



# Spring 2010 Tips For A Successful Registration

1. **Make an appointment to see your faculty advisor.** Registration Advising begins on October 14.
2. **Complete a Trial Course Schedule:** Include alternative courses and times in case your first choice is closed.
3. **See your Faculty ADVISOR during Registration Advising.**
  - A **NEW Registration Access Code** is assigned each semester. In order to register, you must see your faculty advisor to get your Registration Access Code. To register for classes using the Web, all freshmen through seniors must see their advisor and pick up their Registration Access Code. Special students and graduate students are not required to use Registration Access Codes.
4. **Register by Web (October 26 - November 13)**
  - Check the Schedule for your registration window (day and time). You can also find out your registration window via the Web.
  - Check the web for any holds that might prevent you from registering when your window opens, an unpaid MSUM bill will prevent you from registering.
  - Get approval of the faculty member for classes that require permission.
  - Be sure you know your **MSUM PIN** number. If you've forgotten it, contact the Records Office.
5. **If you have problems getting needed classes, see the following persons: Instructor, Department Chair, or Dean in course area.**
6. Registration help is always available at the Records Office from 8:00 a.m.-4:30 p.m., Owens Hall 104.

## DATES AND DEADLINES—SPRING 2010

**Registration Advising begins on October 14.** Students are urged to arrange appointments with their faculty advisors. All degree-seeking undergraduates must meet with their advisors.

<b>Oct. 26 - Nov. 13</b>	Registration for students enrolled Fall Semester 2009, and readmitted students.
<b>Nov. 13</b>	Registration for new transfer students.
<b>Jan. 16</b>	Registration cancelled for non-payment ( <a href="http://www.mnstate.edu/busoff">www.mnstate.edu/busoff</a> )
<b>Jan. 8 &amp; 11</b>	Final registration for students not Registered.
<b>Jan. 11</b>	All classes begin.
<b>Oct. 26 - Jan. 15</b>	<b>Free Drop/Add</b>
<b>Jan. 22</b>	Final Tuition-Fee payment
<b>Jan. 25</b>	<b>Deadline for Pass/No Credit and Audit Grading.</b> (4:00 p.m.)

## NEW TRANSFER/READMITTED STUDENTS

New transfer and readmitted students will receive mailed instructions for registration. If there are questions about Spring Registration, please call 1-800-593-7246 and ask for the Office of Admissions.

## IMMUNIZATION REQUIREMENT

Minnesota Law requires that all students born after 1956 and enrolled in public or private post-secondary schools in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Attendance in class will not be allowed without official documentation of these immunizations.

An immunization record form may be secured from Hendrix Health Center. This form must be completed and returned to the Health Center in time to allow for processing. ([www.mnstate.edu/hendrix](http://www.mnstate.edu/hendrix))

Records of previous immunizations are often on file at your high school and school officials can validate the necessary information. Immunization updates may be obtained through your local clinic/physician or city/county health department.

More information: [www.mnstate.edu/hendrix](http://www.mnstate.edu/hendrix)

### Tuition Refund:

**No refunds or reduction in your bill will be made for courses dropped after Friday, January 15, 2010.** Drop/Add Slips (pink) signed by faculty are required after January 15. Any add activity which occurs after January 15 must be processed at the Records Office.

**NOTICE:**  
**Important changes in**  
**Tuition & Fee Payment Policy.**  
**See [www.mnstate.edu/busoff](http://www.mnstate.edu/busoff)**

**TUITION AND FEE PAYMENT**

**Registration will be cancelled for non-payment on January 16, 2010 for all students who do not have FAFSA results on file with the Financial Aid Office or have not paid a \$300 pre-payment on tuition or have not established a payment plan through a state approved payment plan provider (FACTS).** Full details and timeline are available at [www.mnstate.edu/busoff/](http://www.mnstate.edu/busoff/).

University room/board obligations may be paid in two installments: 1/2 by Jan. 21, 2010 and 1/2 by March 3, 2010. Other payment arrangements may be available through special agreements signed with the Housing Office.

**PROGRAM BASED TUITION/DIFFERENTIAL TUITION**

All on-line classes and some other courses within each department may carry an additional per credit charge (Program Based Tuition) to cover incidental supplies or other course relayed costs unique to that class. You can view these Program Based Tuition charges at: [www.mnstate.edu/busoff/tuitionfees/Differential Tuition](http://www.mnstate.edu/busoff/tuitionfees/DifferentialTuition).

