IMPORTANT DATES

November 2  
Registration begins

December 17  
Payment due

After December 17  
Payment due within 24 hours

January 11  
Classes begin

January 15  
Last day for drop/refund

January 22  
Financial aid disbursed

2016 SPRING SEMESTER
Registration Guide

January 11 - May 13
Friday night and Saturday classes  
January 22 - April 16
Spring Registration Guide

Spring Semester 2016
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

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

This document can be made available in alternate formats to individuals with disabilities by calling 952-358-8625 or emailing osd@normandale.edu.
Visit Us! Normandale
Getting Started Sessions

Learn about Normandale admission procedures, programs, student services, and registration. Stay for a presentation on financial aid immediately following some of the Getting Started Sessions.

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. Go to www.normandale.edu/visit

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# Directory of Services

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

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Room</th>
<th>Operating Hours</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions Office</strong></td>
<td>952-358-8201</td>
<td>C 1037</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4:30 pm</td>
<td><a href="mailto:admissions@normandale.edu">admissions@normandale.edu</a></td>
<td><a href="http://www.normandale.edu/admissions">www.normandale.edu/admissions</a></td>
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<tr>
<td><strong>Advising/Counseling</strong></td>
<td>952-358-8261</td>
<td>C 1036</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4:30 pm</td>
<td></td>
<td><a href="http://www.normandale.edu/counseling">www.normandale.edu/counseling</a></td>
</tr>
<tr>
<td><strong>Business Office (Tuition Payments)</strong></td>
<td>952-358-8242</td>
<td>C 1087</td>
<td>Mon-Thurs 8 am-5 pm, Fri 8 am-4:30 pm Non class days 8 am-4:30 pm</td>
<td><a href="mailto:businessoffice@normandale.edu">businessoffice@normandale.edu</a></td>
<td><a href="http://www.normandale.edu/fiscal-services">www.normandale.edu/fiscal-services</a></td>
</tr>
<tr>
<td><strong>Campus Store</strong></td>
<td>952-358-9250</td>
<td>K 1430</td>
<td>Mon-Thurs 7:45 am-6 pm, Fri 7:45 am-4:30 pm</td>
<td></td>
<td><a href="http://bookstore.normandale.edu">http://bookstore.normandale.edu</a></td>
</tr>
<tr>
<td><strong>Center for Experiential Education</strong></td>
<td>952-358-8119</td>
<td>C 1066</td>
<td>Mon-Fri 8 am-4:30 pm</td>
<td><a href="mailto:servicelearning@normandale.edu">servicelearning@normandale.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Center</strong></td>
<td>952-358-8613</td>
<td>C 1007</td>
<td>Mon-Fri 7:30 am-4 pm when classes are in session; some extended hours with prior approval</td>
<td></td>
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<tr>
<td><strong>Computer Center Labs</strong></td>
<td>952-358-8181</td>
<td>C 3022 and P 1806</td>
<td>Mon-Thurs 7:30 am-9:30 pm; Fri 7:30 am-6:30 pm Sat, 7:30 am-4:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dining Services (Closed Holidays and Breaks)</strong></td>
<td>952-358-8614</td>
<td>K 0450</td>
<td>• Activities Building - 2nd Floor To Your Health: Mon-Thurs 10 am-2 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Diversity Center</strong></td>
<td>952-358-8436</td>
<td>C 1101</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4 pm</td>
<td><a href="http://www.normandale.edu/multicultural">www.normandale.edu/multicultural</a></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid and Scholarship Office</strong></td>
<td>952-358-8250</td>
<td>C 1074</td>
<td>Mon &amp; Wed 8 am-6 pm, Tue, Thurs, Fri 8 am-4 pm</td>
<td><a href="mailto:finaid@normandale.edu">finaid@normandale.edu</a></td>
<td><a href="http://www.normandale.edu/finaid">www.normandale.edu/finaid</a></td>
</tr>
<tr>
<td><strong>Kopp Student Center / Kopp Central</strong></td>
<td>952-358-8120</td>
<td>K 1417</td>
<td>Mon-Thurs 7:30 am-8 pm, Fri 7:30 am-4:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kopp Student Center / ID Card Services</strong></td>
<td>952-358-8120</td>
<td>K 1417</td>
<td>Mon-Thurs 8 am-7:30 pm, Fri 8 am-4 pm</td>
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<td></td>
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<tr>
<td><strong>Library</strong></td>
<td>952-358-8290</td>
<td>L 2701</td>
<td>Mon-Thurs 7:45 am-9:50 pm; Fri 7:45 am-5:50 pm Sat 9 am-3:50 pm</td>
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<tr>
<td><strong>Nath Advising Center</strong></td>
<td>952-358-8638</td>
<td>C 1032</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office for Students with Disabilities</strong></td>
<td>952-358-8625, OSD Walk-in Office</td>
<td>L 2751</td>
<td>Mon-Thurs 8 am to 5 pm; Fri 8 am to 4 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Records / Registration</strong></td>
<td>952-358-8220</td>
<td>C 1083</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4:30 pm</td>
<td></td>
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</tr>
<tr>
<td><strong>Textbook Depot</strong></td>
<td>952-358-9250</td>
<td>K 0430</td>
<td>Mon-Fri 7:45 am-4 pm; extended hours at semester start; Website: <a href="http://bookstore.normandale.edu">http://bookstore.normandale.edu</a></td>
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<td></td>
</tr>
<tr>
<td><strong>Tutoring Center</strong></td>
<td>952-358-8624/9187</td>
<td>C 2120</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans Advisor</strong></td>
<td>952-358-8776</td>
<td>C 2120</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans Certifying Official</strong></td>
<td>952-358-8213</td>
<td>C 1090</td>
<td>Mon-Thurs 8 am-6 pm, Fri 8 am-4 pm</td>
<td></td>
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</tr>
<tr>
<td><strong>Additional Numbers</strong></td>
<td>952-358-8220</td>
<td>K 0430</td>
<td>Mon-Fri 7:45 am-4 pm; extended hours at semester start; Website: <a href="http://bookstore.normandale.edu">http://bookstore.normandale.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8 Steps to a Successful Start

