NORMANDALE
COMMUNITY COLLEGE

2019 SUMMER TERM
Registration Guide

June 3 - August 8

YOUR COLLEGE. YOUR COMMUNITY.

IMPORTANT DATES

March 4	Registration begins
March 11	New student registration
May 10	Payment due

FIRST 3-WEEK CLASSES • JUNE 3-JUNE 20

June 3	Classes begin
June 7	Last day for drop/refund

FIRST 5-WEEK CLASSES • JUNE 3-JULY 5

June 3	Classes begin
June 7	Last day for drop/refund

FIRST 7-WEEK CLASSES • JUNE 3-JULY 19

June 3	Classes begin
June 7	Last day for drop/refund

SECOND 7-WEEK CLASSES • JUNE 17-AUG 2

June 17	Classes begin
June 18	Last day for drop/refund

SECOND 5-WEEK CLASSES • JULY 8-AUG 8

July 8	Classes begin
July 9	Last day for drop/refund

Summer Registration Guide

Summer Term 2019
Credit Course Registration and Payment Information
New and Returning Students

9700 France Avenue South
Bloomington, Minnesota 55431
952-358-8200
1 800-481-5412
Fax: 952-358-8101
www.normandale.edu

Contents

Visit Us! Normandale Getting Started Sessions

Learn about Normandale admission procedures, programs, student services, and registration.

Getting Started Sessions will cover:
- General overview of the college
- Steps to start at Normandale
- Programs and degrees
- Services for students
- Tuition affordability of Normandale
- Financial aid-loans and grants
- Clubs and Organizations
- Question session

No appointment necessary.
(www.normandale.edu/visit)

Directory of Services

Some offices or facilities may be closed or operate on reduced hours when classes are not in session.

Admissions Office
952-358-8201, Rm C 1037,
Mon-Thurs 8 am-5 pm, Fri 8 am-12 pm
Email: admissions@normandale.edu
www.normandale.edu/admissions

Advising & Counseling
952-358-8261, Rm C 1032 - Nath Advising Center,
Mon-Thurs 8 am-5 pm, Fri 8 am-12 pm
Email: advising@normandale.edu
www.normandale.edu/counseling

Campus Cupboard (On-campus Food Shelf)
952-358-8309, Rm A 2503,
Mon-Thurs 8 am-3 pm
www.normandale.edu/campus-cupboard

Campus Store
952-358-9250, Rm K 1430,
Mon-Thurs 7:30 am-5 pm, Fri 7:30 am-11:30 am
http://bookstore.normandale.edu

Center for Experiential Education
952-358-8119, Rm C 1066,
Mon-Thurs 8 am-5 pm; Fri 8 am-12 pm
Email: servicelearning@normandale.edu

Dining Services (Closed Holidays and Breaks)
952-358-8614, Rm K 0450
• College Services Building
  Java Junction: Mon-Thurs 7 am-5:30 pm,
  Fri 8 am-12 pm

Diversity Center
952-358-8436 or 952-358-9144, Rm K 1439
Website: www.normandale.edu/diversity-center

Financial Aid and Scholarship Office
952-358-8250, Rm C 1074
Mon & Thurs 8 am-5 pm; Fri 8 am-12 pm
Email: finaid@normandale.edu
www.normandale.edu/finaid

IT Help Desk
952-358-8181, Rm L 1701,
Mon-Thurs 7:30 am-7 pm; Fri 7:30 am-12 pm
Email: its-helpdesk@normandale.edu
www.normandale.edu/technology

ID Card Services
952-358-8120, Rm K 1417,
Mon-Thurs 8 am-4 pm; Fri 8 am-11:30 pm

Kopp Student Center
952-358-8120, Rm K 1417
Mon-Thurs 7:30 am-8 pm; Fri 7:30 am-4:30 pm
*After 4:30 pm these offices operate in a One Stop location
in the College Services Building - watch for signs.*

Kopp Student Center
952-358-8120, Rm K 1417
Mon-Thurs 8 am-4:30 pm, Fri 8 am-12 pm

Library
952-358-8290, Rm L 2701
Mon-Thurs 7:45 am-8:45 pm;
Fri 7:45 am-12 pm

Mental Health and Personal Counseling
952-358-8261, Rm C 1032 (Nath Advising Center)
Mon-Thurs 8 am to 5 pm; Fri 8 am-12 pm
www.normandale.edu/advising

Office for Students with Disabilities
952-358-8625, OSD Walk-in Office, Rm L 2751
952-358-8623, Debbie Tillman, Director, Rm L 2755
Mon-Thurs 8 am to 5:30 pm; Fri 8 am-12 pm
Hours subject to change
Email: osd@normandale.edu

Payments and Billing Office (Tuition Payments)
952-358-8242, Rm C 1087
Mon-Thurs 8 am-5 pm, Fri 8 am-4:30 pm
Email: paymentbilling@normandale.edu
www.normandale.edu/fiscal-services

Records / Registration
952-358-8220, Rm C 1083
Mon-Thurs 8 am-5 pm, Fri 8 am-12 pm
Email: records@normandale.edu
www.normandale.edu/records

