covered: how to forge a realistic growth trajectory; design an adaptive organization; identify and build on distinctive strengths; avoid growth-induced failure; develop techniques to respond to the truism "profits are illusory, cash is real," cope in the environment of resource poverty. 3 cr. *Registration closes one week before term starts. For computer*

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

ONLINE COURSE

**Term Based
Telecommunications**

Spring

63562 —A34, 01/20/04-05/07/04
63563 —A35, 01/20/04-05/07/04

Summer

86580 —A37, 05/24/04-08/27/04
86581 —A38, 05/24/04-08/27/04

Art History (Arth)

College of Liberal Arts

Arth 3014W Art of India

(meets CLE req of International Perspect Theme; meets CLE req of Other Humanities Core; meets CLE req of Writing Intensive; meets HON req of Honors)

Indian sculpture, architecture, and painting from the prehistoric Indus Valley civilization to the present day. Olson, Marsha Gail, 4 cr. *Required CD-ROM for course contains hundreds of slides for study.*

**Extended Term
Correspondence**

Fall

16861 —B01, 09/15/03-06/15/04
16862 —C01, 10/15/03-07/15/04
16863 —D01, 11/15/03-08/15/04
16864 —E01, 12/15/03-09/15/04

Spring

59508 —B01, 01/15/04-10/15/04
59509 —C01, 02/15/04-11/15/04
54723 —D01, 03/15/04-12/15/04
54724 —E01, 04/15/04-01/15/05

Summer

80030 —B01, 05/15/04-02/15/05
80031 —C01, 06/15/04-03/15/05
80032 —D01, 07/15/04-04/15/05
80033 —E01, 08/15/04-05/15/05

Astronomy

See GC 1161, Solar System Astronomy, and GC 1162, Stellar Astronomy.

Biochemistry (BioC)

College of Biological Sciences

BioC 3021 Biochemistry

(Credit will not be granted if credit has been received for BioC 6021; prereq Biol 1002 or 1009, Chem 2301)

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; chemical basis of genetic information flow. Anderson, John Seymour, 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. Registration closes one week before term starts.*

ONLINE COURSE

Term Based Telecommunications

Fall

21705 —A31, 09/02/03-12/12/03

Spring

63777 —A34, 01/20/04-05/07/04

Summer

86569 —A37, 05/24/04-08/27/04

BioC 5309 Biocatalysis and Biodegradation

(Same as MicE 5309; prereq Chemistry through organic chem-

istry, knowledge of word processing, e-mail, access to World Wide Web, access to college-level science library.)

Assessing validity of information on biocatalysis and biodegradation; learning fundamentals of microbial catabolic metabolism, as it pertains to biodegradation of environmental pollutants; biocatalysis for specialty chemical synthesis; display of this information on the World Wide Web. Wackett, Lawrence Philip, 3 cr.

Nonadmitted students who want temporary graduate status must have permission from the College of Biological Sciences. Visit <http://www.cbs.umn.edu/class/bioc/5309/idl/> for detailed information. Registration closes one week before term starts

ONLINE COURSE GRADUATE CREDIT AVAILABLE

Term Based Telecommunications

Spring

59510 —A34, 01/20/04-05/07/04

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. See the box on page 64.

Biology (Biol)

College of Biological Sciences

Biol 1009 General Biology

(Credit will not be granted if credit has been received for Biol 1001, Biol 1009H; prereq high school chemistry; 1 term college chem-

istry recommended; meets CLE req of Biological Sciences/Lab Core)

Major concepts of modern biology. Molecular structure of living things, energy recruitment/utilization, flow of genetic information through organisms/populations. Principles of inheritance, ecology, and evolution. Brooker, Robert James, 4 cr. *Includes labs, most can be done at home.*

Extended Term Correspondence

Fall

15939 —B06, 09/15/03-06/15/04
15940 —C06, 10/15/03-07/15/04
16435 —D06, 11/15/03-08/15/04
16436 —E06, 12/15/03-09/15/04

Spring

59511 —B06, 01/15/04-10/15/04
59512 —C06, 02/15/04-11/15/04
54725 —D06, 03/15/04-12/15/04
54726 —E06, 04/15/04-01/15/05

Summer

80038 —B06, 05/15/04-02/15/05
80039 —C06, 06/15/04-03/15/05
80040 —D06, 07/15/04-04/15/05
80041 —E06, 08/15/04-05/15/05

Biol 4003 Genetics

(Credit will not be granted if credit has been received for GCD 3022, Biol 1101W; prereq Biol/BioC 3021 or BioC 4331)

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

Extended Term Correspondence

Fall

16437 —B01, 09/15/03-06/15/04
16438 —C01, 10/15/03-07/15/04
16439 —D01, 11/15/03-08/15/04
16440 —E01, 12/15/03-09/15/04

Spring

- 59513 —B01, 01/15/04-10/15/04
- 59514 —C01, 02/15/04-11/15/04
- 54733 —D01, 03/15/04-12/15/04
- 54734 —E01, 04/15/04-01/15/05

Summer

- 80050 —B01, 05/15/04-02/15/05
- 80051 —C01, 06/15/04-03/15/05
- 80052 —D01, 07/15/04-04/15/05
- 80053 —E01, 08/15/04-05/15/05

Biol 4004 Cell Biology

(prereq Biol/BioC 3021 or BioC 5331, Biol 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

Extended Term Correspondence

Fall

- 16441 —B02, 09/15/03-06/15/04
- 16442 —C02, 10/15/03-07/15/04
- 16443 —D02, 11/15/03-08/15/04
- 16444 —E02, 12/15/03-09/15/04

Spring

- 59515 —B02, 01/15/04-10/15/04
- 59516 —C02, 02/15/04-11/15/04
- 54735 —D02, 03/15/04-12/15/04
- 54736 —E02, 04/15/04-01/15/05

Summer

- 80066 —B02, 05/15/04-02/15/05
- 80067 —C02, 06/15/04-03/15/05
- 80068 —D02, 07/15/04-04/15/05
- 80069 —E02, 08/15/04-05/15/05

Business

See the following listings:

- Accounting
- Agronomy and Plant Genetics

- Applied Business
- Economics
- Finance
- General College
- Management
- Manufacturing Technology
- Marketing

Chemistry

See GC 1166, Principles of Chemistry.

Child Psychology (CPsy)

College of Education & Human Development

CPsy 2301 Introductory Child Psychology

(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 Rose, 4 cr

Extended Term Correspondence

Fall

- 16449 —B02, 09/15/03-06/15/04
- 16450 —C02, 10/15/03-07/15/04
- 16451 —D02, 11/15/03-08/15/04
- 16452 —E02, 12/15/03-09/15/04

Spring

- 59519 —B02, 01/15/04-10/15/04
- 59520 —C02, 02/15/04-11/15/04
- 54739 —D02, 03/15/04-12/15/04
- 54740 —E02, 04/15/04-01/15/05

Summer

- 80077 —B02, 05/15/04-02/15/05
- 80079 —C02, 06/15/04-03/15/05
- 80080 —D02, 07/15/04-04/15/05
- 80081 —E02, 08/15/04-05/15/05

CPsy 3301 Introductory Child Psychology for Social Sciences

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 Rose, 4 cr

Extended Term Correspondence

Fall

- 16754 —B02, 09/15/03-06/15/04
- 16755 —C02, 10/15/03-07/15/04
- 16756 —D02, 11/15/03-08/15/04
- 16757 —E02, 12/15/03-09/15/04

Spring

- 59521 —B02, 01/15/04-10/15/04
- 59522 —C02, 02/15/04-11/15/04
- 54741 —D02, 03/15/04-12/15/04
- 54742 —E02, 04/15/04-01/15/05

Summer

- 80082 —B02, 05/15/04-02/15/05
- 80083 —C02, 06/15/04-03/15/05
- 80084 —D02, 07/15/04-04/15/05
- 80085 —E02, 08/15/04-05/15/05

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. 4 cr

Extended Term Correspondence

Fall

- 16886 —B02, 09/15/03-06/15/04
- 16887 —C02, 10/15/03-07/15/04
- 16888 —D02, 11/15/03-08/15/04
- 16889 —E02, 12/15/03-09/15/04

Spring

- 59523 —B02, 01/15/04-10/15/04
- 59524 —C02, 02/15/04-11/15/04
- 54743 —D02, 03/15/04-12/15/04
- 54744 —E02, 04/15/04-01/15/05

Summer

- 80102 —B02, 05/15/04-02/15/05
- 80103 —C02, 06/15/04-03/15/05

Courses

80104 —D02, 07/15/04-04/15/05
80105 —E02, 08/15/04-05/15/05

CPsy 4303 Adolescent Psychology

A-F only; (prereq Psy 1001)

An overview of development in the second decade of life; interactions of adolescents with family, school, and society. Heinrichs, Marian Rose, 4 cr

Extended Term Correspondence

Fall

16457 —B01, 09/15/03-06/15/04
16458 —C01, 10/15/03-07/15/04
16459 —D01, 11/15/03-08/15/04
16460 —E01, 12/15/03-09/15/04

Spring

59525 —B01, 01/15/04-10/15/04
59526 —C01, 02/15/04-11/15/04
54747 —D01, 03/15/04-12/15/04
54748 —E01, 04/15/04-01/15/05

Summer

80107 —B01, 05/15/04-02/15/05
80108 —C01, 06/15/04-03/15/05
80109 —D01, 07/15/04-04/15/05
80110 —E01, 08/15/04-05/15/05

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 anti-social behavior, and acquisition of social roles. Jansen, Elizabeth Anne, 4 cr

Extended Term Correspondence

Fall

16453 —B02, 09/15/03-06/15/04
16454 —C02, 10/15/03-07/15/04
16455 —D02, 11/15/03-08/15/04
16456 —E02, 12/15/03-09/15/04

Spring

59527 —B02, 01/15/04-10/15/04
59528 —C02, 02/15/04-11/15/04
54745 —D02, 03/15/04-12/15/04
54746 —E02, 04/15/04-01/15/05

Summer

80111 —B02, 05/15/04-02/15/05
80112 —C02, 06/15/04-03/15/05
80113 —D02, 07/15/04-04/15/05
80114 —E02, 08/15/04-05/15/05

Classics (Clas)

College of Liberal Arts

Clas 1042 Greek and Roman Mythology

(Credit will not be granted if credit has been received for Clas 1042H; meets CLE req of Other Humanities Core)

Introduction to the stories and the study of Greek and Roman mythology. Carozza, Jennifer A, 4 cr. *For computer requirements see webct.umn.edu and click on Browser Set Up. Course is in preparation; please check with IDL before registering.*

ONLINE COURSE

Extended Term Telecommunications

Fall

16445 —B03, 09/15/03-06/15/04
16446 —C03, 10/15/03-07/15/04
16447 —D03, 11/15/03-08/15/04
16448 —E03, 12/15/03-09/15/04

Spring

59517 —B03, 01/15/04-10/15/04
59518 —C03, 02/15/04-11/15/04
54737 —D03, 03/15/04-12/15/04
54738 —E03, 04/15/04-01/15/05

Summer

80070 —B03, 05/15/04-02/15/05
80071 —C03, 06/15/04-03/15/05
80072 —D03, 07/15/04-04/15/05
80073 —E03, 08/15/04-05/15/05

Clas 1148 Technical Terminology for the Health Professions

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

ONLINE COURSE

Extended Term Telecommunications

Fall

30043 —B01, 09/15/03-06/15/04
30045 —C01, 10/15/03-07/15/04
30046 —D01, 11/15/03-08/15/04
30047 —E01, 12/15/03-09/15/04

Spring

63206 —B01, 01/15/04-10/15/04
63207 —C01, 02/15/04-11/15/04
63208 —D01, 03/15/04-12/15/04
63209 —E01, 04/15/04-01/15/05

Summer

86111 —B01, 05/15/04-02/15/05
86112 —C01, 06/15/04-03/15/05
86113 —D01, 07/15/04-04/15/05
86114 —E01, 08/15/04-05/15/05

Communication Studies (Comm)

College of Liberal Arts

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. Rose, Jeremy H, 3 cr. *Nonadmitted students who want temporary graduate-level*

status must have permission from Communication Studies department. For computer requirements see <http://webct.umn.edu> and click on Browser Set Up. Registration closes one week before term begins.

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Spring

59828 —A34, 01/20/04-05/07/04

Composition

See the following departments:

- Applied Business
- Communication Studies
- English: Composition
- English: Creative Writing
- Journalism
- Rhetoric

Computers

See GC 1571, Introduction to Microcomputer Applications.

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; 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. Wolff, Brian B, 3 cr. *Print course with related Web site. Internet access recommended.*

**Extended Term
Correspondence**

Fall

16493 —B07, 09/15/03-06/15/04
16494 —C07, 10/15/03-07/15/04
16495 —D07, 11/15/03-08/15/04
16496 —E07, 12/15/03-09/15/04

Spring

59537 —B07, 01/15/04-10/15/04
59538 —C07, 02/15/04-11/15/04
54749 —D07, 03/15/04-12/15/04
54750 —E07, 04/15/04-01/15/05

Summer

80118 —B07, 05/15/04-02/15/05
80119 —C07, 06/15/04-03/15/05
80120 —D07, 07/15/04-04/15/05
80121 —E07, 08/15/04-05/15/05

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; prereq knowledge of plane geometry and advanced algebra; meets CLE req of International Perspect Theme; meets CLE req of 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. Rolfeigh, Michael McDonald, 4 cr

**Extended Term
Correspondence**

Fall

16497 —B06, 09/15/03-06/15/04
16498 —C06, 10/15/03-07/15/04
16499 —D06, 11/15/03-08/15/04
16500 —E06, 12/15/03-09/15/04

Spring

59529 —B06, 01/15/04-10/15/04
59530 —C06, 02/15/04-11/15/04
54751 —D06, 03/15/04-12/15/04
54752 —E06, 04/15/04-01/15/05

Summer

80122 —B06, 05/15/04-02/15/05
80123 —C06, 06/15/04-03/15/05
80124 —D06, 07/15/04-04/15/05
80125 —E06, 08/15/04-05/15/05

Econ 1102 Principles of Macroeconomics

(Credit will not be granted if credit has been received for ApEc 1102, Econ 1105, Econ 1102H; prereq 1101 or equiv, knowledge of plane geometry and advanced algebra; meets CLE req of International Perspect Theme; meets CLE req of 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. Chakraborty, Suparna, 4 cr

**Extended Term
Correspondence**

Fall

16501 —B06, 09/15/03-06/15/04
16502 —C06, 10/15/03-07/15/04
16503 —D06, 11/15/03-08/15/04
16504 —E06, 12/15/03-09/15/04

Spring

59531 —B06, 01/15/04-10/15/04
59532 —C06, 02/15/04-11/15/04
54753 —D06, 03/15/04-12/15/04
54754 —E06, 04/15/04-01/15/05

Summer

80130 —B06, 05/15/04-02/15/05
80131 —C06, 06/15/04-03/15/05
80132 —D06, 07/15/04-04/15/05
80133 —E06, 08/15/04-05/15/05

Courses

Econ 3701 Money and Banking

(Credit will not be granted if credit has been received for Econ 4721, Econ 4721H; prereq 1101, 1102 or equiv; not open to Econ majors)

Historical development, present characteristics, and economic role of financial institutions. Commercial banking, the Federal Reserve System, and monetary policy. Smith, Harlan M, 3 cr. *Students who found microeconomics and macroeconomics courses difficult or confusing are advised not to take this course through IDL. Less help will be available than in a classroom course.*

Extended Term Correspondence

Fall

16505 —B05, 09/15/03-06/15/04
16506 —C05, 10/15/03-07/15/04
16507 —D05, 11/15/03-08/15/04
16508 —E05, 12/15/03-09/15/04

Spring

59533 —B05, 01/15/04-10/15/04
59534 —C05, 02/15/04-11/15/04
54755 —D05, 03/15/04-12/15/04
54756 —E05, 04/15/04-01/15/05

Summer

80162 —B05, 05/15/04-02/15/05
80163 —C05, 06/15/04-03/15/05
80164 —D05, 07/15/04-04/15/05
80165 —E05, 08/15/04-05/15/05

Econ 4721 Money and Banking

(Credit will not be granted if credit has been received for Econ 3701, Econ 4721H; prereq 3101 or equiv)

Theories of money demand and money supply. Financial intermediation and banking, banking practices and regulation, role of the Federal Reserve system. Monetary policy. Smith, Harlan M, 3 cr. *Course materials are the same as for Econ 3701, but the exams are*

more difficult. They assume the student knows intermediate microeconomic and macroeconomic theory. Less help will be available than in a classroom course.

Extended Term Correspondence

Fall

16461 —B01, 09/15/03-06/15/04
16462 —C01, 10/15/03-07/15/04
16463 —D01, 11/15/03-08/15/04
16464 —E01, 12/15/03-09/15/04

Spring

59535 —B01, 01/15/04-10/15/04
59536 —C01, 02/15/04-11/15/04
54757 —D01, 03/15/04-12/15/04
54758 —E01, 04/15/04-01/15/05

Summer

80166 —B01, 05/15/04-02/15/05
80167 —C01, 06/15/04-03/15/05
80168 —D01, 07/15/04-04/15/05
80169 —E01, 08/15/04-05/15/05

Educational Psychology (EPsy)

College of Education & Human Development

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

Current issues in educational psychology or related coursework in areas not normally available through regular curriculum offerings. Hansen, Sunny Sundal, 3 cr

Extended Term Correspondence

Fall

23063 —B01, 09/15/03-06/15/04
23064 —C01, 10/15/03-07/15/04
23065 —D01, 11/15/03-08/15/04
23066 —E01, 12/15/03-09/15/04

Spring

59824 —B01, 01/15/04-10/15/04
59825 —C01, 02/15/04-11/15/04

59826 —D01, 03/15/04-12/15/04
59827 —E01, 04/15/04-01/15/05

Summer

84962 —B01, 05/15/04-02/15/05
84963 —C01, 06/15/04-03/15/05
84964 —D01, 07/15/04-04/15/05
84965 —E01, 08/15/04-05/15/05

EPsy 5401 Counseling Procedures

(prereq Upper div student)

Emphasis on the counseling relationship and principles of interviewing. Case studies, role playing, and demonstration. For individuals whose professional work includes counseling and interviewing. Rivers, David Aaron, 3 cr. *No graduate credit available.*

Extended Term Correspondence

Fall

16797 —B03, 09/15/03-06/15/04
16798 —C03, 10/15/03-07/15/04
16799 —D03, 11/15/03-08/15/04
16800 —E03, 12/15/03-09/15/04

Spring

59628 —B03, 01/15/04-10/15/04
59629 —C03, 02/15/04-11/15/04
54815 —D03, 03/15/04-12/15/04
54816 —E03, 04/15/04-01/15/05

Summer

80265 —B03, 05/15/04-02/15/05
80266 —C03, 06/15/04-03/15/05
80267 —D03, 07/15/04-04/15/05
80268 —E03, 08/15/04-05/15/05

English: Composition (EngC)

College of Liberal Arts

EngC 1001 Preparation for University Writing

(prereq Category 4 placement)

Guided writing practice in prewriting, drafting, and revising as well as grammar, sentence structure, and paraphrasing. For students

who are not fully prepared for academic writing. Lekas, Michelle Yvonne, 4 cr. *The IDL version of EngC 1001 is not recommended for ESL students.*

Extended Term Correspondence

Fall

- 16890 —B01, 09/15/03-06/15/04
- 16891 —C01, 10/15/03-07/15/04
- 16892 —D01, 11/15/03-08/15/04
- 16893 —E01, 12/15/03-09/15/04

Spring

- 59539 —B01, 01/15/04-10/15/04
- 59540 —C01, 02/15/04-11/15/04
- 54759 —D01, 03/15/04-12/15/04
- 54760 —E01, 04/15/04-01/15/05

Summer

- 80170 —B01, 05/15/04-02/15/05
- 80171 —C01, 06/15/04-03/15/05
- 80172 —D01, 07/15/04-04/15/05
- 80173 —E01, 08/15/04-05/15/05

EngC 1011 University Writing and Critical Reading

(prereq placement in category 2 or 3)

Critical reading/interpretation of selected texts. Research in various types of resources. Writing through several drafting steps. Finished writing is revised/edited to meet university-level standards of persuasiveness, precision, and correctness. Sulit, Marie-Therese Cecilia, 4 cr

Extended Term Correspondence

Fall

- 16465 —B04, 09/15/03-06/15/04
- 16466 —C04, 10/15/03-07/15/04
- 16467 —D04, 11/15/03-08/15/04
- 16468 —E04, 12/15/03-09/15/04

Spring

- 59541 —B04, 01/15/04-10/15/04
- 59542 —C04, 02/15/04-11/15/04

- 54761 —D04, 03/15/04-12/15/04
- 54762 —E04, 04/15/04-01/15/05

Summer

- 80174 —B04, 05/15/04-02/15/05
- 80175 —C04, 06/15/04-03/15/05
- 80176 —D04, 07/15/04-04/15/05
- 80177 —E04, 08/15/04-05/15/05

Detailed information about an IDL course (required books/materials, course lessons, submissions, etc.) is available online at www.cce.umn.edu/idl. Click on "courses" and use the "Search IDL courses" boxes.

EngC 3027W Advanced Expository Writing

(prereq Completion of freshman writing req; meets CLE req of Writing Intensive)

Incorporating narrative, descriptive, analytical, persuasive techniques into writing on general topics. Effective argumentation through critical reading, use of library resources, awareness of context/audience. Herzan, Sandra Kay, 4 cr

Extended Term Correspondence

Fall

- 16469 —B02, 09/15/03-06/15/04
- 16470 —C02, 10/15/03-07/15/04
- 16471 —D02, 11/15/03-08/15/04
- 16472 —E02, 12/15/03-09/15/04

Spring

- 59543 —B02, 01/15/04-10/15/04
- 59544 —C02, 02/15/04-11/15/04
- 59545 —D02, 03/15/04-12/15/04
- 59546 —E02, 04/15/04-01/15/05

Summer

- 80178 —B02, 05/15/04-02/15/05
- 80179 —C02, 06/15/04-03/15/05

- 80180 —D02, 07/15/04-04/15/05
- 80181 —E02, 08/15/04-05/15/05

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

- 16509 —B03, 09/15/03-06/15/04
- 16510 —C03, 10/15/03-07/15/04
- 16511 —D03, 11/15/03-08/15/04
- 16512 —E03, 12/15/03-09/15/04

Spring

- 59604 —B03, 01/15/04-10/15/04
- 59605 —C03, 02/15/04-11/15/04
- 54793 —D03, 03/15/04-12/15/04
- 54794 —E03, 04/15/04-01/15/05

Summer

- 80233 —B03, 05/15/04-02/15/05
- 80234 —C03, 06/15/04-03/15/05
- 80235 —D03, 07/15/04-04/15/05
- 80236 —E03, 08/15/04-05/15/05

EngW 3104 Intermediate Poetry Writing

(prereq 1101 or 1103 or dept consent)

Exercises, experiments, assigned readings. Johnson, Elizabeth M, 3 cr

Extended Term Correspondence

Fall

- 16513 —B02, 09/15/03-06/15/04
- 16514 —C02, 10/15/03-07/15/04

Courses

16515 —D02, 11/15/03-08/15/04
16516 —E02, 12/15/03-09/15/04

Spring

59606 —B02, 01/15/04-10/15/04
59607 —C02, 02/15/04-11/15/04
54795 —D02, 03/15/04-12/15/04
54796 —E02, 04/15/04-01/15/05

Summer

80241 —B02, 05/15/04-02/15/05
80242 —C02, 06/15/04-03/15/05
80243 —D02, 07/15/04-04/15/05
80244 —E02, 08/15/04-05/15/05

EngW 3110 Topics in Creative Writing: Journaling into Fiction

(max crs 9; 3 repeats allowed; pre-req 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

16942 —B03, 09/15/03-06/15/04
16943 —C03, 10/15/03-07/15/04
16944 —D03, 11/15/03-08/15/04
16945 —E03, 12/15/03-09/15/04

Spring

59610 —B03, 01/15/04-10/15/04
59611 —C03, 02/15/04-11/15/04
54958 —D03, 03/15/04-12/15/04
54959 —E03, 04/15/04-01/15/05

Summer

80253 —B03, 05/15/04-02/15/05
80254 —C03, 06/15/04-03/15/05
80255 —D03, 07/15/04-04/15/05
80256 —E03, 08/15/04-05/15/05,

EngW 5202 Journal and Memoir Writing

Using memory in writing, from brainstorming to drafting to revi-

sion, in several genres (poems, traditional memoir essays, fiction). How diverse cultures shape memory differently. Galt, Margot Kriel, 3 cr. *Graduate credit not available.*

Extended Term Correspondence

Fall

17054 —B04, 09/15/03-06/15/04
17055 —C04, 10/15/03-07/15/04
17056 —D04, 11/15/03-08/15/04
17057 —E04, 12/15/03-09/15/04

Spring

59612 —B04, 01/15/04-10/15/04
59613 —C04, 02/15/04-11/15/04
59614 —D04, 03/15/04-12/15/04
59615 —E04, 04/15/04-01/15/05

Summer

80257 —B04, 05/15/04-02/15/05
80258 —C04, 06/15/04-03/15/05
80259 —D04, 07/15/04-04/15/05
80260 —E04, 08/15/04-05/15/05

Set yourself up to succeed in a course by purchasing the required books/materials soon after you register (see pages 62–63).

