



UNIVERSITY OF MINNESOTA

**Driven to Discover<sup>SM</sup>**

**Independent and  
Distance Learning  
Catalog  
2007-2008**

*University Courses Wherever You Are*

[www.cce.umn.edu/idl](http://www.cce.umn.edu/idl)

*College of Continuing Education*

# How to Reach Us

## University of Minnesota Phone Directory and General Information

612-625-5000

## College of Continuing Education Information Center

### **Location Alert!**

*IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:*

### **Before August 1, 2007:**

101 Wesbrook Hall  
77 Pleasant Street S.E.  
Minneapolis, MN 55455

### **After August 1, 2007:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

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

Fax: 612-625-1511

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

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

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

## One Stop Student Services Centers, Office of the Registrar

200 Fraser Hall (East Bank)

106 Pleasant Street S.E.

Minneapolis, MN 55455

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

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

219 19th Avenue South

Minneapolis, MN 55455

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

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

1420 Eckles Avenue

St. Paul, MN 55108

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

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

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

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

## University of Minnesota Bookstores, Coffman Store

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

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

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

## University Libraries

Phone: 612-624-0303

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

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

## Computer Help Desk

Phone: 612-301-4357

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

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

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This publication is available in alternative formats on request. Call One Stop Student Services (612-624-1111; 1-800-400-8636) for assistance. Most of this catalog is available in electronic format and may be accessed at the Independent and Distance Learning Web site ([www.cce.umn.edu/idl](http://www.cce.umn.edu/idl)).

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# Welcome to Independent and Distance Learning

## Learning Without Limits

Welcome to Independent and Distance Learning (IDL) at the University of Minnesota—world-class education available when and where you want it: from across town, across the country, or across the world.

Choose from a wide selection of University courses for college credit in many subjects. Although it is not possible to earn a bachelor's degree entirely through IDL, two undergraduate certificates and one graduate professional master's degree may be entirely completed with IDL courses. And, as an IDL student, you can:

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

Many courses have an extended term, which allows you to work at your own pace for up to nine months. Credits earned through Independent and Distance Learning are semester credits. They are recorded on your University of Minnesota transcript, and are equivalent to credits earned on campus.

### **Undergraduate or Graduate Credit**

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

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

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

- The University counts course credits earned through Independent and Distance Learning as resident credits.

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

### **Transferring IDL Credits to Another College or University**

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

### **Accreditation**

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

## Before You Register

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

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

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

## Step by Step Planning

### Select the Course

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

### Be Sure You Have Completed Any Necessary Prerequisites

Prerequisite courses (previous coursework you need to have) are listed in italics with the course descriptions in the *Courses* section of this catalog beginning on page 8.

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

Courses are offered in one of two different term lengths (See *How IDL Works* on page 49 for more information.)

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

### Determine If You Are Eligible for Financial Aid

Visit the Financial Aid Wizard at <http://frw.cce.umn.edu/frwizard> to find out your options, and see the *Financial Aid* section of this catalog (on page 67). There are restrictions on financial aid for extended-term courses, so be sure to review the *Financial Aid* information carefully.

### Decide If the Course Format Suits You

Courses are offered in one of two formats, printed or online (see also *How IDL Works*):

- In a **printed course**, students receive a detailed printed study guide and instructions for assignments. Students communicate with faculty primarily by mail. Many instructors also accept e-mail. Some printed courses also include materials on the Web.

- In an **online course**, instructions and course contents are posted on a course Web site. Students communicate with faculty through the Web site.
- Both types of course formats require you to use conventional textbooks.

### Make Sure You Have Access to Appropriate Technology

If you plan to register for an online course or a printed one that includes Web materials, you may need to check the following:

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

### Check the Semester in Which Your Course Begins

You need to know the semester in which your course will begin (even if it ends in a later semester). The term the course begins in is the one that will be recorded on your transcript. To find out about important registration dates, starting and ending dates for the term, and deadlines for cancellations, refunds, and grade changes, see the *Registration and Changes in Registration* section of this catalog (beginning on page 52.)

### Now You're Ready!

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

# 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 requires discipline and directing your own study. Less help is available than in a classroom, and you will need to commit to scheduling a number of hours per week to work on your course. If you have some previous college experience, a 2.0 or above grade point average, and can avoid procrastination and manage your time independently, you have a good chance of succeeding. To see if this learning style works for you, we suggest you register for only one IDL course.

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

This depends on the term length of your course. Registrations are accepted every day for extended-term courses, and new sections begin every month. Term-based courses have fixed semester terms and registration periods that match the University's regular academic calendar. (See the *Registration and Changes in Registration* section, page 52.)

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

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

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

Check with your college (or prospective college) adviser to find out if a course meets the specific requirements of your program or degree. Some University of Minnesota programs limit how many IDL credits can count towards a particular major. Prospective University of Minnesota undergraduate students can contact the Office of Admissions by calling 612-625-2008, 1-800-752-1000, or TTY 612-625-9051.

## ***Is it possible to earn a degree entirely through IDL?***

No bachelor degrees can be completed entirely by taking IDL courses. A professional Master of Paper Science and Engineering degree is available, and two undergraduate certificates (Applied Business and Paper Science and Engineering) can be completed entirely online with IDL courses. And, of course, individual courses can apply to a number of on-campus degrees and certificate programs at the University of Minnesota.

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

You will have an online student account showing your charges on a password-protected Web site. You must check it soon after you register, and recheck it regularly to find out about your charges and payment deadlines, because the University does not send out paper bills to enrolled students. (See the *Tuition, Fees, Billing, Payment, and Refunds* section, page 62.)

## ***Is financial aid available?***

There are no restrictions on financial aid for term-based, semester-long courses. Extended-term courses, which allow nine months for completion, are not eligible for aid administered by the Office of Student Finance, with one exception. Other types of aid may be available. (See the *Financial Aid* section, page 67.)

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

You must officially cancel your registration in a course in order to avoid receiving a grade of F or N. The terms of your cancellation depend on how long it has been since your term began. (See the *Registration and Changes in Registration* section, page 52.)

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

Plan ahead and try not to let this happen to you. If you are going to drop out, cancel your registration officially. Otherwise, the course will appear on your University of Minnesota transcript with a grade of F or N. If you have already completed a significant amount of the coursework, your instructor might be willing to give you an extension and a temporary grade of Incomplete (I). (See the *How IDL Works* section for details, page 49.)

# Online Programs

## Graduate Level

### ***Professional Master of Paper Science and Engineering***

This scientific master's degree is designed for working professionals in the paper and related industries. The University's Department of Bioproducts and Biosystems Engineering offers the degree entirely online in collaboration with Independent and Distance Learning. For information about admission standards, degree requirements, and contact information please visit the Professional Master of Paper Science and Engineering Web site, [www.bbe.umn.edu/teaching/courses/masters.html](http://www.bbe.umn.edu/teaching/courses/masters.html).

## Undergraduate Level

No bachelor's degrees can be completed entirely with Independent and Distance Learning courses, but individual IDL courses may apply to a number of on-campus degrees and certificate programs at the University of Minnesota, including those offered by the College of Continuing Education (CCE).

E-mail the CCE Information Center at [info@cce.umn.edu](mailto:info@cce.umn.edu), or call 612-624-4000 or 1-800-234-6564 for information on using IDL courses with the Bachelor of Applied Science or Inter-College Program. For information about using IDL courses with other programs, contact your college adviser or (for prospective undergraduate students) the University of Minnesota Office of Admissions at <http://admissions.tc.umn.edu>, 612-625-2008 (1-800-752-1000).

### ***Certificate Programs***

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. To earn a certificate, you must apply to a program and be officially admitted.

Some certificate programs include IDL options for required courses; two University of Minnesota certificates may be earned by qualified students completely with IDL courses. These are upper-level undergraduate programs that require a series of specialized courses in a specific field. They are designed for working adults and require previous college course work.

### **Applied Business Certificate**

The fully online 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*.

### **Paper Science and Engineering**

The Paper Science and Engineering Certificate is a fully online program intended for paper industry professionals who have a 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.

For information about program requirements and how to apply for admission visit the CCE Certificates Web site at [www.cce.umn.edu/certificates](http://www.cce.umn.edu/certificates), or contact the CCE Information Center (see the inside front cover for location and hours).

## Other Online Opportunities

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

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

### **Online Mentoring for Writers**

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

Through Online Mentoring, you can work from the convenience of home in flexible time frames that suit your personal schedules. And, thanks to easy-to-use Web technology, writers who live at great geographical distances can work meaningfully with each other.

Online Mentoring presents a faculty of outstanding mentors specially selected from the renowned writing teachers who have taught at Split Rock over the years. Current mentors include: Judith Barrington, Marion Dane Bauer, Wesley Brown, Carolyn Forché, Linda Hasselstrom, Susan Hubbard, Pablo Medina, Valerie Miner, Jim Moore, and Catherine Watson.

Split Rock Online Mentoring for Writers creates relationships, facilitates progress, and offers individual choice. For more information visit the Split Rock Web site at [www.cce.umn.edu/mentoring](http://www.cce.umn.edu/mentoring); e-mail [omw@cce.umn.edu](mailto:omw@cce.umn.edu); or call 612-625-8100.

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

You can advance your career in human resources by gaining recognized credentials in just over 10 weeks. Be part of a virtual class that will provide a thorough review of the SHRM Learning System®. You will follow a schedule and interact with your instructor and peers in a virtual environment. As with any classroom, you will be able to join in, ask questions, and fully participate.

For more information visit our web site at [www.cce.umn.edu/shrm](http://www.cce.umn.edu/shrm); or call 612-624-4000. Course dates are Oct. 1–Dec. 17, 2007.

### **Location Alert!**

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

**Before August 1:**

101 Westbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

**After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108



# How to Read Course Descriptions

## What You Need to Know

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

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

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

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

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

The sample description below shows the information found in all course descriptions in this catalog.

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

## 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

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Students admitted to School of Management majors may not take the 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 Internet Delivered

##### Fall

44927 — B02, 09/15/07–06/15/08  
45157 — C02, 10/15/07–07/15/08  
45385 — D02, 11/15/07–08/15/08  
45617 — E02, 12/15/07–09/15/08

##### Spring

69924 — B02, 01/15/08–10/15/08  
69926 — C02, 02/15/08–11/15/08  
63488 — D02, 03/15/08–12/15/08  
63490 — E02, 04/15/08–01/15/09

##### Summer

80010 — B02, 05/15/08–02/15/09  
80012 — C02, 06/15/08–03/15/09  
80014 — D02, 07/15/08–04/15/09  
80016 — E02, 08/15/08–05/15/09

## Afro-American Studies (Afro)

College of Liberal Arts

### Afro 3601 Introduction to African Literature

(Meets CLE req of International Perspective Theme, Literature Core.)

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

#### Extended Term Correspondence

##### Fall

44929 — B05, 09/15/07–06/15/08  
45159 — C05, 10/15/07–07/15/08  
45387 — D05, 11/15/07–08/15/08  
45619 — E05, 12/15/07–09/15/08

##### Spring

69928 — B05, 01/15/08–10/15/08  
69930 — C05, 02/15/08–11/15/08  
63492 — D05, 03/15/08–12/15/08  
63494 — E05, 04/15/08–01/15/09

##### Summer

80026 — B05, 05/15/08–02/15/09  
80028 — C05, 06/15/08–03/15/09  
80030 — D05, 07/15/08–04/15/09  
80032 — E05, 08/15/08–05/15/09

## Agronomy and Plant Genetics (Agro)

College of Food, Agricultural and Natural Resource Sciences

### Agro 4888 Issues in Sustainable Agriculture

(Prereq 1103, Soil 1125, 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. Course includes interaction with practices and promoters of sustainable agriculture. Sheaffer, Craig Charles, 2 cr

#### Extended Term Correspondence

##### Fall

45047 — B01, 09/15/07–06/15/08  
45275 — C01, 10/15/07–07/15/08  
45505 — D01, 11/15/07–08/15/08  
45739 — E01, 12/15/07–09/15/08

##### Spring

69932 — B01, 01/15/08–10/15/08  
69934 — C01, 02/15/08–11/15/08  
63496 — D01, 03/15/08–12/15/08  
63498 — E01, 04/15/08–01/15/09

**Summer**

- 80034 — B01, 05/15/08–02/15/09
- 80036 — C01, 06/15/08–03/15/09
- 80038 — D01, 07/15/08–04/15/09
- 80040 — E01, 08/15/08–05/15/09

## Applied Business (ABus)

College of Continuing Education

### ABus 4012 Problem Solving in Complex Organizations

*(A–F only; prereq 45 cr completed)*

Open systems perspective. Analyzing root causes/effects of problems/solutions across boundaries in organizations. Process analysis introduced as tool for problem solving. Problem-solving frameworks or processes. Students study and apply techniques for conducting root cause analyses, expanding alternatives, predicting consequences, and making choices. Swanson, Trisha Katherine, 3 cr

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

- 33197 — A71, 09/04/07–12/12/07

### ABus 4022 Management in Organizations

*(A–F only; prereq 45 cr completed)*

Demands on today's managers. Techniques/ideas beyond traditional studies. Focuses on small to medium-sized organizations. Applying management theory to all levels. Managing in global workplace. Organizational planning and decision making. Organizing resources. Leading/motivating people. Controlling/evaluating organizational activities. Haarklau, Evon A, 3 cr

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

- 29371 — A71, 09/04/07–12/12/07

**Spring**

- 69056 — A74, 01/22/08–05/09/08

### ABus 4023W Communicating for Results

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

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

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday of the first week of class, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Spring**

- 62778 — A74, 01/22/08–05/09/08

**Summer**

- 86516 — A77, 05/19/08–08/22/08

### ABus 4031 Accessing and Using Information Effectively

*(A–F only; prereq 45 cr completed)*

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

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday of the first week of class, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Spring**

- 70366 — A74, 01/22/08–05/09/08

**ABus 4041 Dynamics of Leadership**

(A–F only; prereq 45 cr completed)

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

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

26457 — A71, 09/04/07–12/12/07

**Spring**

70368 — A74, 01/22/08–05/09/08

**Summer**

86938 — A77, 05/19/08–08/22/08

**ABus 4043 Project Management in Practice**

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

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

*Pentium PC running Windows 95 or higher and Internet Explorer 5.5 or later; Mac Power PC running OS 9 or higher and Internet Explorer 5.1 or later. After Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Summer**

86388 — A77, 05/19/08–08/22/08

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

*(A–F only; credit will not be granted if credit has been received for MT 4001; prereq Financial accounting, 45 cr completed; combined with 33585 MT 4001.)*

Accounting concepts. Financial statements. Analysis/control of current assets. Income tax planning. Cost analysis. Standard costs for product costing. Time value of money. Quantifying risk/uncertainty. Utility theory, cost of capital, capital structure. Capital budgeting under capital rationing. Management decisions. Investment. Vickman, Thomas M, 3 cr  
*After 4pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Students who found earlier accounting courses difficult should take ABus 4101 in the classroom, not online. Online course requires multiple weekly deadlines and little flexibility for less prepared students.*

**Term Based  
Internet Delivered**

**Fall**

34823 — A71, 09/04/07–12/12/07

**Summer**

86942 — A77, 05/19/08–08/22/08

**ABus 4102 Operations in Manufacturing and Service Businesses**

(A–F only; prereq 45 cr completed)

Concepts/principles related to management of operations functions. Operations strategy, process, design, just-in-time inventory management, forecasting, scheduling, quality improvement. Relationships between operations and the environment. Misterek, Susan Amundson, 3 cr  
*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

29375 — A71, 09/04/07–12/12/07

**Summer**

85234 — A77, 05/19/08–08/22/08

### ABus 4104 Management and Human Resource Practices

(A–F only; prereq 45 cr completed)

Providing day-to-day leadership. Organizing work, motivating employees. Delegating, coordinating, and achieving results. Front line human resource practices, including selection, induction, and training of new employees, employee appraisal. Handling grievances/discipline. Brooks, Emily Hause, 3 cr

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

26461 — A71, 09/04/07–12/12/07

### ABus 4509 New Product Development

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

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

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Spring**

72982 — A74, 01/22/08–05/09/08

### ABus 4601 Corporate Finance

(A–F only; prereq Acct 2050, Econ 1101 or 1102, Math 1031, 45 cr completed)

Principles of financial management. Implementation by corporate financial managers in strategic financial decisions. Financial statement analysis. Time value of money. Risk/return. Equity valuation. Fixed income securities. Capital budgeting analysis. Cost of capital. Long-term financing. Capital structure analysis. Dividend policy. 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday of the first week of class, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Fall**

78978 — A74, 09/04/07–12/12/07

### ABus 4701 Introduction to Marketing

(A–F only; prereq Acct 2050, Econ 1101, 45 cr completed)

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

*After 4 pm on Friday of the first week of class, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

42411 — A71, 09/04/07–12/12/07

**Spring**

79494 — A74, 01/22/08–05/09/08

## Art History (ArH)

College of Liberal Arts

### ArH 3014W Art of India

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

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

**Extended Term  
Correspondence**

**Fall**

45073 — B01, 09/15/07–06/15/08

45301 — C01, 10/15/07–07/15/08

45531 — D01, 11/15/07–08/15/08

45767 — E01, 12/15/07–09/15/08

**Spring**

69936 — B01, 01/15/08–10/15/08

69938 — C01, 02/15/08–11/15/08

63500 — D01, 03/15/08–12/15/08

63502 — E01, 04/15/08–01/15/09

**Summer**

80042 — B01, 05/15/08–02/15/09

80044 — C01, 06/15/08–03/15/09

80046 — D01, 07/15/08–04/15/09

80048 — E01, 08/15/08–05/15/09

## 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; 40 seats reserved for non-PSEO, non-admitted student.)*

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

*Online course, with 4 hand-written 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 5 days before term begins. After then, registration requires instructor permission.*

#### Term Based Internet Delivered

##### Fall

32359 — A71, 09/04/07–12/12/07

##### Spring

74142 — A74, 01/22/08–05/09/08

##### Summer

87964 — A77, 05/19/08–08/22/08

### BioC 6021 Biochemistry

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

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

*Online course with hand-written exams. Visit [biosci.cbs.umn.edu/class/bioc/3021/jsa/distance.html](http://biosci.cbs.umn.edu/class/bioc/3021/jsa/distance.html) for tech requirements and other details. Permission is required to register Contact Master of Biological Science program, 612-625-3133 or [biolink@umn.edu](mailto:biolink@umn.edu).*

#### Term Based Internet Delivered

##### Fall

54315 — A71, 09/04/07–12/12/07

##### Spring

90421 — A74, 01/22/08–05/09/08

##### Summer

93392 — A77, 05/19/08–08/22/08

## Biology (Biol)

College of Biological Sciences

### Biol 1009 General Biology

*(Credit will not be granted if credit has been received for BIOL 1001, 1009H; prereq high school chemistry; 1 term college chemistry recommended; credit will not be granted if credit has been received for 1001, 1002V, 1002W; 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. Includes lab. Brooker, Robert James, 4 cr  
*Includes labs, most can be done at home.*

#### Extended Term Correspondence

##### Fall

44925 — B06, 09/15/07–06/15/08

45155 — C06, 10/15/07–07/15/08

45389 — D06, 11/15/07–08/15/08

45621 — E06, 12/15/07–09/15/08

##### Spring

69940 — B06, 01/15/08–10/15/08

69942 — C06, 02/15/08–11/15/08

63504 — D06, 03/15/08–12/15/08

63506 — E06, 04/15/08–01/15/09

##### Summer

80058 — B06, 05/15/08–02/15/09

80060 — C06, 06/15/08–03/15/09

80062 — D06, 07/15/08–04/15/09

80064 — E06, 08/15/08–05/15/09

**Biol 4003 Genetics**

*(Credit will not be granted if credit has been received for GCD 3022; prereq BIOC 3021, 4331, CBS Major or BA biology, microbiology, physiology or instr consent.)*

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

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

**Extended Term  
Internet Delivered**

**Fall**

- 44931 — B03, 09/15/07–06/15/08
- 45161 — C03, 10/15/07–07/15/08
- 45391 — D03, 11/15/07–08/15/08
- 45623 — E03, 12/15/07–09/15/08

**Spring**

- 69944 — B03, 01/15/08–10/15/08
- 69946 — C03, 02/15/08–11/15/08
- 63512 — D03, 03/15/08–12/15/08
- 63514 — E03, 04/15/08–01/15/09

**Summer**

- 80082 — B03, 05/15/08–02/15/09
- 80084 — C03, 06/15/08–03/15/09
- 80086 — D03, 07/15/08–04/15/09
- 80088 — E03, 08/15/08–05/15/09

**Biol 4004 Cell Biology**

*(Prereq 3021 or BIOC 3021, 4331, 4003, or 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**

- 44933 — B03, 09/15/07–06/15/08
- 45163 — C03, 10/15/07–07/15/08
- 45393 — D03, 11/15/07–08/15/08
- 45625 — E03, 12/15/07–09/15/08

**Spring**

- 69948 — B03, 01/15/08–10/15/08
- 69950 — C03, 02/15/08–11/15/08
- 63516 — D03, 03/15/08–12/15/08
- 63518 — E03, 04/15/08–01/15/09

**Summer**

- 80114 — B03, 05/15/08–02/15/09
- 80116 — C03, 06/15/08–03/15/09
- 80118 — D03, 07/15/08–04/15/09
- 80120 — E03, 08/15/08–05/15/09

**Bioproducts  
and Biosystems  
Engineering (BBE)**

College of Food, Agricultural and Natural Resource Sciences

**BBE 1002 Wood and Fiber  
Science**

*(A–F only; credit will not be granted if credit has been received for BBE 5202.)*

Wood as a bio-material. Wood's anatomical/cellular structure compared with other plant-derived materials. Wood's physical properties/characteristics in various applications. Non-wood fiber, bio-product characteristics. Tze, William Tai Yin, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After Wednesday 1/16/08, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Spring**

- 82852 — A74, 01/22/08–05/09/08

**Location Alert!**

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

**Before August 1:**

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

**After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

**BBE 4305 Pulp and Paper Technology**

*(Credit will not be granted if credit has been received for BBE 5305; prereq jr or instr consent.)*

Pulping processes, fiber refining and processing, paper manufacturing, fiber and paper properties, paper recycling, water requirements and effluent treatment. Chemical and mechanical pulping, pulp preparation, secondary fiber, de-inking, wet end additives. Tschirner, Ulrike Waltrau, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. Prerequisite of high school chemistry. Intended for working professionals. This section is for undergraduate credit. Last day to register without instructor permission is 8/29/07.*

**Term Based  
 Internet Delivered**

**Fall**

54317 — A71, 09/04/07–12/12/07

**BBE 4312 Pulp and Paper Unit Operations**

*(Credit will not be granted if credit has been received for BBE 5312; prereq 4305 or instr consent; meets CLE req of Writing Intensive.)*

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

*For computer requirements see webct.umn.edu and click on Browser Set Up. Prerequisite of two years of college level calculus, chemistry and one year of physics. Intended for working professionals. This section is for undergraduate credit. The last day to register without instructor permission is 8/29/07.*

**Term Based  
 Internet Delivered**

**Fall**

54319 — A71, 09/04/07–12/12/07

**BBE 4314 Papermaking Processes and Process Engineering Laboratory**

*(Credit will not be granted if credit has been received for BBE 5314; prereq instr consent.)*

Theory/practice of design/operation of paper machines and associated finishing/converting equipment. Experiments illustrate/apply principles of momentum, heat, and mass transfer. Operation/performance optimization of pilot-plant paper machine. Process engineering studies of industrial production systems. Ramaswamy, Shri; Lin, WeiLu, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. After Wednesday 1/16/08, registration requires instructor permission. This section is for undergraduate credit.*

**Term Based  
 Internet Delivered**

**Spring**

72176 — A74, 01/22/08–05/09/08

**BBE 4362 Pulping and Bleaching**

*(Credit will not be granted if credit has been received for BBE 5362; prereq BP 4305 or WPS 4305.)*

Chemistry/technologies in producing of paper-making raw material. Wood pulping/bleaching, including non-wood fibers and recycled fiber materials. Tschirner, Ulrike Waltrau, 4 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. Intended for working professionals. This section is for undergraduate credit. The last day to register without instructor permission is 8/29/07.*

**Term Based  
 Internet Delivered**

**Fall**

54322 — A71, 09/04/07–12/12/07

**BBE 5202 Wood and Fiber Science**

*(A–F only; credit will not be granted if credit has been received for BBE 1002.)*

Wood as a bio-material. Wood's anatomical/cellular structure compared with other plant-derived materials. Wood's physical properties/characteristics in various applications. Non-wood fiber, bio-product characteristics. 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. After Wednesday 1/16/08, registration requires instructor permission. This section is for graduate credit. Non-admitted students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088.*

**Term Based  
 Internet Delivered**

**Spring**

84122 — A74, 01/22/08–05/09/08



**BBE 5305 Pulp and Paper Technology**

(Credit will not be granted if credit has been received for BBE 4305; prereq grad student or instr consent.)