**BILLINGS: PRE-REGISTERED STUDENTS**

Term bills will NOT be mailed. Students can view their account on-line at [www.mnstate.edu/busoff](http://www.mnstate.edu/busoff). Click on Tuition and Fees, then View/Print. Student ID number and PIN are required. Billing information can also be requested from the Business Office, Owens Hall #106.

**NOTE:** Student billing charges and cost information can not be released to parents/guardians unless the student has signed a "Consent to Release" form with the Business Office. Forms are available on the web.

**PAYMENTS**

Credit card (Visa, Mastercard and Discover) payments can be made on-line at [www.mnstate.edu/busoff](http://www.mnstate.edu/busoff). Click on Tuition and Fees, then View/Print or Pay. Student ID number and PIN are required. Check, credit card or money order payments can be made by mail or in person at the Business Office Cashier windows (Owens #106).

**A tuition/fee payment of \$300.00, a payment plan contract or FAFSA results must be in place by Jan. 15, 2010 to hold your registration. Classes will be cancelled for non-payment on January 16, 2010.**

**FINAL PAYMENT DUE DATE IS JAN. 21, 2010 for the balance of tuition/fees and room/board that will not be covered by financial aid, third party authorization or an accepted payment plan.** Classes added after Jan. 21, 2010 must be paid by 4:00 p.m. on the business day immediately following the registration. A late fee of \$50.00 will be assessed to late payments.

**TUITION RECIPROCITY**

If you are a resident of North Dakota, South Dakota, or Wisconsin, you may be eligible for reduced tuition rates by applying in advance to your home state for participation in a reciprocity agreement. Instructions for applying are available at the following web site: [www.mnstate.edu/records/Reciprocity/Instructions\\_To\\_Apply\\_For\\_Reciprocity.cfm](http://www.mnstate.edu/records/Reciprocity/Instructions_To_Apply_For_Reciprocity.cfm). If you are a resident of Manitoba, Canada, please see the Registrar for information about reduced tuition rates.

**CLASS SCHEDULE CHANGES**

(Drop-Add/Withdrawal)

**FREE DROP-ADD**

**(Monday - Friday, January 11-15, 2010):**

Tuition and fees for classes will be refunded or reduced only for schedule changes made on **the first five class days of the semester** (9:00 a.m. to 4:00 p.m.).

Students should consult their advisors if adding or dropping courses in the major or related areas during the first five days of the semester.

**CHANGES AFTER FIFTH DAY (Friday, January 15):**

Courses dropped after the fifth class day will be recorded as withdrawn (W). **You may not apply tuition/fees from such withdrawn courses to any added courses.**

No courses may be added after January 15 except courses starting later in the semester or in special situations approved by the Registrar.

**WITHDRAWAL DEADLINES:**

1st Half Term Classes ..... February 16  
Full Term Classes ..... April 7  
2nd Half Term Classes ..... April 19

**EVENING CLASS REGISTRATION**

1. Students taking only evening classes (4:30 p.m. or later) may register at the first class session, if they do not register earlier, if space is available.
2. A special registration form will be distributed and collected by instructors for students taking evening classes only.
3. Mailed billings will be sent, including late fees for registration after the first class session.
4. All part-time evening class students on campus are required to pay comprehensive student fees.

**OFFICIAL WITHDRAWAL FROM THE UNIVERSITY**

Application for total withdrawal from the University begins at the Counseling Center (Bridges #260).

Information concerning withdrawal refunds and potential aid repayment is available in the *Bulletin* and the *Student Handbook*.

Copies of the refund policy and calculation formulas can also be obtained at the Business Office.

## PASS/NO CREDIT ENROLLMENT

1. Sophomores, juniors, and seniors may elect one course per semester to a maximum of 16 credits to be graded either Pass (P) or No Credit (NC).
2. Such courses may not be applied to the major discipline, minor discipline or Dragon Core requirements; may not have been previously failed; and may not be later changed to regular grading.
3. Permits are available at the Records Office and must be signed by the faculty advisor and submitted to the Records Office no later than the tenth class day of the semester (January 25).

## AUDITING COURSES

1. Students who plan to audit courses without credit, grades, examinations, or required participation must register, pay tuition and fees, and submit a Course Audit permit to the Records Office no later than the tenth class day of the semester (January 25).
2. Permits are available at the Records Office and must be signed by faculty advisors and course instructors.