EngW 5606 Literary Aspects of Journalism

A-F only; (Credit will not be granted if credit has been received for Jour 5606W)

Literary aspects of journalism as exemplified in and influenced by works of English/American writers past/present. Roberts, Nancy Lee, 3 cr. *Print course with related Web site. Internet access recommended. Graduate credit not available.*

Extended Term Correspondence

Fall

17172 —B01, 09/15/03-06/15/04
17173 —C01, 10/15/03-07/15/04

17174 —D01, 11/15/03-08/15/04
17175 —E01, 12/15/03-09/15/04

Spring

59620 —B01, 01/15/04-10/15/04
59621 —C01, 02/15/04-11/15/04
54801 —D01, 03/15/04-12/15/04
54802 —E01, 04/15/04-01/15/05

Summer

80261 —B01, 05/15/04-02/15/05
80262 —C01, 06/15/04-03/15/05
80263 —D01, 07/15/04-04/15/05
80264 —E01, 08/15/04-05/15/05

English: Literature (EngL)

College of Liberal Arts

EngL 1201W Introduction to American Literature

(Credit will not be granted if credit has been received for EngL 1201V; meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core; meets CLE req of Writing Intensive)

Chronologically/thematically based readings from American literature. Approaches to literary analysis/criticism. Social/historical contexts of authorship/reading, literary artistry/conventions. Writing. Roll-Kuhne, Amanda Shelley, 4 cr

Extended Term Correspondence

Fall

16473 —B01, 09/15/03-06/15/04
16474 —C01, 10/15/03-07/15/04
16475 —D01, 11/15/03-08/15/04
16476 —E01, 12/15/03-09/15/04

Spring

59549 —B01, 01/15/04-10/15/04
59550 —C01, 02/15/04-11/15/04
54769 —D01, 03/15/04-12/15/04
54770 —E01, 04/15/04-01/15/05

Summer

- 80182 —B01, 05/15/04-02/15/05
- 80183 —C01, 06/15/04-03/15/05
- 80184 —D01, 07/15/04-04/15/05
- 80185 —E01, 08/15/04-05/15/05

EngL 3001W Textual Interpretation, Analysis, and Investigation

A-F only; (Credit will not be granted if credit has been received for EngL 3001V; meets CLE req of Writing Intensive)

Training/practice in analysis of various literary forms. Emphasizes poetry. Use of argument, evidence, and documentation in literary papers. Introduction to major developments in contemporary criticism. Johnson, Elizabeth M, 4 cr

Extended Term Correspondence

Fall

- 16481 —B02, 09/15/03-06/15/04
- 16482 —C02, 10/15/03-07/15/04
- 16483 —D02, 11/15/03-08/15/04
- 16484 —E02, 12/15/03-09/15/04

Spring

- 59553 —B02, 01/15/04-10/15/04
- 59554 —C02, 02/15/04-11/15/04
- 54773 —D02, 03/15/04-12/15/04
- 54774 —E02, 04/15/04-01/15/05

Summer

- 80190 —B02, 05/15/04-02/15/05
- 80191 —C02, 06/15/04-03/15/05
- 80192 —D02, 07/15/04-04/15/05
- 80193 —E02, 08/15/04-05/15/05

EngL 3003W Historical Survey of British Literatures I

(meets CLE req of Historical Perspective Core; meets CLE req of 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. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

- 20171 —B01, 09/15/03-06/15/04
- 20172 —C01, 10/15/03-07/15/04
- 20173 —D01, 11/15/03-08/15/04
- 20174 —E01, 12/15/03-09/15/04

Spring

- 59557 —B01, 01/15/04-10/15/04
- 59558 —C01, 02/15/04-11/15/04
- 57464 —D01, 03/15/04-12/15/04
- 57465 —E01, 04/15/04-01/15/05

Summer

- 83187 —B01, 05/15/04-02/15/05
- 83188 —C01, 06/15/04-03/15/05
- 83189 —D01, 07/15/04-04/15/05
- 83190 —E01, 08/15/04-05/15/05

EngL 3004W Historical Survey of British Literatures II

(meets CLE req of Historical Perspective Core; meets CLE req of 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. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

- 20175 —B01, 09/15/03-06/15/04
- 20176 —C01, 10/15/03-07/15/04

- 20177 —D01, 11/15/03-08/15/04
- 20178 —E01, 12/15/03-09/15/04

Spring

- 59559 —B01, 01/15/04-10/15/04
- 59560 —C01, 02/15/04-11/15/04
- 57470 —D01, 03/15/04-12/15/04
- 57471 —E01, 04/15/04-01/15/05

Summer

- 83191 —B01, 05/15/04-02/15/05
- 83192 —C01, 06/15/04-03/15/05
- 83193 —D01, 07/15/04-04/15/05
- 83194 —E01, 08/15/04-05/15/05

EngL 3005W Survey of American Literatures and Cultures I

A-F only; (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, and to the mid-19th century. Readings in several genres will include world-famous classics as well as the work of people of color and women. Attention to historical contexts. McNaron, Toni A, 4 cr. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

- 16485 —B02, 09/15/03-06/15/04
- 16486 —C02, 10/15/03-07/15/04
- 16487 —D02, 11/15/03-08/15/04
- 16488 —E02, 12/15/03-09/15/04

Spring

- 59561 —B02, 01/15/04-10/15/04
- 59562 —C02, 02/15/04-11/15/04
- 54781 —D02, 03/15/04-12/15/04
- 54782 —E02, 04/15/04-01/15/05

Summer

- 80197 —B02, 05/15/04-02/15/05
- 80198 —C02, 06/15/04-03/15/05
- 80199 —D02, 07/15/04-04/15/05
- 80200 —E02, 08/15/04-05/15/05

Courses

EngL 3006W Survey of American Literatures and Cultures II

(meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core; meets CLE req of 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 that united and divided the country throughout the 20th century. McNaron, Toni A, 4 cr. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

16894 —B02, 09/15/03-06/15/04
16895 —C02, 10/15/03-07/15/04
16896 —D02, 11/15/03-08/15/04
16897 —E02, 12/15/03-09/15/04

Spring

59566 —B02, 01/15/04-10/15/04
59568 —C02, 02/15/04-11/15/04
54785 —D02, 03/15/04-12/15/04
54786 —E02, 04/15/04-01/15/05

Summer

80210 —B02, 05/15/04-02/15/05
80211 —C02, 06/15/04-03/15/05
80212 —D02, 07/15/04-04/15/05
80213 —E02, 08/15/04-05/15/05

The grading options for a course are explained on pages 70–71.

EngL 3007 Shakespeare

A-F only; (prereq Engl [major or minor or pre-major] or instr consent; 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. Shaw, Richard Ormond, 3 cr. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

16489 —B01, 09/15/03-06/15/04
16490 —C01, 10/15/03-07/15/04
16491 —D01, 11/15/03-08/15/04
16492 —E01, 12/15/03-09/15/04

Spring

59570 —B01, 01/15/04-10/15/04
59571 —C01, 02/15/04-11/15/04
54787 —D01, 03/15/04-12/15/04
54790 —E01, 04/15/04-01/15/05

Summer

80202 —B01, 05/15/04-02/15/05
80203 —C01, 06/15/04-03/15/05
80204 —D01, 07/15/04-04/15/05
80205 —E01, 08/15/04-05/15/05

EngL 3020 Studies in Narrative: Science Fiction and Fantasy

(max crs 9; 3 repeats allowed)

Examine issues related to reading and understanding narrative in a variety of interpretive contexts. Hodgell, Patricia C, 3 cr. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

16947 —B02, 09/15/03-06/15/04
16948 —C02, 10/15/03-07/15/04
16949 —D02, 11/15/03-08/15/04
16950 —E02, 12/15/03-09/15/04

Spring

59574 —B02, 01/15/04-10/15/04
59575 —C02, 02/15/04-11/15/04

54952 —D02, 03/15/04-12/15/04
54953 —E02, 04/15/04-01/15/05

Summer

80214 —B02, 05/15/04-02/15/05
80215 —C02, 06/15/04-03/15/05
84414 —D02, 07/15/04-04/15/05
80216 —E02, 08/15/04-05/15/05

EngL 3090 General Topics: Origin of English Words

(max crs 9; 3 repeats allowed)

Liberman, Anatoly, 3 cr

Extended Term Correspondence

Fall

30902 —B01, 09/15/03-06/15/04
30907 —C01, 10/15/03-07/15/04
30908 —D01, 11/15/03-08/15/04
30909 —E01, 12/15/03-09/15/04

Spring

63769 —B01, 01/15/04-10/15/04
63770 —C01, 02/15/04-11/15/04
63771 —D01, 03/15/04-12/15/04
63772 —E01, 04/15/04-01/15/05

Summer

86565 —B01, 05/15/04-02/15/05
86566 —C01, 06/15/04-03/15/05
86567 —D01, 07/15/04-04/15/05
86568 —E01, 08/15/04-05/15/05

EngL 3350 Women Writers: Modern Women Writers

(max crs 9; 3 repeats allowed)

Groups of writers in the 19th and/or 20th centuries. Will focus either on writers from a single country or be comparative in nature. The course will be organized thematically or according to topics of contemporary and theoretical interest. Poulakis, Victoria S, 3 cr

Extended Term Correspondence

Fall

16951 —B01, 09/15/03-06/15/04
16952 —C01, 10/15/03-07/15/04

16953 —D01, 11/15/03-08/15/04
16954 —E01, 12/15/03-09/15/04

Spring

59586 —B01, 01/15/04-10/15/04
59592 —C01, 02/15/04-11/15/04
54954 —D01, 03/15/04-12/15/04
54955 —E01, 04/15/04-01/15/05

Summer

80221 —B01, 05/15/04-02/15/05
80222 —C01, 06/15/04-03/15/05
80223 —D01, 07/15/04-04/15/05
80224 —E01, 08/15/04-05/15/05

**EngL 3350 Women Writers:
19th Century Fiction**

(max crs 9; 3 repeats allowed)

Groups of writers in the 19th and/or 20th centuries. Will focus either on writers from a single country or be comparative in nature. The course will be organized thematically or according to topics of contemporary and theoretical interest. Poulakis, Victoria S, 3 cr

**Extended Term
Correspondence**

Fall

16955 —B10, 09/15/03-06/15/04
16956 —C10, 10/15/03-07/15/04
16957 —D10, 11/15/03-08/15/04
16958 —E10, 12/15/03-09/15/04

Spring

59587 —B10, 01/15/04-10/15/04
59593 —C10, 02/15/04-11/15/04
54956 —D10, 03/15/04-12/15/04
54957 —E10, 04/15/04-01/15/05

Summer

80225 —B10, 05/15/04-02/15/05
80226 —C10, 06/15/04-03/15/05
80227 —D10, 07/15/04-04/15/05
80228 —E10, 08/15/04-05/15/05

**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. *Use of e-mail and word processing strongly recommended. Graduate credit not available.*

**Extended Term
Correspondence**

Fall

16517 —B02, 09/15/03-06/15/04
16518 —C02, 10/15/03-07/15/04
16519 —D02, 11/15/03-08/15/04
16520 —E02, 12/15/03-09/15/04

Spring

59598 —B02, 01/15/04-10/15/04
59599 —C02, 02/15/04-11/15/04
54797 —D02, 03/15/04-12/15/04
54798 —E02, 04/15/04-01/15/05

Summer

84135 —B02, 05/15/04-02/15/05
84136 —C02, 06/15/04-03/15/05
84137 —D02, 07/15/04-04/15/05
84138 —E02, 08/15/04-05/15/05

Also see:

GC 1365W, Literatures of the United States
GC 1371, Reading Short Stories
GC 1816, African-American Literature
GC 1836, Asian-American Literature

**Family Social
Science (FSoS)**

College of Human Ecology

**FSoS 3101 Personal and
Family Finances**

(prereq Soph or instr consent)

Analysis of personal and family financial management principles. Financial planning of savings, investments, credit, mortgages, and taxation; life, disability, health, and property insurance; public/pri-

vate pensions. Estate planning. Hogan, M Janice, 3 cr. *Registration closes one week before term starts; instructor permission required after then. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Fall

30028 —A31, 09/02/03-12/12/03

Spring

62825 —A34, 01/20/04-05/07/04

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. See the box on page 64.

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

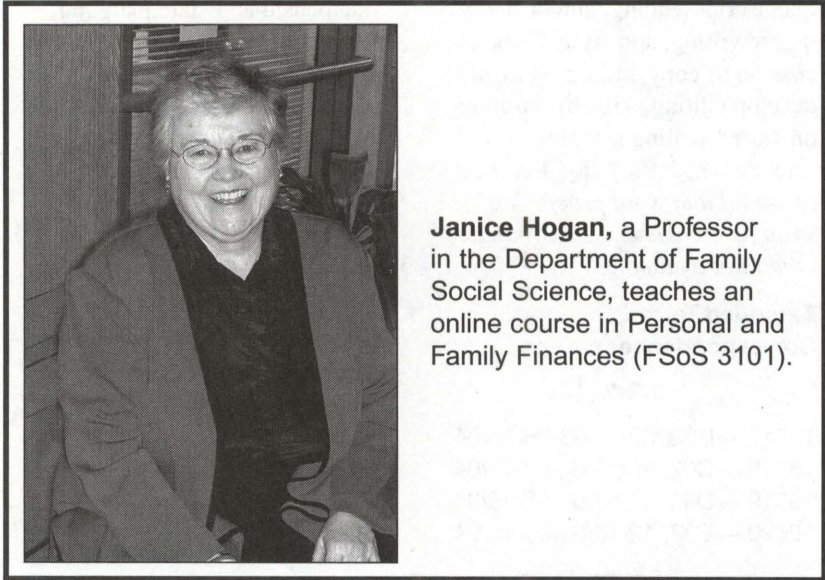
(prereq 3102 or instr consent)

Human ecology/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, families through various life stages. Engel, John W, 3 cr

**Extended Term
Correspondence**

Fall

16539 —B02, 09/15/03-06/15/04
16540 —C02, 10/15/03-07/15/04
16541 —D02, 11/15/03-08/15/04
16542 —E02, 12/15/03-09/15/04



Janice Hogan, a Professor in the Department of Family Social Science, teaches an online course in Personal and Family Finances (FSoS 3101).

Spring

- 59648 —B02, 01/15/04-10/15/04
- 59649 —C02, 02/15/04-11/15/04
- 54783 —D02, 03/15/04-12/15/04
- 54784 —E02, 04/15/04-01/15/05

Summer

- 80305 —B02, 05/15/04-02/15/05
- 80306 —C02, 06/15/04-03/15/05
- 80307 —D02, 07/15/04-04/15/05
- 80308 —E02, 08/15/04-05/15/05

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 1550, 60 cr)

Comprehensive introduction to financial management principles. Money/capital markets, risk/return/valuation triad, capital budgeting basics. Capital structure, financial leverage. Cost of capital, financial performance measures, dividend policy, working capital management, international financial man-

agement/derivatives. Reik, John Willard, 3 cr. *Students admitted to School of Management majors may not take the IDL version of Fina 3001.*

Extended Term Correspondence

Fall

- 30051 —B03, 09/15/03-06/15/04
- 30052 —C03, 10/15/03-07/15/04
- 30053 —D03, 11/15/03-08/15/04
- 30054 —E03, 12/15/03-09/15/04

Spring

- 59634 —B03, 01/15/04-10/15/04
- 59635 —C03, 02/15/04-11/15/04
- 54731 —D03, 03/15/04-12/15/04
- 54732 —E03, 04/15/04-01/15/05

Summer

- 80281 —B03, 05/15/04-02/15/05
- 80282 —C03, 06/15/04-03/15/05
- 80283 —D03, 07/15/04-04/15/05
- 80284 —E03, 08/15/04-05/15/05

Finnish (Fin)

College of Liberal Arts

Fin 1001 Beginning Finnish I

(Credit will not be granted if credit has been received for Fin 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.). Sinks, Tuulikki I, 5 cr

Extended Term Correspondence

Fall

- 16525 —B02, 09/15/03-06/15/04
- 16526 —C02, 10/15/03-07/15/04
- 16527 —D02, 11/15/03-08/15/04
- 16528 —E02, 12/15/03-09/15/04

Spring

- 59630 —B02, 01/15/04-10/15/04
- 59631 —C02, 02/15/04-11/15/04
- 54727 —D02, 03/15/04-12/15/04
- 54728 —E02, 04/15/04-01/15/05

Summer

- 80273 —B02, 05/15/04-02/15/05
- 80274 —C02, 06/15/04-03/15/05
- 80275 —D02, 07/15/04-04/15/05
- 80276 —E02, 08/15/04-05/15/05

Fin 1002 Beginning Finnish II

(Credit will not be granted if credit has been received for Fin 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 Finnish culture. Sinks, Tuulikki I, 5 cr

Extended Term Correspondence

Fall

- 16899 —B02, 09/15/03-06/15/04
- 16900 —C02, 10/15/03-07/15/04
- 16901 —D02, 11/15/03-08/15/04
- 16902 —E02, 12/15/03-09/15/04

Spring

59632 —B02, 01/15/04-10/15/04
 59633 —C02, 02/15/04-11/15/04
 54729 —D02, 03/15/04-12/15/04
 54730 —E02, 04/15/04-01/15/05

Summer

80277 —B02, 05/15/04-02/15/05
 80278 —C02, 06/15/04-03/15/05
 80279 —D02, 07/15/04-04/15/05
 80280 —E02, 08/15/04-05/15/05

Food Science and Nutrition (FScN)

College of Agricultural, Food, & Environmental 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 the role of nutrition in chronic diseases, nutrition policy, and the environment. Hanson, Madge Nathe, 3 cr

Extended Term Correspondence

Fall

16521 —B03, 09/15/03-06/15/04
 16522 —C03, 10/15/03-07/15/04
 16523 —D03, 11/15/03-08/15/04
 16524 —E03, 12/15/03-09/15/04

Spring

59646 —B03, 01/15/04-10/15/04
 59647 —C03, 02/15/04-11/15/04
 54817 —D03, 03/15/04-12/15/04
 54818 —E03, 04/15/04-01/15/05

Summer

80269 —B03, 05/15/04-02/15/05
 80270 —C03, 06/15/04-03/15/05

80271 —D03, 07/15/04-04/15/05
 80272 —E03, 08/15/04-05/15/05

French (Fren)

College of Liberal Arts

Fren 0001 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, which satisfies a Graduate School requirement. Brewer, Daniel, 0 cr. *In lieu of tuition, students will be billed a course fee in addition to the IDL fee.*

Extended Term Correspondence

Fall

30055 —B03, 09/15/03-06/15/04
 30056 —C03, 10/15/03-07/15/04
 30057 —D03, 11/15/03-08/15/04
 30058 —E03, 12/15/03-09/15/04

Spring

59640 —B03, 01/15/04-10/15/04
 59641 —C03, 02/15/04-11/15/04
 54775 —D03, 03/15/04-12/15/04
 54776 —E03, 04/15/04-01/15/05

Summer

80289 —B03, 05/15/04-02/15/05
 80290 —C03, 06/15/04-03/15/05
 80291 —D03, 07/15/04-04/15/05
 80292 —E03, 08/15/04-05/15/05

Fren 1001 Beginning French I

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

Extended Term Correspondence

Fall

16531 —B02, 09/15/03-06/15/04
 16532 —C02, 10/15/03-07/15/04
 16533 —D02, 11/15/03-08/15/04
 16534 —E02, 12/15/03-09/15/04

Spring

59642 —B02, 01/15/04-10/15/04
 59643 —C02, 02/15/04-11/15/04
 54777 —D02, 03/15/04-12/15/04
 54778 —E02, 04/15/04-01/15/05

Summer

80293 —B02, 05/15/04-02/15/05
 80294 —C02, 06/15/04-03/15/05
 80295 —D02, 07/15/04-04/15/05
 80296 —E02, 08/15/04-05/15/05

Fren 1002 Beginning French II

(prereq 1001 or equiv)

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

Extended Term Correspondence

Fall

16535 —B02, 09/15/03-06/15/04
 16536 —C02, 10/15/03-07/15/04
 16537 —D02, 11/15/03-08/15/04
 16538 —E02, 12/15/03-09/15/04

Spring

59644 —B02, 01/15/04-10/15/04
 59645 —C02, 02/15/04-11/15/04
 54779 —D02, 03/15/04-12/15/04
 54780 —E02, 04/15/04-01/15/05

Summer

80301 —B02, 05/15/04-02/15/05
 80302 —C02, 06/15/04-03/15/05
 80303 —D02, 07/15/04-04/15/05
 80304 —E02, 08/15/04-05/15/05

General College (GC)

General College

GC 0721 Introductory Algebra

(prereq [4 cr equiv] GC math placement; credit will not be granted if credit received for 0616, 0617, 0621, 0712, 0713, 0716, 0717, 0722, 1435)

Covers content of a first course in algebra at level of difficulty geared for students at a research university. Real number operations, expressions, equations, inequalities, rectangular (x-y) graphs, linear systems, word problems, exponents, polynomials, factoring. Robertson, Douglas Frederick, 0 cr. Tuition equivalent to 4 credits.

Extended Term Correspondence

Fall

16576 —B01, 09/15/03-06/15/04
16577 —C01, 10/15/03-07/15/04
16578 —D01, 11/15/03-08/15/04
16579 —E01, 12/15/03-09/15/04

Spring

59650 —B01, 01/15/04-10/15/04
59651 —C01, 02/15/04-11/15/04
54788 —D01, 03/15/04-12/15/04
54789 —E01, 04/15/04-01/15/05

Summer

80329 —B01, 05/15/04-02/15/05
80330 —C01, 06/15/04-03/15/05
80331 —D01, 07/15/04-04/15/05
80332 —E01, 08/15/04-05/15/05

GC 0731 Intermediate Algebra

(prereq [4 cr equiv] grade of at least C in 0713 or 0717 or 0721 or 0722 or GC math placement; credit will not be granted if credit received for 0618, 0625, 0631, 0732, 1443, 1444, 1445, 1446)

Covers content of a second course in algebra at level of difficulty

geared for students at a research university. Rational expressions, absolute value, roots, radicals, quadratic, exponential, and logarithmic functions, complex numbers. Kinney, Donald Patrick, 0 cr. Tuition equivalent to 4 credits.

Extended Term Correspondence

Fall

16584 —B02, 09/15/03-06/15/04
16585 —C02, 10/15/03-07/15/04
16586 —D02, 11/15/03-08/15/04
16587 —E02, 12/15/03-09/15/04

Spring

59652 —B02, 01/15/04-10/15/04
59653 —C02, 02/15/04-11/15/04
54791 —D02, 03/15/04-12/15/04
54792 —E02, 04/15/04-01/15/05

Summer

80385 —B02, 05/15/04-02/15/05
80386 —C02, 06/15/04-03/15/05
80387 —D02, 07/15/04-04/15/05
80388 —E02, 08/15/04-05/15/05

GC 1161 Solar System Astronomy

(prereq UC)

Planets, satellites, asteroids, comets, and meteorites. The celestial sphere, coordinate systems, time intervals, motions, and physical attributes of planets and of their satellites. Instruments used by astronomers and by space probes. Policoff, Ivan, 4 cr

Extended Term Correspondence

Fall

16805 —B03, 09/15/03-06/15/04
16806 —C03, 10/15/03-07/15/04
16807 —D03, 11/15/03-08/15/04
16808 —E03, 12/15/03-09/15/04

Spring

59654 —B03, 01/15/04-10/15/04
59655 —C03, 02/15/04-11/15/04
59656 —D03, 03/15/04-12/15/04
59657 —E03, 04/15/04-01/15/05

Summer

80424 —B03, 05/15/04-02/15/05
80425 —C03, 06/15/04-03/15/05
80426 —D03, 07/15/04-04/15/05
80427 —E03, 08/15/04-05/15/05

GC 1162 Stellar Astronomy

(prereq UC)

Large-scale structure of universe. Definition of magnitude, luminosity, brightness, distance, temperature, size. Sun, spectral classification of stars, white dwarfs, neutron stars, black holes, clusters, nebulae, galaxies, quasars, cosmology, and cosmogony. Policoff, Ivan, 4 cr. This course is in preparation; please contact IDL before enrolling.

Extended Term Correspondence

Fall

16809 —B05, 09/15/03-06/15/04
16810 —C05, 10/15/03-07/15/04
16811 —D05, 11/15/03-08/15/04
16812 —E05, 12/15/03-09/15/04

Spring

59658 —B05, 01/15/04-10/15/04
59659 —C05, 02/15/04-11/15/04
54799 —D05, 03/15/04-12/15/04
54800 —E05, 04/15/04-01/15/05

Summer

80393 —B05, 05/15/04-02/15/05
80394 —C05, 06/15/04-03/15/05
80395 —D05, 07/15/04-04/15/05
80396 —E05, 08/15/04-05/15/05

GC 1166 Principles of Chemistry

(prereq 0713 or 0721 or equiv)

Problem-solving. Classification of matter, elements, atomic/molecular structure, compounds, mole calculations, chemical bonding, empirical formulas, chemical reactions, stoichiometry, bond energy, enthalpy, gases/gas laws, solution concentrations, acids, bases, quali-

tative equilibrium. Uthe, Richard E, 3 cr. *No laboratory component.*

**Extended Term
Correspondence**

Fall

- 16543 —B03, 09/15/03-06/15/04
- 16544 —C03, 10/15/03-07/15/04
- 16545 —D03, 11/15/03-08/15/04
- 16546 —E03, 12/15/03-09/15/04

Spring

- 59660 —B03, 01/15/04-10/15/04
- 59661 —C03, 02/15/04-11/15/04
- 54803 —D03, 03/15/04-12/15/04
- 54804 —E03, 04/15/04-01/15/05

Summer

- 80405 —B03, 05/15/04-02/15/05
- 80406 —C03, 06/15/04-03/15/05
- 80407 —D03, 07/15/04-04/15/05
- 80408 —E03, 08/15/04-05/15/05

GC 1235W Law in Society

(prereq BC; meets CLE req of Citizenship/Publ Ethics Theme; meets CLE req of Social Science Core; meets CLE req of Writing Intensive)

How social science concepts/research affect legal responses to social conflict. History/philosophy of American law. Interaction of social/legal institutions. Effect of beliefs/social conditions, laws addressing family, criminal, employment, and environmental controversies. Kahn, Peter T, 4 cr

**Extended Term
Correspondence**

Fall

- 16547 —B04, 09/15/03-06/15/04
- 16548 —C04, 10/15/03-07/15/04
- 16549 —D04, 11/15/03-08/15/04
- 16550 —E04, 12/15/03-09/15/04

Spring

- 59662 —B04, 01/15/04-10/15/04
- 59663 —C04, 02/15/04-11/15/04
- 54806 —D04, 03/15/04-12/15/04
- 54805 —E04, 04/15/04-01/15/05

Summer

- 80413 —B04, 05/15/04-02/15/05
- 80414 —C04, 06/15/04-03/15/05
- 80415 —D04, 07/15/04-04/15/05
- 80416 —E04, 08/15/04-05/15/05

GC 1365W Literatures of the United States

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

Stories, poetry, essays, and drama by diverse U.S. writers (mid-19th century to present) depicting conflicts/challenges of life in various stratas of American culture. Addresses multicultural aspect of the "American story." Barnum, Jill, 3 cr. *Internet access strongly recommended.*

**Extended Term
Correspondence**

Fall

- 16551 —B06, 09/15/03-06/15/04
- 16552 —C06, 10/15/03-07/15/04
- 16553 —D06, 11/15/03-08/15/04
- 16554 —E06, 12/15/03-09/15/04

Spring

- 59664 —B06, 01/15/04-10/15/04
- 59665 —C06, 02/15/04-11/15/04
- 54808 —D06, 03/15/04-12/15/04
- 54807 —E06, 04/15/04-01/15/05

Summer

- 80417 —B06, 05/15/04-02/15/05
- 80418 —C06, 06/15/04-03/15/05
- 80419 —D06, 07/15/04-04/15/05
- 80420 —E06, 08/15/04-05/15/05

GC 1371 Reading Short Stories

(prereq BC; meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core)

Current short story format from diverse communities within North America, Africa, the Caribbean, and Europe. Emphasizes written literature inspired by oral "storytelling," storytelling as "theatre,"

and storytelling as communal endeavor. Howell, M Christine, 3 cr

**Extended Term
Correspondence**

Fall

- 16793 —B05, 09/15/03-06/15/04
- 16794 —C05, 10/15/03-07/15/04
- 16795 —D05, 11/15/03-08/15/04
- 16796 —E05, 12/15/03-09/15/04

Spring

- 59666 —B05, 01/15/04-10/15/04
- 59667 —C05, 02/15/04-11/15/04
- 54809 —D05, 03/15/04-12/15/04
- 54810 —E05, 04/15/04-01/15/05

Summer

- 80421 —B05, 05/15/04-02/15/05
- 80422 —C05, 06/15/04-03/15/05
- 80423 —D05, 07/15/04-04/15/05
- 80424 —E05, 08/15/04-05/15/05

For information about financial aid, see page 67 or use the Financial Resources Wizard. Go to www.cce.umn.edu and click on "financial aid."