Pulping processes, fiber refining/processing, paper manufacturing, fiber/paper properties, paper recycling. Water requirements, effluent treatment. Chemical/mechanical pulping, pulp preparation, secondary fiber, de-inking, wet end additives. Lab problems/exercises. Tschirner, Ulrike Waltrau, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Prerequisite of high school chemistry. Intended for working professionals. This section is for graduate credit. Non-degree students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088. The last day to register without instructor permission is 8/29/07.

**Term Based  
Internet Delivered**

**Fall**

54318 — A71, 09/04/07–12/12/07

**BBE 5312 Pulp and Paper Unit Operations**

(Credit will not be granted if credit has been received for BBE 4312; prereq grad student or instr consent.)

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

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Prerequisite of B.S. sciences/engineering including college level calculus, chemistry, and one year of physics. Intended for working professionals. This section is for graduate credit. Non-degree students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088. The last day to register without instructor permission is 8/29/07.

**Term Based  
Internet Delivered**

**Fall**

54320 — A71, 09/04/07–12/12/07

**BBE 5314 Papermaking Processes and Process Engineering Laboratory**

(Credit will not be granted if credit has been received for BBE 4314; prereq grad student or instr consent.)

Theory/practice of design/operation of paper machines and associated finishing/converting equipment. Experiments illustrate/apply principles of momentum, heat, and mass transfer. Operation/performance optimization of pilot-plant paper machine. Process engineering studies of industrial production systems. Ramaswamy, Shri, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After Wednesday 1/16/08, registration requires instructor permission. This section is for graduate credit. Non-admitted students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088.

**Term Based  
Internet Delivered**

**Spring**

77432 — A74, 01/22/08–05/09/08

**BBE 5362 Pulping and Bleaching**

(Credit will not be granted if credit has been received for BBE 4362; prereq grad student or instr consent; meets CLE req of Writing Intensive.)

Chemistry/technologies in producing of paper-making raw material. Wood pulping/bleaching, including non-wood fibers and recycled fiber materials. Tschirner, Ulrike Waltrau, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Intended for working professionals. This section is for graduate credit. Non-degree students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088. The last day to register without instructor permission is 8/29/07.

**Term Based  
Internet Delivered**

**Fall**

54341 — A71, 09/04/07–12/12/07

**BBE 5504 Bio-based Products Development and Management**

(A–F only; credit will not be granted if credit has been received for BBE 4504W; prereq grad student or instr consent.)

Concepts of new product development and product management and their application to bio-based products. Smith, Tim, 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After Wednesday 1/16/08, registration requires instructor permission. This section is for graduate credit. Non-admitted students who want graduate credit must register by contacting the College of Continuing Education, 612-625-2088.

**Term Based  
Internet Delivered**

**Spring**

79688 — A74, 01/22/08–05/09/08

**BBE 8300 Research Problems**

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

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

**Term Based  
Internet Delivered**

**Fall**

54353 — A71, 09/04/07–12/12/07

**Spring**

80544 — A74, 01/22/08–05/09/08

**Summer**

91490 — A77, 05/19/08–08/22/08

**Business**

See the following listings:

- Accounting
- Agronomy and Plant Genetics
- Applied Business
- Economics
- Finance
- Management
- Marketing
- Postsecondary Teaching and Learning

**Chemistry**

See PSTL 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 R, 4 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. No credit will be granted if credit has been received for 3301 or equivalent.

**Extended Term Internet Delivered**

**Fall**

44937 — B03, 09/15/07–06/15/08

45167 — C03, 10/15/07–07/15/08

45397 — D03, 11/15/07–08/15/08

45629 — E03, 12/15/07–09/15/08

**Spring**

69952 — B03, 01/15/08–10/15/08

69954 — C03, 02/15/08–11/15/08

63520 — D03, 03/15/08–12/15/08

63522 — E03, 04/15/08–01/15/09

**Summer**

80128 — B03, 05/15/08–02/15/09

80132 — C03, 06/15/08–03/15/09

80134 — D03, 07/15/08–04/15/09

80136 — E03, 08/15/08–05/15/09

**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 R, 4 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. No credit will be granted if credit has been received for 3301 or equivalent.

**Extended Term Internet Delivered**

**Fall**

45043 — B03, 09/15/07–06/15/08

45271 — C03, 10/15/07–07/15/08

45501 — D03, 11/15/07–08/15/08

45735 — E03, 12/15/07–09/15/08

**Spring**

69956 — B03, 01/15/08–10/15/08

69958 — C03, 02/15/08–11/15/08

63524 — D03, 03/15/08–12/15/08

63526 — E03, 04/15/08–01/15/09

**Summer**

80138 — B03, 05/15/08–02/15/09

80140 — C03, 06/15/08–03/15/09

80142 — D03, 07/15/08–04/15/09

80144 — E03, 08/15/08–05/15/09

**CPsy 4302 Infant Development**

(A–F only; prereq 2301 or instr consent)

Perceptual, motor, emotional, social, and cognitive development during the first two years of life; the developing infant in his or her social and physical environment. Millett, Katherine Gordon, 4 cr

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

45079 — B02, 09/15/07–06/15/08  
45307 — C02, 10/15/07–07/15/08  
45537 — D02, 11/15/07–08/15/08  
45773 — E02, 12/15/07–09/15/08

**Spring**

69960 — B02, 01/15/08–10/15/08  
69962 — C02, 02/15/08–11/15/08  
63528 — D02, 03/15/08–12/15/08  
63530 — E02, 04/15/08–01/15/09

**Summer**

80178 — B02, 05/15/08–02/15/09  
80180 — C02, 06/15/08–03/15/09  
80182 — D02, 07/15/08–04/15/09  
80184 — E02, 08/15/08–05/15/09

**CPsy 4303 Adolescent Psychology**

(A–F only; prereq Psy 1001)

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

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

44941 — B03, 09/15/07–06/15/08  
45171 — C03, 10/15/07–07/15/08  
45401 — D03, 11/15/07–08/15/08  
45633 — E03, 12/15/07–09/15/08

**Spring**

69964 — B03, 01/15/08–10/15/08  
69966 — C03, 02/15/08–11/15/08  
63536 — D03, 03/15/08–12/15/08  
63538 — E03, 04/15/08–01/15/09

**Summer**

80186 — B03, 05/15/08–02/15/09  
80188 — C03, 06/15/08–03/15/09  
80190 — D03, 07/15/08–04/15/09  
80192 — E03, 08/15/08–05/15/09

**CPsy 4331 Social and Personality Development**

(A–F only; prereq 2301, Psy 1001)

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

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

44939 — B03, 09/15/07–06/15/08  
45169 — C03, 10/15/07–07/15/08  
45399 — D03, 11/15/07–08/15/08  
45631 — E03, 12/15/07–09/15/08

**Spring**

69968 — B03, 01/15/08–10/15/08  
69970 — C03, 02/15/08–11/15/08  
63532 — D03, 03/15/08–12/15/08  
63534 — E03, 04/15/08–01/15/09

**Summer**

80194 — B03, 05/15/08–02/15/09  
80196 — C03, 06/15/08–03/15/09  
80198 — D03, 07/15/08–04/15/09  
80200 — E03, 08/15/08–05/15/09

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

College of Liberal Arts

**CNES 1042 Greek and Roman Mythology**

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

Introduction to the stories and the study of Greek and Roman mythology. Woods, Heather A, 4 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on *Browser Set Up*.

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

44935 — B03, 09/15/07–06/15/08  
45165 — C03, 10/15/07–07/15/08  
45395 — D03, 11/15/07–08/15/08  
45627 — E03, 12/15/07–09/15/08

**Spring**

77444 — B03, 01/15/08–10/15/08  
77446 — C03, 02/15/08–11/15/08  
77448 — D03, 03/15/08–12/15/08  
77450 — E03, 04/15/08–01/15/09

**Summer**

89292 — B03, 05/15/08–02/15/09  
89294 — C03, 06/15/08–03/15/09  
89296 — D03, 07/15/08–04/15/09  
89298 — E03, 08/15/08–05/15/09

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

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

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

**Extended Term Internet Delivered**

**Fall**

- 45149 — B01, 09/15/07–06/15/08
- 45379 — C01, 10/15/07–07/15/08
- 45609 — D01, 11/15/07–08/15/08
- 45847 — E01, 12/15/07–09/15/08

**Spring**

- 77452 — B01, 01/15/08–10/15/08
- 77454 — C01, 02/15/08–11/15/08
- 77456 — D01, 03/15/08–12/15/08
- 77458 — E01, 04/15/08–01/15/09

**Summer**

- 89300 — B01, 05/15/08–02/15/09
- 89302 — C01, 06/15/08–03/15/09
- 89304 — D01, 07/15/08–04/15/09
- 89306 — E01, 08/15/08–05/15/09

**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. Jacobi, Laura Jean, 3 cr

*Students who want graduate credit but are not officially admitted to a U of M graduate program must register by contacting Communication Studies department for permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Registration closes 5 days before term begins. After then, registration requires instructor permission.*

**Term Based Internet Delivered**

**Fall**

- 54801 — A71, 09/04/07–12/12/07

**Spring**

- 70362 — A74, 01/22/08–05/09/08

**Computers**

See PSTL, Computer Literacy and Problem Solving

**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, 5407, 3807, 3408W; prereq jr or sr recommended; biological sciences students may not apply cr toward major; meets CLE req of Environment Theme.)*

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

**Extended Term Correspondence**

**Fall**

- 44957 — B08, 09/15/07–06/15/08
- 26623 — C08, 10/15/07–07/15/08
- 26625 — D08, 11/15/07–08/15/08
- 45649 — E08, 12/15/07–09/15/08

**Spring**

- 69980 — B08, 01/15/08–10/15/08
- 69982 — C08, 02/15/08–11/15/08
- 63540 — D08, 03/15/08–12/15/08
- 63542 — E08, 04/15/08–01/15/09

**Summer**

- 80202 — B08, 05/15/08–02/15/09
- 80204 — C08, 06/15/08–03/15/09
- 80206 — D08, 07/15/08–04/15/09
- 80208 — E08, 08/15/08–05/15/09

## 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, 1101H; prereq knowledge of plane geometry and advanced algebra; credit will not be granted if credit received for 1104, 1111, ApEc 1101; meets CLE req of International Perspect Theme, Social Science Core.)*

Microeconomic behavior of consumers, firms, and markets in domestic and world economy. Demand and supply. Competition and monopoly. Distribution of income. Economic interdependencies in the global economy. Effects of global linkages on individual decisions. Lande, Katherine Nicole, 4 cr

#### Extended Term Correspondence

##### Fall

44959 — B07, 09/15/07-06/15/08  
45187 — C07, 10/15/07-07/15/08  
45417 — D07, 11/15/07-08/15/08  
45651 — E07, 12/15/07-09/15/08

##### Spring

69972 — B07, 01/15/08-10/15/08  
69974 — C07, 02/15/08-11/15/08  
63544 — D07, 03/15/08-12/15/08  
63546 — E07, 04/15/08-01/15/09

##### Summer

80210 — B07, 05/15/08-02/15/09  
80212 — C07, 06/15/08-03/15/09  
80214 — D07, 07/15/08-04/15/09  
80216 — E07, 08/15/08-05/15/09

### Econ 1102 Principles of Macroeconomics

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

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

#### Extended Term Correspondence

##### Fall

44961 — B07, 09/15/07-06/15/08  
45189 — C07, 10/15/07-07/15/08  
45419 — D07, 11/15/07-08/15/08  
45653 — E07, 12/15/07-09/15/08

##### Spring

69976 — B07, 01/15/08-10/15/08  
69978 — C07, 02/15/08-11/15/08  
63548 — D07, 03/15/08-12/15/08  
63550 — E07, 04/15/08-01/15/09

##### Summer

80218 — B07, 05/15/08-02/15/09  
80220 — C07, 06/15/08-03/15/09  
80222 — D07, 07/15/08-04/15/09  
80224 — E07, 08/15/08-05/15/09

## Educational Psychology (EPsy)

College of Education & Human Development

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

*(Max crs 3)*

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

#### Extended Term Correspondence

##### Fall

45121 — B02, 09/15/07-06/15/08  
45351 — C02, 10/15/07-07/15/08  
45581 — D02, 11/15/07-08/15/08  
45819 — E02, 12/15/07-09/15/08

##### Spring

70354 — B02, 01/15/08-10/15/08  
70356 — C02, 02/15/08-11/15/08  
70358 — D02, 03/15/08-12/15/08  
70360 — E02, 04/15/08-01/15/09

##### Summer

86486 — B02, 05/15/08-02/15/09  
86488 — C02, 06/15/08-03/15/09  
86490 — D02, 07/15/08-04/15/09  
86492 — E02, 08/15/08-05/15/09

## English: Composition

See Writing Studies

## English: Creative Writing (EngW)

College of Liberal Arts

### EngW 3102 Intermediate Fiction Writing

(Prereq 1101, 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

44963 — B03, 09/15/07-06/15/08  
45191 — C03, 10/15/07-07/15/08  
45421 — D03, 11/15/07-08/15/08  
45655 — E03, 12/15/07-09/15/08

##### Spring

70090 — B03, 01/15/08–10/15/08  
70092 — C03, 02/15/08–11/15/08  
63606 — D03, 03/15/08–12/15/08  
63608 — E03, 04/15/08–01/15/09

##### Summer

80346 — B03, 05/15/08–02/15/09  
80348 — C03, 06/15/08–03/15/09  
80350 — D03, 07/15/08–04/15/09  
80352 — E03, 08/15/08–05/15/09

### EngW 3104 Intermediate Poetry Writing

(Prereq 1101, 1103 or dept consent)

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

#### Extended Term Correspondence

##### Fall

44965 — B02, 09/15/07–06/15/08  
45193 — C02, 10/15/07–07/15/08  
45423 — D02, 11/15/07–08/15/08  
45657 — E02, 12/15/07–09/15/08

##### Spring

70094 — B02, 01/15/08–10/15/08  
70096 — C02, 02/15/08–11/15/08  
63610 — D02, 03/15/08–12/15/08  
63612 — E02, 04/15/08–01/15/09

##### Summer

80362 — B02, 05/15/08–02/15/09  
80364 — C02, 06/15/08–03/15/09  
80366 — D02, 07/15/08–04/15/09  
80368 — E02, 08/15/08–05/15/09

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

(Max crs 9; 3 repeats allowed; prereq 1101, 1102, 1103, 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

45093 — B03, 09/15/07–06/15/08  
45323 — C03, 10/15/07–07/15/08  
45553 — D03, 11/15/07–08/15/08  
45789 — E03, 12/15/07–09/15/08

##### Spring

70102 — B03, 01/15/08–10/15/08  
70104 — C03, 02/15/08–11/15/08  
63852 — D03, 03/15/08–12/15/08  
63854 — E03, 04/15/08–01/15/09

##### Summer

80386 — B03, 05/15/08–02/15/09  
80388 — C03, 06/15/08–03/15/09  
80390 — D03, 07/15/08–04/15/09  
80392 — E03, 08/15/08–05/15/09

### EngW 5202 Journal and Memoir Writing

Using memory in writing, from brainstorming to drafting to revision, in several genres (poems, traditional memoir essays, fiction). How diverse cultures shape memory differently. Galt, Margot Kriel, 3 cr

*No graduate credit available.*

#### Extended Term Correspondence

##### Fall

45099 — B04, 09/15/07–06/15/08  
45329 — C04, 10/15/07–07/15/08  
45559 — D04, 11/15/07–08/15/08  
45795 — E04, 12/15/07–09/15/08

##### Spring

70106 — B04, 01/15/08–10/15/08  
70108 — C04, 02/15/08–11/15/08  
70110 — D04, 03/15/08–12/15/08  
70112 — E04, 04/15/08–01/15/09

##### Summer

80394 — B04, 05/15/08–02/15/09  
80396 — C04, 06/15/08–03/15/09  
80398 — D04, 07/15/08–04/15/09  
80400 — E04, 08/15/08–05/15/09

### 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 and present. Roberts, Nancy Lee, 3 cr

Printed course with related Web site required for some assignments. No graduate credit available.

#### Extended Term Correspondence

##### Fall

45101 — B02, 09/15/07–06/15/08  
45331 — C02, 10/15/07–07/15/08  
45561 — D02, 11/15/07–08/15/08  
45797 — E02, 12/15/07–09/15/08

##### Spring

70122 — B02, 01/15/08–10/15/08  
70124 — C02, 02/15/08–11/15/08  
63618 — D02, 03/15/08–12/15/08  
63620 — E02, 04/15/08–01/15/09

##### Summer

80402 — B02, 05/15/08–02/15/09  
80404 — C02, 06/15/08–03/15/09  
80406 — D02, 07/15/08–04/15/09  
80408 — E02, 08/15/08–05/15/09

### English: Literature (EngL)

College of Liberal Arts

#### EngL 3001W Textual Analysis: Methods

(A–F; credit will not be granted if credit has been received for ENGL 3001V; English major, minor, premajor, or BIS/IDIM-English; meets CLE req of Writing Intensive.)

Close/critical reading, placing literature in history/culture. Idea of multiple approaches to literary works. Analysis of various literary forms, including poetry. Johnson, Elizabeth M, 4 cr  
*English majors and minors may not take the IDL version of this course.*

#### Extended Term Correspondence

##### Fall

44951 — B02, 09/15/07–06/15/08  
45181 — C02, 10/15/07–07/15/08  
45411 — D02, 11/15/07–08/15/08  
45643 — E02, 12/15/07–09/15/08

##### Spring

70004 — B02, 01/15/08–10/15/08  
70006 — C02, 02/15/08–11/15/08  
63570 — D02, 03/15/08–12/15/08  
63572 — E02, 04/15/08–01/15/09

##### Summer

80298 — B02, 05/15/08–02/15/09  
80300 — C02, 06/15/08–03/15/09  
80302 — D02, 07/15/08–04/15/09  
80304 — E02, 08/15/08–05/15/09

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

(Meets CLE req of Historical Perspective Core, Writing Intensive.)

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

#### Extended Term Correspondence

##### Fall

45113 — B03, 09/15/07–06/15/08  
45343 — C03, 10/15/07–07/15/08  
45573 — D03, 11/15/07–08/15/08  
45811 — E03, 12/15/07–09/15/08

##### Spring

70010 — B03, 01/15/08–10/15/08  
70012 — C03, 02/15/08–11/15/08  
67512 — D03, 03/15/08–12/15/08  
67514 — E03, 04/15/08–01/15/09

##### Summer

84674 — B03, 05/15/08–02/15/09  
84676 — C03, 06/15/08–03/15/09  
84678 — D03, 07/15/08–04/15/09  
84680 — E03, 08/15/08–05/15/09

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

(Meets CLE req of Historical Perspective Core, Writing Intensive.)