Textbook Depot
952-358-9250, Rm K 0430
Mon-Fri 7:30 am-5 pm; Fri 7:30-11:30 am
http://bookstore.normandale.edu

TRIO/Student Support Services
952-358-8285, Rm L 2759
Mon-Fri 7:30 am-5:30 pm; Fri 8-12 pm
Hours subject to change

Tutoring Center
952-358-8624/9187, Rm C 2120,
Mon-Thurs 8 am-6 pm, Fri 8 am-12 pm
Hours subject to change

Veterans Advisor, School Certifying Official
952-358-9043, Lori York,
Rm C 1056A;
Email: lori.york@normandale.edu
www.normandale.edu/veterans

Additional Numbers
952-358-8220, Transcripts
952-358-8280, Security
952-358-8300, Class cancellations

7 Steps to a Successful Start

Become a student at Normandale Community College in just seven easy steps!

1   **APPLY FOR ADMISSION**..**952-358-8201**

Complete a Normandale application for admission online at www.normandale.edu/apply or download and submit a paper application along with the $20 application fee. Students who are currently admitted at another college or institution may choose to enroll at Normandale Community College as a visiting student at www.normandale.edu/visiting and are not required to submit an application for admission.

2   **SUBMIT OFFICIAL TRANSCRIPTS (OR GED CERTIFICATE)** **952-358-8201**

Submit transcripts that confirm your high school graduation or pervious attendance at any college. Also, submit score reports for Advancement Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Official transcripts must be prepared and sealed by the issuing institution in an envelope bearing the issuing institution's letterhead (see page 6).

3   **APPLY FOR FINANCIAL AID (IF NEEDED)** **952-358-8250**

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov or the MN Dream Act application at www.ohe.state.mn.us.
For more information go to www.normandale.edu/finaid.

4   **TAKE PLACEMENT TESTS** **952-358-8201**

Schedule and complete any required placement testing in reading, writing and mathematics as directed in your acceptance letter.

5   **REGISTER FOR CLASSES** **952-358-8220**

Returning students register online at www.normandale.edu/register.Degree-seeking students enrolling the first time during summer can proceed with summer course registration, but they will be required to attend an Advising & Registration (A&R) session before registering for a future semester. These sessions begin in March and are held throughout the summer. See Step 2 at www.normandale.edu/enroll to register for an A&R session.

6   **PAY TUITION**...**952-358-8242**

Make tuition payments online through eServices. Set up a Nelnet monthly payment plan at www.normandale.edu/pay-tuition, and select payment plans, or pay in person at the Payments and Billing Office located on the first floor of College Services. Payment options include cash, check or credit card.

7   **SET UP STUDENT EMAIL ACCOUNT/BUY BOOKS/PICK UP FREE STUDENT ID**

Purchase your books at the Textbook Depot (Rm K 0430) in the Kopp Student Center or online at bookstore.normandale.edu. Set up your student email account at www.normandale.edu/email. Get your Student ID at the Kopp Central Desk (Rm K 1417).

Step 1: Apply for Admission

ADMISSION PROCEDURES

Go to www.normandale.edu/apply to apply online or download and submit a printable application form along with the $20 application fee.

Normandale accepts all students with a high school diploma or GED certificate for general admission. Specialized career programs such as Dental Hygiene, Nursing and Dietetic Technology have limited enrollment, are competitively based and have additional academic and application requirements.

SUMMER HIGH SCHOOL ENROLLMENT PROGRAM

Summer High School Enrollment is available only for those high school students in the 11th and 12th grade level who wish to take classes during the summer months. (This includes continuing PSEO students who may wish to take summer courses.) The Minnesota Department of Education does not fund courses taken through Summer High School Enrollment; therefore, tuition, fees and books are the student's responsibility. Additional information on admission requirements and how to apply can be found at www.normandale.edu/summer-highschool.

INTERNATIONAL ADMISSIONS

Applicants from another country seeking to attend full time on a student visa (F-1) are considered for acceptance for fall and spring semesters (no summer admissions). For students outside the United States, the fall application deadline is October 1, 2019. For students in the United States, the application deadline is November 1, 2019. A special application form is required, along with documentation of high school graduation, English proficiency and proof of sufficient financial resources before an I-20 will be issued. For additional information on international admission, go to www.normandale.edu/international.

SENIOR CITIZENS

Minnesota residents aged 62 or older may register for courses at a reduced tuition rate. Seniors may register beginning the first day of the academic term on a space-available basis. Visit the Records Office to be sure you are registered as a senior citizen for tuition purposes.

Visiting Student Status

Students who are currently admitted at another college or institution may choose to enroll at Normandale Community college as a visiting student and are not required to submit an application for admission.

For more information, go to www.normandale.edu/visiting.

Step 2: Submit Transcripts

TRANSCRIPTS

Students who have no previous college coursework must submit a high school transcript or GED certificate with their admissions application. Students who submit their transcripts prior to high school graduation must submit a final, official high school transcript to the Office of Admissions prior to the end of their first term at Normandale.