Become a student at Normandale Community College in just eight 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. The last day to apply for spring semester is December 28, 2015. 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
   Confirm your high school graduation or previous attendance at any college including Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB) score reports. Official transcripts must be prepared and sealed by the issuing institution in an envelope bearing the issuing institution's letterhead (see page 7).

3. APPLY FOR FINANCIAL AID (IF NEEDED) ............................ 952-358-8250
   Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. 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. COMPLETE AN ADVISING & REGISTRATION SESSION ........ 952-358-8201
   When you have satisfied your placement test requirements, you will be notified of upcoming advising and course registration dates. You should immediately reserve space at the earliest available session by following the instructions in your acceptance letter.

6. REGISTER FOR CLASSES .................................................... 952-358-8220
   Returning students register online at www.normandale.edu/register. New students will register at their advising and registration session.

7. 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 Business Office located on the first floor of College Services. Payment options include cash, check or credit card.

8. 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 https://ss.normandale.edu. 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.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)
For more information about PSEO applications, visit PSEO Student Admissions website at www.normandale.edu/pseo to learn more about the program requirements and to download the PSEO application form and the MN Department of Education Notice of Registration form.

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 spring application deadline is October 1, 2015. For students in the United States, the application deadline is November 1, 2015. 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. More information is available on page 15.

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 MnSCU institutions: Normandale will electronically retrieve your transcript from other MnSCU institutions you have attended at no cost to you, so it is not necessary to submit transcripts from these institutions. However, if you have MnSCU 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, 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). 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 federal PIN. The PIN 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.

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 are not eligible for financial aid (those requiring fewer than 16 credits).

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 be not be recognized for financial aid purposes.

MN State Grant Recipients
Students who are eligible for the MN State Grant or Dream Act Grant application must have a valid FAFSA 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.
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 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 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, visit 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.
Who Needs to Attend Advising & Registration?

All new students to Normandale Community College are required to attend an Advising and Registration Session. Students will make an online reservation for the session they plan to attend. Placement testing requirements should be satisfied before attending Advising and Registration. Please bring an acceptable form of photo I.D. for check-in purposes.

What should I bring to my Advising Session?
• A valid photo ID

To help facilitate a successful transition to college life, Normandale provides the following programs:

ADVISING & REGISTRATION SESSION FOR NEW STUDENTS
To prepare students for a successful start to Normandale, new students attend an Advising and Registration session to register for the first time. This program provides an opportunity to become better acquainted with the Normandale campus, its policies, student life, and academic success programs. In addition, students will work with advisors and counselors to plan their education program and register for classes. New applicants will receive information on how to schedule a time to attend Advising and Registration in their acceptance letter. It is important that students arrive on time, bring an acceptable form of photo identification. The session is 2-3 hours long.

ACADEMIC ADVISING
Advisors and counselors are available to help students achieve their educational goals. Students can obtain assistance in selecting courses, choosing a major, transferring to another college, planning for graduation requirements, evaluation of transcripts from other colleges and universities, or planning strategies for academic success.