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

*Course continues on next page.*

## Courses

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*Printed course. Web access recommended for some assignments.*

### **Extended Term Correspondence**

#### **Fall**

45115 — B03, 09/15/07–06/15/08  
45345 — C03, 10/15/07–07/15/08  
45575 — D03, 11/15/07–08/15/08  
45813 — E03, 12/15/07–09/15/08

#### **Spring**

70014 — B02, 01/15/08–10/15/08  
70016 — C02, 02/15/08–11/15/08  
67522 — D02, 03/15/08–12/15/08  
67524 — E02, 04/15/08–01/15/09

#### **Summer**

84682 — B03, 05/15/08–02/15/09  
84684 — C03, 06/15/08–03/15/09  
84686 — D03, 07/15/08–04/15/09  
84688 — E03, 08/15/08–05/15/09

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

*(Meets CLE req of Cultural Diversity Theme, Literature Core, Writing Intensive.)*

Readings in American literature from first European contact, through colonial times, to mid-19th century. Texts in several genres by diverse authors. Classics, less familiar works. Historical, social, and aesthetic contexts. McNaron, Toni A, 4 cr  
*Printed course. Web access recommended for some assignments.*

### **Extended Term Correspondence**

#### **Fall**

44953 — B02, 09/15/07–06/15/08  
45183 — C02, 10/15/07–07/15/08  
45413 — D02, 11/15/07–08/15/08  
45645 — E02, 12/15/07–09/15/08

#### **Spring**

70018 — B02, 01/15/08–10/15/08  
70020 — C02, 02/15/08–11/15/08  
63582 — D02, 03/15/08–12/15/08  
63584 — E02, 04/15/08–01/15/09

#### **Summer**

80306 — B02, 05/15/08–02/15/09  
80308 — C02, 06/15/08–03/15/09  
80310 — D02, 07/15/08–04/15/09  
80312 — E02, 08/15/08–05/15/09

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

*(Meets CLE req of Cultural Diversity Theme, Literature Core, Writing Intensive.)*

Readings from the mid-19th to the mid-20th century; including the realists' and regionalists' response to the growth of industrial capitalism, Modernism in the 1920s, and the issues which united and divided the country throughout the 20th century. McNaron, Toni A, 4 cr  
*Printed course. Web access recommended for some assignments.*

### **Extended Term Correspondence**

#### **Fall**

26741 — B02, 09/15/07–06/15/08  
45311 — C02, 10/15/07–07/15/08  
45541 — D02, 11/15/07–08/15/08  
45777 — E02, 12/15/07–09/15/08

#### **Spring**

70026 — B02, 01/15/08–10/15/08  
70030 — C02, 02/15/08–11/15/08  
63590 — D02, 03/15/08–12/15/08  
63592 — E02, 04/15/08–01/15/09

#### **Summer**

80330 — B02, 05/15/08–02/15/09  
80332 — C02, 06/15/08–03/15/09  
80334 — D02, 07/15/08–04/15/09  
80336 — E02, 08/15/08–05/15/09

### **EngL 3007 Shakespeare**

*(A–F only; 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

*Printed course with recommended related Web site.*

### **Extended Term Correspondence**

#### **Fall**

44955 — B01, 09/15/07–06/15/08  
45185 — C01, 10/15/07–07/15/08  
45415 — D01, 11/15/07–08/15/08  
45647 — E01, 12/15/07–09/15/08

#### **Spring**

70034 — B01, 01/15/08–10/15/08  
70036 — C01, 02/15/08–11/15/08  
63594 — D01, 03/15/08–12/15/08  
63600 — E01, 04/15/08–01/15/09

#### **Summer**

80314 — B01, 05/15/08–02/15/09  
80316 — C01, 06/15/08–03/15/09  
80318 — D01, 07/15/08–04/15/09  
80320 — E01, 08/15/08–05/15/09

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

*(Max crs 9; 3 repeats allowed)*

The course focuses on past and present classic works of science fiction and fantasy. Topics include aliens, robots, computers, religion, time travel, women's roles, Tolkien, vampires, cyberpunk, and much, much more. Hodgell, Patricia C, 3 cr



*Printed course with recommended related Web site.*

**Extended Term Correspondence**

**Fall**

- 45143 — B02, 09/15/07–06/15/08
- 45373 — C02, 10/15/07–07/15/08
- 45603 — D02, 11/15/07–08/15/08
- 45841 — E02, 12/15/07–09/15/08

**Spring**

- 77460 — B02, 01/15/08–10/15/08
- 77462 — C02, 02/15/08–11/15/08
- 77464 — D02, 03/15/08–12/15/08
- 77466 — E02, 04/15/08–01/15/09

**Summer**

- 89308 — B02, 05/15/08–02/15/09
- 89310 — C02, 06/15/08–03/15/09
- 89312 — D02, 07/15/08–04/15/09
- 89314 — E02, 08/15/08–05/15/09

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

*(Max crs 12; 3 repeats allowed)*

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

**Extended Term Correspondence**

**Fall**

- 45141 — B01, 09/15/07–06/15/08
- 45371 — C01, 10/15/07–07/15/08
- 45601 — D01, 11/15/07–08/15/08
- 45839 — E01, 12/15/07–09/15/08

**Spring**

- 73116 — B01, 01/15/08–10/15/08
- 73118 — C01, 02/15/08–11/15/08
- 73120 — D01, 03/15/08–12/15/08
- 73122 — E01, 04/15/08–01/15/09

**Summer**

- 87458 — B01, 05/15/08–02/15/09
- 87460 — C01, 06/15/08–03/15/09
- 87462 — D01, 07/15/08–04/15/09
- 87464 — E01, 08/15/08–05/15/09

**EngL 3350 Women Writers: Modern Women Writers**

*(Max crs 9; 3 repeats allowed)*

Fiction and poetry by major American and British women writers from 1900 to the present. Writers include Edith Wharton, Zora Neale Hurston, Dorothy Parker, Virginia Woolf, Toni Morrison, Cynthia Ozick, Maxine Hong Kingston, Anne Sexton, Sylvia Plath, Fae Myenne Ng, and Adrienne Rich. Poulakis, Victoria S, 3 cr

**Extended Term Correspondence**

**Fall**

- 45145 — B01, 09/15/07–06/15/08
- 45375 — C01, 10/15/07–07/15/08
- 45605 — D01, 11/15/07–08/15/08
- 45843 — E01, 12/15/07–09/15/08

**Spring**

- 77468 — B01, 01/15/08–10/15/08
- 77472 — C01, 02/15/08–11/15/08
- 77476 — D01, 03/15/08–12/15/08
- 77480 — E01, 04/15/08–01/15/09

**Summer**

- 89316 — B01, 05/15/08–02/15/09
- 89320 — C01, 06/15/08–03/15/09
- 89324 — D01, 07/15/08–04/15/09
- 89328 — E01, 08/15/08–05/15/09

**EngL 5711 Introduction to Editing**

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

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

**Extended Term Correspondence**

**Fall**

- 44967 — B03, 09/15/07–06/15/08
- 45195 — C03, 10/15/07–07/15/08
- 45425 — D03, 11/15/07–08/15/08
- 45659 — E03, 12/15/07–09/15/08

**Spring**

- 70078 — B03, 01/15/08–10/15/08
- 70080 — C03, 02/15/08–11/15/08
- 63614 — D03, 03/15/08–12/15/08
- 63616 — E03, 04/15/08–01/15/09

**Summer**

- 85906 — B03, 05/15/08–02/15/09
- 85908 — C03, 06/15/08–03/15/09
- 85910 — D03, 07/15/08–04/15/09
- 85912 — E03, 08/15/08–05/15/09

**See also PSTL 1365W, Literatures of the United States; PSTL 1371, Reading Short Stores; PSTL 1816, African-American Literature; and PSTL 1836, Asian-American Literature.**

## Family Social Science (FSoS)

College of Education & Human Development

### FSoS 3101 Personal and Family Finances

(Prereq at least soph or instr consent)

Analysis of personal/family financial management principles. Financial planning of savings, investments, credit, mortgages, and taxation. Life, disability, health, and property insurance. Public/private pensions. Estate planning. 3 cr

For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Registration closes 5 days before term begins. After then, registration requires instructor permission.

#### Term Based Internet Delivered

##### Fall

34827 — A71, 09/04/07–12/12/07  
45853 — A72, 09/04/07–12/12/07

##### Spring

72572 — A74, 01/22/08–05/09/08  
75296 — A75, 01/22/08–05/09/08

##### Summer

90458 — A77, 05/19/08–08/22/08

## 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 management/derivatives. Reik, John W, 3 cr

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

#### Extended Term Correspondence

##### Fall

45131 — B04, 09/15/07–06/15/08  
45361 — C04, 10/15/07–07/15/08  
45591 — D04, 11/15/07–08/15/08  
45829 — E04, 12/15/07–09/15/08

##### Spring

70126 — B03, 01/15/08–10/15/08  
70128 — C04, 02/15/08–11/15/08  
63508 — D04, 03/15/08–12/15/08  
63510 — E04, 04/15/08–01/15/09

##### Summer

80418 — B04, 05/15/08–02/15/09  
80420 — C04, 06/15/08–03/15/09  
80422 — D04, 07/15/08–04/15/09  
80424 — E04, 08/15/08–05/15/09

## Food Science and Nutrition (FScN)

College of Food, Agricultural and Natural Resource Sciences

### FScN 1112 Principles of Nutrition

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

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

#### Extended Term Correspondence

##### Fall

44969 — B05, 09/15/07–06/15/08  
45197 — C05, 10/15/07–07/15/08  
45427 — D05, 11/15/07–08/15/08  
45661 — E05, 12/15/07–09/15/08

##### Spring

70138 — B06, 01/15/08–10/15/08  
70140 — C06, 02/15/08–11/15/08  
63646 — D06, 03/15/08–12/15/08  
63648 — E06, 04/15/08–01/15/09

##### Summer

80410 — B06, 05/15/08–02/15/09  
80412 — C06, 06/15/08–03/15/09  
80414 — D06, 07/15/08–04/15/09  
80416 — E06, 08/15/08–05/15/09

## French (Fren)

College of Liberal Arts

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

Basic reading knowledge of French language. Intensive reading and translation of texts from a wide variety of disciplines. Students successfully completing the course obtain language certification in French. Akehurst, Frank Ronald, 0 cr

*Tuition equivalent to 2 credits. Students who are not officially admitted to a U of M graduate program should contact the instructor for permission to register.*

#### Extended Term Correspondence

##### Fall

46803 — B03, 09/15/07–06/15/08  
46805 — C03, 10/15/07–07/15/08  
46807 — D03, 11/15/07–08/15/08  
46809 — E03, 12/15/07–09/15/08

##### Spring

83124 — B03, 01/15/08–10/15/08  
83126 — C03, 02/15/08–11/15/08  
83128 — D03, 03/15/08–12/15/08  
83130 — E03, 04/15/08–01/15/09

##### Summer

90808 — B03, 05/15/08–02/15/09  
90810 — C03, 06/15/08–03/15/09  
90812 — D03, 07/15/08–04/15/09  
90814 — E03, 08/15/08–05/15/09

### Fren 1001 Beginning French I

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

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

#### Extended Term Correspondence

##### Fall

44971 — B04, 09/15/07–06/15/08  
45199 — C04, 10/15/07–07/15/08  
45429 — D04, 11/15/07–08/15/08  
45663 — E04, 12/15/07–09/15/08

##### Spring

70130 — B04, 01/15/08–10/15/08  
70132 — C04, 02/15/08–11/15/08  
63574 — D04, 03/15/08–12/15/08  
63576 — E04, 04/15/08–01/15/09

##### Summer

80426 — B04, 05/15/08–02/15/09  
80428 — C04, 06/15/08–03/15/09  
80430 — D04, 07/15/08–04/15/09  
80432 — E04, 08/15/08–05/15/09

### 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

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

#### Extended Term Correspondence

##### Fall

44973 — B04, 09/15/07–06/15/08  
45201 — C04, 10/15/07–07/15/08  
45431 — D04, 11/15/07–08/15/08  
45665 — E04, 12/15/07–09/15/08

##### Spring

70134 — B04, 01/15/08–10/15/08  
70136 — C04, 02/15/08–11/15/08  
63578 — D04, 03/15/08–12/15/08  
63580 — E04, 04/15/08–01/15/09

##### Summer

80442 — B04, 05/15/08–02/15/09  
80444 — C04, 06/15/08–03/15/09  
80446 — D04, 07/15/08–04/15/09  
80448 — E04, 08/15/08–05/15/09

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

College of Liberal Arts

### GWSS 3003 Gender and Global Politics

*(Credit will not be granted if credit has been received for GWSS 3003H; max crs 4; meets CLE req of International Perspect Theme, Social Science Core)*

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

#### Extended Term Internet Delivered

##### Fall

45041 — B03, 09/15/07–06/15/08  
45269 — C03, 10/15/07–07/15/08  
45499 — D03, 11/15/07–08/15/08  
45733 — E03, 12/15/07–09/15/08

*Course continues on next page.*

*Spring*

70214 — B03, 01/15/08–10/15/08  
 70216 — C03, 02/15/08–11/15/08  
 63840 — D03, 03/15/08–12/15/08  
 63842 — E03, 04/15/08–01/15/09

*Summer*

80474 — B03, 05/15/08–02/15/09  
 80476 — C03, 06/15/08–03/15/09  
 80478 — D03, 07/15/08–04/15/09  
 80480 — E03, 08/15/08–05/15/09

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

College of Biological Sciences

**GCD 3022 Genetics**

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

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

*Printed course with strongly recommended Web site.*

**Extended Term  
 Correspondence**

*Fall*

44991 — B03, 09/15/07–06/15/08  
 45219 — C03, 10/15/07–07/15/08  
 45449 — D03, 11/15/07–08/15/08  
 45683 — E03, 12/15/07–09/15/08

*Spring*

70234 — B03, 01/15/08–10/15/08  
 70236 — C03, 02/15/08–11/15/08  
 63670 — D03, 03/15/08–12/15/08  
 63672 — E03, 04/15/08–01/15/09

*Summer*

84690 — B03, 05/15/08–02/15/09  
 84692 — C03, 06/15/08–03/15/09  
 84694 — D03, 07/15/08–04/15/09  
 84696 — E03, 08/15/08–05/15/09

**Geology and  
 Geophysics (Geo)**

Institute of Technology

**Geo 1101 Introduction to  
 Geology**

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

Physical processes that shape the Earth: volcanoes, earthquakes, plate tectonics, glaciers, and rivers. Students gain a better understanding of our planet in the context of current environmental issues and global change. Kirkby, Kent Charles, 3 cr  
*No laboratory component.*

**Extended Term  
 Correspondence**

*Fall*

45083 — B03, 09/15/07–06/15/08  
 45313 — C03, 10/15/07–07/15/08  
 45543 — D03, 11/15/07–08/15/08  
 45779 — E03, 12/15/07–09/15/08

*Spring*

70238 — B03, 01/15/08–10/15/08  
 70240 — C03, 02/15/08–11/15/08  
 63678 — D03, 03/15/08–12/15/08  
 63680 — E03, 04/15/08–01/15/09

*Summer*

80650 — B03, 05/15/08–02/15/09  
 80652 — C03, 06/15/08–03/15/09  
 80654 — D03, 07/15/08–04/15/09  
 80656 — E03, 08/15/08–05/15/09

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

**Extended Term  
 Correspondence**

*Fall*

45085 — B01, 09/15/07–06/15/08  
 45315 — C01, 10/15/07–07/15/08  
 45545 — D01, 11/15/07–08/15/08  
 45781 — E01, 12/15/07–09/15/08

*Spring*

70242 — B01, 01/15/08–10/15/08  
 70244 — C01, 02/15/08–11/15/08  
 63682 — D01, 03/15/08–12/15/08  
 63684 — E01, 04/15/08–01/15/09

*Summer*

80658 — B01, 05/15/08–02/15/09  
 80660 — C01, 06/15/08–03/15/09  
 80662 — D01, 07/15/08–04/15/09  
 80664 — E01, 08/15/08–05/15/09

## German (Ger)

College of Liberal Arts

### Ger 1001 Beginning German I

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

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

#### Extended Term Internet Delivered

##### Fall

26663 — B03, 09/15/07–06/15/08  
26665 — C03, 10/15/07–07/15/08  
26667 — D03, 11/15/07–08/15/08  
45689 — E03, 12/15/07–09/15/08

##### Spring

70246 — B03, 01/15/08–10/15/08  
70248 — C03, 02/15/08–11/15/08  
63690 — D03, 03/15/08–12/15/08  
63692 — E03, 04/15/08–01/15/09

##### Summer

80698 — B03, 05/15/08–02/15/09  
80700 — C03, 06/15/08–03/15/09  
80702 — D03, 07/15/08–04/15/09  
80704 — E03, 08/15/08–05/15/09

## Health Systems Management (HSM)

College of Continuing Education

### HSM 3521 Health Care Delivery Systems

*(A–F only; prereq 30 cr)*

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

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

*After 4 pm on Friday 9/7/07, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

#### Term Based Internet Delivered

##### Fall

46797 — A71, 09/04/07–12/12/07

### HSM 4501 Writing for the Health Professions

*(A–F only; prereq 45 cr)*

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

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday 1/25/08, registration requires permission. Note: If you are interested in a Respiratory Care major, contact a UM-Rochester health sciences adviser before registering for this class.*

#### Term Based Internet Delivered

##### Spring

79498 — A74, 01/22/08–05/09/08

### HSM 4541 Health Care Finance

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

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday 1/25/08, registration requires permission.*

#### Term Based Internet Delivered

##### Spring

86040 — A74, 01/22/08–05/09/08

**HSM 4561 Health Care Administration and Management**

*(A–F only; prereq 45 cr)*

Background/skills in business/administrative aspects of health care. Applications of business theory to medical settings. Organization models, reimbursement methodologies, information systems, staff scheduling, employee evaluation, accreditation agencies, productivity management, budget planning, group leadership. 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. After 4pm on Friday 1/25/08, registration requires permission.*

**Term Based  
 Internet Delivered**

**Spring**

82008 — A74, 01/22/08–05/09/08

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

*(A–F only; prereq 45 cr)*

Components of contemporary learning theory. How to design teaching strategies, evaluate educational outcomes. Evaluation of educational needs, development of curriculum, application of various instructional methods, assessment of learning. Working with allied health practitioners, patients, and families. 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. After 4pm on Friday, 1/25/08, registration requires instructor permission. If you are interested in a Respiratory Care major, contact a UM-Rochester health sciences adviser before registering for this class.*

**Term Based  
 Internet Delivered**

**Spring**

78830 — A74, 01/22/08–05/09/08

**Horticultural Science (Hort)**

College of Food, Agricultural and Natural Resource Sciences

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

Provides a foundation in soils; botany; entomology; plant pathology; indoor, herbaceous, and woody plants; lawns; fruits and vegetables; pesticides; and wildlife. Geared at an introductory level with an emphasis on Extension publications and resources useful in answering consumer horticulture questions. Meyer, Mary Hockenberry, 3 cr  
*Note special term dates 01/22/08–03/28/08. After Wednesday 1/16/08, registration requires instructor permission. For course details, see www.mg.umn.edu*

**Term Based  
 Internet Delivered**

**Spring**

63850 — A74, 01/22/08–03/28/08

**Information Networking (INet)**

College of Continuing Education

**INet 4051 IT Infrastructure Operations (Capstone)**

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

Network, server, and database operations. Infrastructure architecture, organizational structure, security, metrics, vendor relations, outsourcing, capacity planning, strategic planning, budgeting. Online case study. Victoria, Douglas D, 3 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up. After 4pm on Friday, 1/25/08, registration requires instructor permission.*

**Term Based  
 Internet Delivered**

**Spring**

70268 — A74, 01/22/08–05/09/08

**INet 4131 Advanced Database Design**

*(A–F only; prereq 4707 or CSci 4707 or hands-on experience using DBMS to define/populate/query a database using SQL, basic understanding of ER diagrams, relational databases, 45 cr)*

High-level, conceptual data modeling to capture robust data semantics before implementing in a Relational DBMS. ER/relational DB design concepts and normalization. Subtypes/supertypes, ternary relationships, integrity constraints, business rules. Document/present designs. Design

problem-solving with Object Role Modeling (ORM) and MS VisioEA. 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday, 1/25/08, registration requires instructor permission.*

**Extended Term  
Internet Delivered**

**Spring**

90423 — A74, 01/22/08–05/09/08

## Innovation Studies (IS)

College of Continuing Education

### IS 5001 Introduction to Innovation Studies

*(A–F only; max crs 4; 3 repeats allowed; prereq dept consent; combined with 46041 LS 5100)*

Presents key Innovation Studies models and demonstrates how these models support individualized learning and leadership processes while being broadly based dynamic and collaborative. The models contribute to innovative self and team leadership strategies, define and apply just-in-time knowledge, and support lifelong self-improvement skills. *Please call 612-626-8724 or e-mail [mls@cce.umn.edu](mailto:mls@cce.umn.edu) for registration procedure and permission.* Harkins, Arthur M, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.*

**Term Based  
Internet Delivered**

**Fall**

45981 — A71, 09/04/07–12/12/07

### IS 5100 Innovation Studies Seminar: Designing Professional Futures

*(A–F only; max crs 24; 24 repeats allowed; prereq dept consent; combined with 42489 LS 5100)*

Guided story-writing and journaling provide complementary methods for exploring the design of plausible futures. Each student will develop a personal futures design portfolio. High quality participation and individual self-development are stressed. Harkins, Arthur M, 3 cr

*Online course, with several on-campus class meetings. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Department consent is required for all registration. Please call 612-626-8724 or email [mls@cce.umn.edu](mailto:mls@cce.umn.edu) for registration procedure and permission.*

**Term Based  
Internet Delivered**

**Fall**

54804 — A72, 09/04/07–12/12/07

## Inter-College Program (ICP)

College of Continuing Education

### ICP 3000 Career Skills in the Professional Environment

*(Prereq 60 cr)*

Introduces students to the career planning/job search processes appropriate to business and professional careers in the corporate culture. Intended for students with 60 semester credits of college level work. Bonderson, Lori, 2 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Registration closes 5 days before term begins. After then, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Spring**

73148 — A74, 01/22/08–05/09/08

**Summer**

90762 — A77, 05/19/08–08/22/08

### Location Alert!

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

**Before August 1:**

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

**After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

## 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, course appr on prog plan or pre-jour, adviser approval; meets CLE req of Historical Perspective Core.)

Media in socioeconomic-political-technological context of a specific historical period. Focuses on legal context and ethics questions. Roberts, Nancy Lee, 3 cr

#### Extended Term Correspondence

##### Fall

45001 — B03, 09/15/07–06/15/08  
45229 — C03, 10/15/07–07/15/08  
45459 — D03, 11/15/07–08/15/08  
45695 — E03, 12/15/07–09/15/08

##### Spring

70270 — B03, 01/15/08–10/15/08  
70272 — C03, 02/15/08–11/15/08  
70274 — D03, 03/15/08–12/15/08  
70276 — E03, 04/15/08–01/15/09

##### Summer

80498 — B03, 05/15/08–02/15/09  
80500 — C03, 06/15/08–03/15/09  
80502 — D03, 07/15/08–04/15/09  
80504 — E03, 08/15/08–05/15/09

### Jour 3173W Magazine Writing

(A–F only; prereq 3004W, 3101, jour major, approved IDIM major, ICP major, or BIS major; IDL sections are open to non-majors; prereqs do not apply to IDL sections; meets CLE req of Writing Intensive.)