Transfer students must submit official transcripts from all institutions they have attended when they apply for admission. Students who submit transcripts with courses in progress must submit a final transcript upon completion of the coursework. Transcripts will be evaluated for transfer of credits, course equivalencies, and placement testing requirements or waivers.

Transcripts from other Minnesota State institutions: Normandale will electronically retrieve your transcript from other Minnesota State institutions you have attended at no cost to you, so it is not necessary to submit transcripts from these institutions. However, if you have Minnesota State coursework in progress at the time of admission or you complete additional coursework after admission, you must notify the Normandale Admissions Office to retrieve your transcript once your coursework has been completed. Certain holds, such as a past due amount, will prevent us from retrieving your electronic transcript. It is your responsibility to ensure that your records are free of holds and to notify the Normandale Admissions Office once your holds have been lifted.

SCORE REPORTS

For possible waivers from placement testing or for consideration of transfer credit (depending on which test was completed), submit ACT, SAT, MCA (MN Comprehensive Assessments) and placement examination scores administered at other institutions, or submit official score reports from the Advanced Placement Program (AP), the College Level Examination Program (CLEP), International Baccalaureate (IB), and others. Score reports should be submitted to the Office of Admissions at the time of application.

Step 3: Apply for Financial Aid

Types of Financial Aid

College financial aid resources consist of: Grants and Scholarships (money that you do not have to pay back) Loans (money that you must pay back) Work Study (money you earn through campus employment).

HOW TO APPLY

You can apply and be considered for grants, loans and part-time jobs whether or you are a full-time or part-time student. We recommend allowing a minimum of five weeks for the processing of your financial aid file (from the time you file the FAFSA or the MN Dream Act application). This will make sure you get your funds in a timely manner. For additional information, call the Financial Aid Office at 952-358-8250 or go to www.normandale.edu/finaid.

FAFSA

You can start the process by completing the Free Application for Federal Student Aid (FAFSA). The fastest and most accurate method is at www.fafsa.gov. You (and your parents, if applicable) should apply for a FSAID. The FSAID is your electronic signature when applying for financial aid and will be used in other aid processes. You can have the results of your FAFSA sent to Normandale by using the Federal School Code 007954.

MN DREAM ACT

Undocumented students who meet Minnesota residency requirements can apply for state financial aid by accessing the online MN Dream Act application at www.ohe.state.mn.us.

ELIGIBLE PROGRAMS

In order to receive federal and state student aid, you must be admitted to Normandale, declare a major, and be seeking a degree or certificate. Some certificate programs (those requiring fewer than 16 credits) are not eligible for financial aid.

Federal Pell Grant Recipients

Changes to your class schedule (adds, drops, withdrawals or course exchanges) after the 5th day of the term may result in the reduction of your Pell Grant. If you add a course after the 5th day of the term, your Pell Grant cannot be adjusted for the increase in credits. If you drop a class and add another class that is the same number of credits after the 5th day of the term, your aid will also be reduced, as the added class will not be recognized for financial aid purposes. Please not: The 5th day is counted for the entirety of the summer term. For 2019, that date is June 7.

MN State Grant Recipients

Students who are eligible for the MN State Grant must have a valid FAFSA or MN Dream Act Application at Normandale no more than 30 days after the start of the term. The Financial Aid Office may request unofficial transcripts from all previous colleges attended in order to determine your aid eligibility.

LOANS

Students who wish to use loans to assist with their educational expenses must be enrolled in at least 6 aid-eligible credits. You must complete a Master Promissory Note (MPN), Entrance Counseling, and a loan request in order to receive loan funds. You will need your federal PIN for this process. We encourage you to complete this process at least 2 weeks before the loan funds are needed.

SATISFACTORY ACADEMIC PROGRESS POLICY STATEMENT

(For complete policy, go to www.normandale.edu/sap)
You must make satisfactory academic progress toward a degree or certificate to attend Normandale and remain eligible for financial aid. Requirements include:
• Cumulative GPA of 2.0
• Completion of 67% of credits attempted
• Not reaching or exceeding 150% of the maximum credits needed for attainment of your chosen degree or certificate (including transfer credits).

WITHDRAWAL FROM COLLEGE/RETURN OF TITLE IV FUNDS

If you withdraw from all credits for which you are currently enrolled, financial aid disbursed is subject to Federal Return of Title IV Funds, as well as a calculation of return of state aid programs. You may also be required to repay a portion of the financial aid you received if your courses are not completed satisfactorily.
The complete policy is available at www.normandale.edu/titleiv.

NORMANDALE SCHOLARSHIPS

Normandale Community College Foundation makes scholarship funds available to recognize students who have demonstrated outstanding academic, leadership, service, extracurricular achievements or financial need. Scholarships are available for both new and current/returning students. Applications are available at www.normandale.edu/scholarships until June 1, 2019.

DIRECT DEPOSIT

Direct deposit to your checking or savings account is the fastest way to receive any excess financial aid funds. You can set up Direct Deposit Authorization through eServices. If you do not already have a bank account, considering opening an account with our on-campus banking partner, US Bank.

Step 4: Take Placement Tests

Placement Testing

All new entering students should complete placement testing in reading, writing and math prior to registering for courses. The results of the tests provide accurate course placement based on current skills to help ensure student success. New applicants will receive information on how to schedule and complete the placement testing in their acceptance letter.