GC 1454 Statistics

(prereq Grade of at least C in 0731 or equiv; credit will not be granted if credit received for Stat 1001; meets CLE req of Mathematical Thinking Core)

Problem solving and decision making through collection, analysis, and interpretation of data. Organization/presentation of data, summary statistics, sampling, probability, distributions, estimation, correlation, hypothesis testing, contingency tables, chi-square. delMas, Robert Claude, 4 cr

**Extended Term
Correspondence**

Fall

- 16555 —B06, 09/15/03-06/15/04

Courses

16556 —C06, 10/15/03-07/15/04
16557 —D06, 11/15/03-08/15/04
16558 —E06, 12/15/03-09/15/04

Spring

59668 —B06, 01/15/04-10/15/04
59669 —C06, 02/15/04-11/15/04
54811 —D06, 03/15/04-12/15/04
54812 —E06, 04/15/04-01/15/05

Summer

80425 —B06, 05/15/04-02/15/05
80426 —C06, 06/15/04-03/15/05
80427 —D06, 07/15/04-04/15/05
80428 —E06, 08/15/04-05/15/05

GC 1511 Introduction to Business and Society

(prereq BC; meets CLE req of Social Science Core)

Role of business in economic/social life of the United States. Symbiotic relationship between business activity and broader aspects of society. Environmentalism, consumerism, cultural diversity, economic systems, ethics, management, marketing, accounting/finance, legal issues. Kroll, Patrick A, 4 cr

Extended Term Correspondence

Fall

16559 —B04, 09/15/03-06/15/04
16560 —C04, 10/15/03-07/15/04
16561 —D04, 11/15/03-08/15/04
16562 —E04, 12/15/03-09/15/04

Spring

59670 —B04, 01/15/04-10/15/04
59671 —C04, 02/15/04-11/15/04
54813 —D04, 03/15/04-12/15/04
54814 —E04, 04/15/04-01/15/05

Summer

80429 —B04, 05/15/04-02/15/05
80430 —C04, 06/15/04-03/15/05
80431 —D04, 07/15/04-04/15/05
80432 —E04, 08/15/04-05/15/05

GC 1513 Principles of Small Business Operations

(prereq TC)

Fundamentals of starting up, purchasing, owning, and operating a small business. Researching business opportunities. Assessing competition. Seeking financing. Organizing/planning internal matters. Developing operating strategies. Kroll, Patrick A, 3 cr

Extended Term Correspondence

Fall

16563 —B07, 09/15/03-06/15/04
16564 —C07, 10/15/03-07/15/04
16565 —D07, 11/15/03-08/15/04
16566 —E07, 12/15/03-09/15/04

Spring

59672 —B07, 01/15/04-10/15/04
59673 —C07, 02/15/04-11/15/04
54819 —D07, 03/15/04-12/15/04
54820 —E07, 04/15/04-01/15/05

Summer

80433 —B07, 05/15/04-02/15/05
80434 —C07, 06/15/04-03/15/05
80435 —D07, 07/15/04-04/15/05
80436 —E07, 08/15/04-05/15/05

GC 1540 Accounting Fundamentals I

(prereq TC)

Making accounting entries from business transactions in journals. Posting to ledger accounts. Completing accounting cycle. Preparing/interpreting financial statements. Kroll, Patrick A, 3 cr

Extended Term Correspondence

Fall

16813 —B07, 09/15/03-06/15/04
16814 —C07, 10/15/03-07/15/04
16815 —D07, 11/15/03-08/15/04
16816 —E07, 12/15/03-09/15/04

Spring

59718 —B07, 01/15/04-10/15/04
59719 —C07, 02/15/04-11/15/04
54821 —D07, 03/15/04-12/15/04
54822 —E07, 04/15/04-01/15/05

Summer

80445 —B07, 05/15/04-02/15/05
80446 —C07, 06/15/04-03/15/05
80447 —D07, 07/15/04-04/15/05
80448 —E07, 08/15/04-05/15/05

GC 1571 Introduction to Microcomputer Applications

(prereq 0713 or 0717 or 0721 or 0722 or equiv; credit cannot be granted if credit has been received for 1573, or 1574)

Hands-on course. Basic concepts. Word processing (edit/format text, tables, footnotes, headers, footers, mail merge, styles). Spreadsheets (data entry, format cells/work-sheets, formulas, decision making using IF/THEN/ELSE, lookup tables, graphs). Robertson, Douglas Frederick, 4 cr. Requires computer with printer and CD-ROM drive. Platform and software: PC with Word 2000 and Excel 2000, or Mac with Word 98 or 2001 and Excel 98 or 2001.

Extended Term Correspondence

Fall

16938 —B03, 09/15/03-06/15/04
16939 —C03, 10/15/03-07/15/04
16940 —D03, 11/15/03-08/15/04
16941 —E03, 12/15/03-09/15/04

Spring

59720 —B03, 01/15/04-10/15/04
59721 —C03, 02/15/04-11/15/04
54823 —D03, 03/15/04-12/15/04
54824 —E03, 04/15/04-01/15/05

Summer

80449 —B03, 05/15/04-02/15/05
80450 —C03, 06/15/04-03/15/05
80451 —D03, 07/15/04-04/15/05
80452 —E03, 08/15/04-05/15/05

GC 1816 African-American Literature

(prereq BC; meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core)

Short stories, novels, poetry, and drama by African American writers evaluated in context of internationalization. Interconnection between literature of African Americans in the United States and other international writers of African descent. Barnum, Jill, 3 cr

Extended Term Correspondence**Fall**

16567 —B03, 09/15/03-06/15/04
16568 —C03, 10/15/03-07/15/04
16569 —D03, 11/15/03-08/15/04
16570 —E03, 12/15/03-09/15/04

Spring

59722 —B03, 01/15/04-10/15/04
59723 —C03, 02/15/04-11/15/04
54825 —D03, 03/15/04-12/15/04
54826 —E03, 04/15/04-01/15/05

Summer

80453 —B03, 05/15/04-02/15/05
80454 —C03, 06/15/04-03/15/05
80455 —D03, 07/15/04-04/15/05
80456 —E03, 08/15/04-05/15/05

GC 1836 Asian-American Literature

(prereq BC; meets CLE req of Cultural Diversity Theme; meets CLE req of Literature Core)

Historical/contemporary prose, poetry, and drama analyzed to assess writers' interpretations of their identity. Issues of generational conflict/peer pressure. Barnum, Jill, 3 cr

Extended Term Correspondence**Fall**

16817 —B02, 09/15/03-06/15/04
16818 —C02, 10/15/03-07/15/04

16819 —D03, 11/15/03-08/15/04
16820 —E03, 12/15/03-09/15/04

Spring

59724 —B03, 01/15/04-10/15/04
59725 —C03, 02/15/04-11/15/04
54827 —D03, 03/15/04-12/15/04
54828 —E03, 04/15/04-01/15/05

Summer

80457 —B03, 05/15/04-02/15/05
80458 —C03, 06/15/04-03/15/05
80459 —D03, 07/15/04-04/15/05
80460 —E03, 08/15/04-05/15/05

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, Biol 1101W; prereq Biol 1002 or 1009; not for biology majors)

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

Extended Term Correspondence**Fall**

16571 —B02, 09/15/03-06/15/04
16572 —C02, 10/15/03-07/15/04
16573 —D02, 11/15/03-08/15/04
16574 —E02, 12/15/03-09/15/04

Spring

59726 —B02, 01/15/04-10/15/04
59727 —C02, 02/15/04-11/15/04
54829 —D02, 03/15/04-12/15/04
54830 —E02, 04/15/04-01/15/05

Summer

83195 —B02, 05/15/04-02/15/05
83196 —C02, 06/15/04-03/15/05
83197 —D02, 07/15/04-04/15/05
83198 —E02, 08/15/04-05/15/05

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; meets CLE req of Environment Theme)

Physical processes that shape the Earth: volcanoes, earthquakes, plate tectonics, glaciers, and rivers. In this course 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.*

Extended Term Correspondence**Fall**

16922 —B01, 09/15/03-06/15/04
16923 —C02, 10/15/03-07/15/04
16924 —D02, 11/15/03-08/15/04
16925 —E02, 12/15/03-09/15/04

Spring

59728 —B02, 01/15/04-10/15/04
59729 —C02, 02/15/04-11/15/04
54833 —D02, 03/15/04-12/15/04
54834 —E02, 04/15/04-01/15/05

Summer

80437 —B02, 05/15/04-02/15/05
80438 —C02, 06/15/04-03/15/05
80439 —D02, 07/15/04-04/15/05
80440 —E02, 08/15/04-05/15/05

Geo 1102 Introduction to Earth History

(Credit will not be granted if credit has been received for Geo 1002, Geo 5002; meets CLE req of Environment Theme)

Evolution of life on Earth. Interrelationships of plate tectonism, climate change, and organic evolution that led to the present ecosystem. Impacts of hominid

Courses

evolution on Earth systems and of geological processes on human society. Kirkby, Kent Charles, 3 cr. *No laboratory component.*

Extended Term Correspondence

Fall

16926 —B01, 09/15/03-06/15/04
16927 —C01, 10/15/03-07/15/04
16928 —D01, 11/15/03-08/15/04
16929 —E01, 12/15/03-09/15/04

Spring

59730 —B01, 01/15/04-10/15/04
59731 —C01, 02/15/04-11/15/04
54835 —D01, 03/15/04-12/15/04
54836 —E01, 04/15/04-01/15/05

Summer

80441 —B01, 05/15/04-02/15/05
80442 —C01, 06/15/04-03/15/05
80443 —D01, 07/15/04-04/15/05
80444 —E01, 08/15/04-05/15/05

If you register for an IDL course, you have access to the University Libraries. See page 74 and visit the Libraries' online information gateway: www.lib.umn.edu.

Geo 5001 Earth Systems Science for Teachers

(Credit will not be granted if credit has been received for Geo 1001, Geo 2111H, Geo 1101; prereq Education degree)

An introduction to Earth Systems Science, the course deals with the interconnectedness and exchange of materials and energy between the solid Earth, hydrosphere and atmosphere. Several natural cycles that control the way the planet works at the interface of land-water-atmosphere-life are examined to assess how human interactions perturb these cycles and their rates. Potential global environmen-

tal changes and consequences on the habitability of the planet are studied. Students are required to complete a project designed to enhance their ability to teach Earth Systems. 3 cr. *Recommended for middle school teaching; others welcome. For computer requirements see <http://webct.umn.edu> and click on Browser Set Up. Nonadmitted students who want temporary graduate-level status must have permission from the College of Continuing Education, 612-625-2088.*

ONLINE COURSE GRADUATE CREDIT AVAILABLE

Term Based Telecommunications

Spring

59732 —A36, 01/20/04-05/07/04

German (Ger)

College of Liberal Arts

Ger 1001 Beginning German I

Emphasis on working toward novice-intermediate low proficiency in 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 and click on Browser Set Up. Requires sound. Course is in preparation; please contact IDL before enrolling.*

ONLINE COURSE

Extended Term Telecommunications

Fall

16608 —B03, 09/15/03-06/15/04
16609 —C03, 10/15/03-07/15/04
16610 —D03, 11/15/03-08/15/04
16611 —E03, 12/15/03-09/15/04

Spring

59733 —B03, 01/15/04-10/15/04
59734 —C03, 02/15/04-11/15/04
54839 —D03, 03/15/04-12/15/04
54840 —E03, 04/15/04-01/15/05

Summer

80461 —B03, 05/15/04-02/15/05
80462 —C03, 06/15/04-03/15/05
80463 —D03, 07/15/04-04/15/05
80464 —E03, 08/15/04-05/15/05

Ger 1002 Beginning German II

(prereq 1001)

Continues the presentation of all four language modalities (listening, reading, speaking, writing), with a proficiency emphasis. Topics included free-time activities, careers, and the culture of the German-speaking areas. Steinhagen, Virginia I, 5 cr. *Requires Internet access for course exercises.*

Extended Term Correspondence

Fall

16612 —B02, 09/15/03-06/15/04
16613 —C02, 10/15/03-07/15/04
16614 —D02, 11/15/03-08/15/04
16615 —E02, 12/15/03-09/15/04

Spring

59735 —B02, 01/15/04-10/15/04
59736 —C02, 02/15/04-11/15/04
54845 —D02, 03/15/04-12/15/04
54846 —E02, 04/15/04-01/15/05

Summer

80465 —B02, 05/15/04-02/15/05
80466 —C02, 06/15/04-03/15/05
80467 —D02, 07/15/04-04/15/05
80468 —E02, 08/15/04-05/15/05

History (Hist)

College of Liberal Arts

Hist 1011W World History

(Credit will not be granted if credit has been received for Hist 1017,

Hist 1011V; prereq Fr or soph; meets CLE req of Historical Perspective Core; meets CLE req of International Perspect Theme; meets CLE req of Writing Intensive)

Comparison of world civilizations to 1550 in terms of religion, politics, economy, society and culture. Examples drawn from Africa, Europe, Asia and the Americas. Ragnow, Marguerite, 4 cr

**Extended Term
Correspondence**

Fall

16821 —B03, 09/15/03-06/15/04
16822 —C03, 10/15/03-07/15/04
16823 —D03, 11/15/03-08/15/04
16824 —E03, 12/15/03-09/15/04

Spring

59737 —B03, 01/15/04-10/15/04
59738 —C03, 02/15/04-11/15/04
59739 —D03, 03/15/04-12/15/04
59740 —E03, 04/15/04-01/15/05

Summer

80469 —B03, 05/15/04-02/15/05
80470 —C03, 06/15/04-03/15/05
80471 —D03, 07/15/04-04/15/05
80472 —E03, 08/15/04-05/15/05

**Hist 1012W World History:
The Age of Global Contact**

(Credit will not be granted if credit has been received for Hist 1018, Hist 1012V; prereq Fr or soph; meets CLE req of Historical Perspective Core; meets CLE req of International Perspect Theme; meets CLE req of Writing Intensive)

Case study approach to world history from 1450 to 1920s. Comparisons of and connections among various cultures. Emphasizes analyzing primary documents to show how historical knowledge is produced. Mazis, John Athanasios, 4 cr

**Extended Term
Correspondence**

Fall

16758 —B02, 09/15/03-06/15/04
16759 —C02, 10/15/03-07/15/04
16760 —D02, 11/15/03-08/15/04
16761 —E02, 12/15/03-09/15/04

Spring

59741 —B02, 01/15/04-10/15/04
59742 —C02, 02/15/04-11/15/04
54847 —D02, 03/15/04-12/15/04
54848 —E02, 04/15/04-01/15/05

Summer

80473 —B02, 05/15/04-02/15/05
80474 —C02, 06/15/04-03/15/05
80475 —D02, 07/15/04-04/15/05
80476 —E02, 08/15/04-05/15/05

**Hist 1301W U.S. History to
1880**

(Credit will not be granted if credit has been received for Hist 1301V, Hist 1307; prereq Fr or soph; meets CLE req of Cultural Diversity Theme; meets CLE req of Historical Perspective Core; meets CLE req of Writing Intensive)

America to 1880. Ronnander, Carrie Margaret, 4 cr. *Students rent the video "Glory" on their own.*

**Extended Term
Correspondence**

Fall

16767 —B04, 09/15/03-06/15/04
16768 —C04, 10/15/03-07/15/04
16769 —D04, 11/15/03-08/15/04
16770 —E04, 12/15/03-09/15/04

Spring

59743 —B04, 01/15/04-10/15/04
59744 —C04, 02/15/04-11/15/04
54849 —D04, 03/15/04-12/15/04
54851 —E04, 04/15/04-01/15/05

Summer

80477 —B04, 05/15/04-02/15/05
80478 —C04, 06/15/04-03/15/05
80479 —D04, 07/15/04-04/15/05
80480 —E04, 08/15/04-05/15/05

**Hist 1302W U.S. History,
From 1880 to Present**

(Credit will not be granted if credit has been received for Hist 1308, Hist 1302V; prereq Fr or soph; meets CLE req of Cultural Diversity Theme; meets CLE req of Historical Perspective Core; meets CLE req of Writing Intensive)

Modern America, from 1880 to present. Woodard, David E, 4 cr

**Extended Term
Correspondence**

Fall

20661 —B07, 09/15/03-06/15/04
20663 —C07, 10/15/03-07/15/04
20664 —D07, 11/15/03-08/15/04
20665 —E07, 12/15/03-09/15/04

Spring

59745 —B07, 01/15/04-10/15/04
59746 —C07, 02/15/04-11/15/04
54857 —D07, 03/15/04-12/15/04
54858 —E07, 04/15/04-01/15/05

Summer

80481 —B07, 05/15/04-02/15/05
80482 —C07, 06/15/04-03/15/05
80483 —D07, 07/15/04-04/15/05
80484 —E07, 08/15/04-05/15/05

**Hist 3812 The Civil War and
Reconstruction**

United States from 1848 to 1877. Causes of sectional crisis; Southern secession; Lincoln and emancipation; military history; impact of war North and South; Reconstruction efforts to change the Southern life and transform the status of African Americans. Woodard, David E, 3 cr. *Includes the PBS video series, "The Civil War."*

**Extended Term
Correspondence**

Fall

16825 —B06, 09/15/03-06/15/04
16826 —C06, 10/15/03-07/15/04
16827 —D06, 11/15/03-08/15/04
16828 —E06, 12/15/03-09/15/04

Courses

Spring

59747 —B05, 01/15/04-10/15/04
59748 —C05, 02/15/04-11/15/04
54859 —D06, 03/15/04-12/15/04
54860 —E06, 04/15/04-01/15/05

Summer

80485 —B06, 05/15/04-02/15/05
80486 —C06, 06/15/04-03/15/05
80487 —D06, 07/15/04-04/15/05
80488 —E06, 08/15/04-05/15/05

Hist 3822 United States in the 20th Century Since 1945

(meets CLE req of Historical Perspective Core)

American politics and society in the postwar era, the diplomacy of the Cold War, the civil rights movement, the Vietnam War, cultural clashes in the 1960s, Watergate, the conservative resurgence and the end of the Cold War. Woodard, David E, 3 cr

Extended Term Correspondence

Fall

16801 —B04, 09/15/03-06/15/04
16802 —C04, 10/15/03-07/15/04
16803 —D04, 11/15/03-08/15/04
16804 —E04, 12/15/03-09/15/04

Spring

59749 —B04, 01/15/04-10/15/04
59750 —C04, 02/15/04-11/15/04
54861 —D04, 03/15/04-12/15/04
54862 —E04, 04/15/04-01/15/05

Summer

80489 —B04, 05/15/04-02/15/05
80490 —C04, 06/15/04-03/15/05
80491 —D04, 07/15/04-04/15/05
80492 —E04, 08/15/04-05/15/05

Hist 3871 American Indian History: Pre-Contact to 1830

(Credit will not be granted if credit has been received for AmIn 3871; meets CLE req of Cultural

Diversity Theme; meets CLE req of Historical Perspective Core)

Introduction to American Indian history from ancient native America to the removal era. Focuses on the social, cultural, political, and economic diversity of Native American peoples and Native American experiences with European colonialism. Jarvis, Brad Devin, 4 cr

Extended Term Correspondence

Fall

16616 —B02, 09/15/03-06/15/04
16617 —C02, 10/15/03-07/15/04
16618 —D02, 11/15/03-08/15/04
16619 —E02, 12/15/03-09/15/04

Spring

59751 —B02, 01/15/04-10/15/04
59752 —C02, 02/15/04-11/15/04
54863 —D02, 03/15/04-12/15/04
54864 —E02, 04/15/04-01/15/05

Summer

80493 —B02, 05/15/04-02/15/05
80494 —C02, 06/15/04-03/15/05
80495 —D02, 07/15/04-04/15/05
80496 —E02, 08/15/04-05/15/05

Hist 3872 American Indian History: 1830 to the Present

(Credit will not be granted if credit has been received for AmIn 3872; meets CLE req of Cultural Diversity Theme; meets CLE req of Historical Perspective Core)

Focus on the impact of federal Indian policy on American Indian cultures and societies, and on American Indian culture change. Jarvis, Brad Devin, 4 cr

Extended Term Correspondence

Fall

16829 —B02, 09/15/03-06/15/04
16830 —C02, 10/15/03-07/15/04

16831 —D02, 11/15/03-08/15/04
16832 —E02, 12/15/03-09/15/04

Spring

59753 —B02, 01/15/04-10/15/04
59754 —C02, 02/15/04-11/15/04
59755 —D02, 03/15/04-12/15/04
59756 —E02, 04/15/04-01/15/05

Summer

80497 —B02, 05/15/04-02/15/05
80498 —C02, 06/15/04-03/15/05
80499 —D02, 07/15/04-04/15/05
80500 —E02, 08/15/04-05/15/05

Hist 3881 History of American Foreign Relations to 1914

(meets CLE req of International Perspect Theme)

American involvement in world affairs from 1760-1914, including political, economic, social, and cultural relations by individuals, groups, governmental, and non-governmental agencies focusing on nation building, creation of continental and commercial empires, hemispheric hegemony, cultural expansion, and wartime diplomacy. Pilz, Jeffrey J, 3 cr

Extended Term Correspondence

Fall

21668 —B01, 09/15/03-06/15/04
21669 —C01, 10/15/03-07/15/04
21670 —D01, 11/15/03-08/15/04
21671 —E01, 12/15/03-09/15/04

Spring

59757 —B01, 01/15/04-10/15/04
59758 —C01, 02/15/04-11/15/04
58668 —D01, 03/15/04-12/15/04
58669 —E01, 04/15/04-01/15/05

Summer

84150 —B01, 05/15/04-02/15/05
84151 —C01, 06/15/04-03/15/05
84152 —D01, 07/15/04-04/15/05
84153 —E01, 08/15/04-05/15/05

Hist 3882 History of American Foreign Relations: 1914 to Present

(meets CLE req of International Perspect Theme)

American involvement in world affairs 1914 to present. Political, economic, social, and cultural activities by individuals, groups, and governmental and nongovernmental agencies, participation in international organizations, commercial and cultural imperialism, and war and Cold War diplomacy. Pilz, Jeffrey J, 3 cr

Extended Term Correspondence

Fall

- 23486 —B01, 09/15/03-06/15/04
- 23487 —C01, 10/15/03-07/15/04
- 23488 —D01, 11/15/03-08/15/04
- 23489 —E01, 12/15/03-09/15/04

Spring

- 59816 —B01, 01/15/04-10/15/04
- 59817 —C01, 02/15/04-11/15/04
- 59818 —D01, 03/15/04-12/15/04
- 59819 —E01, 04/15/04-01/15/05

Summer

- 84640 —B01, 05/15/04-02/15/05
- 84641 —C01, 06/15/04-03/15/05
- 84642 —D01, 07/15/04-04/15/05
- 84643 —E01, 08/15/04-05/15/05

Horticultural Science (Hort)

College of Agricultural, Food, & Environmental Sciences

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

Provides a foundation in soils; botany; entomology; plant pathology; indoor, herbaceous and wood plants, lawns, fruits, vegetables; pesticides; and wildlife. Geared at an introductory level with an

emphasis on Extension publications and resources useful in answering consumer horticulture questions. Meyer, Mary, 3 cr. *No restrictions for financial aid. Note special term dates 01/20/04 - 03/26/04. For course details, see <http://www.mg.umn.edu>. Registration closes one week before term starts.*

ONLINE COURSE

Term Based Telecommunications

Spring

- 54949 —A34, 01/20/04-03/26/04

Humanities (Hum)

College of Liberal Arts

Hum 1004 Humanities in the West IV

(Same as Hum 3004; meets CLE req of International Perspect Theme; meets CLE req of Other Humanities Core)

European civilization from 17th/18th centuries. Old Regime through French Revolution/ Napoleon, new science, Enlightenment, cult of sensibility, art, music. Integrative study of works by creative figures such as Cervantes, Descartes, Rembrandt, Bach, Pope, Voltaire, Rousseau, Goethe, Watteau, David, Goya, Mozart. Ouren, Dallas L, 4 cr. *Course is in preparation; please contact IDL before enrolling.*

Extended Term Correspondence

Fall

- 16620 —B03, 09/15/03-06/15/04
- 16621 —C03, 10/15/03-07/15/04
- 16622 —D03, 11/15/03-08/15/04
- 16623 —E03, 12/15/03-09/15/04

Spring

- 59759 —B03, 01/15/04-10/15/04
- 59760 —C03, 02/15/04-11/15/04

- 59761 —D03, 03/15/04-12/15/04
- 59820 —E03, 04/15/04-01/15/05

Summer

- 80333 —B03, 05/15/04-02/15/05
- 80334 —C03, 06/15/04-03/15/05
- 80335 —D03, 07/15/04-04/15/05
- 80336 —E03, 08/15/04-05/15/05

It's not possible to earn a degree through IDL at this time, but you can use the credits you earn to meet degree requirements and as electives (see page 73).