Writing feature articles for consumer and trade publications; study of market freelance methods. Roberts, Nancy Lee, 3 cr  
*Journalism majors may not take the IDL version of this course.*

#### Extended Term Correspondence

##### Fall

45003 — B05, 09/15/07–06/15/08  
45231 — C05, 10/15/07–07/15/08  
45461 — D05, 11/15/07–08/15/08  
45697 — E05, 12/15/07–09/15/08

##### Spring

70278 — B05, 01/15/08–10/15/08  
70280 — C05, 02/15/08–11/15/08  
63756 — D05, 03/15/08–12/15/08  
63758 — E05, 04/15/08–01/15/09

##### Summer

80506 — B05, 05/15/08–02/15/09  
80508 — C05, 06/15/08–03/15/09  
80510 — D05, 07/15/08–04/15/09  
80512 — E05, 08/15/08–05/15/09

### Jour 5601W History of Journalism

(A–F only; prereq jour major, jour minor, approved IDIM major, ICP major, or BIS major; IDL sections are open to non-majors; prereqs do not apply to IDL sections; meets CLE req of Writing Intensive.)

Development of American media, from beginnings in Europe to present day. Rise of film/radio/television/Internet. Relation of communications development to political, economic, social trends. Clepper, Irene French, 3 cr  
*No graduate credit available.*

#### Extended Term Correspondence

##### Fall

45063 — B05, 09/15/07–06/15/08  
45291 — C05, 10/15/07–07/15/08  
45521 — D05, 11/15/07–08/15/08  
45755 — E05, 12/15/07–09/15/08

##### Spring

70282 — B05, 01/15/08–10/15/08  
70284 — C05, 02/15/08–11/15/08  
63772 — D05, 03/15/08–12/15/08  
63774 — E05, 04/15/08–01/15/09

##### Summer

80514 — B05, 05/15/08–02/15/09  
80516 — C05, 06/15/08–03/15/09  
80518 — D05, 07/15/08–04/15/09  
80520 — E05, 08/15/08–05/15/09

### 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, jour minor, approved IDIM major, ICP major, or BIS major; IDL sections are open to non-majors; prereqs do not apply to IDL sections; meets CLE req of Writing Intensive.)

Literary aspects of journalism as exemplified in, and influenced by, works of American and British writers, past and present. Roberts, Nancy Lee, 3 cr  
*Printed course with recommended related Web site. No graduate credit available.*

#### Extended Term Correspondence

##### Fall

45007 — B05, 09/15/07–06/15/08  
45235 — C05, 10/15/07–07/15/08  
45465 — D05, 11/15/07–08/15/08  
45701 — E05, 12/15/07–09/15/08



**Spring**

70286 — B05, 01/15/08–10/15/08  
 70288 — C05, 02/15/08–11/15/08  
 63780 — D05, 03/15/08–12/15/08  
 63782 — E05, 04/15/08–01/15/09

**Summer**

80522 — B05, 05/15/08–02/15/09  
 80524 — C05, 06/15/08–03/15/09  
 80526 — D05, 07/15/08–04/15/09  
 80528 — E05, 08/15/08–05/15/09

## Laboratory Medicine and Pathology (LaMP)

Medical School

### LaMP 4177 Pathology for Allied Health Students

*(Prereq regis allied health program, anatomy course and physiology course or instr consent)*

General and organ system pathology. Lebahn, Fran, 3 cr  
*Rochester-Nursing BSN or instructor permission. Prerequisites are enforced. Online course, with hand-written proctored exams. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Registration closes 5 days before term begins. After then, registration requires instructor permission.*

#### Term Based Internet Delivered

**Spring**

72958 — A74, 01/22/08–05/09/08

**Summer**

86120 — A77, 05/19/08–08/22/08

## Latin (Lat)

College of Liberal Arts

### Lat 1001 Beginning Latin I

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

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

#### Extended Term Correspondence

**Fall**

45009 — B03, 09/15/07–06/15/08  
 45237 — C03, 10/15/07–07/15/08  
 45467 — D03, 11/15/07–08/15/08  
 45703 — E03, 12/15/07–09/15/08

**Spring**

70290 — B03, 01/15/08–10/15/08  
 70292 — C03, 02/15/08–11/15/08  
 63792 — D03, 03/15/08–12/15/08  
 63794 — E03, 04/15/08–01/15/09

**Summer**

80530 — B03, 05/15/08–02/15/09  
 80532 — C03, 06/15/08–03/15/09  
 80534 — D03, 07/15/08–04/15/09  
 80536 — E03, 08/15/08–05/15/09

### Lat 1002 Beginning Latin II

*(Prereq grade of at least C- or S in 1001 or instr consent)*

Latin grammar/syntax. Graduated readings from Roman authors, including Cicero, Catullus, and Roman comedy. Smith, Stephen, 5 cr

#### Extended Term Correspondence

**Fall**

45065 — B02, 09/15/07–06/15/08  
 45293 — C02, 10/15/07–07/15/08  
 45523 — D02, 11/15/07–08/15/08  
 45757 — E02, 12/15/07–09/15/08

**Spring**

70294 — B02, 01/15/08–10/15/08  
 70296 — C02, 02/15/08–11/15/08  
 63796 — D02, 03/15/08–12/15/08  
 63798 — E02, 04/15/08–01/15/09

**Summer**

80538 — B02, 05/15/08–02/15/09  
 80540 — C02, 06/15/08–03/15/09  
 80542 — D02, 07/15/08–04/15/09  
 80544 — E02, 08/15/08–05/15/09

## Liberal Studies (LS)

College of Continuing Education

### LS 5100 Liberal Studies Seminar: Designing Professional Futures

*(A–F only; max crs 24; 24 repeats allowed; prereq dept consent; combined with 54804 IS 5100)*

Guided story-writing and journaling provide complementary methods for exploring the design of plausible futures. Each student will develop a personal futures design portfolio. High quality participation and individual self-development are stressed. Harkins, Arthur M, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Department consent is required for all registration. Please call 612-626-8724 or email [mls@cce.umn.edu](mailto:mls@cce.umn.edu) for registration procedure and permission.*

#### Term Based Internet Delivered

**Fall**

42489 — A71, 09/04/07–12/12/07  
 46041 — A72, 09/04/07–12/12/07

**Spring**

82794 — A74, 01/22/08–05/09/08

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

(A–F only; max crs 24; 24 repeats allowed; prereq dept consent; combined with 27712 IS 5100.)

Presents key Innovation Studies models and demonstrates how these models support individualized learning and leadership processes while being broadly based dynamic and collaborative. The models contribute to innovative self and team leadership strategies, define and apply just-in-time knowledge, and support lifelong self-improvement skills. Harkins, Arthur M., 3 cr.

*For computer requirements see webct.umn.edu and click on Browser Set Up. Please call 612-626-8724 or e-mail mls@cce.umn.edu for registration information. Registration closes one week before term starts; instructor permission required after then.*

**Term Based  
Internet Delivered**

**Fall**

31152 — A62, 09/04/07–12/12/07

**LS 5100 Liberal Studies Seminar: Women’s Leadership Journey**

(A–F only; max crs 24; 24 repeats allowed; prereq dept consent)

For women who have achieved leadership or success and are ready to find new purpose and meaning through study and reflection. An opportunity to look at yourself as a whole person instead of a worker or leader, and to explore your life across the spectrum of relationship, career, health, and spirituality. Through reading and research gain a deeper understanding of your purpose and next steps in your leadership journey. Bennett, Donna Mae; Hagberg, Janet M Olson, 3 cr.

*For computer requirements see webct.umn.edu and click on Browser Set Up. Please call 612-626-8724 or e-mail mls@cce.umn.edu for registration information. Registration closes one week before term starts; instructor permission required after then.*

**Term Based  
Internet Delivered**

**Spring**

64924 — A64, 01/22/08–05/09/08

**Linguistics (Ling)**

College of Liberal Arts

**Ling 1701 Language and Society**

*(Meets CLE req of Cultural Diversity Theme.)*

Role of language in human social interaction; linguistic indicators of social status and attitudes; language and sex roles; linguistic ecology; language planning for multilingual communities; implications for education and public policy. Olsen, Caroleidith, 4 cr

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

**Extended Term  
Internet Delivered**

**Fall**

49891 — B01, 09/15/07–06/15/08  
49893 — C01, 10/15/07–07/15/08  
49895 — D01, 11/15/07–08/15/08  
49897 — E01, 12/15/07–09/15/08

**Spring**

86642 — B01, 01/15/08–10/15/08  
86644 — C01, 02/15/08–11/15/08  
86646 — D01, 03/15/08–12/15/08  
86648 — E01, 04/15/08–01/15/09

**Summer**

91496 — B01, 05/15/08–02/15/09  
91498 — C01, 06/15/08–03/15/09  
91500 — D01, 07/15/08–04/15/09  
91502 — E01, 08/15/08–05/15/09

**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 and behave as they do. Processes/methods that improve behavior, attitudes, and effectiveness of organizational members. Organizational member/manager skills. Guest speakers, group presentations, films. Seay, Steven A, 3 cr

*Online course with handwritten proctored exams. 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.*

**Extended Term  
Internet Delivered**

**Fall**

45133 — B06, 09/15/07–06/15/08  
45363 — C06, 10/15/07–07/15/08  
45593 — D06, 11/15/07–08/15/08  
45831 — E06, 12/15/07–09/15/08

**Spring**

70320 — B06, 01/15/08–10/15/08  
70322 — C06, 02/15/08–11/15/08  
63674 — D06, 03/15/08–12/15/08  
63676 — E06, 04/15/08–01/15/09

**Summer**

80018 — B06, 05/15/08–02/15/09  
80020 — C06, 06/15/08–03/15/09  
80022 — D06, 07/15/08–04/15/09  
80024 — E06, 08/15/08–05/15/09

See also PSTL 1235W, Law in Society; PSTL 1511, Introduction to Business and Society; PSTL 1513, Small Business Fundamentals with E-Business Applications.

## Manufacturing Technology (MT)

College of Continuing Education

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

(A–F only; credit will not be granted if credit has been received for ABUS 4101; prereq financial accounting, 45 cr; combined with 34823 ABUS 4101.)

Basic accounting concepts, financial statements, analysis, and control of current assets such as cash, receivables, and inventory. Income tax planning, cost analysis, standard costs for product costing, time value of money, quantification of risk and uncertainty, utility theory, cost of capital and capital structure, capital budgeting under capital rationing, management decisions, and investment. Vickman, Thomas M, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday the first week of class, registration requires instructor permission. Students who found earlier accounting courses difficult should take MT 4001 in the classroom, not online. Online course requires multiple weekly deadlines and little flexibility for less prepared students.

Term Based  
Internet Delivered

Fall

33585 — A71, 09/04/07–12/12/07

Summer

91884 — A77, 05/19/08–08/22/08

### 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 hardware and OS capable of running Promodel software disk that accompanies current textbook; see requirements at [www.promodel.com/products/promodel/techspecs.asp](http://www.promodel.com/products/promodel/techspecs.asp). After 4pm on Friday 1/25/08, registration requires instructor permission. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

Term Based  
Internet Delivered

Spring

79500 — A74, 01/22/08–05/09/08

### MT 4012 Manufacturing Processes

Description and modeling of many commonly used manufacturing processes. Process descriptions, 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 introduced by review of selected classes of different kinds of processes. 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday 1/25/08, registration requires instructor permission.

Term Based  
Internet Delivered

Spring

86042 — A74, 01/22/08–05/09/08

### MT 4015 Quality Engineering

(A–F only; prereq 4201)

Statistical, engineering, and management approaches to quality improvement. Economics. Teams/organizing. Information systems. Problem solving. Function deployment. Value analysis engineering. Manufacturability analysis. Reliability engineering. Experiments. Statistical quality control. Process validation/capability. Standards, audits, certification. King, William Tyler, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday 9/7/07, registration requires instructor permission.

Term Based  
Internet Delivered

Fall

36145 — A71, 09/04/07–12/12/07

**MT 4201 Statistical Process Control**

Statistical quality control in manufacturing. Control charts, cost of quality, hypothesis testing, process capability, gage capability, and other quality improvement methods. Development/evaluation of process control chart systems. Experiment design. Six Sigma concepts for business improvement. Computer analysis methods with Microsoft Excel. Rand, Dan, 3 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After 4pm on Friday 9/7/07, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Fall**

34831 — A71, 09/04/07–12/12/07

**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. Mackenzie, Lydia May, 3 cr

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

**Extended Term  
Internet Delivered**

**Fall**

45135 — B03, 09/15/07–06/15/08  
45365 — C03, 10/15/07–07/15/08  
45595 — D03, 11/15/07–08/15/08  
45833 — E03, 12/15/07–09/15/08

**Spring**

70324 — B03, 01/15/08–10/15/08  
70326 — C03, 02/15/08–11/15/08  
63686 — D03, 03/15/08–12/15/08  
63688 — E03, 04/15/08–01/15/09

**Summer**

80050 — B03, 05/15/08–02/15/09  
80052 — C03, 06/15/08–03/15/09  
80054 — D03, 07/15/08–04/15/09  
80056 — E03, 08/15/08–05/15/09

**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 has been received for 1051, 1151, 1155; meets CLE req of Mathematical Thinking Core.)*

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

**Extended Term  
Correspondence**

**Fall**

45119 — B02, 09/15/07–06/15/08  
45349 — C02, 10/15/07–07/15/08  
45579 — D02, 11/15/07–08/15/08  
45817 — E02, 12/15/07–09/15/08

**Spring**

70298 — B02, 01/15/08–10/15/08  
69618 — C02, 02/15/08–11/15/08  
69620 — D02, 03/15/08–12/15/08  
69622 — E02, 04/15/08–01/15/09

**Summer**

86210 — B02, 05/15/08–02/15/09  
86212 — C02, 06/15/08–03/15/09  
86214 — D02, 07/15/08–04/15/09  
86216 — E02, 08/15/08–05/15/09

**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 has been received for 1031, 1151.)*

Algebra, analytic geometry, exponentials, logarithms, beyond usual coverage found in three-year high school mathematics program. Kinney, Donald Patrick, 3 cr

**Extended Term  
Correspondence**

**Fall**

45137 — B02, 09/15/07–06/15/08  
45367 — C02, 10/15/07–07/15/08  
45597 — D02, 11/15/07–08/15/08  
45835 — E02, 12/15/07–09/15/08

**Spring**

72938 — B01, 01/15/08–10/15/08  
72940 — C01, 02/15/08–11/15/08  
72942 — D02, 03/15/08–12/15/08  
72944 — E02, 04/15/08–01/15/09

**Summer**

87380 — B02, 05/15/08–02/15/09  
87382 — C02, 06/15/08–03/15/09  
87384 — D02, 07/15/08–04/15/09  
87386 — E02, 08/15/08–05/15/09

**Math 1142 Short Calculus**

*(Credit will not be granted if credit has been received for MATH 1271, 1371, 1571H, 1281, ESPM 1145; prereq 3½ 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, maxima/minima of functions of several variables covered with less depth than full calculus. No trigonometry included. 4 cr

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

45011 — B05, 09/15/07–06/15/08  
45239 — C05, 10/15/07–07/15/08  
45469 — D05, 11/15/07–08/15/08  
45705 — E05, 12/15/07–09/15/08

**Spring**

70300 — B05, 01/15/08–10/15/08  
70302 — C05, 02/15/08–11/15/08  
63824 — D05, 03/15/08–12/15/08  
63826 — E05, 04/15/08–01/15/09

**Summer**

80546 — B05, 05/15/08–02/15/09  
80548 — C05, 06/15/08–03/15/09  
80550 — D05, 07/15/08–04/15/09  
80552 — E05, 08/15/08–05/15/09

**Math 1151 Precalculus II**

*(Prereq 3½ 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. 3 cr

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

45139 — B02, 09/15/07–06/15/08  
45369 — C02, 10/15/07–07/15/08  
45599 — D02, 11/15/07–08/15/08  
45837 — E02, 12/15/07–09/15/08

**Spring**

72946 — B02, 01/15/08–10/15/08  
72948 — C02, 02/15/08–11/15/08  
72950 — D02, 03/15/08–12/15/08  
72952 — E02, 04/15/08–01/15/09

**Summer**

87388 — B02, 05/15/08–02/15/09  
87390 — C02, 06/15/08–03/15/09  
87392 — D02, 07/15/08–04/15/09  
87394 — E02, 08/15/08–05/15/09

**Math 1271 Calculus I**

*(Credit will not be granted if credit has been received for MATH 1142, 1371, 1571H, 1281, ESPM 1145; prereq 4 yrs high school math including trig, placement test, 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. O'Hara, Eoin Joseph, 4 cr

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

45015 — B02, 09/15/07–06/15/08  
45243 — C02, 10/15/07–07/15/08  
45473 — D02, 11/15/07–08/15/08  
45709 — E02, 12/15/07–09/15/08

**Spring**

70308 — B02, 01/15/08–10/15/08  
70310 — C02, 02/15/08–11/15/08  
63832 — D02, 03/15/08–12/15/08  
63834 — E02, 04/15/08–01/15/09

**Summer**

80570 — B02, 05/15/08–02/15/09  
80572 — C02, 06/15/08–03/15/09  
80574 — D02, 07/15/08–04/15/09  
80576 — E02, 08/15/08–05/15/09

**Math 1272 Calculus II**

*(Credit will not be granted if credit has been received for MATH 1372, 1572H, 1252, 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. O'Hara, Eoin Joseph, 4 cr

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

45017 — B02, 09/15/07–06/15/08  
45245 — C02, 10/15/07–07/15/08  
45475 — D02, 11/15/07–08/15/08  
45711 — E02, 12/15/07–09/15/08

**Spring**

70312 — B02, 01/15/08–10/15/08  
70314 — C02, 02/15/08–11/15/08  
63836 — D02, 03/15/08–12/15/08  
63838 — E02, 04/15/08–01/15/09

**Summer**

80578 — B02, 05/15/08–02/15/09  
80580 — C02, 06/15/08–03/15/09  
80582 — D02, 07/15/08–04/15/09  
80584 — E02, 08/15/08–05/15/09

**Math 2243 Linear Algebra and Differential Equations**

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

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

**Extended Term Correspondence**

**Fall**

- 45123 — B01, 09/15/07–06/15/08
- 45353 — C01, 10/15/07–07/15/08
- 45583 — D01, 11/15/07–08/15/08
- 45821 — E01, 12/15/07–09/15/08

**Spring**

- 70334 — B01, 01/15/08–10/15/08
- 70336 — C01, 02/15/08–11/15/08
- 70338 — D01, 03/15/08–12/15/08
- 70340 — E01, 04/15/08–01/15/09

**Summer**

- 86406 — B01, 05/15/08–02/15/09
- 86408 — C01, 06/15/08–03/15/09
- 86410 — D01, 07/15/08–04/15/09
- 86412 — E01, 08/15/08–05/15/09

**Math 2263 Multivariable Calculus**

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

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

**Extended Term Correspondence**

**Fall**

- 45111 — B02, 09/15/07–06/15/08
- 45341 — C02, 10/15/07–07/15/08
- 45571 — D02, 11/15/07–08/15/08
- 45809 — E02, 12/15/07–09/15/08

**Spring**

- 70316 — B02, 01/15/08–10/15/08
- 70318 — C02, 02/15/08–11/15/08
- 63844 — D02, 03/15/08–12/15/08
- 63846 — E02, 04/15/08–01/15/09

**Summer**

- 80594 — B02, 05/15/08–02/15/09
- 80596 — C02, 06/15/08–03/15/09
- 80598 — D02, 07/15/08–04/15/09
- 80600 — E02, 08/15/08–05/15/09

**See also PSTL 0721, Introductory Algebra; PSTL 0731, Intermediate Algebra; and PSTL 1004, Statistics.**

**Music (Mus)**

College of Liberal Arts

**Mus 1001 Fundamentals of Music**

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

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

**Extended Term Correspondence**

**Fall**

- 45019 — B05, 09/15/07–06/15/08
- 45247 — C05, 10/15/07–07/15/08
- 45477 — D05, 11/15/07–08/15/08
- 45713 — E05, 12/15/07–09/15/08

**Spring**

- 70328 — B05, 01/15/08–10/15/08
- 70330 — C05, 02/15/08–11/15/08
- 70332 — D05, 03/15/08–12/15/08
- 70008 — E05, 04/15/08–01/15/09

**Summer**

- 80066 — B05, 05/15/08–02/15/09
- 80068 — C05, 06/15/08–03/15/09
- 80070 — D05, 07/15/08–04/15/09
- 80072 — E05, 08/15/08–05/15/09

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

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

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

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

#### Extended Term Internet Delivered

##### Fall

46231 — B01, 09/15/07–06/15/08  
46233 — C01, 10/15/07–07/15/08  
46235 — D01, 11/15/07–08/15/08  
46237 — E01, 12/15/07–09/15/08

##### Spring

84588 — B01, 01/15/08–10/15/08  
84590 — C01, 02/15/08–11/15/08  
84592 — D01, 03/15/08–12/15/08  
84594 — E01, 04/15/08–01/15/09

##### Summer

91298 — B01, 05/15/08–02/15/09  
91300 — C01, 06/15/08–03/15/09  
91302 — D01, 07/15/08–04/15/09  
91304 — E01, 08/15/08–05/15/09

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

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

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

Lubet, Alex J, 4 cr

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

#### Extended Term Internet Delivered

##### Fall

45153 — B01, 09/15/07–06/15/08  
45383 — C01, 10/15/07–07/15/08  
45613 — D01, 11/15/07–08/15/08  
45851 — E01, 12/15/07–09/15/08

##### Spring

81106 — B01, 01/15/08–10/15/08  
81108 — C01, 02/15/08–11/15/08  
81110 — D01, 03/15/08–12/15/08  
81112 — E01, 04/15/08–01/15/09

##### Summer

90554 — B01, 05/15/08–02/15/09  
90556 — C01, 06/15/08–03/15/09  
90558 — D01, 07/15/08–04/15/09  
90560 — E01, 08/15/08–05/15/09

### Mus 3045 The Avant-Garde

You do not need to read music or have any prior experience in music to enjoy this stimulating introduction to recent music.