For additional information on possible waivers, how to prepare for the tests, placement levels for transfer students, and ESL students, go to *Frequently Asked Questions for Placement Testing a www.normandale.edu/placement*.

PLACEMENT TESTING FOR STUDENTS WHO ARE NON-NATIVE SPEAKERS

Lack of English skills will not be a barrier to admission or participation. We take appropriate measures to assess each student's ability to participate and benefit through readiness assessment and counseling. The assessment will ensure more accurate placement in appropriate course levels and help to determine whether strengthening English language skills are necessary to maximize the student's academic success. If needed, Normandale offers an excellent program, English for Academic Purposes (EAP) to help students prepare for the many English language demands of their future academic career.

PLACEMENT TESTING WAIVER OR EXEMPTION

Students may be waived from participating in placement testing by submitting copies of score reports such as ACT, SAT, MCA (MN Comprehensive Assessments) for possible waivers from placement testing requirements.

PLACEMENT TESTING FOR TRANSFER STUDENTS

Students transferring from accredited colleges or universities or holding a baccalaureate degree from a United States college/university may not need to complete some parts of the placement test. Students should submit transcripts of previous college-level score reports for possible waivers from placement testing requirements.

For additional information on possible waivers and placement testing for transfer students, see the Frequently Asked Question for Placement Testing at www.normandale.edu/placement.

ACCOMMODATIONS

Students who need accommodations for placement testing because of a disability should contact the Office for Students with Disabilities (OSD) staff at 952-358-8625, email osd@normandale.edu, or speak with the staff in L 2751.

Step 5: Register for Classes

Registration Guidelines

All students must register online at www.normandale.edu/register. *Exception: Students in the College Success Program (identified in eServices with a hold code of 0059, College Prep Standards) must register in person with the written approval of an advisor or counselor.*

1. Before registration begins on March 4, log in to eServices to:
   a. Be sure you know your StarID and password.
   b. Understand how to register.
   c. Verify you have no holds to prevent your registration.
   d. Determine when you can register.

2. Meet with an advisor or counselor to plan your schedule.

PREREQUISITES
Be sure to learn about course prerequisites. You may be allowed to register for classes even if you have not met them. If it has been determined you enrolled in a class for which you have not met the prerequisites, the College may remove you from the class without a refund. See page 10 for more information.

REGISTRATION FOR DEGREE-SEEKING STUDENTS ENROLLED DURING OR PRIOR TO SUMMER 2018

Summer 2019 registration begins Monday, March 4, 2019. The number of credits you have successfully completed both at Normandale and in transfer (as accepted) through fall 2018 will determine your registration date and time (or "window") as reflected below .Your spring 2019 classes do not count as credits earned. If you do not know how many credits you have earned, consult eServices.

Time	MON 3/4	TUES 3/5	WED 3/6	THURS 3/7	FRI 3/8
Any time after 8:00 am	60 or more credits	45 or more credits	30 or more credits	15 or more credits	0 or more credits

REGISTRATION FOR DEGREE-SEEKING STUDENTS WHOSE FIRST SEMESTER IS SUMMER 2019

Degree-seeking students enrolling for the first time during summer may register beginning at 8:00 am Monday, March 11. Students who wish to register for subsequent terms must attend an Advising & Registration Session. These sessions begin in April and are held throughout the summer.

REGISTRATION FOR VISITING STUDENTS AND NON-DEGREE SEEKING STUDENTS

Visiting and non-degree seeking students may register beginning at 8:00 am on Monday, March 11.

RESOURCES

Registration and waitlist instructions are available by clicking the "Registration Instructions" link at www.normandale.edu/registering. For information about registration holds, go to www.normandale.edu/holds.

STUDENTS IN THE COLLEGE SUCCESS PROGRAM

Meet with an advisor or counselor before your registration window opens. Your advisor/counselor will assist you in selecting classes and will sign your registration form. To register, bring your signed form to the Records Office with photo identification after your registration window opens.

GRADING METHODS

Most classes at Normandale are graded A through F. Other options include:

P/NC: Students have the option of taking any course numbered below 1000 for Pass/No Credit rather than for a letter grade. A grade of P assumes the student completed the course with a minimum grade of C. A grade of NC indicates the student did not successfully complete the course. Grades of P and NC do not count in a student's grade point average but do count in calculating the student's completion rate when determining satisfactory academic progress. The default grading method for most MATH courses numbered below 1000 is P/NC. You may change the grading method for any course numbered below 1000 up to the course withdrawal deadline.

AU: Students who wish to take a class for personal enrichment or skill building but who do not need credit for the class may elect to audit a class. The student has no academic responsibility for audited classes. Audited classes are not given credit, do not transfer, and are not eligible for financial aid or VA benefits. The cost for an audited class is the same as that for a course taken for credit.