## REPEATING COURSES

1. Students who repeat previous courses must notify the Records Office by submitting permits, available at the Records Office, so their academic records can be adjusted.
2. **Only the higher grade in a repeated course will be counted toward the grade point average** under the following conditions: no more than one previous attempt will be eliminated from GPA computation, **and all attempts will remain printed on the student permanent record.**

## EXCESS CREDIT LIMIT

Students with fewer than 60 credits earned before the current semester may register for no more than 18 credits except with an Excess Credit form processed by the appropriate Academic Dean.

No student may register for more than 20 credits unless an Academic Dean has processed an Excess Credit form.

## COURSES WITH VARIABLE CREDIT

1. When courses are offered for varying credits, students are responsible for determining in advance the requirements to be fulfilled.
2. No adjustment in variable credit courses may be made after the fifth class day of the semester (January 15).

## GRADUATE CREDIT

Courses numbered 500-599 are open only to graduate students or seniors with permission from the Graduate Studies Office.

Courses numbered 600 and above are open to graduate students only. Those who intend to apply graduate credit to master's degree programs at MSUM are advised to contact the Office of Graduate Studies immediately. **Courses taken before admission to graduate programs are not assured of being applicable to such programs.** An Excess credit permit from Dr. Richard Adler, Director of Graduate Studies, Owens 215, will be required to enroll for more than 15 credits.

## DRAGON CORE

Approved courses are marked by the Dragon Core competency area to which they belong and for DC 3-7 whether the course is an Inner Cluster (I) or Middle Cluster (M) offering. Dragon Core competency areas: 1A-Oral Communication, 1B-Written Communication, 2-Critical and Multicultural Thinking, 3-Mathematical / Symbolic Systems, 4-Natural Sciences, 5-History and The Social Sciences, 6-The Humanities-The Arts, Literature, and Philosophy, 7-Human Diversity, 8-Global Perspective, 9-Ethical and Civic Responsibility 10-People and The Environment.

Students must complete a minimum of 14 courses (42 credits minimum).

- Select one course in each competency area DC 1A-10, for a total of 11 courses;
- Select three additional courses from DC 3-7, with no more than two courses in any one Dragon Core competency area;
- At least three courses from DC 3-7 must be Middle Cluster courses;
- One course, from either the Inner or Middle Cluster, must include a Science Lab Experience from DC 4-Natural Sciences.

Students may apply no more than one Dragon Core course from their major rubric in each of the Clusters (Inner, Middle, and Outer). Courses in a second major, a minor, or in "related requirements" specified by a major may be applied to the Dragon Core requirement without limitation.

Students may take Inner Cluster and Middle Cluster courses simultaneously, provided the Middle Cluster course requirements are met. Students must have completed the Foundation Four and two Middle Cluster courses in two different areas from DC 3-7 prior to enrolling in an Outer Cluster course. Refer to the course list on the Dragon Core website ([dragoncore.mnstate.edu](http://dragoncore.mnstate.edu)) for prerequisite requirements.

Courses taken at Concordia or NDSU through Tri-College University are applicable only if they are direct equivalents of approved Dragon Core courses. Inquire at the Records Office before registering if you plan to use such courses for Dragon Core.

Courses taken for Pass/No Credit grades may not be applied to Dragon Core. CCGE courses taken by Corrick Center students are an exception to the policy.

In addition to the graduation requirement of a GPA of 2.0 in all MSUM courses, an overall cumulative 2.0 GPA is required in Dragon Core.

### Writing-Intensive

**Dragon Core Requirement:** Beginning Fall 2006, incoming freshmen must complete English 101 (or an approved alternative) plus two Writing-Intensive (W) courses in the Middle and/or Outer Clusters of the Dragon Core curriculum. At least one course must be at the 300- or 400-level

**Graduation Requirement:** One course in the student's major or designated by the major at the 300- or 400-level and the other course at the 200-, 300-, or 400-level, which may be designated by the major.

Beginning Fall 2007, incoming transfer students who have completed the Minnesota Transfer Curriculum or an AA degree must take at least one Writing-Intensive (W) course in the student's major or designated by the major at the 300- or 400-level.

## GRADUATION REQUIREMENTS

If you are a junior or above, you are advised to complete the following checklist and discuss it with your faculty advisor before registration. It is your responsibility to assure that all requirements have been fulfilled when you apply for graduation.

**NOTE:** Any substitutions or waivers of requirements of courses in the curriculum for a major or minor must be approved both by your advisor and by the department chairperson, and a course exception form signed by the chairperson must be forwarded to the Registrar to complete such authorization.