The course centers on composers of the American musical avant-garde, ca. 1950–1970, including John Cage and Pauline Oliveros, in their sonic/social contexts. Students also explore the recent impact of music from non-Western culture. Assignments (reading, listening, journal writing, original composition, and performance) are designed to be achievable by people with no prior musical training. Lubet, Alex J, 3 cr

#### Extended Term Correspondence

##### Fall

45109 — B03, 09/15/07–06/15/08  
45339 — C03, 10/15/07–07/15/08  
45569 — D03, 11/15/07–08/15/08  
45805 — E03, 12/15/07–09/15/08

##### Spring

77658 — B03, 01/15/08–10/15/08  
77660 — C03, 02/15/08–11/15/08  
77662 — D03, 03/15/08–12/15/08  
77664 — E03, 04/15/08–01/15/09

##### Summer

89364 — B03, 05/15/08–02/15/09  
89366 — C03, 06/15/08–03/15/09  
89368 — D03, 07/15/08–04/15/09  
89370 — E03, 08/15/08–05/15/09

## 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.). 5 cr

#### Extended Term Correspondence

##### Fall

45021 — B03, 09/15/07–06/15/08  
45249 — C03, 10/15/07–07/15/08  
45479 — D03, 11/15/07–08/15/08  
45715 — E03, 12/15/07–09/15/08

##### Spring

70022 — B03, 01/15/08–10/15/08  
70024 — C03, 02/15/08–11/15/08  
63694 — D03, 03/15/08–12/15/08  
63696 — E03, 04/15/08–01/15/09

##### Summer

80074 — B03, 05/15/08–02/15/09  
80076 — C03, 06/15/08–03/15/09  
80078 — D03, 07/15/08–04/15/09  
80080 — E03, 08/15/08–05/15/09

## 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 Audray, 2 cr

#### Extended Term Correspondence

##### Fall

45067 — B05, 09/15/07–06/15/08  
45295 — C05, 10/15/07–07/15/08  
45525 — D05, 11/15/07–08/15/08  
45761 — E05, 12/15/07–09/15/08

##### Spring

70038 — B05, 01/15/08–10/15/08  
70040 — C05, 02/15/08–11/15/08  
63702 — D05, 03/15/08–12/15/08  
63704 — E05, 04/15/08–01/15/09

##### Summer

80098 — B05, 05/15/08–02/15/09  
80100 — C05, 06/15/08–03/15/09  
80102 — D05, 07/15/08–04/15/09  
80104 — E05, 08/15/08–05/15/09

### 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 Audray, 1 cr

#### Extended Term Correspondence

##### Fall

45069 — B05, 09/15/07–06/15/08  
45297 — C05, 10/15/07–07/15/08  
45527 — D05, 11/15/07–08/15/08  
45763 — E05, 12/15/07–09/15/08

##### Spring

70042 — B05, 01/15/08–10/15/08  
70044 — C05, 02/15/08–11/15/08  
63706 — D05, 03/15/08–12/15/08  
63708 — E05, 04/15/08–01/15/09

##### Summer

80106 — B05, 05/15/08–02/15/09  
80108 — C05, 06/15/08–03/15/09  
80110 — D05, 07/15/08–04/15/09  
80112 — E05, 08/15/08–05/15/09

### Location Alert!

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

#### Before August 1:

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

#### After August 1:

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108



## Occupational Therapy (OT)

Center for Allied Health

### OT 1003 Orientation to Occupational Therapy

Survey of the profession for students investigating the field of occupational therapy. Anderson, Diane R, 1 cr

#### Extended Term Correspondence

##### Fall

45097 — B03, 09/15/07–06/15/08  
 45327 — C03, 10/15/07–07/15/08  
 45557 — D03, 11/15/07–08/15/08  
 45793 — E03, 12/15/07–09/15/08

##### Spring

70074 — B03, 01/15/08–10/15/08  
 70076 — C03, 02/15/08–11/15/08  
 63726 — D03, 03/15/08–12/15/08  
 63728 — E03, 04/15/08–01/15/09

##### Summer

80162 — B03, 05/15/08–02/15/09  
 80164 — C03, 06/15/08–03/15/09  
 80166 — D03, 07/15/08–04/15/09  
 80168 — E03, 08/15/08–05/15/09

## Philosophy (Phil)

College of Liberal Arts

### Phil 1001 Introduction to Logic

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

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

#### Extended Term Correspondence

##### Fall

45023 — B06, 09/15/07–06/15/08  
 45251 — C06, 10/15/07–07/15/08  
 45481 — D06, 11/15/07–08/15/08  
 45717 — E06, 12/15/07–09/15/08

##### Spring

70046 — B05, 01/15/08–10/15/08  
 70048 — C06, 02/15/08–11/15/08  
 63710 — D06, 03/15/08–12/15/08  
 63712 — E06, 04/15/08–01/15/09

##### Summer

80122 — B06, 05/15/08–02/15/09  
 80124 — C06, 06/15/08–03/15/09  
 80126 — D06, 07/15/08–04/15/09  
 80130 — E06, 08/15/08–05/15/09

### Phil 1002W Introduction to Philosophy

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

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

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

#### Extended Term Internet Delivered

##### Fall

45025 — B05, 09/15/07–06/15/08  
 45253 — C05, 10/15/07–07/15/08  
 45483 — D05, 11/15/07–08/15/08  
 45719 — E05, 12/15/07–09/15/08

##### Spring

70050 — B05, 01/15/08–10/15/08  
 70052 — C05, 02/15/08–11/15/08  
 63718 — D05, 03/15/08–12/15/08  
 63720 — E05, 04/15/08–01/15/09

##### Summer

80146 — B05, 05/15/08–02/15/09  
 80148 — C05, 06/15/08–03/15/09  
 80150 — D05, 07/15/08–04/15/09  
 80152 — E05, 08/15/08–05/15/09

**Phil 1003W Introduction to Ethics**

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

Everything you wanted to know about basic ethical theory but were afraid to ask—because it might change your lifestyle! Sample topics: (1) Why be moral? (2) What is so golden about the golden rule? (3) If two wrongs do not make a right, do two rights ever make a wrong? Brophy, Matthew, 4 cr  
*For computer requirements see webct.umn.edu and click on Browser Set Up.*

**Extended Term Internet Delivered**

**Fall**

- 45027 — B04, 09/15/07–06/15/08
- 45255 — C04, 10/15/07–07/15/08
- 45485 — D04, 11/15/07–08/15/08
- 45721 — E04, 12/15/07–09/15/08

**Spring**

- 70054 — B04, 01/15/08–10/15/08
- 70056 — C04, 02/15/08–11/15/08
- 63722 — D04, 03/15/08–12/15/08
- 63724 — E04, 04/15/08–01/15/09

**Summer**

- 80154 — B04, 05/15/08–02/15/09
- 80156 — C04, 06/15/08–03/15/09
- 80158 — D04, 07/15/08–04/15/09
- 80160 — E04, 08/15/08–05/15/09

**Physics (Phys)**

Institute of Technology

**Phys 1011 Physical World**

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

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

*There is no laboratory component for this course.*

**Extended Term Correspondence**

**Fall**

- 45071 — B01, 09/15/07–06/15/08
- 45299 — C01, 10/15/07–07/15/08
- 45529 — D01, 11/15/07–08/15/08
- 45765 — E01, 12/15/07–09/15/08

**Spring**

- 70058 — B01, 01/15/08–10/15/08
- 70060 — C01, 02/15/08–11/15/08
- 63730 — D01, 03/15/08–12/15/08
- 63732 — E01, 04/15/08–01/15/09

**Summer**

- 80170 — B01, 05/15/08–02/15/09
- 80172 — C01, 06/15/08–03/15/09
- 80174 — D01, 07/15/08–04/15/09
- 80176 — E01, 08/15/08–05/15/09

**Phys 1107 Introductory Physics Online**

*(Prereq high school algebra, plane geometry, trigonometry; meets CLE req of Physical Science/Lab Core.)*

Principles of physics in context of everyday world. Use of kinematics/dynamics principles together with quantitative/qualitative problem solving techniques to understand natural phenomena. Border, Pete Mac, 4 cr

*Online course, with hand-written proctored exams. For computer requirements see webct.umn.edu and click on Browser Set Up. Fast-paced course with multiple deadlines per week. Requires Excel or similar spreadsheet application and previous training. Includes labs you do at home with a lab kit purchased from the U of M and materials from a hardware store. Registration closes 5 days before term starts. After then, registration requires instructor permission.*

**Term Based Internet Delivered**

**Fall**

- 47959 — A71, 09/04/07–12/12/07

**Spring**

- 86048 — A74, 01/22/08–05/09/08

**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**

- 45105 — B04, 09/15/07–06/15/08
- 45335 — C04, 10/15/07–07/15/08
- 45565 — D04, 11/15/07–08/15/08
- 45801 — E04, 12/15/07–09/15/08

**Spring**

- 70066 — B04, 01/15/08–10/15/08
- 70068 — C04, 02/15/08–11/15/08
- 63740 — D04, 03/15/08–12/15/08
- 63742 — E04, 04/15/08–01/15/09

**Summer**

- 89348 — B04, 05/15/08–02/15/09
- 89350 — C04, 06/15/08–03/15/09
- 89352 — D04, 07/15/08–04/15/09
- 89354 — E04, 08/15/08–05/15/09

**Phys 2311 Modern Physics**

*(Prereq 1302 or 1402, Chem 1022, Math 2243)*

Provides a broad overview of the important physical concepts developed during the twentieth century. Topics covered include 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**

- 45107 — B02, 09/15/07–06/15/08
- 45337 — C02, 10/15/07–07/15/08
- 45567 — D02, 11/15/07–08/15/08
- 45803 — E02, 12/15/07–09/15/08

**Spring**

- 70070 — B02, 01/15/08–10/15/08
- 70072 — C02, 02/15/08–11/15/08
- 63744 — D02, 03/15/08–12/15/08
- 63746 — E02, 04/15/08–01/15/09

**Summer**

- 89356 — B02, 05/15/08–02/15/09
- 89358 — C02, 06/15/08–03/15/09
- 89360 — D02, 07/15/08–04/15/09
- 89362 — E02, 08/15/08–05/15/09

**Post Secondary Teaching and Learning (PSTL)**

College of Education & Human Development

PSTL 721 and 731 are 4-credit equivalent math courses that will count towards financial aid, full-time student status, and assessment of the student services fee.

**PSTL 0721 Introductory Algebra**

*(Prereq General Math Placement Test; 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**

- 44993 — B01, 09/15/07–06/15/08
- 45221 — C01, 10/15/07–07/15/08
- 45451 — D01, 11/15/07–08/15/08
- 45685 — E01, 12/15/07–09/15/08

**Spring**

- 70146 — B01, 01/15/08–10/15/08
- 70148 — C01, 02/15/08–11/15/08
- 63596 — D01, 03/15/08–12/15/08
- 63598 — E01, 04/15/08–01/15/09

**Summer**

- 80482 — B01, 05/15/08–02/15/09
- 80484 — C01, 06/15/08–03/15/09
- 80486 — D01, 07/15/08–04/15/09
- 80488 — E01, 08/15/08–05/15/09

**PSTL 0731 Intermediate Algebra**

*(Credit will not be granted if credit has been received for PSTL 0732; prereq grade of at least C in 0713, 0717, 0721, 0722, or General Math Placement Test; 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**

- 44995 — B02, 09/15/07–06/15/08
- 45223 — C02, 10/15/07–07/15/08
- 45453 — D02, 11/15/07–08/15/08
- 45687 — E02, 12/15/07–09/15/08

**Spring**

- 70150 — B02, 01/15/08–10/15/08
- 70152 — C02, 02/15/08–11/15/08
- 63602 — D02, 03/15/08–12/15/08
- 63604 — E02, 04/15/08–01/15/09

**Summer**

- 80562 — B02, 05/15/08–02/15/09
- 80564 — C02, 06/15/08–03/15/09
- 80566 — D02, 07/15/08–04/15/09
- 80568 — E02, 08/15/08–05/15/09

**PSTL 1004 Statistics**

(Prereq grade of at least C in 0731 or equiv; credit will not be granted if credit received for GC 1454 or Stat 1001; meets CLE req of Mathematical Thinking Core.)

Problem solving and decision making through collection, analysis, and interpretation of data.

Organization and presentation of data, summary statistics, sampling, probability, distributions, estimation, correlation, hypothesis testing, contingency tables, chi-square.

Loch, Suzanne Yvette, 4 cr

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

**Extended Term  
Internet Delivered**

**Fall**

- 44983 — B07, 09/15/07–06/15/08
- 45211 — C07, 10/15/07–07/15/08
- 45441 — D07, 11/15/07–08/15/08
- 45675 — E07, 12/15/07–09/15/08

**Spring**

- 70170 — B07, 01/15/08–10/15/08
- 70172 — C07, 02/15/08–11/15/08
- 63638 — D07, 03/15/08–12/15/08
- 63640 — E07, 04/15/08–01/15/09

**Summer**

- 80626 — B07, 05/15/08–02/15/09
- 80628 — C07, 06/15/08–03/15/09
- 80630 — D07, 07/15/08–04/15/09
- 80632 — E07, 08/15/08–05/15/09

**PSTL 1166 Principles of Chemistry**

(Prereq 0713, 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, qualitative equilibrium. Uthe, Richard E, 3 cr

No laboratory component.

**Extended Term  
Correspondence**

**Fall**

- 44977 — B03, 09/15/07–06/15/08
- 45205 — C03, 10/15/07–07/15/08
- 45435 — D03, 11/15/07–08/15/08
- 45669 — E03, 12/15/07–09/15/08

**Spring**

- 70154 — B03, 01/15/08–10/15/08
- 70156 — C03, 02/15/08–11/15/08
- 63622 — D03, 03/15/08–12/15/08
- 63624 — E03, 04/15/08–01/15/09

**Summer**

- 80586 — B03, 05/15/08–02/15/09
- 80588 — C03, 06/15/08–03/15/09
- 80590 — D03, 07/15/08–04/15/09
- 80592 — E03, 08/15/08–05/15/09

**PSTL 1235W Law in Society**

(Meets CLE req of Citizenship/ Publ Ethics Theme, Social Science Core, 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 on laws addressing family, criminal, employment, and environmental controversies. Kahn, Peter T, 4 cr

**Extended Term  
Correspondence**

**Fall**

- 44979 — B04, 09/15/07–06/15/08
- 45207 — C04, 10/15/07–07/15/08
- 45437 — D04, 11/15/07–08/15/08
- 45671 — E04, 12/15/07–09/15/08

**Spring**

- 70158 — B04, 01/15/08–10/15/08
- 70160 — C04, 02/15/08–11/15/08
- 63628 — D04, 03/15/08–12/15/08
- 63626 — E04, 04/15/08–01/15/09

**Summer**

- 80602 — B04, 05/15/08–02/15/09
- 80604 — C04, 06/15/08–03/15/09
- 80606 — D04, 07/15/08–04/15/09
- 80608 — E04, 08/15/08–05/15/09

**PSTL 1365W Literatures of the United States**

(Meets CLE req of Cultural Diversity Theme, Literature Core, 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.” Fitzpatrick, Renata Marie, 3 cr

**Extended Term  
Correspondence**

**Fall**

- 44981 — B06, 09/15/07–06/15/08
- 45209 — C06, 10/15/07–07/15/08
- 45439 — D06, 11/15/07–08/15/08
- 45673 — E06, 12/15/07–09/15/08

**Spring**

- 70162 — B06, 01/15/08–10/15/08
- 70164 — C06, 02/15/08–11/15/08
- 63632 — D06, 03/15/08–12/15/08
- 63630 — E06, 04/15/08–01/15/09

**Summer**

- 80610 — B06, 05/15/08–02/15/09
- 80612 — C06, 06/15/08–03/15/09
- 80614 — D06, 07/15/08–04/15/09
- 80616 — E06, 08/15/08–05/15/09

**PSTL 1371 Reading Short Stories**

(Meets CLE req of Cultural Diversity Theme, 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. Rojas Collins, Molly C, 3 cr

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

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

45049 — B07, 09/15/07–06/15/08  
 45277 — C07, 10/15/07–07/15/08  
 45507 — D07, 11/15/07–08/15/08  
 45741 — E07, 12/15/07–09/15/08

**Spring**

70166 — B07, 01/15/08–10/15/08  
 70168 — C07, 02/15/08–11/15/08  
 63634 — D07, 03/15/08–12/15/08  
 63636 — E07, 04/15/08–01/15/09

**Summer**

80618 — B07, 05/15/08–02/15/09  
 80620 — C07, 06/15/08–03/15/09  
 80622 — D07, 07/15/08–04/15/09  
 80624 — E07, 08/15/08–05/15/09

**PSTL 1511 Introduction to  
Business and Society**

(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. Environmental-  
ism, consumerism, cultural diver-  
sity, economic systems, ethics,  
management, marketing, account-  
ing/finance, legal issues. Kroll,  
Patrick A, 4 cr

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

44985 — B05, 09/15/07–06/15/08  
 45213 — C05, 10/15/07–07/15/08  
 45443 — D05, 11/15/07–08/15/08  
 45677 — E05, 12/15/07–09/15/08

**Spring**

70174 — B05, 01/15/08–10/15/08  
 70176 — C05, 02/15/08–11/15/08  
 63642 — D05, 03/15/08–12/15/08  
 63644 — E05, 04/15/08–01/15/09

**Summer**

80634 — B05, 05/15/08–02/15/09  
 80636 — C05, 06/15/08–03/15/09  
 80638 — D05, 07/15/08–04/15/09  
 80640 — E05, 08/15/08–05/15/09

**PSTL 1513 Small Business  
Fundamentals With  
E-Business Applications**

Starting up, purchasing, owning,  
and operating a small business.  
Traditional research/developmental  
methods for growing a business,  
technology associated with the  
Internet. Moving toward one or  
more e-commerce applications in  
researching, starting, and operating  
a business. Kroll, Patrick A, 3 cr  
*Course is printed but you must  
have Web access to do required  
course assignments.*

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

44987 — B08, 09/15/07–06/15/08  
 45215 — C08, 10/15/07–07/15/08  
 45445 — D08, 11/15/07–08/15/08  
 45679 — E08, 12/15/07–09/15/08

**Spring**

70178 — B08, 01/15/08–10/15/08  
 70180 — C08, 02/15/08–11/15/08  
 63650 — D08, 03/15/08–12/15/08  
 63652 — E08, 04/15/08–01/15/09

**Summer**

80642 — B08, 05/15/08–02/15/09  
 80644 — C08, 06/15/08–03/15/09  
 80646 — D08, 07/15/08–04/15/09  
 80648 — E08, 08/15/08–05/15/09

**PSTL 1571 Computer  
Literacy and Problem  
Solving**

(Credit cannot be granted if credit  
has already been received for  
1573, or 1574.)

Competencies in computer tech-  
nologies used in social sciences  
and in business to solve problems.  
Using advanced word processing  
techniques to create complex writ-  
ten documents such as reports.  
Using electronic spreadsheet to  
analyze data and present it graphi-  
cally. Using database management  
programa to store, organize, and  
query data. Using presentation

software to communicate ideas/  
findings in multimedia format to  
larger groups. Robertson, Douglas  
Frederick, 4 cr

*Course is printed, and requires off-  
line Windows computer (PC) with  
printer and CD-ROM drive, and  
MS Word 2002, MS Excel 2002,  
and MS PowerPoint 2002 (other  
versions will not exactly match the  
course materials).*

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

45091 — B05, 09/15/07–06/15/08  
 45321 — C05, 10/15/07–07/15/08  
 45551 — D05, 11/15/07–08/15/08  
 45787 — E05, 12/15/07–09/15/08

**Spring**

70222 — B05, 01/15/08–10/15/08  
 70224 — C05, 02/15/08–11/15/08  
 63658 — D05, 03/15/08–12/15/08  
 63660 — E05, 04/15/08–01/15/09

**Summer**

80674 — B05, 05/15/08–02/15/09  
 80676 — C05, 06/15/08–03/15/09  
 80678 — D05, 07/15/08–04/15/09  
 80680 — E05, 08/15/08–05/15/09

**PSTL 1816 African-  
American Literature**

(Meets CLE req of Cultural  
Diversity Theme, Literature Core.)