To change to Pass/No credit or Audit grading method:

The registration instructions at www.normandale.edu/registering reflect how to select these grading methods at the time of registration. If you have already registered and want to change your grading option, log in to eServices, then:
1. Click "Courses & Registration"
2. Click "View/Modify Schedule"
3. Click the ✎ (pencil) icon next to the course ID of the desired class.
4. From the "Grade Method" drop-down menu, select the desired grading option.
5. Enter your password, then click "Submit".

6. The result of your request (success or failure and why) will display.

ADDING AND DROPPING

You may add summer classes through June 5 or one business day after the course begin date (whichever is later); you may drop summer classes through June 7 (or one business day after the class begin date, whichever is later) for a 100% refund. If you cancel all classes after June 7, you may qualify for a partial refund; see the refund schedule on page 13.

Financial aid recipients: Before making any schedule changes after June 7, see "Federal Pell Grant Recipients" on page 7.

WITHDRAWING

After the drop period, a student may withdraw from any course prior to the withdrawal deadline (approximately 80% of the length of the course). Withdrawal deadlines are published in eServices in the course notes.

When a student withdraws from a class, a grade of W is recorded on the student's academic record. A grade of W does not count as credits attempted or earned for calculating a student's GPA, but it is considered for the purpose of satisfactory academic progress for enrollment and financial aid.

Students are encouraged to confer with their professors and an advisor or counselor as part of the official withdrawal process.

Students who drop or withdraw from all classes during a term may be entitled to a partial refund. See the Refund Policy on page 13 for more information.

Students are responsible for understanding the impact of such action on their student account and financial aid status. See "Refund Policy for Financial Aid Return to Title IV" on page 13.

COURSE PREREQUISITES

A prerequisite is a requirement that a student must complete in order to enroll in a course. Prerequisites include courses, placement test results and other criteria established by faculty to ensure a student has adequate preparation to be academically successful in a course. The catalog course description and the semester course schedule indicate course prerequisites. Students are responsible for the

prerequisite requirements for all classes, even if not enforced by the registration system. For mathematics courses, prerequisites must have been completed within the 24 months that precedes the course begin date. Students who register for a course for which they have not met the prerequisite requirements may be removed from that class and receive no refund.

COURSE WAITLISTING

When your course search results indicate a class is full, you have the option to add yourself to its wait list to reserve a seat in the event one becomes available. The last day to add yourself to a waitlist and claim an offered seat is 11:59 pm, Friday, May 31. At that time, vacant seats will be opened and available on a first-come basis.

Notification of an open seat

Be sure to log in to your student email account at www.normandale.edu/studentemail; you will be notified at this email address as your position on the waitlist moves up. Once you are offered a seat in your waitlisted class, you have exactly 24 hours or less to register, depending on when the waitlist period ends; (the email will indicate your registration deadline). It is extremely important, therefore, that you monitor your email closely so you do not miss your waitlist opening.

Important: Being able to add yourself to a waitlist does not mean you will be eligible to register for the class if a seat becomes available. Be sure you resolve all holds, verify in eServices you will pass course prerequisites, and remove all other registration barriers in advance so that you can register when a waitlisted seat is offered to you. Waitlisted seats become available 24 hours a day, including weekends, and staff may not be available to assist you. You cannot be returned to your original place on the waitlist if you fail to register during the 24-hour window.

Viewing your waitlisted classes

View your waitlisted classes in eServices by clicking "Courses & Registration" and then "Review My Plan." Your plan also displays your position on the waitlist and allows you to remove yourself from the waitlists of courses you no longer want.

Step 5: Register for Classes - continued

ATTENDANCE AT YOUR FIRST CLASS IS VERY IMPORTANT!

Many classes at Normandale are in great demand. In order to provide registration for students waiting for openings, the college may drop you and open your place to another student if you do not attend the first class.* Therefore, it is important you attend the first class to confirm your registration. Essential information and expectations are presented during the first day of class. Notify your professor if you are unable to attend the first class but wish to remain enrolled.

If you decide not to attend, do not rely on the college to drop you. You must drop your classes by the drop deadline date to avoid payment obligations.

ACADEMIC ADVISING

Advisors and counselors are available to help students achieve their educational goals. Some areas that students and receive assistance include:

- Registration and long-term planning
- Major and career exploration
- Transfer planning
- Transfer credit evaluation
- Understanding placement test results
- Academic and course concerns
- Academic success strategies
- Personal and mental health counseling

Advisors and counselors are available both day and evening, and students can stop in to Express Advising for quick questions, or schedule a 30-minute appointment. Contact Advising and Counseling at 952-358-8261 to schedule an appointment. For more information on services and office hours, go to www.normandale.edu/counseling.

ONLINE COURSE OPTIONS

Some web-based courses are offered completely online; others require students to attend on-campus course orientations, complete exams on campus, or attend other required meetings. Consult the individual class notes in the course schedule to determine specific requirements. For more information, go to www.normandale.edu/online-education.

CENTER FOR EXPERIENTIAL EDUCATION

Earn credit through course integrated Service-Learning opportunities and Internships. For more information, contact the Center for Experiential Education at 952-358-8119 or go to www.normandale.edu/cee.