Hum 1005 Humanities in the West V

(Same as Hum 3005; meets CLE req of International Perspect Theme; meets CLE req of Other Humanities Core)

Industrial Revolution, liberalism, socialism, romanticism. Impact of science, especially evolution theory, on religious/humanistic thought. Roots of existentialism: art, music. Wordsworth, Adam Smith, Marx, Dostoevsky, Delacroix, Courbet, Beethoven, Darwin, Nietzsche, Joyce, Monet, Wagner. Ouren, Dallas L, 4 cr

Extended Term Correspondence

Fall

- 16833 —B01, 09/15/03-06/15/04
- 16834 —C01, 10/15/03-07/15/04
- 16835 —D01, 11/15/03-08/15/04
- 16836 —E01, 12/15/03-09/15/04

Spring

- 59762 —B01, 01/15/04-10/15/04
- 59763 —C01, 02/15/04-11/15/04
- 54880 —D01, 03/15/04-12/15/04
- 54881 —E01, 04/15/04-01/15/05

Summer

- 80337 —B01, 05/15/04-02/15/05
- 80338 —C01, 06/15/04-03/15/05
- 80339 —D01, 07/15/04-04/15/05
- 80340 —E01, 08/15/04-05/15/05

Hum 3004 Humanities in the West IV

(Same as Hum 1004; meets CLE req of International Perspect Theme; meets CLE req of Other Humanities Core)

European civilization from 17th/18th centuries. Old Regime through French Revolution/Napoleon, new science, Enlightenment, cult of sensibility, art, music. Integrative study of works by creative figures such as Cervantes, Descartes, Rembrandt, Bach, Pope, Voltaire, Rousseau, Goethe, Watteau, David, Goya, Mozart. Ouren, Dallas L, 4 cr. *Course is in preparation; please contact IDL before enrolling.*

Extended Term Correspondence

Fall

- 16624 —B03, 09/15/03-06/15/04
- 16625 —C03, 10/15/03-07/15/04
- 16626 —D03, 11/15/03-08/15/04
- 16627 —E03, 12/15/03-09/15/04

Spring

- 59764 —B03, 01/15/04-10/15/04
- 59765 —C03, 02/15/04-11/15/04
- 59766 —D03, 03/15/04-12/15/04
- 59767 —E03, 04/15/04-01/15/05

Summer

- 80341 —B03, 05/15/04-02/15/05
- 80342 —C03, 06/15/04-03/15/05
- 80343 —D03, 07/15/04-04/15/05
- 80344 —E03, 08/15/04-05/15/05

Hum 3005 Humanities in the West V

(Same as Hum 1005; meets CLE req of International Perspect Theme; meets CLE req of Other Humanities Core)

Industrial Revolution, liberalism, socialism, romanticism. Impact of science, especially evolution theory, on religious/humanistic thought. Roots of existentialism: art, music. Wordsworth, Adam Smith, Marx, Dostoevsky,

Delacroix, Courbet, Beethoven, Darwin, Nietzsche, Joyce, Monet, Wagner. Ouren, Dallas L, 4 cr

Extended Term Correspondence

Fall

- 19959 —B01, 09/15/03-06/15/04
- 19960 —C01, 10/15/03-07/15/04
- 19961 —D01, 11/15/03-08/15/04
- 19962 —E01, 12/15/03-09/15/04

Spring

- 59768 —B01, 01/15/04-10/15/04
- 59769 —C01, 02/15/04-11/15/04
- 57254 —D01, 03/15/04-12/15/04
- 57255 —E01, 04/15/04-01/15/05

Summer

- 84144 —B01, 05/15/04-02/15/05
- 84145 —C01, 06/15/04-03/15/05
- 84146 —D01, 07/15/04-04/15/05
- 84147 —E01, 08/15/04-05/15/05

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. See the box on page 64.

Information Networking (INet)

College of Continuing Education

INet 4051 IT Infrastructure Operations (Capstone)

A-F only; (prereq CSci 42II, one INet concentration course, sr)

Network, server and database operations. Infrastructure architecture, organizational structure, security, metrics, vendor relations, outsourcing, capacity planning, strategic planning and budgeting. Online case study. Victoria, Douglas D, 3 cr. *Registration closes one week before term starts. For computer requirements see*

webct.umn.edu and click on Browser Set Up.

ONLINE COURSE

Term Based Telecommunications

Fall

- 30029 —A31, 09/02/03-12/12/03

Spring

- 59770 —A34, 01/20/04-05/07/04

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 appropriated to business and professional careers in the corporate culture. Intended for students with 60 semester credits of college level work. Bonderson, Lori Ann, 2 cr. *Registration closes one week before term begins; permission required after then. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Spring

- 63805 —A34, 01/20/04-05/07/04

Journalism and Mass Communication (Jour)

College of Liberal Arts

Jour 3007 The Media in American History and Law: Case Studies

A-F only; (prereq Non-jour major or jour major with course appr on

prog plan or pre-jour with adviser approval; meets CLE req of Historical Perspective Core)

Case-studies approach to focus on legal and ethical issues. Media in the socioeconomic-political-technological context of a specific historical period. Roberts, Nancy Lee, 3 cr

Extended Term Correspondence

Fall

- 16628 —B02, 09/15/03-06/15/04
- 16629 —C02, 10/15/03-07/15/04
- 16630 —D02, 11/15/03-08/15/04
- 16631 —E02, 12/15/03-09/15/04

Spring

- 59773 —B02, 01/15/04-10/15/04
- 59774 —C02, 02/15/04-11/15/04
- 59775 —D02, 03/15/04-12/15/04
- 59776 —E02, 04/15/04-01/15/05

Summer

- 80345 —B02, 05/15/04-02/15/05
- 80346 —C02, 06/15/04-03/15/05
- 80347 —D02, 07/15/04-04/15/05
- 80348 —E02, 08/15/04-05/15/05

Jour 3173W Magazine Writing

A-F only; (prereq 3004W, 3101, [jour major or approved IDIM major or ICP major or BIS major]; meets CLE req of Writing Intensive)

Writing feature articles for consumer and trade publications; study of market free-lance methods. Roberts, Nancy Lee, 3 cr. *The IDL version of Jour 3173 cannot be applied to the journalism major.*

Extended Term Correspondence

Fall

- 16632 —B04, 09/15/03-06/15/04
- 16633 —C04, 10/15/03-07/15/04

- 16634 —D04, 11/15/03-08/15/04
- 16635 —E04, 12/15/03-09/15/04

Spring

- 59777 —B04, 01/15/04-10/15/04
- 59778 —C04, 02/15/04-11/15/04
- 54884 —D04, 03/15/04-12/15/04
- 54885 —E04, 04/15/04-01/15/05

Summer

- 80349 —B04, 05/15/04-02/15/05
- 80350 —C04, 06/15/04-03/15/05
- 80351 —D04, 07/15/04-04/15/05
- 80352 —E04, 08/15/04-05/15/05

Look at page 68 for information on getting started and completing your course.

Jour 5501 Communication and Public Opinion

A-F only; (prereq Non-jour major or jour major with course appr on prog plan or prejour with adviser approval)

Theories of communication process and of persuasion and attitude change. Functions of interpersonal and mediated communication in diffusion of information and in opinion formation. Carter Jr, Roy E, 3 cr. *Use of e-mail and word processing strongly recommended. Graduate credit not available.*

Extended Term Correspondence

Fall

- 16640 —B02, 09/15/03-06/15/04
- 16641 —C02, 10/15/03-07/15/04
- 16642 —D02, 11/15/03-08/15/04
- 16643 —E02, 12/15/03-09/15/04

Spring

- 59779 —B02, 01/15/04-10/15/04
- 59780 —C02, 02/15/04-11/15/04
- 54894 —D02, 03/15/04-12/15/04
- 54895 —E02, 04/15/04-01/15/05

Summer

- 80357 —B02, 05/15/04-02/15/05
- 80358 —C02, 06/15/04-03/15/05
- 80359 —D02, 07/15/04-04/15/05
- 80360 —E02, 08/15/04-05/15/05

Jour 5601W History of Journalism

A-F only; (prereq Jour major or jour minor or IDIM major or ICP major or BIS major; meets CLE req of Writing Intensive)

Development of American newspapers/periodicals from beginnings in Europe to present day. Rise of radio/television. Relation of communications development to political, economic, social trends. Clepper, Irene, 3 cr. *Graduate credit not available.*

Extended Term Correspondence

Fall

- 16837 —B05, 09/15/03-06/15/04
- 16838 —C05, 10/15/03-07/15/04
- 16839 —D05, 11/15/03-08/15/04
- 16840 —E05, 12/15/03-09/15/04

Spring

- 59781 —B05, 01/15/04-10/15/04
- 59782 —C05, 02/15/04-11/15/04
- 54896 —D05, 03/15/04-12/15/04
- 54897 —E05, 04/15/04-01/15/05

Summer

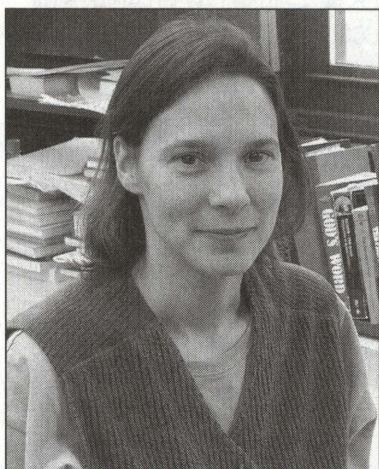
- 80361 —B05, 05/15/04-02/15/05
- 80362 —C05, 06/15/04-03/15/05
- 80363 —D05, 07/15/04-04/15/05
- 80364 —E05, 08/15/04-05/15/05

Jour 5606W Literary Aspects of Journalism

A-F only; (Credit will not be granted if credit has been received for EngW 5606; prereq Jour major or jour minor or IDIM major or ICP major or BIS major; meets CLE req of Writing Intensive)

Literary aspects of journalism as exemplified in, and influenced by,

Jennifer Carozza, Lecturer, College of Continuing Education, teaches Lat 1001 (Beginning Latin I), Lat 1002 (Beginning Latin II), and Clas 1042 (Greek and Roman Mythology).



works of English/American writers past/present. Roberts, Nancy Lee, 3 cr. *Print course with related Web site. Internet access recommended. Graduate credit not available.*

Extended Term Correspondence

Fall

- 16644 —B04, 09/15/03-06/15/04
- 16645 —C04, 10/15/03-07/15/04
- 16646 —D04, 11/15/03-08/15/04
- 16647 —E04, 12/15/03-09/15/04

Spring

- 59783 —B04, 01/15/04-10/15/04
- 59784 —C04, 02/15/04-11/15/04
- 54900 —D04, 03/15/04-12/15/04
- 54901 —E04, 04/15/04-01/15/05

Summer

- 80365 —B04, 05/15/04-02/15/05
- 80366 —C04, 06/15/04-03/15/05
- 80367 —D04, 07/15/04-04/15/05
- 80368 —E04, 08/15/04-05/15/05

Laboratory Medicine and Pathology (LaMP)

Medical School

LaMP 4177 Pathology for Allied Health Students

(prereq Regis allied health pro-

gram, anatomy course and physiology course or instr consent)

General and organ system pathology. Linne, Jean Jorgens, 3 cr. *Uses videotapes; handwritten proctored exams. Prerequisites are enforced. Registration closes one week before term begins; permission required after then. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Spring

- 63463 —A34, 01/20/04-05/07/04

Summer

- 84330 —A37, 05/24/04-08/27/04

Latin (Lat)

College of Liberal Arts

Lat 1001 Beginning Latin I

(Credit will not be granted if credit has been received for Lat 3111, Lat 1111H)

Students gain a gradual mastery of Latin structure in order to attain reading knowledge; practice in

oral reading and composition. Carozza, Jennifer A, 4 cr

Extended Term Correspondence

Fall

- 16648 —B02, 09/15/03-06/15/04
- 16649 —C02, 10/15/03-07/15/04
- 16650 —D02, 11/15/03-08/15/04
- 16651 —E02, 12/15/03-09/15/04

Spring

- 59785 —B02, 01/15/04-10/15/04
- 59786 —C02, 02/15/04-11/15/04
- 54912 —D02, 03/15/04-12/15/04
- 54913 —E02, 04/15/04-01/15/05

Summer

- 80369 —B02, 05/15/04-02/15/05
- 80370 —C02, 06/15/04-03/15/05
- 80371 —D02, 07/15/04-04/15/05
- 80372 —E02, 08/15/04-05/15/05

Lat 1002 Beginning Latin II

(prereq 1001 or equiv)

Continuing work on Latin grammar and syntax; graduated readings from Roman authors including Cicero, Catullus, and Roman comedy. Carozza, Jennifer A, 4 cr

Extended Term Correspondence

Fall

- 16841 —B01, 09/15/03-06/15/04
- 16842 —C01, 10/15/03-07/15/04
- 16843 —D01, 11/15/03-08/15/04
- 16844 —E01, 12/15/03-09/15/04

Spring

- 59787 —B01, 01/15/04-10/15/04
- 59788 —C01, 02/15/04-11/15/04
- 54914 —D01, 03/15/04-12/15/04
- 54915 —E01, 04/15/04-01/15/05

Summer

- 80373 —B01, 05/15/04-02/15/05
- 80374 —C01, 06/15/04-03/15/05
- 80375 —D01, 07/15/04-04/15/05
- 80376 —E01, 08/15/04-05/15/05

Management (Mgmt)

Curtis L. Carlson School of Management

Mgmt 3001 Fundamentals of Management

A-F only; (prereq 30 cr)

General aspects/characteristics of organizations and their members. Why people/groups in organizations feel/ behave as they do. Processes/methods that improve behavior/attitudes/effectiveness of organizational members. Organizational member/manager skills. 3 cr. *Students admitted to School of Management majors may not take the IDL version of Mgmt 3001. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Extended Term Telecommunications

Fall

30064 —B06, 09/15/03-06/15/04
30065 —C06, 10/15/03-07/15/04
30066 —D06, 11/15/03-08/15/04
30067 —E06, 12/15/03-09/15/04

Spring

59800 —B06, 01/15/04-10/15/04
59801 —C06, 02/15/04-11/15/04
54831 —D06, 03/15/04-12/15/04
54832 —E06, 04/15/04-01/15/05

Summer

80010 —B06, 05/15/04-02/15/05
80011 —C06, 06/15/04-03/15/05
80012 —D06, 07/15/04-04/15/05
80013 —E06, 08/15/04-05/15/05

Also see:

GC 1235W, Law in Society
GC 1511, Introduction to Business and Society
GC 1513, Principles of Small Business Operations

Manufacturing Technology (MT)

College of Continuing Education

MT 4001 Manufacturing Cost Accounting, Analysis, and Control

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. 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

23853 —A31, 09/02/03-12/12/03

For information about financial aid, see page 67 or use the Financial Resources Wizard. Go to www.cce.umn.edu and click on "financial aid."

MT 4011 Design of Manufacturing Systems and Simulation

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. 3 cr. *Must have pentium PC running Windows 95 or higher for required course software. Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Spring

62165 —A34, 01/20/04-05/07/04

MT 4012 Manufacturing Processes

A description and modeling of many commonly used manufacturing processes. Covers process descriptions, process capabilities and performance, process models relating process parameters to part and process characteristics and process control. Fundamental aspects of a large number of manufacturing processes offered by studying selected classes of different kinds of processes. Edmonson, David, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

30030 —A31, 09/02/03-12/12/03

MT 4015 Quality Engineering

Overview of basic statistical, engineering, and management approaches to continuous quality improvement: economics of quality; quality improvement teams and organizing for quality; quality

information systems; problem solving strategies; quality function deployment; value analysis/value engineering; design for manufacturability analysis; reliability engineering; design of experiments; statistical quality control; process validation and process capability studies; quality standards, audits, and certification; overview of TQM concepts via Baldrige award, Deming, and Juran. 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Spring

63564 —A34, 01/20/04-05/07/04

**MT 4025 Computer
Integrated Manufacturing**

Manufacturing systems as open systems. Manufacturing system design, including information flow and computer networks, network classification and services, hardware components, network protocols and architecture applied to product design and manufacturing. Computer software used to simulate system/environment interaction. 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Spring

63565 —A34, 01/20/04-05/07/04

**MT 4201 Statistical Process
Control**

Statistical quality control in manufacturing: cost of quality, hypothe-

sis testing, control charts, other quality improvement methods, process capability, acceptance sampling methods, reliability, gauge capability studies. Includes design of experiments: factorial designs, introduction to Six Sigma concepts, computer analysis methods, blocking and randomization of experiment trials, impact of Taguchi methods. Rand, Daniel Roger, 3 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Term Based
Telecommunications**

Fall

30031 —A31, 09/02/03-12/12/03

For information about setting up your required University e-mail account, see pages 73.

Marketing (Mktg)

Curtis L. Carlson School of Management

**Mktg 3001 Principles of
Marketing**

A-F only; (prereq Econ 1101, at least 60 cr)

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. Meyer, Vania Allison, 3 cr. *Students admitted to School of Management majors may not take the IDL version of Mktg 3001. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Extended Term
Telecommunications**

Fall

30068 —B02, 09/15/03-06/15/04
30069 —C02, 10/15/03-07/15/04
30070 —D02, 11/15/03-08/15/04
30071 —E02, 12/15/03-09/15/04

Spring

59803 —B02, 01/15/04-10/15/04
59804 —C02, 02/15/04-11/15/04
54837 —D02, 03/15/04-12/15/04
54838 —E02, 04/15/04-01/15/05

Summer

80034 —B02, 05/15/04-02/15/05
80035 —C02, 06/15/04-03/15/05
80036 —D02, 07/15/04-04/15/05
80037 —E02, 08/15/04-05/15/05

Mathematics (Math)

Institute of Technology

**Math 1031 College Algebra
and Probability**

(prereq 3 yrs high school math or grade of at least C- in GC 0731; credit will not be granted if credit received for Math 1051, 1155; meets CLE req of Mathematical Thinking Core)

Algebra and analytic geometry explored in greater depth than is usually done in three years of high school mathematics. Additional topics from combinations, permutations, probability. Gupta, Shamlall, 3 cr

**Extended Term
Correspondence**

Fall

22898 —B01, 09/15/03-06/15/04
22899 —C01, 10/15/03-07/15/04
22900 —D01, 11/15/03-08/15/04
22901 —E01, 12/15/03-09/15/04

Spring

59789 —B01, 01/15/04-10/15/04
59262 —C01, 02/15/04-11/15/04
59263 —D01, 03/15/04-12/15/04
59264 —E01, 04/15/04-01/15/05

Summer

- 84397 —B01, 05/15/04-02/15/05
- 84398 —C01, 06/15/04-03/15/05
- 84399 —D01, 07/15/04-04/15/05
- 84400 —E01, 08/15/04-05/15/05

Math 1051 Precalculus I

(prereq 3 yrs high school math or placement exam or grade of at least C- in GC 0731; credit will not be granted if credit received for Math 1031, Math 1151)

Algebra, analytic geometry, and trigonometry beyond the usual coverage found in a three-year high school mathematics program. First of two courses (see 1151). Prepares students for the full calculus sequence. Not an acceptable prerequisite for 1131. Gupta, Shamlall, 3 cr

Extended Term Correspondence

Fall

- 30663 —B01, 09/15/03-06/15/04
- 30664 —C01, 10/15/03-07/15/04
- 30665 —D01, 11/15/03-08/15/04
- 30666 —E01, 12/15/03-09/15/04

Spring

- 63442 —B01, 01/15/04-10/15/04
- 63443 —C01, 02/15/04-11/15/04
- 63444 —D01, 03/15/04-12/15/04
- 63445 —E01, 04/15/04-01/15/05

Summer

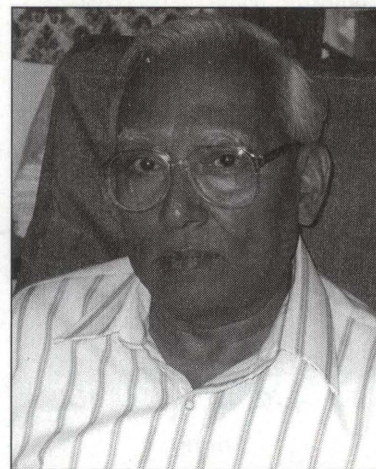
- 86469 —B01, 05/15/04-02/15/05
- 86470 —C01, 06/15/04-03/15/05
- 86471 —D01, 07/15/04-04/15/05
- 86472 —E01, 08/15/04-05/15/05

Math 1142 Short Calculus

(Credit will not be granted if credit has been received for Math 1271, Math 1371, Math 1571H, Math 1281; prereq 3 1/2 yrs high school math or grade of at least C- in 1031 or 1051; meets CLE req of Mathematical Thinking Core)

Derivatives, integrals, differential equations, partial derivatives, max-

An instructor for CCE for almost 30 years, **Shamlall Gupta** is the author/instructor of Math 1031 (College Algebra and Probability), Math 1051 (Precalculus I), Math 1142 (Short Calculus), Math 1151, (Precalculus II), and Math 1155 (Intensive Precalculus).



ima /minima of functions of several variables, Lagrange multipliers, applications. For students requiring calculus through multivariable calculus. No trigonometry included. Gupta, Shamlall, 4 cr

Extended Term Correspondence

Fall

- 16652 —B04, 09/15/03-06/15/04
- 16653 —C04, 10/15/03-07/15/04
- 16654 —D04, 11/15/03-08/15/04
- 16655 —E04, 12/15/03-09/15/04

Spring

- 59790 —B04, 01/15/04-10/15/04
- 59791 —C04, 02/15/04-11/15/04
- 54930 —D04, 03/15/04-12/15/04
- 54931 —E04, 04/15/04-01/15/05

Summer

- 80377 —B04, 05/15/04-02/15/05
- 80378 —C04, 06/15/04-03/15/05
- 80379 —D04, 07/15/04-04/15/05
- 80380 —E04, 08/15/04-05/15/05

Math 1151 Precalculus II

(prereq 3 1/2 yrs high school math or placement exam or grade of at least C- in 1031 or 1051; credit will not be granted if credit received for Math 1155; meets CLE req of Mathematical Thinking Core)

Algebra, analytic geometry, trigonometry, complex numbers,

beyond usual coverage found in three-year high school mathematics program. Gupta, Shamlall, 3 cr. *This course is in preparation; please contact IDL before enrolling.*

Extended Term Correspondence

Fall

- 30667 —B01, 09/15/03-06/15/04
- 30668 —C01, 10/15/03-07/15/04
- 30669 —D01, 11/15/03-08/15/04
- 30670 —E01, 12/15/03-09/15/04

Spring

- 63447 —B01, 01/15/04-10/15/04
- 63448 —C01, 02/15/04-11/15/04
- 63449 —D01, 03/15/04-12/15/04
- 63450 —E01, 04/15/04-01/15/05

Summer

- 86473 —B01, 05/15/04-02/15/05
- 86474 —C01, 06/15/04-03/15/05
- 86475 —D01, 07/15/04-04/15/05
- 86476 —E01, 08/15/04-05/15/05

Math 1155 Intensive Precalculus

(Credit will not be granted if credit has been received for Math 1031; prereq 3 yrs high school math or placement exam or grade of at least C- in GC 0731; meets CLE req of Mathematical Thinking Core)

Algebra, analytic geometry, exponentials, logarithms, trigonometry,

Courses

complex numbers, beyond usual coverage found in three-year high school mathematics program. One semester version of Math 1051-1151. Gupta, Shamlall, 5 cr

Extended Term Correspondence

Fall

16656 —B02, 09/15/03-06/15/04
16657 —C02, 10/15/03-07/15/04
16658 —D02, 11/15/03-08/15/04
16659 —E02, 12/15/03-09/15/04

Spring

59792 —B02, 01/15/04-10/15/04
59793 —C02, 02/15/04-11/15/04
54934 —D02, 03/15/04-12/15/04
54935 —E02, 04/15/04-01/15/05

Summer

80381 —B02, 05/15/04-02/15/05
80382 —C02, 06/15/04-03/15/05
80383 —D02, 07/15/04-04/15/05
80384 —E02, 08/15/04-05/15/05

Math 1271 Calculus I

(Credit will not be granted if credit has been received for Math 1142, Math 1371, Math 1571H, Math 1281; prereq 4 yrs high school math including trig or 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. Introduction to integral calculus of a single variable, separable differential equations. Applications: max-min, related rates, area, volume, arc-length. Varadachari, V C, 4 cr

Extended Term Correspondence

Fall

16660 —B01, 09/15/03-06/15/04
16661 —C01, 10/15/03-07/15/04
16662 —D01, 11/15/03-08/15/04
16663 —E01, 12/15/03-09/15/04

Spring

59794 —B01, 01/15/04-10/15/04
59795 —C01, 02/15/04-11/15/04
54938 —D01, 03/15/04-12/15/04
54939 —E01, 04/15/04-01/15/05

Summer

80397 —B01, 05/15/04-02/15/05
80398 —C01, 06/15/04-03/15/05
80399 —D01, 07/15/04-04/15/05
80400 —E01, 08/15/04-05/15/05

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. Varadachari, V C, 4 cr

Extended Term Correspondence

Fall

16664 —B01, 09/15/03-06/15/04
16665 —C01, 10/15/03-07/15/04
16666 —D01, 11/15/03-08/15/04
16667 —E01, 12/15/03-09/15/04

Spring

59796 —B01, 01/15/04-10/15/04
59797 —C01, 02/15/04-11/15/04
54940 —D01, 03/15/04-12/15/04
54941 —E01, 04/15/04-01/15/05

Summer

80401 —B01, 05/15/04-02/15/05
80402 —C01, 06/15/04-03/15/05
80403 —D01, 07/15/04-04/15/05
80404 —E01, 08/15/04-05/15/05

Math 2243 Linear Algebra and Differential Equations

(Credit will not be granted if credit has been received for Math 2373; 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. Varadachari, V C, 4 cr