Short stories, novels, poetry, and  
drama by African American writers  
evaluated in context of internation-  
alization. Interconnection between  
literature of African Americans in  
the United States and other inter-  
national writers of African descent.  
Hyland, Ezra St, 3 cr

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

44989 — B04, 09/15/07–06/15/08  
 45217 — C04, 10/15/07–07/15/08  
 45447 — D04, 11/15/07–08/15/08  
 45681 — E04, 12/15/07–09/15/08

*Course continues on next page.*

**Spring**

- 70226 — B04, 01/15/08–10/15/08
- 70228 — C04, 02/15/08–11/15/08
- 63662 — D04, 03/15/08–12/15/08
- 63664 — E04, 04/15/08–01/15/09

**Summer**

- 80682 — B04, 05/15/08–02/15/09
- 80684 — C04, 06/15/08–03/15/09
- 80686 — D04, 07/15/08–04/15/09
- 80688 — E04, 08/15/08–05/15/09

**PSTL 1836 Asian-American Literature**

*(Meets CLE req of Cultural Diversity Theme, Literature Core.)*

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

**Extended Term Correspondence**

**Fall**

- 45055 — B03, 09/15/07–06/15/08
- 45283 — C03, 10/15/07–07/15/08
- 45513 — D03, 11/15/07–08/15/08
- 45747 — E03, 12/15/07–09/15/08

**Spring**

- 70230 — B03, 01/15/08–10/15/08
- 70232 — C03, 02/15/08–11/15/08
- 63666 — D03, 03/15/08–12/15/08
- 63668 — E03, 04/15/08–01/15/09

**Summer**

- 80690 — B03, 05/15/08–02/15/09
- 80692 — C03, 06/15/08–03/15/09
- 80694 — D03, 07/15/08–04/15/09
- 80696 — E03, 08/15/08–05/15/09

**Psychology (Psy)**

College of Liberal Arts

**Psy 1001 Introduction to Psychology**

*(Credit will not be granted if credit has been received for PSTL 1281, PSY 1001H, PSTL 1289; 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 printed version of Psy 1001 through Independent and Distance Learning.*

**Extended Term Correspondence**

**Fall**

- 45087 — B05, 09/15/07–06/15/08
- 45317 — C05, 10/15/07–07/15/08
- 45547 — D05, 11/15/07–08/15/08
- 45783 — E05, 12/15/07–09/15/08

**Spring**

- 70082 — B05, 01/15/08–10/15/08
- 70086 — C05, 02/15/08–11/15/08
- 63760 — D05, 03/15/08–12/15/08
- 63762 — E05, 04/15/08–01/15/09

**Summer**

- 80234 — B05, 05/15/08–02/15/09
- 80236 — C05, 06/15/08–03/15/09
- 80238 — D05, 07/15/08–04/15/09
- 80240 — E05, 08/15/08–05/15/09

**Psy 1001 Introduction to Psychology**

*(Credit will not be granted if credit has been received for PSTL 1281, PSY 1001H, PSTL 1289; 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](http://webct.umn.edu) and click on Browser Set Up.*

**Extended Term Internet Delivered**

**Fall**

- 45089 — B23, 09/15/07–06/15/08
- 45319 — C23, 10/15/07–07/15/08
- 45549 — D23, 11/15/07–08/15/08
- 45785 — E23, 12/15/07–09/15/08

**Spring**

- 70084 — B23, 01/15/08–10/15/08
- 70088 — C23, 02/15/08–11/15/08
- 63752 — D23, 03/15/08–12/15/08
- 63754 — E23, 04/15/08–01/15/09

**Summer**

- 80226 — B23, 05/15/08–02/15/09
- 80228 — C23, 06/15/08–03/15/09
- 80230 — D23, 07/15/08–04/15/09
- 80232 — E23, 08/15/08–05/15/09

**Psy 3011 Introduction to Learning and Behavior**

*(Prereq 1001)*

Basic methods and findings of research on learning and behavior change. Survey of 20th century theoretical perspectives, including contemporary models. Emphasis on animal learning and behavioral psychology. Peterson, Gail Burton, 3 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. Registration closes 5 days before term begins. After then, registration requires instructor permission.*

**Term Based Internet Delivered**

**Fall**

- 46193 — A71, 09/04/07–12/12/07

**Spring**

- 86050 — A74, 01/22/08–05/09/08

**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/neuro-anatomy, neural mechanisms of motivation, emotion, sleep-wake-fulness cycle, learning/memory in animals/humans. Neural basis of abnormal behavior, drug abuse. Gewirtz, Jonathan C, 3 cr  
For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Extended Term Internet Delivered**

**Fall**

- 26677 — B04, 09/15/07–06/15/08
- 26679 — C04, 10/15/07–07/15/08
- 26681 — D04, 11/15/07–08/15/08
- 26683 — E04, 12/15/07–09/15/08

**Spring**

- 70098 — B04, 01/15/08–10/15/08
- 70100 — C04, 02/15/08–11/15/08
- 63764 — D04, 03/15/08–12/15/08
- 63766 — E04, 04/15/08–01/15/09

**Summer**

- 80242 — B04, 05/15/08–02/15/09
- 80244 — C04, 06/15/08–03/15/09
- 80246 — D04, 07/15/08–04/15/09
- 80248 — E04, 08/15/08–05/15/09

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

**Extended Term Internet Delivered**

**Fall**

- 45095 — B12, 09/15/07–06/15/08
- 45325 — C12, 10/15/07–07/15/08
- 45555 — D12, 11/15/07–08/15/08
- 45791 — E12, 12/15/07–09/15/08

**Spring**

- 70116 — B12, 01/15/08–10/15/08
- 70120 — C12, 02/15/08–11/15/08
- 63768 — D12, 03/15/08–12/15/08
- 63770 — E12, 04/15/08–01/15/09

**Summer**

- 80250 — B11, 05/15/08–02/15/09
- 80252 — C12, 06/15/08–03/15/09
- 80254 — D12, 07/15/08–04/15/09
- 80256 — E12, 08/15/08–05/15/09

**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 6040; prereq jr or sr or instr consent.)*

Basic concepts, attitudes, ethics, and lifestyle management in relation to dying, death, grief, and bereavement. Emphasizes intervention and educational aspects of these topics for community health and helping professionals and educators. Rothenberger III, James Henry, 2 cr  
Online course with hand-written exams. For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up.

**Extended Term Internet Delivered**

**Fall**

- 45151 — B03, 09/15/07–06/15/08
- 45381 — C03, 10/15/07–07/15/08
- 45611 — D03, 11/15/07–08/15/08
- 45849 — E03, 12/15/07–09/15/08

**Spring**

- 77484 — B03, 01/15/08–10/15/08
- 77486 — C03, 02/15/08–11/15/08
- 77488 — D03, 03/15/08–12/15/08
- 77490 — E03, 04/15/08–01/15/09

**Summer**

- 89332 — B03, 05/15/08–02/15/09
- 89334 — C03, 06/15/08–03/15/09
- 89336 — D03, 07/15/08–04/15/09
- 89338 — E03, 08/15/08–05/15/09

**PubH 6003 Fundamentals of Alcohol and Drug Abuse**

*(Credit will not be granted if credit has been received for PUBH 3003, PUBH 3004, PUBH 3005; prereq Master of education student or instr consent)*

Scientific/sociocultural aspects of alcohol/drug problems. Emphasizes role of education in health conservation and drug abuse prevention. Rothenberger III, James Henry, 1 cr  
*This section for students not formally admitted to a U of M degree program but need to meet the teacher licensure requirement. Call 612-625-7124 for special registration procedure and permission. Students who have been admitted to a U of M degree program should register for the day school online section. Preview syllabus at [www.epi.umn.edu/ph5003](http://www.epi.umn.edu/ph5003).*

**Term Based Internet Delivered**

**Fall**

- 26731 — A71, 09/04/07–12/12/07
- Course continues on next page.*

**Spring**

70352 — A74, 01/22/08–05/09/08

**Summer**

86494 — A77, 06/16/08–08/08/08

**Radiation Therapy (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)*

This online course is an introduction to the technical aspects of the radiologic sciences, standard patient care, and issues specific to the radiation oncology population. Introduces the structure and function of x-ray equipment and reviews fundamental concepts. X-ray production, interaction, imaging, and safety principles. Both physical and psychological aspects of patient care, as well as the legal and ethical values in a health care environment. Intended for students who have been accepted into the B.A.S. Degree Program in Radiation Therapy and completed their interview. (See B.A.S. Web site at [www.cce.umn.edu/bas](http://www.cce.umn.edu/bas) for additional course information.)

Wolla, Jodie L, 1 cr

*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After Friday 5/23/08, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Summer**

86122 — A77, 05/19/08–08/22/08

**Russian (Russ)**

College of Liberal Arts

**Russ 1101 Beginning Russian I**

Listening, speaking, reading, writing. Williams, Denise Elizabeth, 5 cr

**Extended Term  
Correspondence**

**Fall**

45029 — B04, 09/15/07–06/15/08  
45257 — C04, 10/15/07–07/15/08  
45487 — D04, 11/15/07–08/15/08  
45807 — E04, 12/15/07–09/15/08

**Spring**

70182 — B04, 01/15/08–10/15/08  
70184 — C04, 02/15/08–11/15/08  
63784 — D04, 03/15/08–12/15/08  
63786 — E04, 04/15/08–01/15/09

**Summer**

80322 — B04, 05/15/08–02/15/09  
80324 — C04, 06/15/08–03/15/09  
80326 — D04, 07/15/08–04/15/09  
80328 — E04, 08/15/08–05/15/09

**Russ 1102 Beginning Russian II**

*(Prereq 1101 or equiv)*

Listening, speaking, reading, writing. Williams, Denise Elizabeth, 5 cr

**Extended Term  
Correspondence**

**Fall**

45075 — B04, 09/15/07–06/15/08  
45303 — C04, 10/15/07–07/15/08  
45533 — D04, 11/15/07–08/15/08  
45769 — E04, 12/15/07–09/15/08

**Spring**

70186 — B04, 01/15/08–10/15/08  
70188 — C04, 02/15/08–11/15/08  
63788 — D04, 03/15/08–12/15/08  
63790 — E04, 04/15/08–01/15/09

**Summer**

80338 — B04, 05/15/08–02/15/09  
80340 — C04, 06/15/08–03/15/09  
80342 — D04, 07/15/08–04/15/09  
80344 — E04, 08/15/08–05/15/09

**Social Work (SW)**

College of Education & Human Development

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

*(Max crs 10; 3 repeats allowed)*

Van Cleve, Michael, 2 cr  
*For computer requirements see [webct.umn.edu](http://webct.umn.edu) and click on Browser Set Up. After Wednesday 8/29/07, registration requires instructor permission.*

**Term Based  
Internet Delivered**

**Fall**

48893 — A71, 09/04/07–12/12/07

**Spanish (Span)**

College of Liberal Arts

**Span 1001 Beginning Spanish I**

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

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

**Extended Term  
Correspondence**

**Fall**

45031 — B03, 09/15/07–06/15/08  
45259 — C03, 10/15/07–07/15/08  
45489 — D03, 11/15/07–08/15/08  
45723 — E03, 12/15/07–09/15/08



**Spring**

- 70190 — B03, 01/15/08–10/15/08
- 70192 — C03, 02/15/08–11/15/08
- 63800 — D03, 03/15/08–12/15/08
- 63802 — E03, 04/15/08–01/15/09

**Summer**

- 80354 — B03, 05/15/08–02/15/09
- 80356 — C03, 06/15/08–03/15/09
- 80358 — D03, 07/15/08–04/15/09
- 80360 — E03, 08/15/08–05/15/09

**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**

- 45033 — B03, 09/15/07–06/15/08
- 45261 — C03, 10/15/07–07/15/08
- 45491 — D03, 11/15/07–08/15/08
- 45725 — E03, 12/15/07–09/15/08

**Spring**

- 70194 — B03, 01/15/08–10/15/08
- 70196 — C03, 02/15/08–11/15/08
- 63804 — D03, 03/15/08–12/15/08
- 63806 — E03, 04/15/08–01/15/09

**Summer**

- 80370 — B03, 05/15/08–02/15/09
- 80372 — C03, 06/15/08–03/15/09
- 80374 — D03, 07/15/08–04/15/09
- 80376 — E03, 08/15/08–05/15/09

**Span 1003 Intermediate Spanish I**

*(Prereq 1002, 1022, or EPT placement)*

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

**Extended Term Correspondence**

**Fall**

- 45035 — B03, 09/15/07–06/15/08
- 45263 — C03, 10/15/07–07/15/08
- 45493 — D03, 11/15/07–08/15/08
- 45727 — E03, 12/15/07–09/15/08

**Spring**

- 70198 — B03, 01/15/08–10/15/08
- 70200 — C03, 02/15/08–11/15/08
- 63808 — D03, 03/15/08–12/15/08
- 63810 — E03, 04/15/08–01/15/09

**Summer**

- 80378 — B03, 05/15/08–02/15/09
- 80380 — C03, 06/15/08–03/15/09
- 80382 — D03, 07/15/08–04/15/09
- 80384 — E03, 08/15/08–05/15/09

**Span 1004 Intermediate Spanish II**

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

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

**Extended Term Correspondence**

**Fall**

- 45037 — B03, 09/15/07–06/15/08
- 45265 — C03, 10/15/07–07/15/08
- 45495 — D03, 11/15/07–08/15/08
- 45729 — E03, 12/15/07–09/15/08

**Spring**

- 70202 — B03, 01/15/08–10/15/08
- 70204 — C03, 02/15/08–11/15/08
- 63812 — D03, 03/15/08–12/15/08
- 63814 — E03, 04/15/08–01/15/09

**Summer**

- 80434 — B03, 05/15/08–02/15/09
- 80436 — C03, 06/15/08–03/15/09
- 80438 — D03, 07/15/08–04/15/09
- 80440 — E03, 08/15/08–05/15/09

**Statistics**

See PSTL 1004, 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 in all four language modalities (listening, reading, speaking, writing). Topics include everyday subjects (shopping, directions, family, food, housing, etc.). Herrlin, Susanne Marie, 5 cr

#### Extended Term Correspondence

##### Fall

45039 — B02, 09/15/07–06/15/08  
45267 — C02, 10/15/07–07/15/08  
45497 — D02, 11/15/07–08/15/08  
45731 — E02, 12/15/07–09/15/08

##### Spring

70206 — B02, 01/15/08–10/15/08  
70208 — C02, 02/15/08–11/15/08  
63816 — D02, 03/15/08–12/15/08  
63818 — E02, 04/15/08–01/15/09

##### Summer

80458 — B02, 05/15/08–02/15/09  
80460 — C02, 06/15/08–03/15/09  
80462 — D02, 07/15/08–04/15/09  
80464 — E02, 08/15/08–05/15/09

### Swed 1002 Beginning Swedish II

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

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

#### Extended Term Correspondence

##### Fall

45077 — B02, 09/15/07–06/15/08  
45305 — C02, 10/15/07–07/15/08  
45535 — D02, 11/15/07–08/15/08  
45771 — E02, 12/15/07–09/15/08

##### Spring

70210 — B02, 01/15/08–10/15/08  
70212 — C02, 02/15/08–11/15/08  
63820 — D02, 03/15/08–12/15/08  
63822 — E02, 04/15/08–01/15/09

##### Summer

80466 — B02, 05/15/08–02/15/09  
80468 — C02, 06/15/08–03/15/09  
80470 — D02, 07/15/08–04/15/09  
80472 — E02, 08/15/08–05/15/09

## Writing Studies (Writ)

College of Liberal Arts

### Writ 3562W Technical and Professional Writing

*(A–F only; prereq 1101, 1152W, or EngC 1011 or equiv, jr or sr; meets CLE req of Writing Intensive.)*

Written and oral communication in professional settings. Gathering information; analyzing the audience; assessing conventional formats; drafting, testing, and revising documents; oral presentation of final reports. Assignments typically include performance instructions, evaluation reports, proposals, letters, resumes. 4 cr  
*Preview course at [www.rhetoric.umn.edu/online.html](http://www.rhetoric.umn.edu/online.html)*

#### Term Based Internet Delivered

##### Fall

54802 — A71, 09/04/07–12/12/07

##### Spring

90422 — A74, 01/22/08–05/09/08

##### Summer

87496 — A77, 06/16/08–08/08/08  
90420 — A78, 06/16/08–08/08/08  
93660 — A79, 06/16/08–08/08/08

### Location Alert!

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

#### Before August 1:

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

#### After August 1:

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

# How IDL Works

## Term Lengths

One of the advantages of taking Independent and Distance Learning courses is that you have more options for finding the course length and format that suit you best. Courses are offered in one of two term lengths, either semester length (term based) or up to nine months long (extended term). Formats include fully online or traditional printed courses. Some printed courses also include related Web sites.

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

If your course is term-based it begins and ends at the same times as classes held on campus. You will work through the course together with your classmates, following a week-by-week schedule of assignment deadlines. Term-based courses are online. You don't need to log on at specific times of day, however. Some of these online courses have exams that are not online. If this is the case, there will be instructions in the course about how to take your exams.

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

If your course is extended-term, you will have the flexibility to work at your own pace and take up to nine months to finish. Extended-term courses are either online or printed (sometimes with a related Web site). Procrastination is the biggest hurdle in extended-term courses, so skim over all the requirements in your course, make a personal calendar for yourself, and be sure you can arrange your schedule to allow for regular study time.

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

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

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

## Your Instructor

When you register for a course, IDL sends you a welcome packet with information about your course, including the instructor's name and contact information. The instructor for each course is also listed in the course description on the IDL Web site. Your instructor is the person you will contact first with questions or concerns about your course.

The course authors and instructors for IDL courses are approved by University academic departments. Many are faculty members at the University, although faculty from other colleges and universities, or specialists in professional and business fields, and advanced graduate students also teach IDL courses.

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 more details under Extensions, below, and about incompletes and extensions in *Academic Policies*.)

## Assignments

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

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

### **Sending Assignments Electronically**

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

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

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

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

## Exams

Many IDL courses include proctored midcourse and final exams. If your course has exams, your course will include instructions about how to take them. *You must submit all assignments that come before an exam before you may take that exam.* Be sure to bring a submission form and picture ID when you take an exam.

You may take proctored exams at the following offices or under the supervision of the following individuals. There is no charge for taking exams at the CCE Information Center, but you may be charged a fee if you take exams at other institutions or campus locations. No individual proctor fees are authorized.

- If you live in the Twin Cities area you are encouraged to take your exams at the CCE Information Center. **Prior to Sept. 1:** 101 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis. **After Sept. 1:** 20 Classroom Office Building, 1994 Buford Avenue, St. Paul. You must call 612-624-4000 or 1-800-234-6564 at least two days in advance and make an appointment to take an exam. Exam sessions have limited seat availability.
- Other University of Minnesota campus offices (by appointment only):
  - Crookston: 218-281-8341
  - Duluth: 218-726-6288
  - Minneapolis: Counseling and Consulting Services, 612-624-3323
  - Morris: 320-589-6450 or 1-800-842-0030
  - Rochester: 507-280-2832 or 1-800-947-0117
- The Independent Study department of any member institution of the University Continuing Education Association (UCEA).
- Any test center of a member of the National College Testing Association. Search for an NCTA test center online at [www.ncta-testing.org/cctc](http://www.ncta-testing.org/cctc). From the homepage, use “click here to find a consortium participant.”
- A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants) or administrator of an accredited university or college; a head librarian. Provide the individual’s business address.
- For military students, a commissioned officer whose rank is higher than your own or a non-commissioned officer E-8 or above. Provide proctor’s rank, title, and unit. Provide the individual’s official address.
- A corporate education director or human resources officer. Provide the individual’s business address.

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 exam. You need to make arrangements with the office or individual who will proctor your exam before you send the Request for Exam form to the IDL office. IDL mails exams directly to the proctor's business location only, and you must take them 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, **call the CCE Information Center and make an appointment** one day in advance (612-624-4000 or 1-800-234-6564). If you live outside the Minneapolis-St. Paul area, contact the same number to discuss arrangements to review your exam at a new appointment with your exam proctor. Please allow 1–2 weeks for this off-campus option.

## Extensions

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

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

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

### Location Alert!

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

**Before August 1:**

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

**After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

# Registration and Changes in Registration

## How to Register

### **Select the Right Course**

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

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

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

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

Extended-term courses and credits only count toward the term during which the course begins (e.g. Fall 2007). Your course grade is posted to your transcript after you complete all coursework. Expect to spend three months (minimum) to complete an extended-term course, with a nine-month maximum time limit. Instructors are allowed two to three weeks to return your assignments with grades and feedback. You pace the work yourself.

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

In order to register in a specific section of an IDL course, follow the registration dates in the tables beginning on page 56.

### **Submit Your Registration**

You may register online or use the printed form at the end of this catalog. (You may download more copies from the IDL Web site at [www.cce.umn.edu/idl](http://www.cce.umn.edu/idl), or ask the CCE Information Center to mail you some.) See a sample filled-out form on page 55. Be sure to indicate an alternative course in case your first choice is not available.

Ways to register:

#### **Online:**



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

**Direct Web Registration:** To use direct Web registration, you must have registered the preceding term (excluding summer), and have initiated your Internet account password (see page 72). We recommend that you use one of the following Web browsers: Netscape 7.0, Internet Explorer 6.0, Firefox 1.5, or Apple Safari 1.3.1 (or newer versions of these browsers). Go to [onestop.umn.edu/onestop/registration.html](http://onestop.umn.edu/onestop/registration.html) to complete your Web registration. Be sure to print a copy of your registration confirmation.

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

#### **By Mail:**



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

University of Minnesota  
200 Fraser Hall  
106 Pleasant St. S.E.  
Minneapolis, MN 55455-0216

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



**In Person:** One Stop Student Services Centers

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



For Service Center hours call 612-624-1111 or visit [onestop.umn.edu](http://onestop.umn.edu).

## Special Situations

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

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

### Auditing a Course

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

### Senior Citizen Education Option

Minnesota state law allows Minnesota residents 62 and older to register in IDL credit courses for tuition of \$10 per credit (or at no cost for no credit) on a **space-available** basis. There are fees in addition to tuition. The IDL course fee and any special fees must be paid in full. These students are exempt from the Student Services Fee. Students registering under this option must provide verification of age (e.g., Minnesota driver's

license). For more information, call the One Stop Student Services Center at 612-624-1111; 1-800-400-8636.

### Re-registration

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

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

## Next Steps

Once you're officially registered, don't delay. Buy your textbooks and course materials at the University of Minnesota Bookstores. (See the *Bookstore and Course Texts/Materials* section on page 77.)

If you have questions about assignments, contact your instructor. Many courses have proctored exams, and it's not too early to think about them. Preview the exam instructions in your course and begin early to arrange for a proctor. (See the *How IDL Works* section, page 49.)

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

- A registration confirmation (called a “study list”) from One Stop Student Services. This includes your student ID number, which will be important to know if you're new to the University.
- A welcome e-mail from Independent and Distance Learning
- A printed course study guide in the mail from the Independent and Distance Learning office; expect it approximately five to seven days after your registration is processed. If you register for an online course, you will receive a printed information packet about how to get started. Check your mailbox.

- A University Internet ID and e-mail address (if you're new to the University). This is the University's official means of communicating with you. Information about changes in University of Minnesota policies, University updates, and notices about your online charges for tuition and fees will be sent to this account. You are responsible for all information sent to your e-mail account.

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

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

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

## Cancellations

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

To cancel a course, fill out a Registration and Cancel/Add Form (available in this catalog or provided with your study guide, or download one from the IDL Web site [www.cce.umn.edu/idl](http://www.cce.umn.edu/idl)). Cancellations must be done officially through one of the One Stop Student Services Centers. You

may do so via the Web, in person, or by mail or fax. A cancellation becomes effective on the date you cancel in person or on the Web, the date of the postmark (for mail cancellations), or the date stamp (for fax cancellations).

Cancellation deadlines differ based on which section you have registered for. If you cancel early in the term, the course will be removed from your transcript. If you cancel later than a certain deadline, the course will remain on your transcript with W (for Withdrawal) in place of a grade. See the tables of dates and deadlines starting on page 56.

## Changes in Grade Base

You may change your A–F or S/N grade base early in your term in person at one of the One Stop Student Services Centers or by mail or fax. To change your grade base after the deadlines, you must petition the appropriate scholastic committee to get approval. See the tables of dates and deadlines beginning on page 56.

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

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

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

## 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 for a course that has been discontinued, you will be notified.





**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/onestop/registration.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 Web (at onestop.umn.edu/onestop/Tuition\_Billing/Tuition\_Rates.html) for additional information.** Check the refund schedule (at onestop.umn.edu/onestop/tuition.html under Quick Links) before canceling courses; you are held for tuition and fees if you do not cancel during the 100% refund period.