### All Students:

- Complete minimum total credits (Associate—64, Bachelor—120-128) with at least 2.0 average.
- All baccalaureate degree candidates who began at MSUM in Fall Semester 1998 or later must earn at least 40 semester hours in upper division (300/400) courses.
- At least 30 of the last 60 credits registered and tuition paid on MSUM campus (National Student Exchange and State University Common Market may be included).
- Completion of major with at least 2.0 average.
- Completion of Liberal Studies with at least 2.0 average.

### Students With transfer Credits

- At least 2.0 average for all MSUM courses applied to Liberal Studies, major(s), minor(s), and degree.

### Students With Teaching Majors:

- Complete teacher licensure application.

### Application for Graduation Deadlines

Term of Graduation	Application Deadline
Spring 2010	January 15, 2010
Summer 2010	June 4, 2010
	<small>*January 23 to participate in Spring Commencement Ceremony</small>
Fall 2010	September 3, 2010

### The above dates are absolute deadlines.

Students are requested to submit an Application for Graduation one semester prior to graduation. Early submission will allow students to make adjustments in the event that problems exist with their graduation application. Please stop by the Records Office, Owens 104, for more information.

## FINANCIAL AID

Financial Aid (Federal Perkins Loans, Federal Pell, ACG, SMART or Supplemental (SEOG) Grants, Minnesota State grants, Federal Direct Stafford Loans, MSU Moorhead Scholarships or alternative loans) will first be available after the drop/add period each semester.

All students who receive student loans are required to complete Entrance Loan Counseling prior to disbursement of the first loan. Exit Loan Counseling is recommended prior to receiving the final loan before leaving MSUM.

Pell Grants are based on enrollment at the end of the 30th calendar day and are not adjusted for registration changes that occur later. Students who withdraw from a class within this period are ineligible to receive Pell for the class. Students who receive an FN grade (failure for non-attendance) will have Pell Grant recalculated excluding credits for the course. Minnesota Grant payments to eligible students vary in amount based on actual

semester registration of 3 or more credits (full payment requires 15 credits). Minnesota Grant eligible students must submit a FAFSA prior to the thirtieth day of the first semester enrolled each academic year. Submission of the FAFSA after the Minnesota Grant deadline results in forfeiture of grant eligibility for that semester. For Federal financial aid programs, a valid FAFSA must be filed and results received at MSUM prior to the last day of the student's enrollment. Loans accepted and processed after the drop/add period each semester are subject to reduction if the student's actual enrollment is less than projected. Loans must be accepted by the student and processed prior to the last day of the student's enrollment.

Full-time enrollment for undergraduates is 12 credits per term; for graduate students full-time is 8 credits. Half-time enrollment for all programs is 6 credits per term.

In order to maintain satisfactory academic progress for financial aid purposes, students must complete a minimum of 67% of their total cumulative attempted credits at MSU Moorhead with a grade of "D-" or better (or a 'P' if enrolled on a pass/fail basis). Students not maintaining a 67% cumulative completion rate are placed on probation the next semester. At the end of the probationary semester, students who fail to complete a minimum of 67% of their total cumulative attempted credits will be placed on financial aid suspension. When a student's completion rate improves to 67%, financial aid suspension status is cleared, effective the following term. The University reserves the right to withdraw aid at any time if it becomes readily apparent that a student will not maintain satisfactory academic progress. Students are ineligible to receive funding after they have attempted 150% of the minimum credits required for their degree, including accepted transfer credits. Students must also maintain MSUM GPA standards to remain in good academic standing and receive financial aid. Undergraduate requirement:

1-26 credits ..... 1.6 GPA  
 27-59 credits ..... 1.9 GPA  
 60 or more credits ..... 2.0 GPA

Graduate students must maintain a 3.0 GPA.

Students who have received their first undergraduate degree are no longer eligible for grants. For those who pursue a different degree after receiving their first Bachelor's degree, an educational plan must be submitted to the Office of Scholarship and Financial Aid for review. Federal Direct and Perkins Loans and federal and state work study are available to students with an approved plan. Non-federal aid, such as alternative loans, is also available.

Graduate students are eligible for work study and student loans. Financial aid payments are made only for registered graduate credits.

## DRAGON CARD (Photo ID Card)

The Dragon Card is your form of identification and card access as a MSU Moorhead student. The barcode on the card is used for charging out materials in the Library. Once money is deposited on the card, it will operate copier machines in the Library. Another use is identification in Kise Commons for those on a meal contract. Dragon Cards are also required for using University facilities, participating in University sponsored events, acquiring non-directory student academic information or documents from academic offices, and qualifying for University discount opportunities. The card may also be used to gain access to academic buildings after hours. Contact the Administrative Affairs Office in Owens Hall if you need to access buildings after hours.