Extended Term Correspondence

Fall

23107 —B01, 09/15/03-06/15/04
23108 —C01, 10/15/03-07/15/04
23109 —D01, 11/15/03-08/15/04
23110 —E01, 12/15/03-09/15/04

Spring

59808 —B01, 01/15/04-10/15/04
59809 —C01, 02/15/04-11/15/04
59810 —D01, 03/15/04-12/15/04
59811 —E01, 04/15/04-01/15/05

Summer

84522 —B01, 05/15/04-02/15/05
84523 —C01, 06/15/04-03/15/05
84524 —D01, 07/15/04-04/15/05
84525 —E01, 08/15/04-05/15/05

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. Varadachari, V C, 4 cr

Extended Term Correspondence

Fall

18975 —B01, 09/15/03-06/15/04
18976 —C01, 10/15/03-07/15/04
18977 —D01, 11/15/03-08/15/04
18978 —E01, 12/15/03-09/15/04

Spring

59798 —B01, 01/15/04-10/15/04
 59799 —C01, 02/15/04-11/15/04
 54944 —D01, 03/15/04-12/15/04
 54945 —E01, 04/15/04-01/15/05

Summer

80409 —B01, 05/15/04-02/15/05
 80410 —C01, 06/15/04-03/15/05
 80411 —D01, 07/15/04-04/15/05
 80412 —E01, 08/15/04-05/15/05

Also see:

GC 0721, Introductory Algebra
 GC 0731, Intermediate Algebra

Mechanical Engineering (ME)

Institute of Technology

ME 3322 Heat Transfer and Fluid Flow

A-F only; (prereq ME upper div, wood/paper sci, 3321)

Mechanisms of heat transfer: conduction, radiation, convection, phase change. Fluid flow: mass/momentum conservation laws, statics, inviscid model, Bernoulli's equation. Convection: external/internal flows, heat transfer coefficient, forced/natural convection, heat exchangers. Phase change: boiling/condensation. Kulacki, Francis A, 4 cr. *Registration closes a week before term begins; instructor permission required after then. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Fall

22878 —A31, 09/02/03-12/12/03

Spring

58689 —A34, 01/20/04-05/07/04

Microbial Engineering (MicE)

College of Biological Sciences

MicE 5309 Biocatalysis and Biodegradation

(Same as BioC 5309; prereq Chemistry through organic chemistry; knowledge of word processing, e-mail, access to World Wide Web, access to college-level science library recommended)

Assessing validity of information on biocatalysis and biodegradation; learning fundamentals of microbial catabolic metabolism, as it pertains to biodegradation of environmental pollutants; biocatalysis for specialty chemical synthesis; display of this information on the World Wide Web. Ellis, Lynda B, 3 cr. *No restrictions for financial aid. Nonadmitted students who want temporary graduate status must have permission from the College of Biological Sciences. Visit <http://www.cbs.umn.edu/class/bioc/5309/idl/> for detailed information. Registration closes one week before term starts.*

ONLINE COURSE GRADUATE CREDIT AVAILABLE

Term Based Telecommunications

Spring

59802 —A34, 01/20/04-05/07/04

Music (Mus)

College of Liberal Arts

Mus 1001 Fundamentals of Music

(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. *Requires computer with CD-ROM drive and sound.*

Extended Term Correspondence

Fall

16676 —B04, 09/15/03-06/15/04
 16677 —C04, 10/15/03-07/15/04
 16678 —D04, 11/15/03-08/15/04
 16679 —E04, 12/15/03-09/15/04

Spring

59805 —B04, 01/15/04-10/15/04
 59806 —C04, 02/15/04-11/15/04
 59807 —D04, 03/15/04-12/15/04
 59555 —E04, 04/15/04-01/15/05

Summer

80042 —B04, 05/15/04-02/15/05
 80043 —C04, 06/15/04-03/15/05
 80044 —D04, 07/15/04-04/15/05
 80045 —E04, 08/15/04-05/15/05

IDL courses are offered as correspondence courses (everything is on paper and done by mail), online courses (you use a course Web site), or Web-enhanced (some course components are on paper, some are online).

Mus 3045 The Avant-Garde

A-F only.

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

Courses

and social contexts. Attention is given to the recent impact on music from non-Western culture. The 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

Extended Term Correspondence

Fall

17239 —B03, 09/15/03-06/15/04
17240 —C03, 10/15/03-07/15/04
17241 —D03, 11/15/03-08/15/04
17242 —E03, 12/15/03-09/15/04

Spring

59556 —B03, 01/15/04-10/15/04
59563 —C03, 02/15/04-11/15/04
54961 —D03, 03/15/04-12/15/04
54962 —E03, 04/15/04-01/15/05

Summer

80501 —B03, 05/15/04-02/15/05
80502 —C03, 06/15/04-03/15/05
80503 —D03, 07/15/04-04/15/05
80504 —E03, 08/15/04-05/15/05

Norwegian (Nor)

College of Liberal Arts

Nor 1001 Beginning Norwegian I

(Credit will not be granted if credit has been received for Nor 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.). Solheim, William Anders, 5 cr

Extended Term Correspondence

Fall

16680 —B02, 09/15/03-06/15/04
16681 —C02, 10/15/03-07/15/04

16682 —D02, 11/15/03-08/15/04
16683 —E02, 12/15/03-09/15/04

Spring

59564 —B02, 01/15/04-10/15/04
59565 —C02, 02/15/04-11/15/04
54841 —D02, 03/15/04-12/15/04
54842 —E02, 04/15/04-01/15/05

Summer

80046 —B02, 05/15/04-02/15/05
80047 —C02, 06/15/04-03/15/05
80048 —D02, 07/15/04-04/15/05
80049 —E02, 08/15/04-05/15/05

If you register for an IDL course, you have access to the University Libraries. See page 74 and visit the Libraries' online information gateway: www.lib.umn.edu.

Nor 1002 Beginning Norwegian II

(Credit will not be granted if credit has been received for Nor 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 Norwegian culture. Solheim, William Anders, 5 cr

Extended Term Correspondence

Fall

16845 —B02, 09/15/03-06/15/04
16846 —C02, 10/15/03-07/15/04
16847 —D02, 11/15/03-08/15/04
16848 —E02, 12/15/03-09/15/04

Spring

59567 —B02, 01/15/04-10/15/04
59569 —C02, 02/15/04-11/15/04

54843 —D02, 03/15/04-12/15/04
54844 —E02, 04/15/04-01/15/05

Summer

80054 —B02, 05/15/04-02/15/05
80055 —C02, 06/15/04-03/15/05
80056 —D02, 07/15/04-04/15/05
80057 —E02, 08/15/04-05/15/05

Nor 1010 Online Basic Norwegian

(max crs 8; 4 repeats allowed)

Introduction to Norwegian language and culture for students with personal or travel interests. Students meet twice (orientation and midterm), then work at own pace using multi-media WebCT-delivered curriculum. Instructor and students interact through e-mail, threaded discussions, chat rooms, and audio messages. Reading, listening, writing, and some speaking exercises are included. Students learn basic vocabulary and structures of the Norwegian language. Hult, Marte Hvam, 2 cr. *Registration closes one week before term begins; permission required after then. For details about the course, computer requirements, and dates and location of two class meetings for local students, visit webct3.umn.edu/public/NOR1010_f03*

ONLINE COURSE

Term Based Telecommunications

Fall

30698 —A31, 09/02/03-12/12/03
This section for beginners.
30699 —A32, 09/02/03-12/12/03
This section for returning Nor 1010 students and those with some prior knowledge.

Spring

63466 —A34, 01/20/04-05/07/04
This section for beginners.
63467 —A35, 01/20/04-05/07/04
This section for returning Nor
1010 students and those with
some prior knowledge.

Nursing (Nurs)

School of Nursing

Nurs 3690 Life Span, Growth, and Development I

(prereq One general psychology and one general biology course or instr consent)

An introductory, multimedia course that incorporates biological, sociological, and psychological perspectives of human life span development from the prenatal period through young adulthood. Davis, Joan Audrey, 2 cr

Extended Term Correspondence

Fall

16849 —B05, 09/15/03-06/15/04
16850 —C05, 10/15/03-07/15/04
16851 —D05, 11/15/03-08/15/04
16852 —E05, 12/15/03-09/15/04

Spring

59572 —B05, 01/15/04-10/15/04
59573 —C05, 02/15/04-11/15/04
54850 —D05, 03/15/04-12/15/04
54852 —E05, 04/15/04-01/15/05

Summer

80058 —B05, 05/15/04-02/15/05
80059 —C05, 06/15/04-03/15/05
80060 —D05, 07/15/04-04/15/05
80061 —E05, 08/15/04-05/15/05

Nurs 3691 Life Span, Growth, and Development II

(prereq 3690, one general psychology and one general biology

course or instr consent)

An introductory, multimedia course that incorporates biological, sociological, and psychological perspectives of human life span development for the period of young adulthood through aging and the death experience. Davis, Joan Audrey, 1 cr

Extended Term Correspondence

Fall

16853 —B05, 09/15/03-06/15/04
16854 —C05, 10/15/03-07/15/04
16855 —D05, 11/15/03-08/15/04
16856 —E05, 12/15/03-09/15/04

Spring

59576 —B05, 01/15/04-10/15/04
59577 —C05, 02/15/04-11/15/04
54853 —D05, 03/15/04-12/15/04
54854 —E05, 04/15/04-01/15/05

Summer

80062 —B05, 05/15/04-02/15/05
80063 —C05, 06/15/04-03/15/05
80064 —D05, 07/15/04-04/15/05
80065 —E05, 08/15/04-05/15/05

Credits for IDL courses may qualify for a reduced tuition rate (see page 64).

Philosophy (Phil)

College of Liberal Arts

Phil 1001 Introduction to Logic

(meets CLE req of Mathematical Thinking Core)

Application of formal techniques for evaluating arguments. Murphy, Timothy Garrick, 4 cr. *Print*

course with related Web site. Internet access recommended.

Extended Term Correspondence

Fall

16684 —B04, 09/15/03-06/15/04
16685 —C04, 10/15/03-07/15/04
16686 —D04, 11/15/03-08/15/04
16687 —E04, 12/15/03-09/15/04

Spring

59578 —B04, 01/15/04-10/15/04
59579 —C04, 02/15/04-11/15/04
54855 —D04, 03/15/04-12/15/04
54856 —E04, 04/15/04-01/15/05

Summer

80074 —B04, 05/15/04-02/15/05
80075 —C04, 06/15/04-03/15/05
80076 —D04, 07/15/04-04/15/05
80078 —E04, 08/15/04-05/15/05

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; meets CLE req of Writing Intensive)

Problems, methods, historical/contemporary schools of philosophy. Eliot, Christopher Hobson, 4 cr

Extended Term Correspondence

Fall

16688 —B03, 09/15/03-06/15/04
16689 —C03, 10/15/03-07/15/04
16690 —D03, 11/15/03-08/15/04
16691 —E03, 12/15/03-09/15/04

Spring

59580 —B03, 01/15/04-10/15/04
59581 —C03, 02/15/04-11/15/04
54865 —D03, 03/15/04-12/15/04
54866 —E03, 04/15/04-01/15/05

Summer

- 80086 —B03, 05/15/04-02/15/05
- 80087 —C03, 06/15/04-03/15/05
- 80088 —D03, 07/15/04-04/15/05
- 80089 —E03, 08/15/04-05/15/05

Phil 1003W Introduction to Ethics

(prereq credit will not be granted if credit received for 1103 or 1103V; meets CLE req of Other Humanities Core; meets CLE req of Writing Intensive)

Central concepts and principal theories of moral philosophy. Rodrigues, Mariana Elena, 4 cr. *Print course with related Web site. Internet access recommended.*

Extended Term Correspondence

Fall

- 16692 —B03, 09/15/03-06/15/04
- 16693 —C03, 10/15/03-07/15/04
- 16694 —D03, 11/15/03-08/15/04
- 16695 —E03, 12/15/03-09/15/04

Spring

- 59582 —B03, 01/15/04-10/15/04
- 59583 —C03, 02/15/04-11/15/04
- 54867 —D03, 03/15/04-12/15/04
- 54868 —E03, 04/15/04-01/15/05

Summer

- 80090 —B03, 05/15/04-02/15/05
- 80091 —C03, 06/15/04-03/15/05
- 80092 —D03, 07/15/04-04/15/05
- 80093 —E03, 08/15/04-05/15/05

Physical Medicine and Rehabilitation (PMed)

Medical School

PMed 1003 Orientation to Occupational Therapy

Survey of the profession. For students investigating the field of

occupational therapy. Anderson, Diane Roselyn, 1 cr

Extended Term Correspondence

Fall

- 17047 —B03, 09/15/03-06/15/04
- 17048 —C03, 10/15/03-07/15/04
- 17049 —D03, 11/15/03-08/15/04
- 17050 —E03, 12/15/03-09/15/04

Spring

- 59596 —B03, 01/15/04-10/15/04
- 59597 —C03, 02/15/04-11/15/04
- 54869 —D03, 03/15/04-12/15/04
- 54870 —E03, 04/15/04-01/15/05

Summer

- 80094 —B03, 05/15/04-02/15/05
- 80095 —C03, 06/15/04-03/15/05
- 80096 —D03, 07/15/04-04/15/05
- 80097 —E03, 08/15/04-05/15/05

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 context in which encountered in modern science and technology. Cassola, Robert L., 3 cr. *There is no laboratory component for this course.*

Extended Term Correspondence

Fall

- 16857 —B01, 09/15/03-06/15/04
- 16858 —C01, 10/15/03-07/15/04
- 16859 —D01, 11/15/03-08/15/04
- 16860 —E01, 12/15/03-09/15/04

Spring

- 59584 —B01, 01/15/04-10/15/04
- 59585 —C01, 02/15/04-11/15/04
- 54871 —D01, 03/15/04-12/15/04
- 54872 —E01, 04/15/04-01/15/05

Summer

- 80098 —B01, 05/15/04-02/15/05
- 80099 —C01, 06/15/04-03/15/05
- 80100 —D01, 07/15/04-04/15/05
- 80101 —E01, 08/15/04-05/15/05

Phys 1012 Elementary Physics

A-F only; (prereq 1 yr high school algebra, Internet connectivity)

This course is a basic survey of physics. A wide range of topics are represented in the context of real world situations: motion, forces, momentum, energy, heat, vibrations, sound, light, electricity, and magnetism. Emphasizes the development of logical reasoning skills. Computer technology is utilized throughout the course and Internet connectivity is essential. DeMuth, David M., 4 cr. *Online course, with handwritten proctored exams. Includes a laboratory component you do at home with a lab kit and materials from a hardware store. No restrictions for financial aid. For course details see <http://kipper.crk.umn.edu/physics/1012/>. Registration closes one week before term starts.*

ONLINE COURSE

Term Based Telecommunications

Spring

- 54873 —A34, 01/20/04-05/07/04

Phys 1111 Basic Physics I

(max crs 4; prereq High school algebra, geometry, trigonometry)

Algebra-based course that describes the motion of a body in one dimension and examines Newton's laws of motion. Emphasizes developing a systematic approach to problem solving and applying this approach to a

variety of problems. Understanding of physical principles is enhanced by several experiments. No lab component is offered. Cassola, Robert L, 3 cr. *Does not count as a science course with lab.*

**Extended Term
Correspondence**

Fall

17202 —B03, 09/15/03-06/15/04
17203 —C03, 10/15/03-07/15/04
17204 —D03, 11/15/03-08/15/04
17205 —E03, 12/15/03-09/15/04

Spring

59588 —B03, 01/15/04-10/15/04
59589 —C03, 02/15/04-11/15/04
54874 —D03, 03/15/04-12/15/04
54875 —E03, 04/15/04-01/15/05

Summer

80106 —B03, 05/15/04-02/15/05
80115 —C03, 06/15/04-03/15/05
80116 —D03, 07/15/04-04/15/05
80117 —E03, 08/15/04-05/15/05

Phys 1112 Basic Physics II

(max crs 4; prereq 1111 or equiv)

Algebra-based course that examines a variety of topics, including work, energy, momentum, collisions, circular motion, universal gravitation, heat, and electricity. Throughout the course a systematic approach to problem solving is emphasized. Understanding of physical principles is enhanced by several experiments. No lab component. Cassola, Robert L, 3 cr. *Does not count as a science course with lab.*

**Extended Term
Correspondence**

Fall

17206 —B03, 09/15/03-06/15/04
17207 —C03, 10/15/03-07/15/04

17208 —D03, 11/15/03-08/15/04
17209 —E03, 12/15/03-09/15/04

Spring

59590 —B03, 01/15/04-10/15/04
59591 —C03, 02/15/04-11/15/04
54876 —D03, 03/15/04-12/15/04
54877 —E03, 04/15/04-01/15/05

Summer

80126 —B03, 05/15/04-02/15/05
80127 —C03, 06/15/04-03/15/05
80128 —D03, 07/15/04-04/15/05
80129 —E03, 08/15/04-05/15/05

See pages 69–70 for information on course exams.

Phys 2311 Modern Physics

(prereq 1302 or 1402, Chem 1022, Math 2243)

A broad overview of the important physical concepts developed during the twentieth century. Topics: special relativity, wave-particle duality, Schrodinger equation, Bohr atom, the hydrogen atom in wave mechanics, many-electron atoms, X-rays, nuclear structure, radioactivity, nuclear reactions, and statistical physics. Cassola, Robert L, 4 cr. *There is no laboratory component for this course.*

**Extended Term
Correspondence**

Fall

17210 —B02, 09/15/03-06/15/04
17211 —C02, 10/15/03-07/15/04
17212 —D02, 11/15/03-08/15/04
17213 —E02, 12/15/03-09/15/04

Spring

59594 —B02, 01/15/04-10/15/04
59595 —C02, 02/15/04-11/15/04
54878 —D02, 03/15/04-12/15/04
54879 —E02, 04/15/04-01/15/05

Summer

80134 —B02, 05/15/04-02/15/05
80135 —C02, 06/15/04-03/15/05
80136 —D02, 07/15/04-04/15/05
80137 —E02, 08/15/04-05/15/05

Psychology (Psy)

College of Liberal Arts

**Psy 1001 Introduction to
Psychology**

(Credit will not be granted if credit has been received for GC 1281; meets CLE req of Social Science Core)

Introduction to the scientific study of human behavior and a prerequisite for all advanced courses in psychology. The course introduces the problems, methods, and findings of modern psychology to beginning students. Luciana, Monica Marie, 4 cr. *This is the print version of Psy 1001 through Independent and Distance Learning.*

**Extended Term
Correspondence**

Fall

16930 —B04, 09/15/03-06/15/04
16931 —C04, 10/15/03-07/15/04
16932 —D04, 11/15/03-08/15/04
16933 —E04, 12/15/03-09/15/04

Spring

59600 —B04, 01/15/04-10/15/04
59602 —C04, 02/15/04-11/15/04
54886 —D04, 03/15/04-12/15/04
54887 —E04, 04/15/04-01/15/05

Summer

80142 —B04, 05/15/04-02/15/05
80143 —C04, 06/15/04-03/15/05
80144 —D04, 07/15/04-04/15/05
80145 —E04, 08/15/04-05/15/05

Courses

Psy 1001 Introduction to Psychology

(Credit will not be granted if credit has been received for GC 1281; meets CLE req of Social Science Core)

Introduction to the scientific study of human behavior and a prerequisite for all advanced courses in psychology. The course introduces the problems, methods, and findings of modern psychology to beginning students. Brothen, Thomas, 4 cr. *This is the online version of Psy 1001 through Independent and Distance Learning. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Extended Term Telecommunications

Fall

16934 —B21, 09/15/03-06/15/04
16935 —C21, 10/15/03-07/15/04
16936 —D21, 11/15/03-08/15/04
16937 —E21, 12/15/03-09/15/04

Spring

59601 —B21, 01/15/04-10/15/04
59603 —C21, 02/15/04-11/15/04
54882 —D21, 03/15/04-12/15/04
54883 —E21, 04/15/04-01/15/05

Summer

80138 —B21, 05/15/04-02/15/05
80139 —C21, 06/15/04-03/15/05
80140 —D21, 07/15/04-04/15/05
80141 —E21, 08/15/04-05/15/05

Psy 3061 Introduction to Biological Psychology

(Credit will not be granted if credit has been received for Psy 5061; prereq 1001 or Biol 1009)

Basic neurophysiology/neuroanatomy, neural mechanisms of motivation, emotion, sleep-wakefulness cycle, learning/memory in animals/humans. Neural basis of abnormal behavior, drug abuse.

Gewirtz, Jonathan C, 3 cr. *This course is in preparation; please contact IDL before enrolling.*

Extended Term Correspondence

Fall

16696 —B03, 09/15/03-06/15/04
16697 —C03, 10/15/03-07/15/04
16698 —D03, 11/15/03-08/15/04
16699 —E03, 12/15/03-09/15/04

Spring

59608 —B03, 01/15/04-10/15/04
59609 —C03, 02/15/04-11/15/04
54888 —D03, 03/15/04-12/15/04
54889 —E03, 04/15/04-01/15/05

Summer

80146 —B03, 05/15/04-02/15/05
80147 —C03, 06/15/04-03/15/05
80148 —D03, 07/15/04-04/15/05
80149 —E03, 08/15/04-05/15/05

Psy 3604 Introduction to Abnormal Psychology

(Credit will not be granted if credit has been received for Psy 5604H; prereq 1001)

Abnormal psychology. Diagnosis, classification, etiologies of behavioral disorders. Weiszhaar, Orville L, 3 cr. *This is the print version of Psy 3604 through Independent and Distance Learning.*

Extended Term Correspondence

Fall

16763 —B05, 09/15/03-06/15/04
16764 —C05, 10/15/03-07/15/04
16765 —D05, 11/15/03-08/15/04
16766 —E05, 12/15/03-09/15/04

Spring

59616 —B05, 01/15/04-10/15/04
59618 —C05, 02/15/04-11/15/04
54898 —D05, 03/15/04-12/15/04
54899 —E05, 04/15/04-01/15/05

Summer

80154 —B05, 05/15/04-02/15/05
80155 —C05, 06/15/04-03/15/05

80156 —D05, 07/15/04-04/15/05
80157 —E05, 08/15/04-05/15/05

Psy 3604 Introduction to Abnormal Psychology

(Credit will not be granted if credit has been received for Psy 5604H; prereq 1001)

Abnormal psychology. Diagnosis, classification, etiologies of behavioral disorders. Orville L, 3 cr. *This is the online version of Psy 3604 through Independent and Distance Learning. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Extended Term Telecommunications

Fall

16959 —B10, 09/15/03-06/15/04
16960 —C10, 10/15/03-07/15/04
16961 —D10, 11/15/03-08/15/04
16962 —E10, 12/15/03-09/15/04

Spring

59617 —B10, 01/15/04-10/15/04
59619 —C10, 02/15/04-11/15/04
54890 —D10, 03/15/04-12/15/04
54891 —E10, 04/15/04-01/15/05

Summer

80150 —B10, 05/15/04-02/15/05
80151 —C10, 06/15/04-03/15/05
80152 —D10, 07/15/04-04/15/05
80153 —E10, 08/15/04-05/15/05

Psy 3993 Directed Study: Stress Management

(max crs 24; 8 repeats allowed; prereq Instr consent, dept consent, college consent)

Concept of stress, ways of measuring, concept and methods of coping. Information from medical and psychological research. Techniques for dealing with stress directly and for health maintenance. Weiszhaar, Orville L, 3 cr. *This is the print*

version of *Psy 3993, Stress Management, through IDL.*

**Extended Term
Correspondence**

Fall

- 16779 —B02, 09/15/03-06/15/04
- 16780 —C02, 10/15/03-07/15/04
- 16781 —D02, 11/15/03-08/15/04
- 16782 —E02, 12/15/03-09/15/04

Spring

- 59622 —B02, 01/15/04-10/15/04
- 59626 —C02, 02/15/04-11/15/04
- 54902 —D02, 03/15/04-12/15/04
- 54903 —E02, 04/15/04-01/15/05

Summer

- 80158 —B02, 05/15/04-02/15/05
- 80159 —C02, 06/15/04-03/15/05
- 80160 —D02, 07/15/04-04/15/05
- 80161 —E02, 08/15/04-05/15/05

**Psy 3993 Directed Study:
Stress Management**

(max crs 24; 8 repeats allowed; prereq Instr consent, dept consent, college consent)

Concept of stress, ways of measuring, concept and methods of coping. Information from medical and psychological research. Techniques for dealing with stress directly and for health maintenance. Weiszhaar, Orville L, 3 cr. *This is the online version of Psy 3993, Stress Management, through IDL. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Extended Term
Telecommunications**

Fall

- 20800 —B10, 09/15/03-06/15/04
- 20801 —C10, 10/15/03-07/15/04
- 20802 —D10, 11/15/03-08/15/04
- 20803 —E10, 12/15/03-09/15/04

Spring

- 59623 —B10, 01/15/04-10/15/04
- 59627 —C10, 02/15/04-11/15/04
- 59676 —D10, 03/15/04-12/15/04
- 59679 —E10, 04/15/04-01/15/05

Summer

- 84131 —B10, 05/15/04-02/15/05
- 84132 —C10, 06/15/04-03/15/05
- 84133 —D10, 07/15/04-04/15/05
- 84134 —E10, 08/15/04-05/15/05

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. See the box on page 64.