University ID number 0102030	Name (last, first, middle, former)* Doc, Jane	SSN 000-12-3456	Birth date 05/06/78
College (program)* (for admitted degree-seeking students)		Level: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Professional	
Current Address* 1234 Any Street			
City* St. Paul	State* MN	Zip* 55000	Country* USA
Day Phone (include area code) 612-555-1234	Other Phone: Cell or Evening (include area code) 612-555-6789	E-mail Address doex001@tc.umn.edu	

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 items are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Information on data privacy is available at onestop.umn.edu/onestop/Grades\_Transcripts/RecordsPolicy.html.

Term:  Fall  Spring  May Session  Summer Year 2008

Tuition and Fees:

**Effective fall 2005, non-degree-seeking students are required to pay tuition, fees, and all other charges on their account in full by the first billing due date for the semester.** Billing due dates are available online at onestop.umn.edu/onestop/Tuition\_Billing/wwhpay.html. If payment is not received by the due date, your registration will be cancelled. An e-mail will be sent to your U of M e-mail account after the term begins, notifying you that your bill is ready to be viewed on UM Pay, the electronic billing and payment system. You will not receive a paper bill. More information is available from One Stop Student Services at 612-624-1111 or helpingu@umn.edu.

**All students will be billed electronically by the University for tuition and fees for all courses, including those courses taken with the audit grading option.** Although you receive no credits for the audit grading option, the credit equivalents count in the credit totals for both tuition and student services fee assessment.

**Degree-seeking students only:** The University requires that you carry hospitalization insurance when registered for six or more credits (three or more for summer). See www.bhs.umn.edu/insurance/insurance.htm for more information.

**Complete the information below or enter the information on the Web before the end of the first week of the term (go to onestop.umn.edu and select Hospitalization Insurance under Quick Links).**

- I have my own insurance provider. Insurance company name: \_\_\_\_\_  
Insurance company phone number: \_\_\_\_\_ Member ID number: \_\_\_\_\_
- I don't have an insurance provider and would like to enroll in the University-sponsored Health Benefit Plan.

Optional fees

**Minnesota Public Interest Research Group (MPIRG)** is a non-partisan, non-profit, student-led organization, which trains students to become leaders, equipping them with skills to carry beyond graduation. A full description of this group can be found at onestop.umn.edu/onestop/Tuition\_Billing/Tuition\_Rates/Other\_Fees.html. The MPIRG fee is assessed per semester to most students. 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 at onestop.umn.edu/onestop/Tuition\_Billing/Tuition\_Rates/Other\_Fees.html. The CFACT fee is assessed per semester to most students. 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.**




\* 0 0 9 0 2 2 \*

**Web Registration:**  
onestop.umn.edu/onestop/registration.html

**E-mail Registration Forms:**  
(for students unable to use Web registration)  
onestop.umn.edu/onestop/registration/Email\_forms.html

**Registration Questions:**  
Phone: 612-624-1111  
e-mail: helpingu@umn.edu

**In-Person Registration:**  
One Stop Student Services Centers:  
200 Fraser Hall (East Bank)  
130 Coffey Hall (St. Paul)  
130 West Bank Skyway

**Mail and Fax Registration:**  
University of Minnesota  
130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6054

Fax: 612-626-0008

## Registration and Changes in Registration

### Fall Semester 2007 Registration Deadlines and Term Dates

Section Dates	Registration	Mail/Fax and Section Registration Cutoff Dates	Term Dates
A*	April 12– Aug. 29, 2007	<b>Aug. 25, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Sept. 4– Dec. 12, 2007
B	Aug. 1–31, 2007	<b>Aug. 26, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Sept. 1, 2007, and after:</b> No registrations in section B, register in section C.	Sept. 15, 2007– June 15, 2008
C	Sept. 1–30, 2007	<b>Sept. 26, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Oct. 1, 2007, and after:</b> No registrations in section C, register in section D.	Oct. 15, 2007– July 15, 2008
D	Oct. 1–31, 2007	<b>Oct. 26, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Nov. 1, 2007, and after:</b> No registrations in section D, register in section E.	Nov. 15, 2007– Aug. 15, 2008
E	Nov. 1–30, 2007	<b>Nov. 26, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Dec. 1, 2007, and after:</b> No registrations in section E, register in section B of spring semester 2008.	Dec. 15, 2007– Sept. 15, 2008

\*Late fee may be applied after **Sept. 3, 2007**.

**Last day for adding credits for financial aid eligibility: Sept. 17, 2007.**

### Fall Semester 2007 Change in Grade Base (A–F or S/N)

Section	Section Dates	Changes Allowed Through
A	Sept. 4–Dec. 12, 2007	Sept. 17, 2007
B	Sept. 15, 2007–June 15, 2008	Oct. 26, 2007
C	Oct. 15, 2007–July 15, 2008	Nov. 25, 2007
D	Nov. 15, 2007–Aug. 15, 2008	Dec. 26, 2007
E	Dec. 15, 2007–Sept. 15, 2008	Jan. 25, 2008

**Fall Semester 2007 Cancellations and Tuition Refunds**

<i>Section</i>	<i>Cancellations</i>	<i>Tuition Refund Schedule</i>	
A: Sept. 4– Dec. 12, 2007	<p><b>Sept. 17, 2007:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Sept. 18–Oct. 29, 2007:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Oct. 30, 2007:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>Refund:</p> <p>100%</p> <p>75%</p> <p>50%</p> <p>25%</p> <p>0%</p>	<p>Cancel by:</p> <p>Sept. 11, 2007</p> <p>Sept. 17, 2007</p> <p>Sept. 24, 2007</p> <p>Oct. 1, 2007</p> <p>on or after Oct. 2, 2007</p>
B: Sept. 15, 2007– June 15, 2008	<p><b>Oct. 26, 2007:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Oct. 27, 2007–Jan. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Jan. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Oct. 15, 2007</p> <p>50% if you cancel by Nov. 15, 2007</p> <p>0% if you cancel on or after Nov. 16, 2007</p>	
C: Oct. 15, 2007– July 15, 2008	<p><b>Nov. 25, 2007:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Nov. 26, 2007–Feb. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Feb. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Nov. 15, 2007</p> <p>50% if you cancel by Dec. 15, 2007</p> <p>0% if you cancel on or after Dec. 16, 2007</p>	
D: Nov. 15, 2007– Aug. 15, 2008	<p><b>Dec. 26, 2007:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Dec. 27, 2007–Mar. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Mar. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Dec. 15, 2007</p> <p>50% if you cancel by Jan. 15, 2008</p> <p>0% if you cancel on or after Jan. 16, 2008</p>	
E: Dec. 15, 2007– Sept. 15, 2008	<p><b>Jan. 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Jan. 26–April 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>April 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Jan. 15, 2008</p> <p>50% if you cancel by Feb. 15, 2008</p> <p>0% if you cancel on or after Feb. 16, 2008</p>	

## Registration and Changes in Registration

<b>Spring Semester 2008 Registration Deadlines and Term Dates</b>			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A*	Nov. 6, 2007– Jan. 16, 2008	<b>Jan. 11, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Jan. 22– May 9, 2008
B	Dec. 1–31, 2007	<b>Dec. 26, 2007:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Jan. 1, 2008, and after:</b> No registrations in section B, register in section C.	Jan. 15– Oct. 15, 2008
C	Jan. 1–31, 2008	<b>Jan. 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Feb. 1, 2008, and after:</b> No registrations in section C, register in section D.	Feb. 15– Nov. 15, 2008
D	Feb. 1–28, 2008	<b>Feb. 23, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Mar. 1, 2008, and after:</b> No registrations in section D, register in section E.	Mar. 15– Dec. 15, 2008
E	Mar. 1–31, 2008	<b>Mar. 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>April 1, 2008, and after:</b> No registrations in section E, register in section B of summer 2008.	April 15, 2008 – Jan. 15, 2009
* <b>Late fee</b> may be applied after: Jan. 21, 2008.			
<b>Last day for adding credits for financial aid eligibility: Feb. 4, 2008 (tentative)</b>			

<b>Spring Semester 2008 Change in Grade Base (A–F or S/N)</b>		
<i>Section</i>	<i>Section Dates</i>	<i>Changes Allowed Through</i>
A	Jan. 22–May 9, 2008	Feb. 4, 2008
B	Jan. 15–Oct. 15, 2008	Feb. 25, 2008
C	Feb. 15–Nov. 15, 2008	Mar. 27, 2008
D	Mar. 15–Dec. 15, 2008	Apr. 25, 2008
E	April 15, 2008–Jan. 15, 2009	May 26, 2008

## Spring Semester 2008 Cancellations and Tuition Refunds

<i>Section</i>	<i>Cancellations</i>	<i>Tuition Refund Schedule</i>
A: Jan. 22– May 9, 2008	<b>Feb. 4, 2008:</b> Last day to cancel without transcript record; no permission required to cancel. <b>Feb. 5–Mar. 17, 2008:</b> “W” recorded on transcript; no permission required to cancel. On or after <b>Mar. 18, 2008:</b> “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 e-mail <a href="mailto:info@cce.umn.edu">info@cce.umn.edu</a> .
B: Jan. 15– Oct. 15, 2008	<b>Feb. 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel. <b>Feb. 26–May 14, 2008:</b> “W” recorded on transcript; no permission required to cancel. On or after <b>May 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.	100% if you cancel by Feb. 15, 2008 50% if you cancel by Mar. 15, 2008 0% if you cancel on or after Mar. 16, 2008
C: Feb. 15– Nov. 15, 2008	<b>Mar. 27, 2008:</b> Last day to cancel without transcript record; no permission required to cancel. <b>Mar. 28–June 14, 2008:</b> “W” recorded on transcript; no permission required to cancel. On or after <b>June 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.	100% if you cancel by Mar. 15, 2008 50% if you cancel by April 15, 2008 0% if you cancel on or after April 16, 2008
D: Mar. 15– Dec. 15, 2008	<b>April 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel. <b>April 26–July 14, 2008:</b> “W” recorded on transcript; no permission required to cancel. On or after <b>July 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.	100% if you cancel by April 15, 2008 50% if you cancel by May 15, 2008 0% if you cancel on or after May 16, 2008
E: April 15, 2008– Jan. 15, 2009	<b>May 26, 2008:</b> Last day to cancel without transcript record; no permission required to cancel. <b>May 27–Aug. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel. On or after <b>Aug. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.	100% if you cancel by May 15, 2008 50% if you cancel by June 15, 2008 0% if you cancel on or after June 16, 2008

## Registration and Changes in Registration

<b>Summer 2008 Registration Deadlines and Term Dates</b>			
<i>Section</i>	<i>Registration Dates</i>	<i>Mail/Fax and Section Registration Cutoff Dates</i>	<i>Term Dates</i>
A	April 8, 2008– Last date to register varies	<b>May 12, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term.	Summer term dates vary. See dates in course descriptions.
B	April 1–30, 2008	<b>April 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>May 1, 2008, and after:</b> No registrations in section B, register in section C.	May 15, 2008– Feb. 15, 2009
C	May 1–31, 2008	<b>May 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>June 1, 2008, and after:</b> No registrations in section C, register in section D.	June 15, 2008– Mar. 15, 2009
D	June 1–30, 2008	<b>June 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>July 1, 2008, and after:</b> No registrations in section D, register in section E.	July 15, 2008– April 15, 2009
E	July 1–31, 2008	<b>July 26, 2008:</b> Mail/fax registrations must be postmarked by this date to ensure processing by the start of the term. <b>Aug. 1, 2008, and after:</b> No registrations in section E, register in section B of fall semester 2008.	Aug. 15, 2008– May 15, 2009

<b>Summer Semester 2008 Change in Grade Base (A–F or S/N)</b>		
<i>Section</i>	<i>Section Dates</i>	<i>Changes Allowed Through</i>
A	Summer term dates vary. See dates in course descriptions.	Dates vary
B	May 15, 2008–Feb. 15, 2009	June 25, 2008
C	June 15, 2008–Mar. 15, 2009	July 26, 2008
D	July 15, 2008–April 15, 2009	Aug. 25, 2008
E	Aug. 15, 2008–May 15, 2009	Sept. 25, 2008

### Summer 2008 Cancellations and Tuition Refunds

<i>Section</i>	<i>Cancellations</i>	<i>Tuition Refund Schedule</i>
A: Summer term dates vary. See dates in course descriptions. Term dates affect cancellation and refund deadlines.	The cancellation dates for summer 2008 were not determined when this catalog was printed. Contact IDL at 612-624-4000, 1-800-234-6564, or e-mail <a href="mailto:info@cce.umn.edu">info@cce.umn.edu</a> .	The tuition refund dates were not determined when this catalog was printed. Contact IDL at 612-624-4000, 1-800-234-6564, or e-mail <a href="mailto:info@cce.umn.edu">info@cce.umn.edu</a> .
B: May 15, 2008– Feb. 15, 2009	<p><b>June 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>June 26–Sept. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Sept. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by June 15, 2008</p> <p>50% if you cancel by July 15, 2008</p> <p>0% if you cancel on or after July 16, 2008</p>
C: June 15, 2008– Mar. 15, 2009	<p><b>July 26, 2008:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>July 27–Oct. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Oct. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by July 15, 2008</p> <p>50% if you cancel by Aug. 15, 2008</p> <p>0% if you cancel on or after Aug. 16, 2008</p>
D: July 15, 2008– April 15, 2009	<p><b>Aug. 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Aug. 26–Nov. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Nov. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Aug. 15, 2008</p> <p>50% if you cancel by Sept. 15, 2008</p> <p>0% if you cancel on or after Sept. 16, 2008</p>
E: Aug. 15, 2008– May 15, 2009	<p><b>Sept. 25, 2008:</b> Last day to cancel without transcript record; no permission required to cancel.</p> <p><b>Sept. 26–Dec. 14, 2008:</b> “W” recorded on transcript; no permission required to cancel.</p> <p>On or after <b>Dec. 15, 2008:</b> “W” recorded on transcript; College Scholastic Committee permission required to cancel.</p>	<p>100% if you cancel by Sept. 15, 2008</p> <p>50% if you cancel by Oct. 15, 2008</p> <p>0% if you cancel on or after Oct. 16, 2008</p>

# Tuition, Fees, Billing, Payment, and Refunds

## Tuition and Fees

Costs include tuition and various fees. Tuition rates and fees for the 2007–08 academic year had not been set when this catalog went to press. Information about 2007–08 tuition and fees should be available by early summer on the Web at [onestop.umn.edu/onestop/Tuition\\_Billing/Tuition\\_Rates.html](http://onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html). Or call 612-624-4000 to request information. Textbooks and materials are not included in tuition and fees and must be purchased separately.

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

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

1 credit per semester	\$ 0.00
2–5 credits per semester	\$ 82.50
6–10 credits per semester	\$165.00
11 or more credits per semester	\$247.50
- **A University Fee:** The University fee helps cover infrastructure and administrative support costs in a wide variety of areas. This fee is not dedicated to one particular need or one particular office. The fee for 2006–2007 was \$48.75 per credit for students taking 1–9 credits, and \$487.50 for students taking 10 credits or more. As of this printing, the fee for 2007–2008 has not yet been established. Please visit [http://onestop.umn.edu/onestop/Tuition\\_Billing/Tuition\\_Rates/University\\_Fee.html](http://onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/University_Fee.html) for updated information.

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

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

## Residency Tuition Rates for IDL Students

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

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

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

## Graduate/Undergraduate Tuition Rates

Students who are not formally admitted to a degree or certificate program at the University of Minnesota will be registered and charged tuition as undergraduates, except in a few special cases. (See Graduate Credit and Senior Citizen Education Options, page 53.)

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



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

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

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

## **Billing and Payment**

### **Student Account**

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

It is very important that you monitor your online student account frequently. To find your student account, go to [onestop.umn.edu](http://onestop.umn.edu) and click on “Student Account” under Quick Links. You can also check recent financial aid transactions, tuition benefits, and payment transactions at this site. You will need to use your University-assigned Internet ID and password to access your statement. (See more information on how to initiate your Internet ID and e-mail on page 72.)

### **Online Billing Statements**

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

### **When to Pay**

Billing schedules and procedures are explained in detail at [onestop.umn.edu/onestop/Tuition\\_Billing/wwhpay.html](http://onestop.umn.edu/onestop/Tuition_Billing/wwhpay.html). Or call One Stop Student Services at 612-624-1111. If you are a non-degree-seeking student it is especially important for you to check the deadlines and payment options that apply to you. A Payment Due Date table can be found on page 66.

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

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

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

### **Degree-Seeking Students**

For the academic year 2007–08, degree-seeking students (students who are admitted to any University of Minnesota degree or certificate program) may use the installment plan for certain terms.

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

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

### **How to Pay**

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

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

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

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

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

Credit card payment is available only as an online service of UM Pay. The University will not accept credit card payments through the mail, in person, or over the phone. For more information, go to [onestop.umn.edu/onestop/Tuition\\_Billing/UM\\_Pay.html](http://onestop.umn.edu/onestop/Tuition_Billing/UM_Pay.html) or call One Stop Student Services at 612-624-1111.

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

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

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

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

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

Send your check or money order to: Bursar Office, University of Minnesota, Twin Cities, P.O. Box 88, Minneapolis, MN 55440-0088. (Remember to write your U of M ID number on the check or money order.)

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

### *Pay by Drop Box*

You may drop off your payment by check or money order in one of several campus drop box locations (Fraser Hall lobby, 107 Coffey Hall, Coffman Memorial Union main level [by information desk], both concourses of Williamson Hall, and in Anderson Hall near the Washington Ave. entrance). Payments are picked up at 8:00 a.m. and are credited to the previous day. Remember to write your U of M ID number on the check or money order.

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

### *Pay in Person*

You may pay at any of the campus Bursar Office locations (145 Williamson Hall on the East Bank, 101a Anderson Hall on the West Bank, or 107 Coffey Hall on the St. Paul campus).

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

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

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

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

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

The authorization must include:

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

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

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

### **Verification of Payments**

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

If you plan to use education tax credits, your billing and account information is an important reference. More information about these tax credits is available online at **onestop.umn.edu/onestop/financialaid.html**. Select "Education tax benefits" under Quick Links.

### **Refunds**

You may be eligible for a tuition refund if you cancel your registration by the deadlines listed in the tables on pages 56–61. The deadline is based on the start date of the term you have chosen. Improper advising, changes in credit requirements, or simply not submitting assignments do **not** entitle you to a refund. (See Cancellations, page 54.)

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

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

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

See the *Bookstore and Course Texts/Materials* section on pages 77–78 for information on textbook refunds.

## Tuition, Fees, Billing, Payment, and Refunds

### Fall 2007 Due Dates for Course Payments

<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	April 12–Sept. 3	Sept. 8	Oct. 3
B–9 month term	Aug. 1–31	Sept. 8	Oct. 3
C–9 month term	Sept. 1–7	Sept. 8	Oct. 3
C–9 month term	Sept. 8–30	Oct. 6	Oct. 31
D–9 month term	Oct. 1–5	Oct. 6	Oct. 31
D–9 month term	Oct. 6–31	Nov. 3	Nov. 28
E–9 month term	Nov. 1–2	Nov. 3	Nov. 28
E–9 month term	Nov. 3–30	Dec. 1	Dec. 26

### Spring 2008 Due Dates for Course Payments

<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	Nov. 6, 2007–Jan. 21, 2008	Jan. 26	Feb. 20
B–9 month term	Dec. 1–31, 2007	Jan. 26	Feb. 20
C–9 month term	Jan. 1–25	Jan. 26	Feb. 20
C–9 month term	Jan. 26–31	Feb. 23	Mar. 19
D–9 month term	Feb. 1–22	Feb. 23	Mar. 19
D–9 month term	Feb. 23–28	Mar. 22	Apr. 16
E–9 month term	March 1–21	Mar. 22	Apr. 16
E–9 month term	March 22–31	Apr. 19	May 14

### Summer 2008 Due Dates for Course Payments

<i>If you are in a course with this Section</i>	<i>and you registered between these dates,</i>	<i>you will be billed on</i>	<i>and your payment is due not later than</i>
A–Semester Term	April 8–June 13	June 14	July 9
B–9 month term	April 1–30	June 14	July 9
C–9 month term	May 1–31	June 14	July 9
D–9 month term	June 1–13	June 14	July 9
D–9 month term	June 14–30	July 12	Aug. 6
E–9 month term	July 1–11	July 12	Aug. 6
E–9 month term	July 12–31	Aug. 9	Aug. 27

# Financial Aid

## Resources

### **Financial Resources Wizard**

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

### **CCE Scholarships and Grants**

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

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

### **Other Useful Resources**

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

## Restrictions

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

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

## Enrollment Verification

You may need to have your enrollment certified as full-time or half-time to defer payment of your student loan or for other purposes. Each course you enroll in is tied to a specific term (see pages 49–51). Extended-term, nine-month IDL courses count *only for the term in which you begin your course*. You must enroll for additional credits each term to continue to be certified. Most other courses follow the University's academic calendar.

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

# Academic Policies

## **Academic Progress**

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

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

## **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.

## **Address Changes**

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

## **Admission**

There are no entrance requirements to take individual 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 degree or certificate programs including those offered by CCE. (See the *Online Programs* section on page 5 for further information on programs that may be completed entirely with IDL courses.)

## **Auditors**

See page 70 in the Grades section below.

## **Communications Policy**

The University assigned e-mail account is the University's **official** means of communication with all students. **You are responsible** for all information sent to you via your University assigned e-mail account. For information on setting up your e-mail account and Internet access, see the *Student Resources* section on E-mail and Internet Services, page 72.

## **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 applying for admission in the future at the University of Minnesota should consult the Office of Admissions for further information: <http://admissions.tc.umn.edu>; 612-625-2008, 1-800-752-1000, or TTY 612-625-9051. Officials at other colleges or universities determine which 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. Zero-credit courses do count for athletic eligibility and financial aid.