Dragon Cards are automatically updated each time you register so that you do not need to get a new one each semester. However, if you are a new student or if you have lost your old card, photos are being taken in the Dragon Card Office, Library 203A, at the following time: **Monday, January 12, 8:00 a.m. - 5:00 p.m.**

You will need personal identification and your Dragon ID number in order to have your photo taken. Your first ID card with the Dragon ID number printed on it is free; replacement cards are \$20.00 each.

## **STUDENT RIGHT TO KNOW, CAMPUS CRIME REPORT, DRUG FREE SCHOOLS AND WORKPLACE VIOLENCE INFORMATION**

Information about graduation rates, retention and the Equity in Athletics Disclosure Report is available in the MSUM Admissions Office, Library, and Student Affairs Office.

MSUM's Annual Campus Crime Report is available on the Internet at <http://www.mnstate.edu/security>.

The Report contains statistics for the previous three years of reported crimes that occurred on campus; in buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to, the campus and reported to the University and/or the Clay County Sheriff's Department or the Moorhead Police Department.

The Report contains policies and procedures concerning safety and security on the campus of Minnesota State University Moorhead including information required by the Drug Free Schools Campus Regulations.

If you are unable to access this Report and wish a printed copy, or have other concerns about the Report, please contact the Director of Security, Minnesota State University Moorhead, Moorhead, MN or call 218-477-5869.

Minnesota State University Moorhead complies with and supports the Minnesota State Colleges and University Board of Trustees policy governing alcohol and other drugs on campus, The Drug Free Schools and Community Act, the Drug Free Workplace Act, the Campus Security Act and Minnesota State law. The full policy and procedures may be viewed at <http://www.mnstate.edu/aod/policy.cfm>

## **FERPA Notification Of Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, or appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities ("MnSCU"), including the Board of Trustees, Chancellor, Chancellor's staff; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student is enrolled or seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minnesota State University Moorhead to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **PUBLIC INFORMATION**

Under State and Federal law, you may withhold either or both of the following categories of information from public use by reporting to the Records Office no later than the 45th class day of each semester. Category I: the student's name, local and permanent (hometown) address, e-mail address, telephone number; Category II: major and minor fields of study, class level, dates of enrollment, full-time/part-time status, awards, honors (including Dean's list), degree(s) conferred (including dates), previous educational institution(s) and dates attended, photographs taken and maintained by the University for various purposes, past and present participation in officially recognized activities and sports, and height and weight of athletes. Because the entire category will be withheld in all circumstances, you are cautioned to consider any possible inconvenience. If Category I is withheld, mail will not be forwarded.

## EXTENDED OFFICE HOURS

The MSUM offices listed below will offer extended hours the first part of each term for the convenience of students. Signs listing extended hours will be posted or please contact individual offices for details.

- Admissions
- Financial Aid
- Continuing Studies
- Computer Services
- Graduate Studies
- Academic Affairs
- Counseling Center
- Business Office
- Records Office
- Hendrix Health Center
- Housing Office
- Disabled Student Services Office
- Career and Placement Services
- Student Development
- Student Union Office
- Bookstore

## SERVICES TO STUDENTS WITH DISABILITIES

The Office of Disability Services provides assistance to MSUM students with a documented disability. Notetaking, adaptive testing, textbook taping, and access to barrier free facilities are some of the available accommodations. For more information, contact **Greg Toutges, Coordinator, Disability Services, CMU 114, 477.5859/V or 800.627.3529/TTY.**

## SCHEDULE AND FEE CHANGES

MSU Moorhead reserves the right to make all necessary changes in the class schedule. In case of such changes the student may receive a refund only if unable to attend an equivalent course.

Tuition and fees are established for the entire Minnesota State Colleges and Universities System and are subject to change in advance of the starting date of the term.

The University calendar is subject to modification or interruption due to occurrences such as fire, floods, labor disputes, interruption of utility services, acts of God, civil disorder and war. In the event of any such occurrences, the University will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra curricular activities or other University programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with Minnesota State Colleges and Universities System policy.