**Psy 3993 Directed Study:
Positive Psychology**

(max crs 24; 8 repeats allowed; prereq Instr consent, dept consent, college consent)

Scientific study of human strengths and positive functioning to help students understand the factors that allow individuals, families, and communities to flourish. Topics: optimism, joy, happiness, positive thinking, humor, emotional intelligence, positive social networks, and the biological impact of positive emotions. Weiszhaar, Orville L, 3 cr. *This is the print version of Psy 3993, Positive Psychology, through IDL.*

**Extended Term
Correspondence**

Fall

- 21882 —B20, 09/15/03-06/15/04
- 21883 —C20, 10/15/03-07/15/04
- 21884 —D20, 11/15/03-08/15/04
- 21885 —E20, 12/15/03-09/15/04

Spring

- 59624 —B20, 01/15/04-10/15/04
- 59674 —C20, 02/15/04-11/15/04

- 59677 —D20, 03/15/04-12/15/04
- 59680 —E20, 04/15/04-01/15/05

Summer

- 84157 —B20, 05/15/04-02/15/05
- 84158 —C20, 06/15/04-03/15/05
- 84159 —D20, 07/15/04-04/15/05
- 84160 —E20, 08/15/04-05/15/05

**Psy 3993 Directed Study:
Positive Psychology**

(max crs 24; 8 repeats allowed; prereq Instr consent, dept consent, college consent)

Scientific study of human strengths and positive functioning to help students understand the factors that allow individuals, families, and communities to flourish. Topics: optimism, joy, happiness, positive thinking, humor, emotional intelligence, positive social networks, and the biological impact of positive emotions. Weiszhaar, Orville L, 3 cr. *This is the online version of Psy 3993, Positive Psychology, through IDL. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

**Extended Term
Telecommunications**

Fall

- 21886 —B30, 09/15/03-06/15/04
- 21887 —C30, 10/15/03-07/15/04
- 21888 —D30, 11/15/03-08/15/04
- 21889 —E30, 12/15/03-09/15/04

Spring

- 59625 —B30, 01/15/04-10/15/04
- 59675 —C30, 02/15/04-11/15/04
- 59678 —D30, 03/15/04-12/15/04
- 59681 —E30, 04/15/04-01/15/05

Summer

- 84161 —B30, 05/15/04-02/15/05
- 84162 —C30, 06/15/04-03/15/05
- 84163 —D30, 07/15/04-04/15/05
- 84164 —E30, 08/15/04-05/15/05

Public Health (PubH)

School of Public Health

PubH 3040 Dying and Death in Contemporary Society: Implications for Intervention

(Credit will not be granted if credit has been received for PubH 5040; prereq Health science major or social work major or education major or mortuary science major or instr consent)

Basic background information on concepts, attitudes, ethics, and lifestyle management in relation to dying, death, grief, and bereavement. Emphasis placed on the intervention and educational aspects of the above topics for community health and helping professionals and educators. Rothenberger, James Henry, 2 cr

Extended Term Correspondence

Fall

- 23550 —B02, 09/15/03-06/15/04
- 23551 —C02, 10/15/03-07/15/04
- 23552 —D02, 11/15/03-08/15/04
- 23553 —E02, 12/15/03-09/15/04

Spring

- 59944 —B02, 01/15/04-10/15/04
- 59945 —C02, 02/15/04-11/15/04
- 59946 —D02, 03/15/04-12/15/04
- 59947 —E02, 04/15/04-01/15/05

Summer

- 84958 —B02, 05/15/04-02/15/05
- 84959 —C02, 06/15/04-03/15/05
- 84960 —D02, 07/15/04-04/15/05
- 84961 —E02, 08/15/04-05/15/05

PubH 5003 Fundamentals of Alcohol and Drug Abuse

(Credit will not be granted if credit received for 3003, 3004; prereq Education student or instr consent)

Scientific/socio-cultural aspects of alcohol/drug problems. Empha-

sizes role of education in health conservation and drug abuse prevention. Rothenberger, James Henry, 1 cr. *For non-U of M students. Primarily designed to meet teachers licensure requirement. Preview syllabus at www.epi.umn.edu/ph5003. All non-U of M students call 612-625-7124 for permission to register. Registration closes one week before term starts.*

ONLINE COURSE GRADUATE CREDIT AVAILABLE

Term Based Telecommunications

Fall

- 16788 —A31, 09/02/03-12/12/03

Spring

- 59823 —A34, 01/20/04-05/07/04

Summer

- 84966 —A37, 06/14/04-08/06/04

Radiation Therapy Technician (RTT)

College of Continuing Education

RTT 2001 Radiation Therapy: Radiation Exposure, Imaging, Safety, and Basic Care

A-F only; (prereq BAS student in radiation therapy program, dept consent)

Introduction to the technical aspects of the radiologic sciences, standard patient care issues, and those issues specific to the radiation oncology population. The study of the structure and function of X-ray equipment and a review of fundamental concepts will assist in the comprehension of X-ray production, interaction, imaging, and safety principles. Physical and psychological aspects of patient care, and legal and ethical values in a health care environment, are presented. Intended for students

who have been accepted into the B.A.S. degree program in Radiation Therapy and completed their interview. (See www.cce.umn.edu/bas for more information.) Schmidt, Joe D, 1 cr. *Registration closes one week before term starts. For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Term Based Telecommunications

Summer

- 84331 —A37, 05/24/04-08/27/04

Rhetoric (Rhet)

College of Agricultural, Food, & Environmental Sciences

Rhet 3401 Internet Communication: Tools and Issues

(prereq Internet access including e-mail [Netscape 3.0 or higher or equiv])

Explores current and developing tools and issues of Internet-based communication, basic tools of Internet (e-mail to e-commerce), social and cultural context of communication. Discussion topics vary, dependent on current issues in existing or emerging technologies. Active online participation required. 3 cr. *Preview syllabus at <http://www.ardilla.umn.edu/rhetoric3401>. No restrictions for financial aid.*

ONLINE COURSE

Term Based Telecommunication

Fall

- 20979 —A31, 09/02/03-12/12/03

Spring

- 58217 —A34, 01/20/04-05/07/04

Russian (Russ)

College of Liberal Arts

Russ 1101 Beginning Russian I

Listening, speaking, reading, writing. Williams, Denise Elizabeth, 5 cr

Extended Term Correspondence

Fall

16706 —B04, 09/15/03-06/15/04
16707 —C04, 10/15/03-07/15/04
16708 —D04, 11/15/03-08/15/04
18974 —E04, 12/15/03-09/15/04

Spring

59686 —B04, 01/15/04-10/15/04
59687 —C04, 02/15/04-11/15/04
54906 —D04, 03/15/04-12/15/04
54907 —E04, 04/15/04-01/15/05

Summer

80206 —B04, 05/15/04-02/15/05
80207 —C04, 06/15/04-03/15/05
80208 —D04, 07/15/04-04/15/05
80209 —E04, 08/15/04-05/15/05

Russ 1102 Beginning Russian II

A-F only; (prereq 1101 or equiv)

Listening, speaking, reading, writing. Williams, Denise Elizabeth, 5 cr

Extended Term Correspondence

Fall

16865 —B04, 09/15/03-06/15/04
16866 —C04, 10/15/03-07/15/04
16867 —D04, 11/15/03-08/15/04
16868 —E04, 12/15/03-09/15/04

Spring

59688 —B04, 01/15/04-10/15/04
59689 —C04, 02/15/04-11/15/04
54908 —D04, 03/15/04-12/15/04
54909 —E04, 04/15/04-01/15/05

Summer

80217 —B04, 05/15/04-02/15/05
80218 —C04, 06/15/04-03/15/05
80219 —D04, 07/15/04-04/15/05
80220 —E04, 08/15/04-05/15/05

Social Work (SW)

College of Human Ecology

SW 5317 Social Work With Involuntary Clients

Theory, ethics, effectiveness, and intervention methods for work with client systems that experience pressured contact with a social worker. Interventions at micro, mezzo, and macro levels. Practice in varied settings (child welfare, mental health, corrections, public schools) is included. Practice related to organizational responses to change is also included. Childers, Paula Margaret, 2 cr. *Undergraduate credit only.*

Extended Term Correspondence

Fall

16873 —B01, 09/15/03-06/15/04
16874 —C01, 10/15/03-07/15/04
16875 —D01, 11/15/03-08/15/04
16876 —E01, 12/15/03-09/15/04

Spring

59701 —B01, 01/15/04-10/15/04
59702 —C01, 02/15/04-11/15/04
54916 —D01, 03/15/04-12/15/04
54917 —E01, 04/15/04-01/15/05

Summer

80229 —B01, 05/15/04-02/15/05
80230 —C01, 06/15/04-03/15/05
80231 —D01, 07/15/04-04/15/05
80232 —E01, 08/15/04-05/15/05

SW 5709 Applied Psychopharmacology for Human Service Professionals

Categories of psychoactive drugs that include medications to treat mental disorders as well as legal

drugs such as alcohol, nicotine, cocaine, and marijuana. The student will gain information to understand what is occurring physiologically when someone takes a psychoactive drug. 2 cr. *No restrictions for financial aid. Requires CD-ROM drive. For computer requirements see <http://webct.umn.edu/computer/computer.shtml>. Nonadmitted students who want temporary graduate status must have permission from the School of Social Work.*

ONLINE COURSE GRADUATE CREDIT AVAILABLE

Term Based Telecommunications

Spring

60009 —A34, 01/20/04-05/07/04

SW 5711 Co-Occurring Addictive and Mental Health Disorders

A-F only; (Cannot be taken for cr by MSW students)

Understanding the mentally ill and chemically abusive or dependent client. Prepares individuals who work with this population through learning to provide skilled intervention, advocacy, education, and support for the client and those who are part of his or her environment. Explore social, environmental, and multicultural factors that contribute to the scant resources for these clients. Meets partial state requirements for becoming licensed as an alcohol and drug counselor. Cannot be taken for credit by MSW students as the material is covered in other graduate social work courses. Dimock, Peter, 2 cr. *Registration closes one week before term starts; permission required after then. For computer requirements see*

webct.umn.edu and click on *Browser Set Up*. Nonadmitted students who want temporary graduate status must have permission from the School of Social Work.

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Fall

30114 —A31, 09/02/03-12/12/03

See pages 56–57 for registration dates.

Spanish (Span)

College of Liberal Arts

**Span 1001 Beginning
Spanish I**

(prereq *Less than 2 yrs of high school Spanish, dept consent*)

Basic listening, speaking, reading, writing skills. Emphasizes development of communicative competence. Some cultural readings. Morales, Flavio Antonio, 5 cr

**Extended Term
Correspondence**

Fall

16712 —B02, 09/15/03-06/15/04
16713 —C02, 10/15/03-07/15/04
16714 —D02, 11/15/03-08/15/04
16715 —E02, 12/15/03-09/15/04

Spring

59693 —B02, 01/15/04-10/15/04
59694 —C02, 02/15/04-11/15/04
54918 —D02, 03/15/04-12/15/04
54919 —E02, 04/15/04-01/15/05

Summer

80237 —B02, 05/15/04-02/15/05
80238 —C02, 06/15/04-03/15/05
80239 —D02, 07/15/04-04/15/05
80240 —E02, 08/15/04-05/15/05

**Span 1002 Beginning
Spanish II**

(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

16716 —B02, 09/15/03-06/15/04
16717 —C02, 10/15/03-07/15/04
16718 —D02, 11/15/03-08/15/04
16719 —E02, 12/15/03-09/15/04

Spring

59695 —B02, 01/15/04-10/15/04
59696 —C02, 02/15/04-11/15/04
54920 —D02, 03/15/04-12/15/04
54921 —E02, 04/15/04-01/15/05

Summer

80245 —B02, 05/15/04-02/15/05
80246 —C02, 06/15/04-03/15/05
80247 —D02, 07/15/04-04/15/05
80248 —E02, 08/15/04-05/15/05

**Span 1003 Intermediate
Spanish I**

(prereq *1002 or 1022 or entrance proficiency test*)

Speaking/comprehension. Developing reading/writing skills based on materials from Spain/Spanish America. Grammar review. Compositions. Morales, Flavio Antonio, 5 cr

**Extended Term
Correspondence**

Fall

16720 —B02, 09/15/03-06/15/04
16721 —C02, 10/15/03-07/15/04
16722 —D02, 11/15/03-08/15/04
16723 —E02, 12/15/03-09/15/04

Spring

59697 —B02, 01/15/04-10/15/04
59698 —C02, 02/15/04-11/15/04
54922 —D02, 03/15/04-12/15/04

54923 —E02, 04/15/04-01/15/05

Summer

80249 —B02, 05/15/04-02/15/05
80250 —C02, 06/15/04-03/15/05
80251 —D02, 07/15/04-04/15/05
80252 —E02, 08/15/04-05/15/05

**Span 1004 Intermediate
Spanish II**

(prereq *1003 or entrance proficiency test or instr consent, dept consent*)

Speaking/comprehension. Developing reading/writing skills based on materials from Spain/Spanish America. Grammar review. Compositions. Morales, Flavio Antonio, 5 cr

**Extended Term
Correspondence**

Fall

16724 —B02, 09/15/03-06/15/04
16725 —C02, 10/15/03-07/15/04
16726 —D02, 11/15/03-08/15/04
16727 —E02, 12/15/03-09/15/04

Spring

59699 —B02, 01/15/04-10/15/04
59700 —C02, 02/15/04-11/15/04
54924 —D02, 03/15/04-12/15/04
54925 —E02, 04/15/04-01/15/05

Summer

80297 —B02, 05/15/04-02/15/05
80298 —C02, 06/15/04-03/15/05
80299 —D02, 07/15/04-04/15/05
80300 —E02, 08/15/04-05/15/05

Statistics

See GC 1454, Statistics.

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

cy in all four language modalities (listening, reading, speaking, writing). Topics include everyday subjects (shopping, directions, family, food, housing, etc.). Edberg-Caldwell, Gun E, 5 cr

Extended Term Correspondence

Fall

- 16728 —B02, 09/15/03-06/15/04
- 16729 —C02, 10/15/03-07/15/04
- 16730 —D02, 11/15/03-08/15/04
- 16731 —E02, 12/15/03-09/15/04

Spring

- 59703 —B02, 01/15/04-10/15/04
- 59704 —C02, 02/15/04-11/15/04
- 54926 —D02, 03/15/04-12/15/04
- 54927 —E02, 04/15/04-01/15/05

Summer

- 80309 —B02, 05/15/04-02/15/05
- 80310 —C02, 06/15/04-03/15/05
- 80311 —D02, 07/15/04-04/15/05
- 80312 —E02, 08/15/04-05/15/05

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. Edberg-Caldwell, Gun E, 5 cr

Extended Term Correspondence

Fall

- 16878 —B02, 09/15/03-06/15/04
- 16879 —C02, 10/15/03-07/15/04
- 16880 —D02, 11/15/03-08/15/04
- 16881 —E02, 12/15/03-09/15/04

Spring

- 59705 —B02, 01/15/04-10/15/04
- 59706 —C02, 02/15/04-11/15/04
- 54928 —D02, 03/15/04-12/15/04
- 54929 —E02, 04/15/04-01/15/05

Summer

- 80313 —B02, 05/15/04-02/15/05
- 80314 —C02, 06/15/04-03/15/05
- 80315 —D02, 07/15/04-04/15/05
- 80316 —E02, 08/15/04-05/15/05

Swed 1003 Intermediate Swedish I

(Credit will not be granted if credit has been received for Swed 4003; prereq 1002)

Emphasis on intermediate proficiency in listening, reading, speaking, and writing. Contextualized work on grammar and vocabulary is combined with authentic readings and essay assignments. Edberg-Caldwell, Gun E, 5 cr

Extended Term Correspondence

Fall

- 16733 —B02, 09/15/03-06/15/04
- 16734 —C02, 10/15/03-07/15/04
- 16735 —D02, 11/15/03-08/15/04
- 16736 —E02, 12/15/03-09/15/04

Spring

- 59707 —B02, 01/15/04-10/15/04
- 59708 —C02, 02/15/04-11/15/04
- 54932 —D02, 03/15/04-12/15/04
- 54933 —E02, 04/15/04-01/15/05

Summer

- 80317 —B02, 05/15/04-02/15/05
- 80318 —C02, 06/15/04-03/15/05
- 80319 —D02, 07/15/04-04/15/05
- 80320 —E02, 08/15/04-05/15/05

Swed 1004 Intermediate Swedish II

(Credit will not be granted if credit has been received for Swed 4004; prereq 1003)

Emphasis on developing intermediate mid-high proficiency in listening, reading, speaking, and writing. Contextualized work on grammar and vocabulary is supported by work with authentic readings and essay assignments. Edberg-Caldwell, Gun E, 5 cr

Extended Term Correspondence

Fall

- 16882 —B02, 09/15/03-06/15/04
- 16883 —C02, 10/15/03-07/15/04
- 16884 —D02, 11/15/03-08/15/04
- 16885 —E02, 12/15/03-09/15/04

Spring

- 59709 —B02, 01/15/04-10/15/04
- 59710 —C02, 02/15/04-11/15/04
- 54936 —D02, 03/15/04-12/15/04
- 54937 —E02, 04/15/04-01/15/05

Summer

- 80321 —B02, 05/15/04-02/15/05
- 80322 —C02, 06/15/04-03/15/05
- 80323 —D02, 07/15/04-04/15/05
- 80324 —E02, 08/15/04-05/15/05

Women's Studies (WoSt)

College of Liberal Arts

WoSt 3003 Gender and Global Politics

(Credit will not be granted if credit has been received for WoSt 3003V; meets CLE req of International Perspect Theme; meets CLE req of Social Science Core)

An introduction to the study of women's lives throughout the world. Drawing on a range of reading materials and media (feminist scholarship, fiction, film, news media, oral history, autobiography), the course draws attention to the similarities and differences in women's experiences from a cross-cultural and historical perspective. Voight, Char, 3 cr. *For computer requirements see webct.umn.edu and click on Browser Set Up.*

ONLINE COURSE

Extended Term Telecommunications

Fall

- 16740 —B03, 09/15/03-06/15/04
- 16741 —C03, 10/15/03-07/15/04

Courses

16742 —D03, 11/15/03-08/15/04
16743 —E03, 12/15/03-09/15/04

Spring

59711 —B03, 01/15/04-10/15/04
59712 —C03, 02/15/04-11/15/04
54942 —D03, 03/15/04-12/15/04
54943 —E03, 04/15/04-01/15/05

Summer

80325 —B03, 05/15/04-02/15/05
80326 —C03, 06/15/04-03/15/05
80327 —D03, 07/15/04-04/15/05
80328 —E03, 08/15/04-05/15/05

Wood and Paper Science (WPS)

College of Natural Resources

WPS 4305W Pulp and Paper Technology

(prereq Jr or instr consent; meets CLE req of Writing Intensive)

Chemical and mechanical pulping processes, fiber refining and processing, paper manufacturing, fiber and paper properties, paper recycling, water requirements and effluent treatment. Secondary fiber, de-inking, wet end additives. Lab problems and exercises. Tschirner, Ulrike Waltrau, 3 cr. *For computer requirements see webct.umn.edu and click on Browser Set Up. Prerequisite of high school chemistry. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.*

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

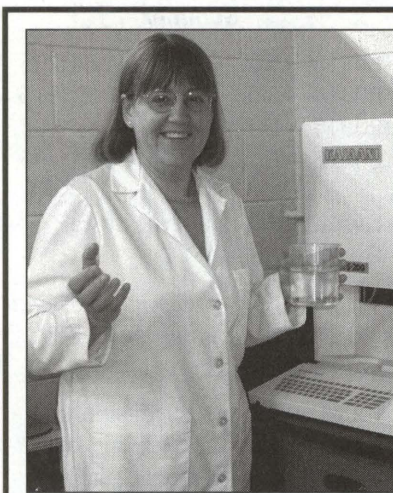
**Term Based
Telecommunications**

Fall

22880 —A31, 09/02/03-12/12/03

Spring

62387 —A34, 01/20/04-05/07/04



Ulricke Tschirner, an Associate Professor in the Wood and Paper Science Department, teaches WPS 4305W (Pulp and Paper Technology) and WPS 4362W (Pulping and Bleaching). Both courses can be used in the *Paper Science and Engineering certificate* (see page 5).

WPS 4313 Pulp and Paper Unit Operations

(prereq 4305, ChEn 4001, Math 2263, ME 3321, ME 3322, or instr consent)

Applying the principles of momentum, heat, and mass transfer to unit operations in the pulp and paper industry; fluid transport, filtration, sheet formation, sedimentation, drainage, pressing, heat exchange, evaporation, washing, bleaching, humidification and drying, chemical and energy recovery. Computer simulations. Ramaswamy, Sridharan, 4 cr. *For computer requirements see webct.umn.edu and click on Browser Set Up. Prerequisite of B.S. basic sciences/engineering or two years of college level math, chemistry and one year of physics. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.*

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Fall

23680 —A31, 09/02/03-12/12/03

WPS 4314 Papermaking Processes and Process Engineering Laboratory

(prereq 4305, 4313, ChEn 4001, ME 3321, ME 3322)

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. Studies of industrial production systems. Ramaswamy, Sridharan, 3 cr. *For computer requirements see http://webct.umn.edu and click on Browser Set Up. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.*

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Spring

62388 —A34, 01/20/04-05/07/04

WPS 4320 Applied Statistics for Process Industries: Measurement, Analysis, and Control

(prereq Math 1272 or instr consent)

Basic concepts and most frequently used methods in statistical process control, analysis of variances, experiment design, and regression analysis. Yin, K. Karen, 3 cr. For computer requirements see <http://webct.umn.edu> and click on Browser Set Up. This course requires using Microsoft Excel for various spreadsheet applications. Students must have Excel software and previous training. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Spring

62253 —A34, 01/20/04-05/07/04

WPS 4362W Pulping and Bleaching

(prereq 4302, 4305, paper sci/engineering [jr or sr or grad student]; meets CLE req of Writing Intensive)

Junior level course geared toward students majoring in paper science

and engineering. Goal is to familiarize students with chemistry and technologies involved in production of paper-making raw material. Main focus on wood pulping/bleaching, but includes nonwood fibers and recycled fiber materials. Tschirner, Ulrike Waltrau, 4 cr. For computer requirements see <http://webct.umn.edu> and click on Browser Set Up. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Spring

62254 —A34, 01/20/04-05/07/04

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. See the box on page 64.

WPS 5402 Business Markets in the Forest Products Industry

A-F only; (3 repeats allowed)

Businesses, rather than consumers, purchase many forest products.

These businesses further process the products into entirely different offerings, which are then sold to end-users or other business consumers. This course explores the area of marketing that addresses how forest products companies sell to other businesses, and how this process is quite different from a traditional consumer process. Particular emphasis is given to issues of business marketing communications, sales force management, organizational buying, partnering, e-commerce, and the globalization of business markets. Case study and discussion focusing on issues impacting business markets in the forest products industry will supplement readings drawn from the course text and multiple academic and industry publications. Smith, Timothy M, 3 cr. For computer requirements see webct.umn.edu and click on Browser Set Up. Nonadmitted students who want temporary graduate status must have permission from College of Continuing Education, 612-625-2088. Registration closes one week before term starts: instructor permission required after then.

**ONLINE COURSE
GRADUATE CREDIT AVAILABLE**

**Term Based
Telecommunications**

Fall

30516 —A31, 09/02/03-12/12/03



Registration and Changes in Registration

Selecting a Course

IDL 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 IDL credits in a degree or certificate program, check with an advisor for that program to be sure a specific course will apply to your program. Choose the course format that best fits your lifestyle, learning style, financial aid requirements, and academic needs. Generally, we recommend that you register in only one course at a time. See the *Courses* section for information on our courses and *Courses—Getting Started and Completing Coursework* in the *Academic Policies* section.

You can get specific course information online by visiting the “courses” section of the IDL Web site (see the bottom of this page or the inside front cover), and choosing the “details” link associated with each course. Or, call or write CCE Student Support Services for a copy of the course introduction. If the course you are interested in is listed as *in preparation*, you may request notification from IDL when the course is ready for registration. See the inside front cover.

Course Terms and Registration Periods

Courses are either extended-term (to be completed in up to nine months) or term-based (to be completed within one semester. If you receive **financial aid administered by the Office of Student Finance, there may be restrictions** on IDL registration. Visit <http://onestop.umn.edu/Finances> before you register.

Extended-Term, Nine-Month Courses

You have a **maximum of nine months** to complete an extended-term course (sections B, C, D, or E). Since the courses are self-paced, students sometimes complete their coursework in less than nine months, but expect to spend **three months at a minimum**.

Term-Based, Semester Courses

These online courses are offered on the regular

semester schedule. All the sections start with the letter A. You will have one semester to complete the coursework. There are no restrictions for financial aid with term-based online courses.

Registration Dates

In order to register in a specific section of an IDL course, follow the registration dates in the tables on pages 56 and 57.

How to Register

There are four ways to register for IDL courses:

- In person:** One Stop Student Services Centers (Office of the Registrar)
200 Fraser Hall, East Bank
(Monday–Thursday, 8 a.m.–5:30 p.m. [8 a.m.–6 p.m., Aug. 25–28 and Sept. 2–4] and Friday, 8 a.m.–4 p.m.; Monday–Friday, 8 a.m.–4 p.m., Bursar services only)
130 West Bank Skyway (Monday–Tuesday, 8 a.m.–5 p.m.; Monday–Tuesday, 8 a.m.–4 p.m. when classes are **not** in session; Wednesday–Friday, 8 a.m.–4 p.m.)
130 Coffey Hall, St. Paul
(Monday–Friday, 8 a.m.–4 p.m.)
- By mail:** University of Minnesota
200 Fraser Hall
106 Pleasant St. SE
Minneapolis, MN 55455-0216
- By fax:** 612-626-0008
Put your name and U of M ID number (if assigned) or SSN on the Registration and Cancel/Add form when you fax it.
- By the Web:** <http://onestop.umn.edu/registrar/registration/index.html>
This registration option is available **only** for students who have **registered at least once during the two previous terms (excluding Summer)**. You need Netscape 4.0 or higher or Internet Explorer on your computer. The system is available Monday–Saturday, 5:30 a.m.–4 a.m.,

and Sunday, 12:30 p.m.-4 a.m., except on official University holidays.