LEARNING COMMUNITIES

A Learning Community combines two or three separate courses into one larger "block of courses" during a semester. Courses are linked together by a common interdisciplinary theme or objective and enroll a common group of students. Individual instructors work together to collaborate on course objectives, assignments and projects so students can make meaningful connections between the different disciplines. Students still get credit for each individual course, but acquire a deeper understanding of subjects and have an opportunity for more interaction in the overall college experience. Call 952-358-8473 for further information.

College Calendar

SUMMER SEMESTER 2019 • MAY 31 - AUG 4

Payment due for all summer semester classes ....May 10
(after May 10, See Payment Deadline Guide)

June 3 - 20 (3-week classes)
June 3 - July 5 (5-week classes)
June 3 - July 19 (7-week classes)
First day of class .... **June 3**
Last day to add a class ....June 5
Last day to drop a class...June 7
Financial aid applied to student accounts begins ....June 14
Financial aid disbursement**..June 19
Last day to withdraw from a class ....Check eServices
Graduation application deadline ....July 1
Independence Day Holiday, no classes..................................July 4

June 17 - August 2 (7-week classes)
First day of class ....**June 17**
Last day to add/drop a class ....June 18
Last day to withdraw – 7-wk classes ....Check eServices
Financial aid applied to student accounts begins ....June 18
Financial aid disbursement**...June 21
Independence Day Holiday, no classes.................................July 4
Classes end ....**August 2**

July 8 - August 8 (5-week classes)
First day of class .... **July 8**
Last day to add/drop a class.. July 9
Last day to withdraw – 5-wk classes ....Check eServices
Financial aid applied to student accounts begins ....July 9
Financial aid disbursement** ....July 12
Classes end ....**August 8**

* For online, hybrid and courses that meet less than the full semester, check eServices for withdrawal deadlines.

** On financial aid disbursement day, direct deposits are sent to your bank or disbursement checks are mailed to your permanent address on file. Be sure your permanent address is current.

Step 6: Pay Tuition

All registered students are financially committed for tuition and fees after the 5th day of the semester. Your registration involves a seat reservation in each of your classes, all of which have a limited number of seats available. In requesting this reservation, you have incurred a tuition obligation.

NOTE: If students decide not to attend their classes, it is their responsibility to drop them. Students are responsible for the payment of tuition and fees for all courses not dropped during the first 5 business days of the semester, regardless of whether or not the student chooses to attend the class. If you decide not to attend, do not rely on the drop for nonpayment process as a way to drop your classes.

PAYING TUITION AND FEES

Students can pay their tuition and fees in one of five ways:

Option #1: Online. Online web payments may be made on the College website at www.normandale.edu/fiscal-services, then click on "Pay your account online" under the "Payments and Refunds" section to proceed to the eServices Gateway.

Option #2: US mail. Credit card or check payment can be mailed to the Payments and Billing Office at: Normandale Payments and Billing Office, 9700 France Ave S, Bloomington, MN 55431.

Option #3: Drop box. Payment may be deposited in drop slot next to Payments and Billing Office, Room C 1087, at any time.

Option #4: In-person payment. Payment is accepted in person at the Payments and Billing Office, Rm C 1087: 8 am to 4:30 pm,* Monday through Thursday, and Friday as well as non-class days 8 am to 4:30 pm.

Option #5: Nelnet payment plan. Students can sign up for the payment plan at www.normandale.edu/payments.

No invoices or tuition statements are sent out. View your fee statement online at www.normandale.edu/fiscal-services, then click on "Pay your account online" under the "Payments and refunds" section to proceed to the eServices Gateway.

Payment due notices will be sent to your Normandale email account. You may also opt in (via eServices) to receive text alerts.

PAYMENT DEADLINES

See the SUMMER SEMESTER 2019 PAYMENT DEADLINE GUIDE below for the tuition payment deadlines.

Students whose <u>initial</u> registration occurred prior to May 7, 2019 must pay their tuition and fees by May 10, 2019. Students who have registered for classes, but have not made arrangements for the payment of their tuition and fees by May 10 <u>may</u>* have their registration cancelled.

Students registering for classes between May 8, 2019 and August 8, 2019 must make arrangements for the payment of their tuition and fees according to the Payment Deadline Guide below. Students who do not make arrangements by the appropriate payment deadline <u>may</u>* have their registration cancelled.

Students registering for classes any time starting the first week of the semester must make arrangements for the payment of their tuition and fees within 48 hours of registering. Students who do not make arrangements by the established deadline <u>may</u>* have their registration cancelled and may be unable to re-enroll in summer semester courses.

SUMMER SEMESTER 2019 PAYMENT DEADLINE GUIDE

INITIAL REGISTRATION	PAYMENT ARRANGEMENT DEADLINE
March 4-May 7, 2019	May 10, 201
May 8-17, 2019	May 22, 2019
May 18-June 3, 2019	June 6, 2019
June 4-Aug 8, 2019	Payment due within 48 hours

Students that add classes after their initial registration period (from the table above) must pay for the additional classes within 40 hours.

*CAUTION: You might not be dropped for nonpayment

Normandale may drop students' classes for failure to pay tuition. However, many factors determine who will be dropped.

<u>Do not assume your classes will be dropped for you. If you decide not to attend, be sure to drop your classes by the deadline to avoid tuition and fee obligations</u>.