Advisors and counselors are available both day and evening. Contact the Advising and Counseling receptionist at 952-358-8261 for office hours and counselor availability.
REGISTRATION FOR DEGREE-SEEKING STUDENTS ENROLLED DURING OR PRIOR TO FALL 2015

Spring 2016 registration begins Monday, November 2. The number of credits you have successfully completed both at Normandale and in transfer (as accepted) will determine your registration date and time (or “window”) as reflected below. If you do not know how many credits you have earned, consult eServices or visit the Records Office with photo identification.

### Time

<table>
<thead>
<tr>
<th>Date</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
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<tr>
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<td>4</td>
<td>1</td>
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<td>0</td>
</tr>
<tr>
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<td>4</td>
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<td>0</td>
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</tbody>
</table>
Step 6: Register for Classes - continued

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:
1. Step-by-step instructions on registration and waitlisting are available by clicking the “registration instructions” link at www.normandale.edu/register.
2. Click “View/Modify Class Schedule”.
3. Select the course ID link of desired class.
4. From the “Select a Function” drop-down menu, choose “Change Grade Method”.
5. From the “Grade Method” drop-down menu, select “Pass/No Credit” or “Audit”.
6. Click the “Process” button.
7. Enter your password, then click “Process Request”.
8. Confirmation of your request will appear.

ADDING AND DROPPING
November 2 – January 15
You may add full-semester classes through Jan 15; you may drop full-semester classes through the Jan 15 for a 100% refund. You may add and drop late-starting classes (those that begin Jan 16 or later) one business day after the first class meeting.

Financial aid recipients: Before making any schedule changes, see “Federal Pell Grant Recipients” on page 8.

WITHDRAWING
January 16 – April 19*
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 the registration guide each term for full-term classes; students should consult the course notes in eServices for withdrawal deadlines for online classes, hybrid classes, and classes that do not meet for the full term.

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 15 for more information.

Students are responsible for understanding the impact of such action on their student account and financial aid status.

*Hybrid classes, online classes and classes that meet less than the full semester have an adjusted withdrawal deadline. Consult eServices for more information.

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 eServices 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 24 months before the date the course begins. 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 Friday, January 8. Thereafter, all waitlists are turned off, and registration is on a first-come, first-served basis when a seat becomes available.

Notification of an open seat
Be sure to activate your my.normandale.edu 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 to register (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.
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.

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 as well as Internships. For more information, contact the Center for Experiential Education at 952-358-8119.

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

**SPRING SEMESTER 2016 • JAN 11- MAY 13**

<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Event/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due</td>
<td>Dec 17</td>
</tr>
<tr>
<td>Spring Semester classes begin</td>
<td>Jan 11</td>
</tr>
<tr>
<td>Last day to add/drop a class</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Holiday, no classes</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Financial aid applied to student accounts begins</td>
<td>Jan 19</td>
</tr>
<tr>
<td>Financial aid disbursement</td>
<td>Jan 22</td>
</tr>
<tr>
<td>Holiday, no classes</td>
<td>Feb 15</td>
</tr>
<tr>
<td>Graduation application deadline</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Community Success Day</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 7-12</td>
</tr>
<tr>
<td>Summer registration begins for current students</td>
<td>Mar 14</td>
</tr>
<tr>
<td>Fall registration begins for current students</td>
<td>Apr 18</td>
</tr>
<tr>
<td>Last day to withdraw (full-term courses)</td>
<td>May 9-13</td>
</tr>
<tr>
<td>Final exams</td>
<td>May 16</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 16</td>
</tr>
</tbody>
</table>

**Spring Semester Weekend 2016 • Jan 22 - Apr 16**

<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Event/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due</td>
<td>Dec 17</td>
</tr>
<tr>
<td>Spring Semester weekend classes begin</td>
<td>Jan 22</td>
</tr>
<tr>
<td>Last day to add/drop a class</td>
<td>Jan 25</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 7-12</td>
</tr>
<tr>
<td>Last day to withdraw from a class</td>
<td>Apr 15-16</td>
</tr>
<tr>
<td>Final exams for spring weekend classes</td>
<td>Apr 15-16</td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER 2016 • MAY 31 - AUG 4**