Complete an online Registration and Cancel/Add form or complete the form printed at the end of this catalog (make a photocopy, call or write CCE Student Support Services for additional copies [612-624-4000; 1-800-234-6564; 150 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455], or download a copy at www.cce.umn.edu/idl [click on "how to register"]). Be sure to indicate an alternate course in case your first choice is not available (see the *Academic Policies* section, *Discontinued Courses*). A sample Registration and Cancel/Add form is given on page 61.

After you register, you will receive a registration statement/study list from the Office of the Registrar. CCE will separately mail you the course study guide and reading supplement (if any), along with submission forms, mailing labels, and information on how to contact your instructor. You should receive those materials in two or three weeks. You will also receive a bill for the tuition and fees. See the *Tuition, Fees, Billing, Payment, and Refunds* section for information on how to pay. In addition, you will receive a University e-mail account, which you must activate yourself. See the *Student Services* section, *E-Mail and Internet Services*, for information on how to initialize your account.

You must buy textbooks separately. Contact the University of Minnesota Bookstores, Coffman Store, to obtain the necessary course materials soon after you register (see the *Bookstore and Course Texts/Materials* section).

If you need or want a course not listed in this catalog, it may be available from one of the other member institutions of the University Continuing Education Association (UCEA). See the *Student Services* section, *Professional Associations*, for more information.

Cancellation

To cancel out of an IDL course, use the Registration and Cancel/Add form included with your study guide or in this catalog, or download it at www.cce.umn.edu/idl (click on "how to register"). Cancellations must be done officially (via the Web, in person, or by mail/fax) through one of the One Stop Student Services Centers (see the

inside front cover). They must be in writing and will be effective the date you cancel in person, 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 in (see the tables on pages 58, 59, and 60). Simply **not** submitting assignments does not constitute cancellation of an IDL course.

Reregistration

If you did not complete an IDL course because, for example, your registration expired and you received a grade of F or N, and you want to take the same course again, you must reregister in the current version of the course. To reregister, fill out a Registration and Cancel/Add form, pay current tuition rates, buy the current required texts and supplies, and complete all the assignments and exams in the newest version of the study guide. Your original registration remains on your record with the grade you earned.

A degree-seeking student who is considering repeating a course for which he or she has earned credit should check with his or her college or prospective college adviser. Each college within the University determines its own policy and procedures on repeating courses for credit. CCE applied degree students, certificate students, and nondegree-seeking students, seeking to repeat a course, should contact CCE Student Support Services (612-624-4000) before reregistering.

Change in Grade Base (A-F or SIN)

You may change your grade base early in your term in person at one of the One Stop Student Services Centers (see the inside front cover), by mail, or by fax. To change your grade base after the deadlines (see the table on the next page), you must petition the appropriate scholastic committee to get approval. Scholastic committees are charged with assuring the integrity of student grade records by maintaining fair and consistent registration, withdrawal, and grading policies for all students. If you are admitted to a degree program at the University of Minnesota, contact your college's advising office for forms and procedures. If you are admitted to a CCE degree or certificate program, or are not admitted to any program and just taking courses through IDL, contact CCE Student Support Services (see the inside front cover) for the forms and procedures.

Registration and Changes in Registration

Change in Grade Base (A-F or S/N)		
<i>Fall Semester 2003</i>	Section A: Sept. 2, 2003–Dec. 12, 2003 B: Sept. 15, 2003–June 15, 2004 C: Oct. 15, 2003–July 15, 2004 D: Nov. 15, 2003–Aug. 15, 2004 E: Dec. 15, 2003–Sept. 15, 2004	Allowed Through this Date Sept. 16, 2003 Nov. 14, 2003 Dec. 14, 2003 Jan. 14, 2004 Feb. 14, 2004
<i>Spring Semester 2004</i>	A: Jan. 20, 2004–May 7, 2004 B: Jan. 15, 2004–Oct. 15, 2004 C: Feb. 15, 2004–Nov. 15, 2004 D: Mar. 15, 2004–Dec. 15, 2004 E: April 15, 2004–Jan. 15, 2005	Feb. 3, 2004 Mar. 14, 2004 April 14, 2004 May 14, 2004 June 14, 2004
<i>Summer 2004</i>	A: May 24, 2004–Aug. 27, 2004, except Hort 1003 and PubH 5003 B: May 15, 2004–Feb. 15, 2005 C: June 15, 2004–Mar. 15, 2005 D: July 15, 2004–April 15, 2005 E: Aug. 15, 2004–May 15, 2005	Dates were not set at time of publication. Please contact IDL (612-624-4000, 1-800-234-6465, indstudy@umn.edu). July 14, 2004 Aug. 14, 2004 Sept. 14, 2004 Oct. 14, 2004

Fall Semester 2003 Registration Deadlines and Term Dates			
Section	Registration Dates	Mail/Fax and Section Registration Cutoff Dates	Term Dates
A*	April 10, 2003–Aug. 28, 2003	Aug. 21, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term	Sept. 2, 2003–Dec. 12, 2003
B	Aug. 1, 2003–Aug. 31, 2003	Aug. 26, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Sept. 1, 2003, and after: no registrations in section B, register in section C	Sept. 15, 2003–June 15, 2004
C	Sept. 1, 2003–Sept. 30, 2003	Sept. 26, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Oct. 1, 2003, and after: no registrations in section C, register in section D	Oct. 15, 2003–July 15, 2004
D	Oct. 1, 2003–Oct. 31, 2003	Oct. 26, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Nov. 1, 2003, and after: no registrations in section D, register in section E	Nov. 15, 2003–Aug. 15, 2004
E	Nov. 1, 2003–Nov. 30, 2003	Nov. 26, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Dec. 1, 2003, and after: no registrations in section E, register in Spring semester 2004	Dec. 15, 2003–Sept. 15, 2004
*Late fee may be applied after: Sept. 2, 2003 Last day for adding credits for financial aid eligibility: Sept. 18, 2003			

Spring Semester 2004 Registration Deadlines and Term Dates			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A*	Not yet determined; contact IDL	Not yet determined; contact IDL (see the inside front cover)	Jan. 20, 2004– May 7, 2004
B	Dec. 1, 2003– Dec. 31, 2003	Dec. 26, 2003: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Jan. 1, 2004, and after: no registrations in section B, register in section C	Jan. 15, 2004– Oct. 15, 2004
C	Jan. 1, 2004– Jan. 31, 2004	Jan. 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Feb. 1, 2004, and after: no registrations in section C, register in section D	Feb. 15, 2004– Nov. 15, 2004
D	Feb. 1, 2004– Feb. 29, 2004	Feb. 24, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Mar. 1, 2004, and after: no registrations in section D, register in section E	Mar. 15, 2004– Dec. 15, 2004
E	Mar. 1, 2004– Mar. 31, 2004	Mar. 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term April 1, 2004, and after: no registrations in section E, register in Summer 2004	April 15, 2004– Jan. 15, 2005
*Late fee may be applied after: Jan. 20, 2004 Last day for adding credits for financial aid eligibility: Jan. 29, 2004 (tentative)			

Summer 2004 Registration Deadlines and Term Dates			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A	Not yet determined; contact IDL	Not yet determined; contact IDL	May 24, 2004–Aug. 27, 2004, except Hort 1003 and PubH 5003
B	April 1, 2004– April 30, 2004	April 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term May 1, 2004, and after: no registrations in section B, register in section C	May 15, 2004– Feb. 15, 2005
C	May 1, 2004– May 31, 2004	May 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term June 1, 2004, and after: no registrations in section C, register in section D	June 15, 2004– Mar. 15, 2005
D	June 1, 2004– June 30, 2004	June 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term July 1, 2004, and after: no registrations in section D, register in section E	July 15, 2004– April 15, 2005
E	July 1, 2004– July 31, 2004	July 26, 2004: mail/fax registrations must be postmarked by this date to ensure processing by the start of the term Aug. 1, 2004, and after: no registrations in section E, register in Fall semester 2004	Aug. 15, 2004– May 15, 2005

Fall Semester 2003 Cancellations and Tuition Refunds			
Section	Cancellations	Tuition Refund Schedule	
A: Sept. 2, 2003– Dec. 12, 2003	Sept. 16, 2003: Last day to cancel without transcript record; no permission required to cancel Sept. 17, 2003–Oct. 28, 2003: “W” recorded on transcript; no permission required to cancel On or after Oct. 29, 2003: “W” recorded on transcript; College scholastic committee permission required to cancel	Refund 100% 75% 50% 25% 0%	Cancel by: Sept. 9, 2003 Sept. 15, 2003 Sept. 22, 2003 Sept. 29, 2003 on or after Sept. 30, 2003
B: Sept. 15, 2003– June 15, 2004	Oct. 26, 2003: Last day to cancel without transcript record; no permission required to cancel Oct. 27, 2003–Jan. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Jan. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Oct. 15, 2003 50% if you cancel by Nov. 15, 2003 0% if you cancel on or after Nov. 16, 2003	
C: Oct. 15, 2003– July 15, 2004	Nov. 25, 2003: Last day to cancel without transcript record; no permission required to cancel Nov. 26, 2003–Feb. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Feb. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Nov. 15, 2003 50% if you cancel by Dec. 15, 2003 0% if you cancel on or after Dec. 16, 2003	
D: Nov. 15, 2003– Aug. 15, 2004	Dec. 26, 2003: Last day to cancel without transcript record; no permission required to cancel Dec. 27, 2003–Mar. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Mar. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Dec. 15, 2003 50% if you cancel by Jan. 15, 2004 0% if you cancel on or after Jan. 16, 2004	
E: Dec. 15, 2003– Sept. 15, 2004	Jan. 26, 2004: Last day to cancel without transcript record; no permission required to cancel Jan. 27, 2004–April 14, 2004: “W” recorded on transcript; no permission required to cancel On or after April 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Jan. 15, 2004 50% if you cancel by Feb. 15, 2004 0% if you cancel on or after Feb. 16, 2004	

Spring Semester 2004 Cancellations and Tuition Refunds		
Section	Cancellations	Tuition Refund Schedule
A: Jan. 20, 2004– May 7, 2004	Feb. 4, 2004: Last day to cancel without transcript record; no permission required to cancel Feb. 5, 2004–Mar. 18, 2004: “W” recorded on transcript; no permission required to cancel On or after Mar. 19, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	The tuition refund dates were not determined when this catalog was printed. Contact IDL at 612-624-4000; 1-800-234-6564, or indstudy@umn.edu
B: Jan. 15, 2004– Oct. 15, 2004	Feb. 25, 2004: Last day to cancel without transcript record; no permission required to cancel Feb. 26, 2004–May 14, 2004: “W” recorded on transcript; no permission required to cancel On or after May 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Feb. 15, 2004 50% if you cancel by Mar. 15, 2004 0% if you cancel on or after Mar. 16, 2004
C: Feb. 15, 2004– Nov. 15, 2004	Mar. 27, 2004: Last day to cancel without transcript record; no permission required to cancel Mar. 28, 2004–June 14, 2004: “W” recorded on transcript; no permission required to cancel On or after June 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Mar. 15, 2004 50% if you cancel by April 15, 2004 0% if you cancel on or after April 16, 2004
D: Mar. 15, 2004– Dec. 15, 2004	April 25, 2004: Last day to cancel without transcript record; no permission required to cancel April 26, 2004–July 14, 2004: “W” recorded on transcript; no permission required to cancel On or after July 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by April 15, 2004 50% if you cancel by May 15, 2004 0% if you cancel on or after May 16, 2004
E: April 15, 2004– Jan. 15, 2005	May 26, 2004: Last day to cancel without transcript record; no permission required to cancel May 27, 2004–Aug. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Aug. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by May 15, 2004 50% if you cancel by June 15, 2004 0% if you cancel on or after June 16, 2004

Summer 2004 Cancellations and Tuition Refunds		
<i>Section</i>	<i>Cancellations</i>	<i>Tuition Refund Schedule</i>
A: May 24, 2004– Aug. 27, 2004, except Hort 1003 and PubH 5003	The cancellation dates for Summer 2004 were not determined when this catalog was printed. Contact IDL at 612-624-4000, 1-800-234-6564, or indstudy@umn.edu	The tuition refund dates were not determined when this catalog was printed. Contact IDL at 612-624-4000, 1-800-234-6564, or indstudy@umn.edu
B: May 15, 2004– Feb. 15, 2005	June 25, 2004: Last day to cancel without transcript record; no permission required to cancel June 26, 2004–Sept. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Sept. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by June 15, 2004 50% if you cancel by July 15, 2004 0% if you cancel on or after July 16, 2004
C: June 15, 2004– Mar. 15, 2005	July 26, 2004: Last day to cancel without transcript record; no permission required to cancel July 27, 2004–Oct. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Oct. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by July 15, 2004 50% if you cancel by Aug. 15, 2004 0% if you cancel on or after Aug. 16, 2004
D: July 15, 2004– April 15, 2005	Aug. 25, 2004: Last day to cancel without transcript record; no permission required to cancel Aug. 26, 2004–Nov. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Nov. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Aug. 15, 2004 50% if you cancel by Sept. 15, 2004 0% if you cancel on or after Sept. 16, 2004
E: Aug. 15, 2004– May 15, 2005	Sept. 25, 2004: Last day to cancel without transcript record; no permission required to cancel Sept. 26, 2004–Dec. 14, 2004: “W” recorded on transcript; no permission required to cancel On or after Dec. 15, 2004: “W” recorded on transcript; College scholastic committee permission required to cancel	100% if you cancel by Sept. 15, 2004 50% if you cancel by Oct. 15, 2004 0% if you cancel on or after Oct. 16, 2004

Sample Registration and Cancell/Add Form

UNIVERSITY OF MINNESOTA



REGISTRATION AND CANCEL/ADD FORM

Complete this form and come in person or mail or fax to the address listed below. Be sure to include second-choice classes in case your first choices have closed. Check class availability on the Web (at onestop.umn.edu/schedule/html/tc.html). Asterisked items on this form are required; they will be used for identification, to determine admission, and to establish or reference your University academic record. The remaining are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Information on data privacy is available on the Web (at onestop.umn.edu/registrar/Grades/index.html)

NOTE: By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any non-refundable fees. See the current Class Schedule or the Web (at onestop.umn.edu/registrar/registration/checklist.html) for additional information.

University ID number 0102030	Name (last, first, middle, former)* Doe, Jane	SSN 000-12-3456	Birthdate 05/06/78
College (program)* (for admitted degree-seeking students)		Level: <input type="checkbox"/> Grad <input type="checkbox"/> Undergrad <input type="checkbox"/> Professional	Campus Major (plan)
Current Address* 1234 Any Street			
City* St. Paul		State* MN	Zip* 55000
Country* USA			
Day Phone (include area code) 612-555-1234	Ext.	Phone Type: <input type="checkbox"/> home <input checked="" type="checkbox"/> business <input type="checkbox"/> other (specify)	Evening Phone (include area code) 612-555-6789
E-mail Address doex001@tc.umn.edu		E-mail Type: <input type="checkbox"/> home <input type="checkbox"/> business <input checked="" type="checkbox"/> other (specify) student	

Term: Fall Spring May Session Summer Year 2004

Tuition and Fees

All students who register will be billed by the University for tuition and fees. Authorizations must be attached to this form for billing to Third Parties. Please check the refund schedule before canceling courses; you are held for tuition and fees if you do not cancel during the 100% refund period.

Degree admitted students only: The University requires that you carry hospitalization insurance when registered for six or more credits (three or more for summer). See the *Class Schedule* for more information.

Submit the Student Hospitalization Insurance form, which is available in the *Class Schedule* or at any One Stop Student Services Center.

- I have my own insurance provider. Name of company: _____ Policy number: _____
- I don't have an insurance provider and would like to enroll in the University-sponsored Health Benefit Plan.

Optional fees

Minnesota Public Information Research Group is a nonpartisan student organization that empowers and trains students statewide to speak out on public issues and work for social change through research, organizing, litigation and lobbying. A full description of this group can be found in the Tuition and Fees portion in the *Class Schedule* or at www.onestop.umn.edu/Finances/tuition_and_fees.html. The MPIRG fee is assessed per semester to those who pay the student services fee. Payment is refundable through MPIRG. If you choose **NOT** to pay, initial here. _____

Collegians for a Constructive Tomorrow (CFACT) is a student organization dedicated to educating students on areas of public interest such as governmental regulation, and solving environmental issues by means of the free enterprise system. A full description of this group can be found in the Tuition and Fees portion in the *Class Schedule* or at www.onestop.umn.edu/Finances/tuition_and_fees.html. The CFACT fee is assessed per semester to those who pay the student services fee. Payment is refundable through CFACT. If you choose **NOT** to pay, initial here. _____

Classes (Register or add classes or change previously registered classes. Enter new class information. Circle what you have changed.)

Add Classes: First Choice

Second Choice (if first choice is unavailable)

class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)	class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)
59645	A-F	5	Fren 1002, CO2	---					

Cancel Classes check here to cancel all classes, or list individual choices below. *Important: Students who receive Financial Aid and withdraw completely should contact a One Stop counselor to understand the consequences of withdrawing from all courses.*

Registration Questions:
Phone: 612-624-1111
Web: onestop.umn.edu

Web Registration:
onestop.umn.edu

In-Person Registration:
One Stop Student Services Centers:
200 Fraser Hall (East Bank)
130 Coffey Hall (St. Paul)
130 WB Skyway (West Bank)

Mail and Fax Registrations:
University of Minnesota
200 Fraser Hall
106 Pleasant Street SE
Minneapolis, MN 55455
Fax: 612-626-0008

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



Bookstore and Course Texts/Materials

When and Where to Buy

It is important to buy the required textbooks/materials immediately after your registration is confirmed and you have your course study guide. 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.

Buy the course textbooks/materials at the University of Minnesota Bookstores on the ground floor of Coffman Memorial Union, east bank of the Minneapolis campus. If you choose to get textbooks from a library or a different book seller, it is important that you get **exactly the same editions** called for in the course study guide.

Ways to Obtain Texts/Materials

We strongly encourage you to buy your required course textbooks/materials in person. IDL textbooks/materials are kept in a special section of the textbook area and are not shelved with regular University course textbooks; look for the *Independent and Distance Learning* sign. Be sure to mention that you want the texts for an IDL course (not for a day school class, evening class, etc.). You may also order online, by e-mail, phone, or U.S. mail (see the box). If you order your textbooks/materials by e-mail or phone, you must include credit card information (VISA, MasterCard, Discover/Novus are accepted). If you order by mail, you may pay by credit card or check/money order (payable to the University of Minnesota).

Courses that require audio or video materials have an additional option. The Learning Resources Center (LRC), 204 Walter Library, Twin Cities campus (612-624-1584) makes tapes available for

University of Minnesota Bookstores

WEB: <http://www.bookstores.umn.edu/>
e-mail: debooks@tc.umn.edu
phone: 612-625-6000; 1-800-442-8636
mail: University of Minnesota Bookstore
Coffman Memorial Union
(Note: New location)
300 Washington Ave SE
Minneapolis, MN 55455

in-library use, or for some courses, as a library loan. Check your study guide to see if your course has this option. The LRC also has some course audio recordings available for listening on their Web site at lrc.lib.umn.edu. Call the LRC to check its open hours and confirm that the materials you'll need are available. Be sure to bring your registration statement/study list. See the *Student Services* section, *Library Facilities*, for information on the LRC.

Prices and Shipping

The prices for IDL 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 them (see box above). 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. (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 your mail-out order. 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 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 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 <http://www.bookstores.umn.edu/shopping/used.html>.

Selling Back Texts/Videos

After you complete a course, contact the bookstore if you want to sell back your materials (see the box on the previous page). You may sell back videocassettes and receive half of the original price. Only materials still in current use will be purchased.

Tuition, Fees, Billing, Payment, and Refunds

Tuition and Fees

At the time this catalog was printed, tuition and fees were **not determined** and are **subject to change**. Complete information will be available on the Web at http://onestop.umn.edu/Finances/tuition_and_fees.html. Tuition rates are determined by many factors, including your admission status, which college you are admitted to, and undergraduate or graduate status.

- Tuition for undergraduate IDL courses is assessed at resident undergraduate tuition rates.
- Graduate students are billed at graduate-level or professional school tuition rates, depending on their status as a student.
- Credits for IDL courses **qualify** for tuition caps for University of Minnesota undergraduate and graduate students. For admitted students also taking courses on campus, IDL credits are **not** counted toward the assessment of the Student Services Fee. For students admitted to a University of Minnesota degree program, IDL courses qualify as replacement courses when cancel/adding **only** if the course added is an IDL 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, etc.).
- There is an IDL course fee of \$65 (tentative) per course. It covers the costs of course development (online or correspondence), the course study guide, any supplements, submission forms, mailing labels, student services, e-mail accounts, and handling.
- There is a \$15 (tentative) per credit University fee that helps cover infrastructure and administrative support costs in a wide variety of areas. It is not dedicated to one particular need or one particular office. This fee is prorated at \$15 per credit for students taking 1–9 credits and \$150 for students taking 10 credits or more.
- For students **not admitted** to the University of Minnesota, there is **no** Student Services Fee.

Textbooks/materials are not included in tuition and fees and must be purchased separately (see the *Bookstore and Course Texts/Materials* section).

Do not send payment when you register; you will be billed by e-mail (see the following box) by Student Accounts Receivable for tuition and fees. See *Payment Options* below.

Billing by E-Mail Only

Beginning Fall 2003, the University's official method for billing for tuition and fees will be by your officially assigned U of M e-mail account. For information on how to initiate your account, including your required user name and password, see the *Student Services* section, *E-Mail and Internet Services* (see page 73). Additional information on electronic billing is available online at <http://onestop.umn.edu/Finances>. If you have questions, contact IDL (see the inside front cover).

Student Accounts Receivable

Every student has a student account at Student Accounts Receivable and receives a bill for tuition and fees. Each time you register or make a change of registration, your account is adjusted. Your student account reflects your **total** charges and credits for tuition and other University fees.

You can check recent financial aid transactions, tuition benefits, and payment transactions, as well as billing schedules and procedures, on the Web at <http://onestop.umn.edu/Finances/index.html>.

Billing Statements

Your billing statement lists the current balance and a minimum payment due. You may pay in three installments during the Fall and Spring terms (this may not apply if you enroll in sections C, D, or E). If you pay less than the full amount,

Billing and Payment Dates for Fall Semester 2003			
Statement	Billing Date	Payment Due Date	Balance Due
1	09/21/03	10/16/03	33%
2	10/19/03	11/13/03	50%
3	11/16/03	12/11/03	100%
4	12/14/03	01/08/04	100% (past due balance)

Billing and Payment Dates for Spring Semester 2004			
Statement	Billing Date	Payment Due Date	Balance Due
1	02/04/04	02/28/04	33%
2	03/04/04	03/28/04	50%
3	04/01/04	04/25/04	100%
4	04/29/04	05/23/04	100% (past due balance)

you are assessed a \$35 installment/rebilling fee per semester on your next statement. Any time you pay less than the full amount by the due date, you are charged a \$30 late payment fee, in addition to the \$35 installment/rebilling fee (if applicable), and a hold is placed on your record.

Billing and payment dates for Summer 2004 were **not** available when this catalog was printed. Visit <http://onestop.umn.edu/Finances/> and select "Billing and payments" for current billing schedules. There is no installment plan for the Summer term.

Collection Procedures and Costs

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.

Verification of Fees Paid

If you need verification that you have paid your tuition and fees, Student Accounts Receivable can provide a study list showing charges and credits for the semester. Mail a request for payment verification to Student Accounts Receivable, 210 Fraser Hall, 106 Pleasant Street SE, Minneapolis,

MN 55455-0422. Print your name, student ID number, the terms and years for which you need verification, sign your request, and include a self-addressed, stamped envelope.

It is important to **save all your registration statements and billing statements.**

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/index.html>. At that site, scroll down and select "Education tax benefits."

Payment Options

All students who register in IDL courses are billed for tuition and fees. Do **not** include payment with your Registration and Cancel/Add form. Once you receive your bill (see the box on page 64), there are several ways to pay for the tuition and fees for an IDL course. You must register for IDL courses directly with the University of Minnesota; IDL has no commercial agents in this country or abroad. You must pay all fees in U. S. dollars.

Check or Money Order

You may mail your billing statement and a check or money order to the Office of the Bursar, P.O. Box 88, Minneapolis, MN 55440-0088. Write your student ID number on your check or money order and enclose the payment portion of your statement. Your mailed payment must be received by the billing statement payment due date, or you will be billed for late payment fees and/or the installment billing charge on the following billing statement. Your cancelled check is your receipt.

To pay by check/money order in person, go to the Office of the Bursar (145 Williamson Hall on the East Bank, 101a Anderson Hall on the West Bank, or 107 Coffey Hall on the St. Paul campus). Bring your entire billing statement. You may also drop off your billing statement and payment in a campus drop box (Fraser Hall lobby, 107 Coffey Hall, both concourses of Williamson Hall, and Anderson Hall). Payments are picked up at 8 a.m. and are credited to the previous day.

If you do not have a billing statement, write your student ID number on your check and indicate that your payment applies to your student billing account.

Tuition, Fees, Billing, Payment, and Refunds

Returned Check—If your payment check is returned because of insufficient funds or a stop payment request, a hold is placed on your University record until you pay:

1. a \$20 check handling fee
2. full tuition
3. and any fees

Credit Card Payment

You may pay for IDL courses by credit card if you **register exclusively in IDL courses**. Payment must be in full—no partial payments are accepted. You may **not use a credit card** if you are also registering simultaneously in other University courses for the same semester. If you want to use your credit card (VISA, MasterCard, or Discover/Novus card, including Discover, Bravo, and Private Issue), fill out the credit card authorization form (included with the study guide that will be mailed to you) and submit it with the billing statement to Enrollment Services, 20 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108.

Tuition and Fees Paid by Various Agencies

If you have an authorization for the University to bill a sponsor for your tuition and fees, you should bring or mail your authorization **before the beginning of registration** to:

Agency/Third Party Billing
B-1 Fraser Hall
106 Pleasant St. SE
Minneapolis, MN 55455
Fax: 612-626-0387

If you are unable to provide your authorization before the beginning of registration, do so when you register.