Students can arrange for the payment of their tuition and fees by the established due date in any one of the following easy ways:
1. Pay the full balance of your tuition and fees (through one of the methods described above).

2. Enroll in the Nelnet payment plan and made the necessary down payment.
3. Have a processed FAFSA received at Normandale College by May 7. *Note: It may take up to 7 days for a submitted FAFSA to be received at Normandale. Please apply early!
4. Submit a Third Party Billing Authorization to the Payments and Billing Office.
5. Submit a verification of an outside scholarship to cover tuition and fees to the Payments and Billing Office.

If you need additional assistance in making your payments, stop in at the Payments and Billing Office, Room C 1087, or call 952-358-8242.

Full payment of all tuition and fees must be made by the established deadline. Students who do not pay their tuition and fees in full by the deadline will be assessed a late fee of $25. Students with outstanding account balances after the deadline will have a hold placed on their record and will be unable to register for future courses or obtain an official transcript until their account balance is paid in full. Accounts that are not paid in full will be referred to the Minnesota Department of Revenue, or a private collection agency. Collection costs will be assessed up to 25% of the debt owed. This is allowable under Minnesota statue, section 16D.07 and 16D.11. Private collection agencies may charge up to 40% of the debt owed.

TUITION AND FEE RATES

Tuition and fee rates are posted on the Normandale website at www.normandale.edu/tuition-rates.

Application fee. $20 (this is nonrefundable).

Reciprocity. Reciprocity agreements are in effect for students from North Dakota, Wisconsin, South Dakota, and Manitoba. Reciprocity requests should be filed with the home state approximately six weeks before registration. Reciprocity forms are available at www.getreadyforcollege.org.

Step 7: Buy Books / Get Your Student ID

Senior Citizens. Minnesota residents aged 62 or older may register for courses at a reduced tuition rate. Seniors may register beginning the first day of the term on a space-available basis. You must self-identify as a senior at the Records Office to qualify for the reduced rate. Seniors who audit courses are required to pay parking plus additional fees assigned to the registered course(s).

Special Course fees. Some courses have additional special fees. These fees are indicated in the online class listing.

Late Start Courses. Students may drop and receive a refund through the end of the day that follows the course begin date. Financial aid recipients are responsible for understanding how the reduction of credits will impact their aid award.

Refund Policy for Financial Aid Return to Title IV

If a student completely withdraws from all credits (either officially or unofficially) in a term before the % point of that term, the financial aid awarded is subject to the federal "Return of Title IV" policy. Students earn financial aid in proportion to the time they enrolled up to the 60% point. The unearned share of financial aid must be returned to the programs from which they were paid as prescribed by federal regulations. The student will be required to repay all unearned financial aid. Please contact the Financial Aid office prior to withdrawing if you have any questions regarding your possible repayment obligation.

The complete policy is available at www.normandale.edu/titleiv.

REFUND POLICY

Registration Changes (Summer Term)	Drop/withdrawal from some, but not all classes	Drop/withdrawal from all classes
Through the 5th day of the term (June 7)	100%	100%
6th-10th day of the term (June 8-14)	0%	50%
Remainder of the term	0%	0%

BUY BOOKS

Textbooks can be purchased in person at the Textbook Depot (K0430) or online at book-store.normandale.edu beginning finals week of the previous semester. Ordering online at least a week before the semester starts will save time waiting in line and allows students to compare our textbook prices with many of our online competitors. Students can use financial aid awards, agency accounts and payment plans in addition to traditional payment methods. The website also displays great merchandise available at the Campus Store, including school supplies, backpacks, clothing and more.

BOOK PURCHASING WITH FINANCIAL AID/PAYMENT PLANS

Book Charging allows you to add the cost of your books to your tuition and fees account. That way, you can pay for your books with your financial aid, Nelnet Payment Plan or your personal resources after the semester is started. To learn how and when you can use the Book Charging Service, visit www.normandale.edu/book-charging.

STUDENT EMAIL

Each student who attends Normandale is provided an official institutional email account. This account is used for communication between students and faculty, administrators and support staff. All students are required to set up their student email account. It is important to initiate this process immediately so that you do not overlook any important notifications or correspondence. Set up your email account at www.normandale.edu/studentemail. Call 952-358-8181 with questions.

STUDENT PHOTO ID'S

Students will need a Normandale photo ID to use the Computer Center, library, fitness center and various classroom laboratories, and to check out game room and recreation equipment. The first card is free; lost or replacement cards are $10.00. An approved form of photo ID is required to obtain the Normandale photo ID. This service is located at Kopp Central, Rm K 1417. The hours of operation are Monday-Thursday, 8 am-4 pm; Friday, 8-11:30 am. For more information, call 952-358-8120.

Other Resources

Services for Students with Disabilities

The Office for Students with Disabilities (OSD) is available to provide accommodations, support and referral assistance for students with disabilities. Students who may qualify for OSD services include, but are not limited to, students with learning disabilities, vision and hearing losses, physical and mental health disabilities, traumatic brain injuries, and autism spectrum and attention deficit disorders.