## FINAL CLASS SCHEDULE (Fall 2009)

Listed below is the schedule for Final Class Week. Courses of 2 or more credits will meet at the designated times. The last regular class day will be Tuesday, December 8 except for night classes (4:30 pm and later) which will meet on December 9. Courses which meet only the first half of the semester will have final examinations, if appropriate, at the last class meeting. Courses which meet only the second half of the semester will have their final class meeting according to the schedule below. Final examinations for one credit courses will be given before December 10. Each evening course shall meet at its regularly scheduled time throughout the semester. The normal number of meetings is sixteen, but under no circumstances shall the class meet fewer than fifteen times. If the usual day(s) of the week scheduled for the course corresponds to any of the final class schedule, the course shall meet during those days.

Normal Class Time	Final Week Schedule	
7:30 a.m. TH	Thurs., December 10	9:00 a.m.
11:30 a.m. MWF	Thurs., December 10	12:00 noon
3:00 p.m. MWF	Thurs., December 10	3:00 p.m.
*Open	Thurs., December 10	
9:30 a.m. MWF	Fri., December 11	9:00 a.m.
12:30 p.m. MWF	Fri., December 11	12:00 noon
3:00 p.m. TH	Fri., December 11	3:00 p.m.
*Open	Fri., December 11	
9 a.m. TH	Mon., December 14	9:00 a.m.
1:30 p.m. TH	Mon., December 14	12:00 noon
4:30 p.m. M-F	Mon., December 14	3:00 p.m.
*Open	Mon., December 14	
7:30 a.m. MWF	Tues., December 15	9:00 a.m.
10:30 a.m. MWF	Tues., December 15	12:00 noon
1:30 p.m. MWF	Tues., December 15	3:00 p.m.
*Open	Tues., December 15	
8:30 a.m. MWF	Wed., December 16	9:00 a.m.
10:30 a.m. TH	Wed., December 16	12:00 noon
12:00 p.m. TH	Wed., December 16	3:00 p.m.
*Open	Wed., December 16	

### Tri-College Academic Calendar

#### MSUM SPRING SEMESTER, 2010

Classes Begin ..... Monday, January 11  
 Final Class/Exam Schedule ..... Thur-Wed, May 6-7, 10-12

#### NDSU SPRING SEMESTER, 2010

Classes begin ..... 4:00 p.m. Monday, January 11  
 Final Exams ..... Mon-Fri, May 10-14

#### CONCORDIA SPRING SEMESTER, 2010

Classes begin ..... Monday, January 4  
 Final examinations ..... Wed-Fri, April 28-30

- A. Please check the TCU Calendar before registering for any course at NDSU or Concordia.
- B. **If you are an MSUM student, you must follow all MSUM regulations in matters of adding/dropping courses, tuition refunds, withdrawal deadlines, etc.**

### Tri-College University Registration

1. **Please check the TCU calendar section before enrolling at any other campus.**
2. To register for daytime classes, you must follow the regular registration procedure at your home college, requesting special forms for classes at the college you will attend.
3. If you are enrolling only in a late afternoon or evening class, you may register at the first class session and indicate your home college on the registration form.
4. Students must observe all registration and academic policies of their home colleges, including arrangements for withdrawals, pass/no credit, and incompletes. Courses may be applied to resident credit requirements only at the University where students register and pay tuition.
5. It is the policy of the Tri-College University to make its programs accessible to all students. Handicapped students who have special transportation or other needs should contact the student services office on their home campus.

## Pre-Registration Windows

Graduate students and students with previously earned baccalaureate degrees are eligible to register by Web anytime after 8:00 a.m. on October 26, 2009. Currently enrolled and readmitted students have their registration time (window) based on the number of credits (credits earned prior to Fall 2009). Since most registration windows are limited to 25 or fewer students, more than one window may exist for the same credit total. In these situations, the window is further defined by listing a number range (e.g. 00-49) beside the credit total. If the last two digits of the student's Social Security number fall within the number range, the student may register at that time. For instance, in the Spring Semester registration schedule (printed on this page), you will see that students who register on October 30, at 1:00 p.m. need to have earned 75 credits and have a Social Security number whose last two digits fall between a number range of 50-99. If you are a student who has earned 75 credits and your Social Security number is 999-64-5265, you would be eligible to register on October 30 at 1:00 p.m.; if you have 75 credits and your Social Security number is 999-64-5245, your registration window doesn't open until October 30 at 1:30 p.m. A student may register at any time **later** but not **earlier** than their registration window. **Once a window opens, registration may be accessed any time through the 5th class day of the term.**