<table>
<thead>
<tr>
<th>Event/Date</th>
<th>Event/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due for all summer semester classes</td>
<td>May 9</td>
</tr>
<tr>
<td>Financial aid applied to student accounts begins</td>
<td>June 6</td>
</tr>
<tr>
<td>First day of class</td>
<td>May 31</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>June 15</td>
</tr>
<tr>
<td>Last day to drop a class</td>
<td>June 17</td>
</tr>
<tr>
<td>Financial aid applied to student accounts begins</td>
<td>June 20</td>
</tr>
<tr>
<td>Financial aid disbursement</td>
<td>June 22</td>
</tr>
<tr>
<td>Last day to withdraw from a class</td>
<td>June 29</td>
</tr>
<tr>
<td>Financial aid disbursement**</td>
<td>July 3</td>
</tr>
<tr>
<td>Independence Day Holiday, no classes</td>
<td>July 4</td>
</tr>
<tr>
<td>First day of class</td>
<td>July 11</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>July 13</td>
</tr>
<tr>
<td>Last day to drop a class</td>
<td>July 14</td>
</tr>
<tr>
<td>Independence Day Holiday, no classes</td>
<td>July 15</td>
</tr>
<tr>
<td>Last day to add/drop a class</td>
<td>July 17</td>
</tr>
<tr>
<td>First day of class</td>
<td>July 20</td>
</tr>
<tr>
<td>Last day to add/drop a class</td>
<td>July 22</td>
</tr>
<tr>
<td>First day of class</td>
<td>July 29</td>
</tr>
</tbody>
</table>

Classes which start after June 5 can be added and dropped through the end of the first business day that follows the first scheduled class meeting.

* 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 7: Pay Tuition

All registered students are financially committed to 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/payments, 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 Business Office at: Normandale Business Office, 9700 France Ave S, Bloomington, MN 55431.

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

Option #4: In-person payment. Payment is accepted in person at the Business Office, Rm C 1087: 8 am to 5 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/payments, then click on “Pay your account online” under the “Payments and Refunds” section to proceed to the eServices Gateway. Login, then select “Bills and Payment.”

PAYMENT DEADLINES

Arrangements for payment of spring semester tuition and fees must be made by December 17, 2015. Students who have registered for classes but have not made arrangements for the payment of their tuition and fees by December 17 may have their registration cancelled.

Students registering for classes between December 17, 2015 and January 15, 2016 will have 24 hours from the time of their registration to make arrangements for the payment of their tuition and fees. Students who do not make arrangements by that deadline may have their registration cancelled.

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.

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. Enrolled in the Nelnet payment plan and made the necessary down payment.
3. Have a processed FAFSA received at Normandale College by December 17. *Note: It may take up to 7 days for a submitted FAFSA to be received at Normandale. Please apply early!
5. Submit a verification of an outside scholarship to cover tuition and fees to the Business Office (please note: PSEO students must submit forms to the Admissions Office).

If you need additional assistance in making your payments, stop in at the Business 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 another collection agency. Collection agencies may assess fees up to 25 percent, which is allowed under MN Statute 16D.11.

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.
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 60% 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.

BUY BOOKS

Books may be purchased at the Textbook Depot (Rm K 0430), or online at bookstore.normandale.edu. Keep up-to-date with textbooks required for each new semester, school supplies, electronics, software, clothing, general books and other great items. Online orders may be picked up at the Textbook Depot. Pick up your textbooks at least one week before the semester begins to avoid long lines and other delays. You may also choose to have your web orders sent directly to your home or business.

BOOK PURCHASING WITH FINANCIAL AID/PAYMENT PLANS

You may be able to purchase your books prior to the start of the term by using your financial aid that is in excess of your tuition and fees or through the Nelnet Payment plan. For eligibility criteria, dates this service is available and how to use the Book Charging Service, visit www.normandale.edu/bookcharging.

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 https://ss.normandale.edu. 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-7:30 pm and Friday, 8 am-4 pm. For more information, call 952-358-8120.

Refund Policy

<table>
<thead>
<tr>
<th>Registration Changes (Spring Semester)</th>
<th>Drop/withdrawal from some, but not all classes</th>
<th>Drop/withdrawal from all classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the 5th day of the semester (January 15)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6th-10th day of the semester (January 16-25)</td>
<td>0%</td>
<td>75%</td>
</tr>
<tr>
<td>11th-15th day of the semester (January 26-February 1)</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>16th-20th day of the semester (February 2-8)</td>
<td>0%</td>
<td>25%</td>
</tr>
<tr>
<td>Remainder of the semester</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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.
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.

• College credit for learning from prior life/work experience (PLAN)
  To qualify, prospective students must be out of high school at least 10 years. For information, call 952-358-8829.

• Part-time attendance in evening and weekend classes (or late afternoon or even daytime)—take just one class when it fits your schedule.

• Online courses—guided study with feedback and instructor contact options.

• Career development experiences—non-credit courses and workshops to explore your interests, conduct a job search, and more. Credit options, too, through one-credit short courses.

• Bachelor’s degrees at Normandale—elementary education through Minnesota State University, Mankato; business administration through Metro State.

• 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.com is 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 MnSCU 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

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 MnSCU 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 concerning 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

   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
- Email address
- 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).

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 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, Mankato and Metropolitan State University