In order to receive accommodations, students must make an appointment for intake/interview and provide documentation of a disability. Appointments can be made by calling 952-358-8625, emailing osd@normandale.edu, or speaking with the staff in Room L 2751.

Early application is essential for timely implementation of accommodations. Services are also available for students with temporary injuries.

Additional information is available at www.normandale.edu/osd.

ADULT AND PART-TIME STUDENTS' OPTIONS

Many working adults attend Normandale on a fulltime or part-time basis and choose from day, evening or weekend classes. Adult students usually perform well academically and bring perspectives from their work and life experience to class.

Flexible or unique learning options include some of the following:

- Part-time attendance in evening and week-end classes (or late afternoon or even day-time)—take just one class when it fits your schedule.
- Online courses—guided study with feedback and instructor contact options.
- Career development experiences—noncredit courses and workshops to explore your interests, conduct a job search, and more. Credit options, too, through one-credit short courses.
- Continuing Education—noncredit seminars, short courses, workshops in the liberal arts and humanities, helping professions, business and management, computers, health and wellness, and more. Call 952-358-8343 for information.

TRANSFEROLOGY: COURSE TRANSFER SYSTEM

Transferology, a multistate online tool for students and advisors for determining course equivalencies, program requirements, and applicability of coursework when transferring between schools. Transferology is user-friendly and allows Minnesota State students to upload coursework for transfer comparisons.

DEGREE AUDIT REPORTING SYSTEM (DARS)

While attending Normandale, a DARS report will, at any point in your academic career, help you monitor your progress toward completing your degree or program. DARS reports are available in eServices and from Advising and Counseling.

Notification of Rights

NOTIFICATION OF RIGHTS

Student Data Practices

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

1. The right to inspect and review the student's education records within 45 days of the date the college receives a request for access. Students must submit a written request to the Registrar that identifies the record(s) they wish to inspect.

   The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

   Students may ask the college to amend a record that they believe is inaccurate or misleading. They must write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested by the student, the college will notify the student of the decision in writing 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interest.

A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the college has contracted such as an attorney, auditor, or collection agent); a person serving on the Minnesota State Board of Trustees; or a student serving on an official committee, such as the Normandale Community College Judicial Board, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college may disclose educational records without the consent of the student to officials of other colleges in which the student seeks or intends to enroll.

The college will make a reasonable attempt to notify the student of the records request unless the information is part of the official college transcript. The annual notification of the college policy states that the college intends to forward these records upon request.

4. The right to file a complaint with the U.S. Department of Education concerting alleged failures by Normandale Community College to comply with the requirements of FERPA.

Students may contact:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605
PHONE: 202/260-3887
FAX: 202/260-9001
EMAIL: fpco@ed.gov
http://www2.ed.gov/policy/gen/guid/fpco/index.html

The Normandale Community College directory information public notice is available in the college catalog and on the college website.

PUBLIC STUDENT DATA-DIRECTORY INFORMATION

The following information is designated as "directory information" and, as such is available to the general public:

- Name
- Address
- Telephone number
- Photograph*
- Dates of attendance
- Full-time or Part-time status
- Class standing (freshman, sophomore, etc.)
- Major field of study
- Degrees, certificates and awards and the dates they were received
- Date of birth

*Photographs of Normandale students are directory information, regardless of the media format (stills or motion).

Limited Directory Data

Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State system that are approved by System Office IT, including but not limited to inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota students and employees.

To prevent release of this information outside of the college, the student should contact the Registrar in writing. Copies of the college's policy on data collection and confidentiality are available from the Records Office.

In accumulating student information, the college provides the following assurances:

1. Student records are official records of Normandale Community College and will be used for educational purposes according to Minnesota and federal student data laws.

2. The purpose and intended use of the data as well as consequences of refusing to supply private or confidential information will be explained upon request.

3. The Records, Admissions, Counseling and Financial Aid and Scholarship Offices, under the direction of the Vice President of Student Affairs, who is the responsible authority, are responsible for the confidentiality and security of private or confidential information.

NORMANDALE
COMMUNITY COLLEGE

9700 France Avenue South
Bloomington, MN 55431-4399

YOUR COMMUNITY.
YOUR COLLEGE.

Normandale Community College is the largest community college in Minnesota. Excellent academic preparation, award-winning support programs, reasonable tuition cost and outstanding reputation with four-year colleges as well as potential employers, makes Normandale the best educational value in the Upper Midwest.

Opportunities at Normandale

- A.A. degree, A.A. degree with emphasis, A.F.A. degrees, A.S. degrees, A.A.S. degrees and certificates
- Dedicated and qualified faculty
- Comprehensive job and transfer placements
- Instructional options including online courses, individualized study, and web-enhanced learning
- Joint programs with Minnesota State University, Southwest, Mankato and Metropolitan State Universities
- Two-year Pathway degree programs that lead directly to a four-year program at a Minnesota State University.

Normandale Community College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State system.

This document can be made available in alternate formats to individuals with disabilities by calling 952-358-8625 or emailing osd@normandale.edu..

 MINNESOTA STATE | *Normandale Community College,*
A member of Minnesota State