DATE TIME CR.			LAST TWO DIGITS SOC SEC #	DATE TIME CR.			LAST TWO DIGITS SOC SEC #	DATE TIME CR.			LAST TWO DIGITS SOC SEC #	DATE TIME CR.			LAST TWO DIGITS SOC SEC #	DATE TIME CR.			LAST TWO DIGITS SOC SEC #
<b>Monday, October 26, 2009</b>				<b>Thursday, October 29, 2009</b>				<b>Tuesday, November 3, 2009</b>				<b>Friday, November 6, 2009</b>				<b>Wednesday, November 11, 2009</b>			
8:00 AM	122			8:00 AM	91		50-99	8:00 AM	63		00-49	8:00 AM	34		34-66	8:00 AM	6		50-99
8:30 AM	121		50-99	8:30 AM	91		00-49	8:30 AM	62		50-99	8:30 AM	34		00-33	8:30 AM	6		00-49
9:00 AM	121		00-49	9:00 AM	90		50-99	9:00 AM	62		00-49	9:00 AM	33		50-99	9:00 AM	4		
9:30 AM	120			9:30 AM	90		00-49	9:30 AM	61		50-99	9:30 AM	33		00-49	9:30 AM	3		50-99
10:00 AM	119		50-99	10:00 AM	89		50-99	10:00 AM	61		00-49	10:00 AM	32		67-99	10:00 AM	3		00-49
10:30 AM	119		00-49	10:30 AM	89		00-49	10:30 AM	60		67-99	10:30 AM	32		34-66	10:30 AM	1		
11:00 AM	118			11:00 AM	88		50-99	11:00 AM	60		34-66	11:00 AM	32		00-33	11:00 AM	0		97-99
11:30 AM	117		50-99	11:30 AM	88		00-49	11:30 AM	60		0-33	11:30 AM	31		67-99	11:30 AM	0		94-96
12:00 PM	117		00-49	12:00 PM	87		50-99	12:00 PM	59		50-99	12:00 PM	31		34-66	12:00 PM	0		91-93
12:30 PM	116			12:30 PM	87		00-49	12:30 PM	59		00-49	12:30 PM	31		00-33	12:30 PM	0		88-90
1:00 PM	115		50-99	1:00 PM	86		50-99	1:00 PM	58		67-99	1:00 PM	30		67-99	1:00 PM	0		85-87
1:30 PM	115		00-49	1:30 PM	85		50-99	1:30 PM	58		34-66	1:30 PM	30		34-66	1:30 PM	0		82-84
2:00 PM	114			2:00 PM	85		00-49	2:00 PM	58		00-33	2:00 PM	30		00-33	2:00 PM	0		79-81
2:30 PM	113		50-99	2:30 PM	84		50-99	2:30 PM	57		50-99	2:30 PM	29		50-99	2:30 PM	0		76-78
3:00 PM	113		00-49	3:00 PM	84		00-49	3:00 PM	57		00-49	3:00 PM	29		00-49	3:00 PM	0		73-75
3:30 PM	112		50-99	3:30 PM	83		50-99	3:30 PM	56		50-99	3:30 PM	28		67-99	3:30 PM	0		70-72
4:00 PM	112		00-49	4:00 PM	82		50-99	4:00 PM	56		00-49	4:00 PM	28		34-66	4:00 PM	0		67-69
4:30 PM	111			4:30 PM	82		00-49	4:30 PM	55		50-99	4:30 PM	28		00-33	4:30 PM	0		64-66
<b>Tuesday, October 27, 2009</b>				<b>Friday, October 30, 2009</b>				<b>Wednesday, November 4, 2009</b>				<b>Monday, November 9, 2009</b>				<b>Thursday, November 12, 2009</b>			
8:00 AM	110		50-99	8:00 AM	81			8:00 AM	55		00-49	8:00 AM	27		67-99	8:00 AM	0		61-63
8:30 AM	110		00-49	8:30 AM	80		50-99	8:30 AM	54		50-99	8:30 AM	27		34-66	8:30 AM	0		58-60
9:00 AM	109			9:00 AM	80		00-49	9:00 AM	54		00-49	9:00 AM	27		00-33	9:00 AM	0		55-57
9:30 AM	108		50-99	9:30 AM	79		50-99	9:30 AM	53		50-99	9:30 AM	26		50-99	9:30 AM	0		52-54
10:00 AM	108		00-49	10:00 AM	79		00-49	10:00 AM	53		00-49	10:00 AM	26		00-49	10:00 AM	0		49-51