The authorization must include:

1. student's name
2. list of charges (if known) and/or the maximum amount the sponsor will pay

3. term or dates of eligibility
4. authorizing signature or stamp
5. complete address of the agency to be billed for tuition and fees
6. contact person's name and phone number

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

Note: A hold is placed on your record if your sponsoring agency falls behind in payment. You are responsible for all unpaid tuition and fees if your sponsoring agency does not fulfill its obligations. It is your responsibility to monitor payments made to your account by your sponsor.

Refunds

Part of your tuition can be refunded if you cancel your registration by the deadlines listed in the tables on pages 58, 59, and 60. 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.

How to Obtain a Refund

If you paid your tuition and fees **in full**, you may obtain an in-person refund by presenting your picture ID to Student Accounts Receivable, 200 Fraser Hall, Minneapolis campus. You can also request your refund by mail by calling Student Accounts Receivable, 612-624-1111.

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, a refund check will be mailed to you. The refund process takes approximately five weeks.

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



Financial Aid

Financial Aid Options

There are no restrictions on using financial aid for IDL term-based online courses (identified as “term-based telecommunications” courses in the *Courses* section). Financial aid administered by the University of Minnesota’s Office of Student Finance (OSF) does **not apply** to extended-term correspondence and extended-term online (“telecommunications”) courses.

CCE grants and scholarships (see below) and employer tuition reimbursement may be sources of assistance for all types of IDL courses. Check with your financial aid program.

Concerned About How To Pay For Your Education?

The Financial Resources Wizard feature on the CCE Web site is an interactive tool that identifies financial aid and other payment options that match your situation. Resources may include grants; scholarships; loans; employer tuition benefits; government agencies, community, religious, and professional organizations; federal education tax credits and deductions; credit card payment; and the Minnesota College Savings Plan. Visit <http://www.cce.umn.edu/gateway/financial>.

The financial aid gateway page contains the Wizard, the CCE tuition assistance grant program, the CCE scholarship application, and “Paying For Your Education: Resources For Adult Learners,” a comprehensive list of financial aid and other resources (also contained in the Wizard).

To obtain a paper copy of the application or Paying For Your Education, contact CCE Student Support Services (612-624-4000 or adv@cce.umn.edu).

CCE Grants and Scholarships

College of Continuing Education (CCE) grants and scholarships are available to students admitted to a CCE degree or certificate program or to nonadmitted students registered through CCE, which includes registration in any IDL courses. Funds are intended for students who reside in Minnesota, are U. S. citizens or eligible noncitizens, have a three-year gap in education beyond high school or are nontraditional students by another definition, and have financial need and are not eligible for other grants, scholarships, or employer assistance.

Funds cover both term-based and extended-term IDL courses. Applications must be submitted at least three weeks prior to the start of the semester. To request an application and additional information, see the paragraphs above.

Enrollment Verification for Full-Time or Half-Time Status

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 56-57). Extended-term, nine-month IDL courses count only for the term in which you began 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).

Academic Policies

Academic Progress

Academic progress for students registered in degree-granting programs at the University of Minnesota is monitored by their college offices. The College of Continuing Education (CCE) determines academic progress for students admitted to CCE certificate and degree programs and for some nonadmitted CCE students not held to college standards. Students with excessive credits and problematic grade point averages may have a hold placed on their records restricting their registration in IDL courses. For more information about CCE academic progress or appeals, contact CCE Student Support Services, University of Minnesota, 150 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455; 612-624-4000 or 1-800-234-6564.

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/Finances/index.html> and see the *Financial Aid* section of this catalog.

Accreditation

Independent 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. IDL courses are approved by University of Minnesota academic departments.

Admission

There are no entrance requirements to take IDL 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 CCE online certificate programs (see the *Online Certificates and Courses* section).

Courses—Getting Started and Completing Coursework

When you submit the assignments for a course, **be sure to make and save a copy** of each of them. Attach the correct submission form to each assignment, exam, or paper. You may submit your coursework by mail or in person at 150 Wesbrook Hall during office hours or by using the drop box located at the ramp entrance of Wesbrook Hall on Pleasant St. SE. **Do not fax** submissions. Some instructors accept submissions by e-mail. Check the instructor information sheet included with your study guide or ask your instructor.

Allow approximately three weeks between the time a submission is received by IDL and the time it is returned to you. Failure to include the correct submission form, attach sufficient postage, or supply a correct address may delay processing a submission. Contact your instructor about any submission not returned within three weeks of the date you submitted it.

Expect to spend a minimum of three months to complete an IDL course. Typically, you may submit a **maximum of three** 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. You should consider any comments from your instructor on one assignment—in order to recognize your strengths and mistakes—before you submit more work.

If you cannot complete your course within your term, you might be able to negotiate additional time with your instructor. See *Grades, Incompletes* (below).

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. The following credit designations are used in course descriptions.

Degree Credit

Some University of Minnesota colleges have restrictions on how many IDL 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 completing a program at the University of Minnesota should consult the Office of Admissions for further information (612-625-2008, 1-800-752-1000, or TTY 612-625-9051). Officials at other colleges or universities determine which IDL 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. However, these 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, IDL credits are considered **resident credits**.

Graduate Credit

All extended-term 5xxx courses offered through IDL are available for *undergraduate credit only*. Online, term-based (semester) 5xxx courses meet Graduate School criteria for graduate credit. Before registering, check with your adviser to determine whether the online course will count toward your graduate degree.

If you are not admitted to a University of Minnesota graduate program and you want graduate credit for an online semester course, you may apply for *temporary* graduate-level status for one semester by contacting the academic department that accredits the course **prior to registering** (e.g., Public Health, Social Work). Ask for a special registration form for nondegree students who want graduate status for a particular course. If the department approves your special registration, you will be assessed graduate-level or professional school tuition rates.

Credit Course on a Noncredit Basis

To register in a credit course on a noncredit basis, simply write NC (noncredit) under the Units (credits) on the Registration and Cancel/Add form. Usually instructors expect the same quality and quantity of work. Obtain approval from the instructor before registering on a noncredit basis. Registration on a noncredit basis requires payment of full tuition and any fees. Noncredit registration **cannot** be used toward degrees or certificates. To change registration from noncredit to credit, you would need to cancel and then add the course again (see the *Registration and Changes in Registration* section).

Discontinued Courses

Sometimes IDL 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 form by mail for a course that has been discontinued, you will be notified.

E-Mail Accounts

See the *Student Services* section, *E-Mail and Internet Services*, for information on how to initiate your account.

Exams

Most IDL courses include a proctored final exam and one or more proctored midcourse exams. An examination scheduling form for each exam is included in the course study guide or can be submitted electronically on the IDL Web site. *You must submit all assignments prior to an exam before you take that exam.* Consult your study guide for any special restrictions on exams. Be sure to bring a submission form and picture ID when you take an exam. Fill in the submission number and write either *midcourse exam* or *final exam* and attach the form to the exam when you submit it for grading.

Proctored exams may be taken at the following offices or under the supervision of the following individuals. There is no charge for taking exams at CCE Student Support Services in 150 Westbrook Hall; you may be charged a fee if you take exams at other institutions or campus locations. No proctor fees are authorized.

1. University campus offices (**by appointment only**):
 - Crookston: 218-281-8341
 - Duluth: 218-726-6288
 - Minneapolis: IDL office, 612-624-4000 or 1-800-234-6564
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 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 at <http://testing.byu.edu/ncta/consortium>. From the homepage, use "click here to find a consortium participant."
4. A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants) or administrator of an accredited university or college; a head librarian.
5. A commissioned officer whose rank is higher than your own (for students in the military only).
6. A corporate education director.

Independent and Distance Learning reserves the right to reject any proctor. Regardless of academic qualifications, no relative, work supervisor, or immediate employer may proctor an examination. You must contact the individual who will proctor your exam before sending the exam scheduling form to IDL. Exams are mailed directly to the proctor at his or her business location and must be taken within 30 days.

After an exam is graded by the instructor, it is *not* returned to the student. Copies of students' completed, graded exams are kept on file for six months. To review a graded exam, you must **call CCE Student Support Services and make an appointment** one day in advance (612-624-4000 or 1-800-234-6564).

Extensions

See *Grades, Incompletes*.

Grades

Grading procedures and requirements for specific courses are determined by the course instructor; they are outlined in the course study guide. Questions and problems concerning grades earned in IDL should be addressed to your instructor first, and if you are not satisfied with the response you receive, put your concern in writing and send it to CCE Student Support Services. A staff member will work with students and consult with the academic department to investigate the problem.

The University does **not send** notices of course grades to students. Grades are available on the Web at <http://onestop.umn.edu/registrar/Grades/index.html>.

Also see the *Student Services* section, *Transcripts and Records*.

A–F or S/N Grading Systems

The University uses the A–F and S/N grading systems. On your Registration and Cancel/Add form, indicate on which system you want to be graded. 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**. If there is a grading system restriction for a course, it is given in the course description.

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 to the course instructor (the standards for S may vary from one course to another). 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. 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.

Choose the grading system you want to use and indicate it on the Registration and Cancel/Add form. Also see the *Registration and Changes in Registration* section.

Incompletes

The letter **I (incomplete)** is a temporary grade. Without official cancellation 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. If you have not completed a significant portion of your coursework, your instructor **may deny** your request for an incomplete. If you are using federal and state financial aid, talk to CCE Student Support Services before deciding whether to ask your instructor for an incomplete.

If you have made significant progress on your coursework before the end of your term, the instructor might approve a request for an **extension**. Call, write, or e-mail your instructor using the contact information that was mailed to you with your study guide. University policy states that instructors and students must put agreements about incompletes into writing. An optional Independent and Distance Learning Incompletes Agreement form is available from Student Support Services (612-624-4000, 1-800-234-6564, indstudy@umn.edu) or from the IDL Web site.

If your instructor does not agree to grant you an incomplete, then you can earn credit in the course only by reregistering (see the *Registration and Changes in Registration* section, *Reregistration*).

Withdrawal

The letter **W** on a transcript indicates **official withdrawal** (cancellation) from a course. 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 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 can be found on the University's Web site at <http://onestop.umn.edu/registrar/Grades/index.html>.

Immunization

Students taking **IDL courses only** do not need to submit the proof of immunization required by the state of Minnesota. For students admitted to a degree program at the University of Minnesota, Twin Cities, this documentation must be entered on a Student Immunization Record and must include the month and year each immunization was given. Forms are included with admission notification. If you need another copy of the form, it is available at the Student Services Centers of the Office of the Registrar (see the inside front cover) or at Boynton Health (612-625-8400).

This information needs be presented only once while you are a student at the University. Students required to provide this information and who fail to do so will have a hold placed on their records and will not be allowed to register. Other exemptions include students who graduated from a Minnesota high school in 1997 or later, nonadmitted students in CCE, admitted students taking fewer than 6 credits on campus, students registering for summer only, and those with documented medical or conscientious exemptions.

Liberal Education Requirements

If you are an admitted University of Minnesota student and need to meet the Liberal Education requirements, visit <http://onestop.umn.edu/registrar/libed/index.html> for more information. Many IDL courses can be used to meet these requirements; consult with your adviser.

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 borrow-

ing 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 IDL faculty and/or the office for Student Judicial Affairs.

Suspected cases of scholastic dishonesty are taken seriously. IDL 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."



Student Services

Advising

See *Student Support Services (College of Continuing Education)*, below.

Certificates

See the *Online Certificates and Courses* section.

DANTES

The Defense Activity for Non-Traditional Educational Support (DANTES) is for military personnel on active duty. Contact the Education Officer for additional information.

Degrees

The individual courses that you take through IDL may apply to a number of degrees at the University of Minnesota. For more information on any of these programs, contact the Office of Admissions (612-625-2008, 1-800-752-1000, or admissions@tc.umn.edu). No degrees offered by the University of Minnesota and CCE can be completed entirely by IDL courses. If you have already completed a significant amount of college credits, you **might** be able to complete your degree through the Inter-College Program (612-624-2004) or the Program for Individualized Learning (612-624-4020). Contact these offices directly if you want further information.

Disability Services

If you have a disability, you may request reasonable accommodations for your IDL course by contacting Disability Services (180 McNamara Alumni Center, 200 Oak St. SE, Minneapolis, MN 55455; 612-626-1333 [V/TDD]; <http://ds.umn.edu>) before or shortly after registering in an IDL course. Independent 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.

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 the University assigned e-mail account. If you choose to forward the University e-mail account, you are still responsible for all the information, including attachments (see the box on page 64), that was sent to the University e-mail account.

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 the User Rights and Responsibilities, which are available at http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/acceptable_use.cfm.

To Initiate Your E-Mail Account

Initiate and access your account at <http://www.umn.edu/initiate>. For assistance, call 612-301-4357. You can also dial into your account from a home computer with a modem. If you dial in from outside the Minneapolis/St. Paul calling area, you will incur long distance charges.

Internet Services

For a nominal fee, the University's Office of Information Technology offers Internet software kits needed for modem access, e-mail, Web browsing, and other Internet resources (see <http://www1.umn.edu/adcs/help/kits.html>). For more information, call 612-301-4357.

Faculty

The authors and instructors for IDL courses are approved by University academic departments. In most cases, IDL authors and instructors are faculty members at the University, although faculty from other colleges and universities, or specialists in professional and business fields, also teach IDL courses. The author/instructor for a course is listed with the course description.

Independent 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 the *Academic Policies* section, *Grades, Incompletes*). Information on how to reach your instructor is included on an information sheet with your course study guide.

High School Students

High school students are eligible to take IDL college courses, and Minnesota high school students may be eligible to take college courses using the Post-Secondary Registration Options (PSEO).

Under the PSEO, **eligible** Minnesota public high school juniors and seniors can take college courses and earn high school units and, subsequently, college credits for the courses they successfully complete. The Minnesota State Department of Children, Family, and Learning pays for the tuition, fees, and textbooks for the courses.

High school students taking courses through Independent and Distance Learning under the PSEO must be **formally admitted to the 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 Advanced High School Student Services, University of Minnesota, 206 Westbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455; 612-626-1666 (phone); 612-625-5364 (fax); pseoa@cce.umn.edu; <http://www.cce.umn.edu/ahs>.

International and Overseas Students

If you are living or traveling internationally, you may register in IDL courses. Since courses are available only in English, students must be able to read and write lesson assignments and exams without difficulty. Independent and Distance Learning does not employ commercial agents

abroad. You will receive a bill for tuition and fees and must pay in American currency (U. S. dollars). Mail your Registration and Cancel/Add form to University of Minnesota, 200 Fraser Hall, 106 Pleasant St. SE, Minneapolis, MN 55455.

Library Facilities

In addition to the required textbooks you may purchase for your IDL 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

Independent 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. University Libraries has a number of services and resources you can use without ever coming to campus. This includes accessing online library catalogs to identify books, accessing online indexes to identify articles, and having books and articles you want delivered to you. You can even receive some full-text sources on your computer. Information on how to use the Libraries is included in the introduction to your course.

Learning Resources Center

The University Libraries' Learning Resources Center (LRC) makes copies of most of the audio and video recordings required for IDL courses available to students. Listening and viewing facilities are provided in 204 Walter Library, Twin Cities campus. Selected audio course recordings are also available for listening on the LRC Web site at lrc.lib.umn.edu. If you have questions about access, availability, or to confirm hours, call the LRC at 612-624-1584. Bring your registration statement/study list whenever you come to the LRC to use IDL materials.

Office Hours

Office hours for the One Stop Student Services Centers (see the *Registration and Changes in Registration* section, *How to Register*) vary during the year for general information, in-person registration, changes of registration, etc.

The CCE Student Support Services office in 150 Westbrook Hall is open Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 4:30 p.m.,

throughout the year. All offices are closed on the following holidays:

Date	Holiday
September 1, 2003	Labor Day
November 27 and 28, 2003	Thanksgiving holiday
December 25 and 26, 2003	Christmas holiday
January 1, 2004	New Year's holiday
January 19, 2004	Martin Luther King, Jr., Day
May 31, 2004	Memorial Day
July 4, 2004	Independence Day

Professional Associations

Independent and Distance Learning is a member of the Distance Learning Community of Practice of the University Continuing Education Association (UCEA).

Senior Citizen Education Option

Minnesota state law allows Minnesota residents 62 and older to register in IDL credit courses for \$10 per credit or at no cost for no-credit on a **space-available** basis. The course fee and any special fees must be paid in full. These students may be exempt from late fees and the Student Services Fee; these policies are under review. For more information, call the One Stop Student Services Center at 612-624-1111; 1-800-400-8636. Students registering under this option must provide verification of age (e.g., Minnesota driver's license or photocopy of license). See the *Registration and Changes in Registration* section for registration instructions and registration dates. For general information, call the Office of the Registrar (see the inside front cover).

Student ID

Independent and Distance Learning uses your Social Security number as an identification number when you first register. Supplying this number is voluntary; however, it is helpful in ensuring accurate access to your records and avoiding duplicate mailings. If you have a University of

Minnesota ID number, also put that number on the Registration and Cancel/Add form. 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.

Student Support Services (College of Continuing Education)

The CCE Student Support Services office offers registration assistance and financial aid information to all students registering or planning to register in courses offered by IDL. Call 612-624-4000 or 1-800-234-6564 to consult with a Student Support Services representative by phone. You may also contact representatives by mail at CCE Student Support Services, University of Minnesota, 150 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455-0216 or by e-mail at indstudy@umn.edu. Also see the CCE Web site at <http://www.cce.umn.edu>.

Transcripts and Records

There are three ways to get **official transcripts** (certified and signed by the University Registrar): regular, rush, and fax. Regular service is available for \$5 per transcript copy; processing time is two to three working days. After processing, your copies are mailed to the places you have specified. Rush service is available for \$10 per copy; it guarantees your transcript is issued to you in person or put in the mail the same day it is requested. You must have a photo ID (U of M student ID, current passport, or driver's license) to receive over-the-counter rush service. Prepaid courier service may be requested for regular and rush service. Fax/Rush service is \$10 per copy and guarantees your transcript will be sent to the fax number you specify and an official copy mailed to the same destination on the same day it is requested. Visit a One Stop Student Services Center (see the inside front cover) for more information or call 612-624-1111; 1-800-400-8636. Disciplinary action will be taken if academic records are forged or altered.

Request official transcripts by mail, online, fax, or in person at the One Stop Student Services Center locations (see the inside front cover). **No telephone requests** are accepted. Requests should include your full name and signature, a daytime phone number, your student ID number (and/or birth date or Social Security number), college,

Student Services

dates of registration, and complete address(es) for mailing the transcript(s). Send your requests to (or drop them off at) Transcript Service, 200 Fraser Hall, 106 Pleasant St. SE, Minneapolis, MN 55455. Fax requests may be sent to 612-625-4351.

Anyone with a current e-mail account at the University can request an official transcript. Go to <http://onestop.umn.edu/registrar/transcripts/index.html> and follow the directions.

Your transcript request must include credit card information, a check, or a money order payable to the University of Minnesota for \$5 or \$10 per transcript. VISA, MasterCard, or Discover Card information are required for fax or Web requests. Include the following credit card information: type of card, credit card number, expiration date, your signature, and the signature of the card holder. Scanned signatures are not accepted. Cash is accepted for in-person requests.

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 (see the inside front cover). 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. Independent and Distance Learning grades are automatically recorded on a University of Minnesota transcript.

Access to Student Educational Records

In accordance with the Regents' policy on access to student records, 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.)

Some student information—name, address, electronic (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—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus (see below).

Students have the right to review their educational records and to challenge the contents of those records. The Regents' policy is available for review on the Web at <http://onestop.umn.edu/registrar/Grades/gradereporting/>, at 200 Fraser Hall, Twin Cities campus, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 200 Fraser Hall, 612-624-1111; 1-800-400-8636.

Students are responsible for updating their address information, which can be done online at <http://onestop.umn.edu/Student/index.html>.

University Services

Many University of Minnesota student services are available to IDL students. Participation in some of these activities is dependent on credit load per academic semester. For more information about participating, call the phone numbers below. If you are registered in additional University of Minnesota on-campus classes, you may count your IDL credits as part of your total credit load. You **cannot** use a credit card to pay for student services.

Athletic tickets (612-624-8080)
Recreational sports centers (612-626-9222)
E-mail and Internet Services (612-301-4357)
Parking/Transportation Services (612-626-7275)
University Libraries (See *Library Facilities*)



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REGISTRATION AND CANCEL/ADD FORM

Complete this form and come in person or mail or fax to the address listed below. Be sure to include second-choice classes in case your first choices have closed. Check class availability on the Web (at onestop.umn.edu/schedule/html/tc.html). Asterisked items on this form are required; they will be used for identification, to determine admission, and to establish or reference your University academic record. The remaining are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Information on data privacy is available on the Web (at onestop.umn.edu/registrar/Grades/index.html).

NOTE: By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any non-refundable fees. See the current Class Schedule or the Web (at onestop.umn.edu/registrar/registration/checklist.html) for additional information.

University ID number	Name (last, first, middle, former)*		SSN	Birthdate	
College (program)* (for admitted degree-seeking students)		Level: <input type="checkbox"/> Grad <input type="checkbox"/> Undergrad <input type="checkbox"/> Professional		Campus	Major (plan)
Current Address*					
City*			State*		Zip*
Day Phone (include area code)		Ext.	Phone Type: <input type="checkbox"/> home <input type="checkbox"/> business <input type="checkbox"/> other (specify)	Evening Phone (include area code)	
				Ext.	Phone Type: <input type="checkbox"/> home <input type="checkbox"/> business <input type="checkbox"/> other (specify)
E-mail Address				E-mail Type: <input type="checkbox"/> home <input type="checkbox"/> business <input type="checkbox"/> other (specify)	

Term: Fall Spring May Session Summer Year _____

Tuition and Fees

All students who register will be billed by the University for tuition and fees. Authorizations must be attached to this form for billing to Third Parties. Please check the refund schedule before canceling courses; you are held for tuition and fees if you do not cancel during the 100% refund period.

Degree admitted students only: The University requires that you carry hospitalization insurance when registered for six or more credits (three or more for summer). See the *Class Schedule* for more information.

Submit the Student Hospitalization Insurance form, which is available in the Class Schedule or at any One Stop Student Services Center.

- I have my own insurance provider. Name of company: _____ Policy number: _____
- I don't have an insurance provider and would like to enroll in the University-sponsored Health Benefit Plan.

Optional fees

Minnesota Public Information Research Group is a nonpartisan student organization that empowers and trains students statewide to speak out on public issues and work for social change through research, organizing, litigation and lobbying. A full description of this group can be found in the Tuition and Fees portion in the *Class Schedule* or at www.onestop.umn.edu/Finances/tuition_and_fees.html. The MPIRG fee is assessed per semester to those who pay the student services fee. Payment is refundable through MPIRG. If you choose **NOT** to pay, initial here. _____

Collegians for a Constructive Tomorrow (CFACT) is a student organization dedicated to educating students on areas of public interest such as governmental regulation, and solving environmental issues by means of the free enterprise system. A full description of this group can be found in the Tuition and Fees portion in the *Class Schedule* or at www.onestop.umn.edu/Finances/tuition_and_fees.html. The CFACT fee is assessed per semester to those who pay the student services fee. Payment is refundable through CFACT. If you choose **NOT** to pay, initial here. _____

Classes (Register or add classes or change previously registered classes. Enter new class information. Circle what you have changed.)

Add Classes: First Choice

Second Choice (if first choice is unavailable)

class number (call number) (54321, etc.)	grade basis A-For S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)	class number (call number) (54321, etc.)	grade basis A-For S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)

Cancel Classes check here to cancel all classes, or list individual choices below. **Important: Students who receive Financial Aid and withdraw completely should contact a One Stop counselor to understand the consequences of withdrawing from all courses.**

class number (call number) (54321, etc.)	grade basis A-For S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)

Registration Questions:
Phone: 612-624-1111
Web: onestop.umn.edu

Web Registration:
onestop.umn.edu

In-Person Registration:
One Stop Student Services Centers:
200 Fraser Hall (East Bank)
130 Coffey Hall (St. Paul)
130 WB Skyway (West Bank)

Mail and Fax Registrations:
University of Minnesota
200 Fraser Hall
106 Pleasant Street SE
Minneapolis, MN 55455
Fax: 612-626-0008

University Regents

Maureen K. Reed	At Large, Chair
David R. Metzen	Congressional District 4, Vice Chair
Clyde Allen	Congressional District 7
Anthony R. Baraga	Congressional District 8
Peter Bell	Congressional District 5
Frank R. Berman	At Large
Dallas Bohnsack	Congressional District 2
John Frobenius	Congressional District 6
William E. Hogan II	Congressional District 3
Richard McNamara	At Large
Lakeesha K. Ransom	At Large
Patricia Simmons	Congressional District 1

University and CCE Administrators

Robert H. Bruininks	President
Christine Maziar	Executive Vice President and Provost
Frank B. Cerra	Senior Vice President for Health Sciences
Kathryn Brown	Vice President and Chief of Staff
Carol Carrier	Vice President for Human Resources
Sandra Gardebring	Vice President for University Relations
David Hamilton	Interim Vice President for Research
Robert Jones	Vice President and Executive Vice Provost for Faculty and Academic Programs
Charles Muscoplat	Vice President for Agricultural Policy
Kathleen O'Brien	Vice President for University Services
Mark B. Rotenberg	General Counsel
Mary Nichols	Dean, College of Continuing Education

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.

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. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity. Inquiries regarding compliance may be directed to Julie Sweitzer, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church St. SE, Minneapolis, MN 55455 (612-624-9547).

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 (see the *Student Services* section, *E-Mail and Internet Services*).

UNIVERSITY OF MINNESOTA
INDEPENDENT AND DISTANCE LEARNING
150 Wesbrook Hall
77 Pleasant Street SE
Minneapolis, MN 55455

Periodicals
Postage
PAID
at Minneapolis
Minnesota

Use Independent and Distance Learning to Further Your Goals

- *University of Minnesota Course Credits*
- *Career Advancement*
- *Personal Satisfaction*

For the most current information on courses, check for
Independent and Distance Learning updates at:
612-624-4000 or 1-800-234-6564
or e-mail indstudy@umn.edu
or www.cce.umn.edu/idl

To correct your name and address on our lists, send
the mailing label above to us at:

College of Continuing Education
INDEPENDENT AND DISTANCE LEARNING
150 Wesbrook Hall
77 Pleasant Street SE
Minneapolis, MN 55455