### Resident Credit

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

### Graduate Credit

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

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

If you are not admitted to a University of Minnesota graduate program and you want graduate credit for an online term-based course, you may apply for permission to register for one semester by contacting the appropriate academic department **prior to registering**. You will need to fill out a **special course registration form** and submit it to the appropriate academic department (e.g., Public Health) for approval. This replaces the regular registration form. If the department approves your special registration, you will be assessed higher graduate-level or professional school tuition rates. More information and a downloadable copy of the special registration form are available online:

- “Earning Graduate Credit as a Non-Degree Student” brochure: [onestop.umn.edu/onestop/img/assets/9061/PRDWebBrochure.pdf](http://onestop.umn.edu/onestop/img/assets/9061/PRDWebBrochure.pdf).
- Registration Request for Graduate Credit (for non-degree-seeking students) form: [onestop.umn.edu/onestop/img/assets/9061/RequestforGraduateCredit.pdf](http://onestop.umn.edu/onestop/img/assets/9061/RequestforGraduateCredit.pdf).

### Exams

See the section on *How IDL Works*, page 49.

### Extensions

See the section on *How IDL Works*, page 49.

### Grades

Grading procedures and requirements for specific courses are determined by the course instructor; they are outlined in the course study guide. Questions about 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 the CCE Information Center. A staff member will work with you 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 [onestop.umn.edu](http://onestop.umn.edu). Follow the Quick Link to “Grades.”

Also see the section below on Transcripts and Records.

### Grading Systems

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

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

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

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

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

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

Choose the grading system you want to use and indicate it on the Registration and Cancel/Add Form. For information on changing your grade base, see the *Registration and Changes in Registration* section, page 52.

### Incompletes

The letter **I (incomplete)** is a temporary grade. If you do not complete the course and earn a grade to replace the I, it will automatically change to an F or N grade **after one year**. Your instructor is **not** obligated to grant an incomplete. An I (incomplete) will be assigned when, in the opinion of the instructor, there is a reasonable expectation that a student can successfully complete the course. The University requires that you and your instructor agree in writing to a new deadline. If you have not completed a significant portion of your coursework, your instructor **may deny** your request for an incomplete. For more information, see *How IDL Works*, page 49.

### Withdrawal

The letter **W** on a transcript indicates **official withdrawal** (cancellation) from a course that took place within certain deadlines. If you simply stop submitting assignments without officially cancelling your registration, the instructor will assign a grade of F or N, depending on the grading system under which the course was taken. Not submitting assignments does **not** constitute cancellation and usually results in a grade of F or N being assigned. See pages 56–61 in the *Registration and Changes in Registration* section for cancellation deadlines.

### Grade Point Average

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

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

### Immunization

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

### Liberal Education Requirements

Many IDL courses may be used to meet these requirements for admitted University of Minnesota students; consult with your adviser. Detailed information about the Liberal Education requirements is available at [onestop.umn.edu/onestop/Registration/Other\\_Resources.html](http://onestop.umn.edu/onestop/Registration/Other_Resources.html) (click on the "Liberal Education Requirements" link).

### Scholastic Dishonesty

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

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



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

### **Transcripts and Records**

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

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

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

### **Access to Student Educational Records**

In accordance with Regents policy, state, and federal law, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.) University policy and procedures are available for review at [onestop.umn.edu/onestop/Grades\\_Transcripts/RecordsPolicy.html](http://onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html).

Briefly, some student information is designated as public information, including name, address, e-mail address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned. Currently enrolled students may prevent the release of public information; they can do so at the Personal Information Quick Link at [onestop.umn.edu](http://onestop.umn.edu), or by requesting a Request to Suppress Public Information form from One Stop Student Services at 612-624-1111. Students can also choose to allow access to student record information to third parties (e.g., parent, spouse) through the Parent/Guest Access Quick Link at [onestop.umn.edu](http://onestop.umn.edu).

Within the University, all employees with a demonstrated need to know will be granted access to student academic information. Employees with a need to know could include advisers, instructors, unit scholastic progress representatives, and department data managers.

Students have the right to review their educational records and to challenge the contents of those records. Students are responsible for updating their personal information, which can be done online through the Personal Information Quick Link at [onestop.umn.edu](http://onestop.umn.edu).

### **Withdrawal**

See page 70 in the Grades section above.

### **Location Alert!**

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

#### **Before August 1:**

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

#### **After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

# Student Resources

## **Advising**

612-624-4000  
[info@cce.umn.edu](mailto:info@cce.umn.edu)

Advising is available from Continuing Education for students who are not officially admitted to a degree program at the University. These sessions are available by phone, in-person appointment, or on a walk-in basis. Please call for more information or to schedule an appointment.

## **Bookstores, University**

See the *Bookstore and Course Texts/Materials* section of this catalog, pages 77–78.

## **Career and Lifework Planning Services**

612-624-4000  
[www.cce.umn.edu/career](http://www.cce.umn.edu/career)

Workshops, individual consultations, and career-related assessments are available from the College of Continuing Education. The staff is experienced in working with professionals in transition and helping adults define their goals and plans.

## **Computer Help**

612-301-HELP (612-301-4357)  
[help@umn.edu](mailto:help@umn.edu)  
[www.umn.edu/adcs/help](http://www.umn.edu/adcs/help)

Computer help is available for Internet and e-mail support, password changes, assistance with wireless computing, software-related questions, and troubleshooting. Registered students may buy software at steep discounts including an Internet Toolkit and antivirus software.

## **DANTES**

[www.dantes.doded.mil](http://www.dantes.doded.mil)

The Defense Activity for Non-Traditional Educational Support (DANTES) is for military personnel on active duty. Contact the Education Officer for additional information.

## **Disability Services**

180 McNamara Alumni Center, 200 Oak St. S.E.,  
Minneapolis, MN 55455  
612-626-1333 (V/TDD)  
<http://ds.umn.edu>

If you have a disability, you may request reasonable accommodations for your IDL course by contacting Disability Services 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 your University assigned e-mail account. We do not recommend having e-mail from your U of M account forwarded to another e-mail account. Messages and attachments are not forwarded consistently, and you may miss important information.

E-mail and Internet services are provided to students for the term in which they are actively registered in credit courses. Some restrictions on access apply. Users must be aware of applicable acceptable-use policies for information technology resources; these are available at [www.umn.edu/oit/policies](http://www.umn.edu/oit/policies).

#### **To Initiate Your E-Mail and Internet Account**

Visit [www.umn.edu/initiate](http://www.umn.edu/initiate) to get started. For assistance, call 612-301-HELP. You can also dial into your account from a home computer with a modem at 612-627-4250. 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 [www.umn.edu/adcs/help/kits.html](http://www.umn.edu/adcs/help/kits.html)). For more information, call 612-301-HELP.

#### **Financial Aid**

See the *Financial Aid* section, page 67.

#### **High School Students Services, Advanced**

107 Armory, 15 Church St. S.E.,  
Minneapolis, MN 55455  
612-626-1666 (phone); 612-625-5364 (fax)  
[pseoa@cce.umn.edu](mailto:pseoa@cce.umn.edu)  
[www.cce.umn.edu/ahs](http://www.cce.umn.edu/ahs)

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 Enrollment Options (PSEO) program.

Under the PSEO, **eligible** Minnesota public high school juniors and seniors can take college courses and earn high school units and, concurrently, college credits for the courses they successfully complete. The Minnesota Department of Education pays for the tuition, fees, and textbooks for the courses.

High school students who want to take courses through Independent and Distance Learning under the PSEO must be **formally admitted to the University's PSEO program and submit all registration materials to the Advanced High School Student Services office.**

If you would like an application or have questions regarding admission criteria, the application process, or appropriate courses, contact the Advanced High School Student Services office.

#### **Information Center (College of Continuing Education)**

**Before Aug. 1:** 101 Westbrook Hall,  
77 Pleasant St. S.E., Minneapolis, MN 55455

**After Aug. 1:** 20 Classroom Office Building,  
1994 Buford Ave, St. Paul, MN 55108  
612-624-4000 or 1-800-234-6564  
[info@umn.edu](mailto:info@umn.edu)

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

The CCE Information Center offers registration assistance and financial aid information to all students registering or planning to register in courses offered by IDL. The Information Center also schedules advising appointments for students who are not yet admitted to the University and have questions about returning to learning. Call 612-624-4000 or 1-800-234-6564 to consult with an Information Center representative by phone. The CCE Information Center is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8 a.m. to 4:30 p.m., throughout the year.

#### **International and Overseas Students**

If you are living or traveling internationally, you may register in 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 be charged for tuition and fees and must pay the University directly in U. S. dollars.

Important guidelines exist for all international students studying in person at the U of M. International students **must** contact ISSS regarding issues such as leave of absence, distance education, travel, course load, probation, etc. Many other resources and services are also available through ISSS. For more information, see [www.iss.umn.edu](http://www.iss.umn.edu).

### **Library Resources**

In addition to the required textbooks you may purchase for your 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**

612-624-0303 (collections and catalog information); 612-624-4552 (library hours)  
[infopoint@umn.edu](mailto:infopoint@umn.edu)  
[www.lib.umn.edu](http://www.lib.umn.edu)

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. You can use a number of services offered by the University Libraries 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 access many full-text sources online. Information on how to use the Libraries is included in your course.

#### **Learning Resources Center**

612-624-1584  
<http://lrc.lib.umn.edu>

The University Libraries' Learning Resources Center (LRC) provides access to most of the required audio and video recordings for IDL courses. Listening and viewing equipment is available for use in 204 Walter Library, Twin Cities campus. Selected audio course recordings are also available from the Digital Audio Collection on the LRC Web site. Bring your registration statement/study list whenever you go to the LRC to use IDL materials.

### **Official Holidays**

All University offices are closed on the following holidays:

September 3, 2007	Labor Day
November 22 and 23, 2007	Thanksgiving holiday
December 24, 2007	Floating Holiday
December 25, 2007	Christmas holiday
January 1, 2008	New Year's holiday
January 21, 2008	Martin Luther King, Jr. Day
March 21, 2008	Floating holiday
May 26, 2008	Memorial Day
July 4, 2008	Independence Day

### **One Stop Student Services Centers**

612-624-1111 and 800-400-8636  
[helpingu@umn.edu](mailto:helpingu@umn.edu)  
[www.onestop.umn.edu](http://www.onestop.umn.edu)

One Stop Student Services Centers are your "one stop" for in-person University-wide credit course registration (day, evening, and Independent and Distance Learning), changes in registration, computers for Web registration, official and unofficial transcripts, Academic Progress Audit Reports (APAS), registration certifications, tuition and fee refunds and waivers, veteran's certification, and information and counseling on financial aid and student billing. A picture ID is required for service. Hours and locations are listed on the inside front cover of this catalog.

### **Parking and Transportation**

300 Transportation and Safety Building, 511 Washington Ave SE, Minneapolis, MN, 55455  
612-626-7275  
[parking@umn.edu](mailto:parking@umn.edu)  
[www.parkandtrans.umn.edu](http://www.parkandtrans.umn.edu)

Check with the University's Parking and Transportation Services office for parking lot maps and information, free campus shuttle bus maps and schedules, and paratransit services.

For information on bus and light rail transit to and from the campus, contact Metro Transit at 612-373-3333 or 800-NEWRIDER, or visit [www.metrotransit.org](http://www.metrotransit.org).

## Placement Testing

### Language Placement Testing (on campus)

For information on placement and language proficiency testing, see the College of Liberal Arts Web site at <http://entrance.langtest.umn.edu>.

*Note: Non-admitted students without a University student ID should contact the CCE Information Center at 612-624-4000 to obtain an ID.*

### Math Placement Testing

**College algebra and below:** Arrange to take an online general math placement test by calling 612-625-3339.

*Note: Non-admitted students without a University student ID should contact the CCE Information Center at 612-624-4000 to obtain an ID.*

**College algebra and above (on campus):** Go to the Mathematics Department, 115 Vincent Hall, between 8:00 a.m. and 3:00 p.m. to take your test. This is a walk-in service; there is no need to call ahead. For more information, call 612-625-4848.

## Professional Associations

Independent and Distance Learning is a member of the Distance Learning Community of Practice of the University Continuing Education Association (UCEA).

## Student ID (University ID number)

A University of Minnesota ID number is assigned when your first registration is processed. You should use that number in any further communication with the University. If you already have a University of Minnesota ID number, put that number on your Registration and Cancel/Add Form. If you do not have or remember your U of M ID number, please provide the other identifying information requested on the Registration and Cancel/Add Form to help us locate your record.

## Tutoring

All students taking credit courses, including part-time, IDL, and non-degree students, are entitled to tutoring services through the programs listed here.

### Math Tutoring (in person)

**College algebra and below:** Contact the Math Center at 9 Appleby Hall; 612-626-7572; [arcmath@umn.edu](mailto:arcmath@umn.edu); or visit <http://education.umn.edu/PSTL/student/math/default.html>.

**College algebra and above:** Contact the School of Mathematics Tutorial Services, 128 Lind Hall, at 612-624-2890.

### Writing Help (online and in person)

10 Nicholson Hall  
612-626-7579  
[writing@umn.edu](mailto:writing@umn.edu)  
[writing.umn.edu](http://writing.umn.edu)

Services include tutoring, consultation, handouts, exercises to improve writing skills, and fully online tutoring.

Tutoring is also available in various subjects through the Multicultural Center for Academic Excellence. Contact the office at 185 Klaeber Court, 320 16th Ave SE; 612-624-6386; [mcae@umn.edu](mailto:mcae@umn.edu); [www.mcae.umn.edu](http://www.mcae.umn.edu).

## U Card (Student ID Card)

G22 Coffman Union  
612-626-9900  
[ucard@umn.edu](mailto:ucard@umn.edu)  
[www.umn.edu/ucard](http://www.umn.edu/ucard)

The University of Minnesota's official identification card is the U Card. The U Card is only issued in person on campus. Your first U Card is free, and it never expires. As a registered student you are eligible to have one and use it as your campus ID card, library card, access card to computer labs, calling card, and for ATMs, vending, copy centers, and other uses on campus.

### **University Services**

Many University of Minnesota student services are available to 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. Note that you **cannot** use a credit card to pay for student services.

Athletic tickets (612-624-8080)

Recreational sports centers (612-626-9222)

### **Veterans Certification**

Students officially admitted to a University of Minnesota degree or certificate program may certify registration to the Office of Veterans Affairs (VA) at One Stop Student Services, 200 Fraser Hall, or call 612-625-8076.

Students not officially admitted to a U of M degree or certificate program need first to have educational plans and all college transcripts reviewed with a CCE adviser before registration can be certified. Contact CCE and ask for the CCE veterans adviser: 612-624-4000, or *info@cce.umn.edu*.

For questions about VA benefits, call the VA office at Fort Snelling, 800-827-1000.

### **Writing Assistance**

*See the Tutoring section.*

### **Location Alert!**

IDL is relocating in summer 2007. Our phone number, fax, and e-mail will stay the same, but please take note of these important dates and changes:

**Before August 1:**

101 Wesbrook Hall  
77 Pleasant Street SE  
Minneapolis, MN 55455

**After August 1:**

20 Classroom Office Building  
1994 Buford Avenue  
St. Paul, MN 55108

# Bookstore and Course Texts/Materials

## When and Where to Buy

It is important to buy the required textbooks and materials immediately after your registration is confirmed and you have your course study guide. The required textbooks/materials may go out of print at a later date. If this happens, you will not be able to complete the course; you will need to cancel out or an F or N will be placed on your transcript. To receive credit for the course, you will have to reregister in the current version (using the updated materials) and pay new tuition rates.

We strongly recommend that you buy your course textbooks/materials from the University of Minnesota Bookstore on the ground floor of Coffman Memorial Union, on the East Bank of the Minneapolis campus. If you choose to get textbooks from a library or a different book seller, be sure that you get **exactly the same editions** called for in the course study guide.

## Buying Textbooks

### ***In Person***

You may buy your required course textbooks and other materials such as CDs in person. IDL textbooks/materials are kept in a special section of the Bookstore's textbook area and are not shelved with regular University course textbooks; look for the 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.).

### ***Online or Via E-mail, Phone, or U.S. Mail***

You may also order at the bookstore Web site or by e-mail, phone, or U.S. mail. If you order your textbooks/materials via the Internet, 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).

## Audio or Video Materials

In some cases 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 recordings available for 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 from the Digital Audio Collection on their Web site at <http://lrc.lib.umn.edu>. Call the LRC to check hours and confirm that materials you'll need are available. Be sure to bring your registration statement/study list when visiting the center. See page 74 of the *Student Resources* section of this catalog for more information on the LRC.

## Prices and Shipping

The Bookstore 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 the store directly. Used copies of texts may be available, which could reduce your costs. At the Web site, click on "textbooks" and then search for books either by classes (if you've already registered) or by department, course, author, or ISBN numbers. (You'll need your University ID and password to do a search by classes.)

Textbooks/materials will be shipped to you by UPS or by first class mail if UPS does not ship to your address. Shipping and handling charges (subject to change during the year) are added to mail-out orders. Shipping charges to destinations outside the United States are based on weight, ship-to address, and method of shipping (air or surface mail). Air shipments are the most expensive and take approximately two weeks. Surface mail is less expensive, but this method usually takes from six to eight weeks. Call or e-mail the Bookstore if you have questions about the cost of shipments outside the United States.

### Returning Texts/Materials for Refunds

If you cancel your registration in an **extended-term**, nine-month course, you may return your books for a full refund within **two months** of the start date of the extended term. Texts are considered used or “buy backs” if you write in them or return them after two months.

If you cancel your registration in a **term-based semester** course, you may return your texts for a full refund within **two weeks** of the start date of the term. Texts are considered used or “buy backs” if you write in them or return them after the second week of the term.

You must provide a sales receipt and/or a copy of your registration statement/study list verifying your cancellation, and the books must be in original condition. Bring or mail the verification and your texts to the Coffman Bookstore, where your refund will be processed.

The refund process takes approximately two weeks by mail. The Bookstore’s return policy is available on the Web at [www.bookstore.umn.edu/include/returnpolicy.html](http://www.bookstore.umn.edu/include/returnpolicy.html).

### Selling Back Texts/Materials

After you complete a course, contact the Bookstore if you want to sell back your materials. Only materials still in current use will be purchased.

#### University of Minnesota Bookstores

Online: [www.bookstore.umn.edu](http://www.bookstore.umn.edu)  
E-mail: [debooks@umn.edu](mailto:debooks@umn.edu)  
Phone: 612-625-6000; 1-800-442-8636  
Mail: University of Minnesota Bookstore  
Coffman Memorial Union  
300 Washington Avenue S.E.  
Minneapolis, MN 55455



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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/onestop/registration.html](http://onestop.umn.edu/onestop/registration.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 Web at [onestop.umn.edu/onestop/Tuition\\_Billing/Tuition\\_Rates.html](http://onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) for additional information. Check the refund schedule at [onestop.umn.edu/onestop/tuition.html](http://onestop.umn.edu/onestop/tuition.html) (under Quick Links) before canceling courses; you will be held responsible for tuition and fees if you do not cancel during the 100% refund period.

University ID Number	Name (last, first, middle, former)*	SSN	Birth Date
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*	Country*
Day Phone (include area code)	Other Phone: Cell or Evening (include area code)	E-mail Address	

\*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. Remaining items are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Information on data privacy is available at [onestop.umn.edu/onestop/Grades\\_Transcripts/RecordsPolicy.html](http://onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html).

Term:     Fall         Spring         May Session         Summer        Year \_\_\_\_\_

**Tuition and Fees**

**Effective fall 2005, non-degree-seeking students are required to pay tuition and fees in full prior to the start of the term.** If payment is not received before the beginning of the term, your registration will be canceled. You can check your student account (at [onestop.umn.edu/onestop](http://onestop.umn.edu/onestop) under Quick Links) for the amount due. You can make payments online with an electronic check from your checking or savings account at UMPay (at [onestop.umn.edu/onestop](http://onestop.umn.edu/onestop) under Quick Links), in person at the Bursar's Office, or by mail to Bursar's Office, University of Minnesota, Twin Cities, P.O. Box 88, Minneapolis, MN 55440-0088. More information is available from One Stop Student Services, 612-624-1111.

**All degree-seeking students will be billed by the University for tuition and fees for all courses, including those courses taken with the audit grading option.** Although you receive no credits for the audit grading option, the credit equivalents count in the credit totals for both tuition and student services fee assessment.

**Degree admitted students only:** The University requires that you carry hospitalization insurance when registered for 6 or more credits (3 or more for summer). For more information, see [www.bhs.umn.edu/insurance/insurance.htm](http://www.bhs.umn.edu/insurance/insurance.htm). You will need to submit the **Student Hospitalization Insurance form**, available on the Web at [onestop.umn.edu/onestop/img/assets/9061/hospital.pdf](http://onestop.umn.edu/onestop/img/assets/9061/hospital.pdf) or at any One Stop Student Services Center.

- I have my own insurance provider. Insurance company name: \_\_\_\_\_  
Insurance company phone number: \_\_\_\_\_ Member ID number: \_\_\_\_\_
- I don't have an insurance provider and would like to enroll in the University-sponsored Health Benefit Plan.

**Optional Fees**

**Minnesota Public Interest Research Group (MPIRG)** is a nonpartisan, nonprofit, student-led organization that trains students to become leaders, equipping them with skills to carry beyond graduation. A full description of this group can be found at [onestop.umn.edu/onestop/Tuition\\_Billing/Tuition\\_Rates/Other\\_Fees.html](http://onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html). The MPIRG fee is assessed per semester to most students. 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 at [onestop.umn.edu/onestop/Tuition\\_Billing/Tuition\\_Rates/Other\\_Fees.html](http://onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html). The CFACT fee is assessed per semester to most students. 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)

**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.*




**Web Registration:**  
[onestop.umn.edu/onestop/registration.html](http://onestop.umn.edu/onestop/registration.html)

**Registration Questions:**  
Phone: 612-624-1111  
E-mail: [helpingu@umn.edu](mailto:helpingu@umn.edu)

**In-Person Registration:**  
One Stop Student Service Centers:  
200 Fraser Hall (East Bank)  
130 Coffey Hall (St. Paul)  
130 West Bank Skyway (closed for remodeling April 7-mid-August 2005)

**Mail and Fax Registration:**  
University of Minnesota  
130 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108-6054  
Fax: 612-626-0008

### **University Regents**

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### **College of Continuing Education**

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### **E-Mail: The University's Official Means of Communication**

Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for all information, including attachments, sent to the account.

### **Equal Opportunity**

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455 (612-624-9547), eoaa@umn.edu, [www.eoaffact.umn.edu](http://www.eoaffact.umn.edu).

### **University of Minnesota Mission Statement**

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

#### ***Research and Discovery***

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

#### ***Teaching and Learning***

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as nondegree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

#### ***Outreach and Public Service***

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

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