10:30 AM	107			10:30 AM	78			10:30 AM	52		50-99	10:30 AM	25		50-99	10:30 AM	0		46-48
11:00 AM	106		50-99	11:00 AM	77		50-99	11:00 AM	52		00-49	11:00 AM	25		00-49	11:00 AM	0		43-45
11:30 AM	106		00-49	11:30 AM	77		00-49	11:30 AM	51		50-99	11:30 AM	24		67-99	11:30 AM	0		40-42
12:00 PM	105		50-99	12:00 PM	76		50-99	12:00 PM	51		00-49	12:00 PM	24		34-66	12:00 PM	0		37-39
12:30 PM	105		00-49	12:30 PM	76		00-49	12:30 PM	50			12:30 PM	24		00-33	12:30 PM	0		34-36
1:00 PM	104		50-99	1:00 PM	75		50-99	1:00 PM	49		50-99	1:00 PM	23		50-99	1:00 PM	0		31-33
1:30 PM	104		00-49	1:30 PM	75		00-49	1:30 PM	49		00-49	1:30 PM	23		00-49	1:30 PM	0		28-30
2:00 PM	103			2:00 PM	74		50-99	2:00 PM	48		50-99	2:00 PM	22		67-99	2:00 PM	0		24-27
2:30 PM	102		50-99	2:30 PM	74		00-49	2:30 PM	48		00-49	2:30 PM	22		34-66	2:30 PM	0		20-23
3:00 PM	102		00-49	3:00 PM	73		50-99	3:00 PM	47			3:00 PM	22		00-33	3:00 PM	0		16-19
3:30 PM	101		50-99	3:30 PM	73		00-49	3:30 PM	46		50-99	3:30 PM	21		67-99	3:30 PM	0		11-15
4:00 PM	101		00-49	4:00 PM	72			4:00 PM	46		00-49	4:00 PM	21		34-66	4:00 PM	0		6-10
4:30 PM	100		50-99	4:30 PM	71		50-99	4:30 PM	45			4:30 PM	21		00-33	4:30 PM	0		0-5
<b>Wednesday, October 28, 2009</b>				<b>Monday, November 2, 2009</b>				<b>Thursday, November 5, 2009</b>				<b>Tuesday, November 10, 2009</b>							
8:00 AM	100		00-49	8:00 AM	71		00-49	8:00 AM	44		50-99	8:00 AM	20		50-99				
8:30 AM	99		50-99	8:30 AM	70		50-99	8:30 AM	44		00-49	8:30 AM	20		00-49				
9:00 AM	99		00-49	9:00 AM	70		00-49	9:00 AM	43		50-99	9:00 AM	19						
9:30 AM	98		50-99	9:30 AM	69		67-99	9:30 AM	43		00-49	9:30 AM	18						
10:00 AM	98		00-49	10:00 AM	69		34-66	10:00 AM	42			10:00 AM	17		50-99				
10:30 AM	97		50-99	10:30 AM	69		00-34	10:30 AM	41		50-99	10:30 AM	17		00-49				
11:00 AM	97		00-49	11:00 AM	68		50-99	11:00 AM	41		00-49	11:00 AM	16						
11:30 AM	96		50-99	11:30 AM	68		00-49	11:30 AM	40			11:30 AM	15						
12:00 PM	96		00-49	12:00 PM	67		50-99	12:00 PM	39		50-99	12:00 PM	14						
12:30 PM	95		50-99	12:30 PM	67		00-49	12:30 PM	39		00-49	12:30 PM	13						
1:00 PM	95		00-49	1:00 PM	66		50-99	1:00 PM	38			1:00 PM	12		50-99				
1:30 PM	94		50-99	1:30 PM	66		00-49	1:30 PM	37		50-99	1:30 PM	12		00-49				
2:00 PM	94		00-49	2:00 PM	65		67-99	2:00 PM	37		00-49	2:00 PM	11						
2:30 PM	93		50-99	2:30 PM	65		34-66	2:30 PM	36		50-99	2:30 PM	10						
3:00 PM	93		00-49	3:00 PM	65		00-33	3:00 PM	36		00-49	3:00 PM	9		50-99				
3:30 PM	92		67-99	3:30 PM	64		50-99	3:30 PM	35		50-99	3:30 PM	9		00-49				
4:00 PM	92		34-66	4:00 PM	64		00-49	4:00 PM	35		00-49	4:00 PM	8						
4:30 PM	92		0-33	4:30 PM	63		50-99	4:30 PM	34		67-99	4:30 PM	7						