

ADVISING

ACADEMIC ADVISING AND PROGRAM PLANNING

Academic planning should begin early in your first year at Minnesota State Mankato, and your academic advisor will be the individual to help you assess your individual needs and plan an academic program based on your interests and career goals. As you progress through your program, your academic advisor, in conjunction with other advising staff, can assist you in a variety of ways: selecting courses each semester; changing or choosing a major; satisfying general education requirements; exploring career interests and opportunities; identifying campus resources to assist you; referring you to opportunities for scholarships, internships, and undergraduate research; and assisting you with any academic difficulties you may encounter.

As a new student at Minnesota State Mankato you are assigned an academic advisor based on your major choice during orientation. If you are unsure about your major when you first enroll, you would be assigned to one of the academic advisors in New Student & Family Programs who work especially with students who have not decided on a major. We encourage you to work closely with an academic advisor throughout your Minnesota State Mankato career.

ADVISING RESOURCES

Major Advising. Once you have selected a major or general area of study you wish to pursue, your advising services will be provided by your major College. Each Minnesota State Mankato College has a Student Relations Coordinator (SRC) who serves as a primary resource and advising contact for those interested in any of the College majors or departments. The Student Relations Coordinators provide general academic and program assistance to prospective, current, and returning Minnesota State Mankato students. Some Colleges also offer "Advising Centers," which provide additional advising services and staff.

COLLEGE ADVISING RESOURCES

ALLIED HEALTH

Shirley Murray, Student Relations Coordinator,
124 Myers Field House, 507-389-6315

ARTS & HUMANITIES

Gina Maahs-Zurbey, Student Relations Coordinator,
226B Armstrong Hall, 507-389-1712

BUSINESS

Linda Meidl, Student Relations Coordinator, College Advising Center,
151 Morris Hall, 507-389-2963

EDUCATION

Mymique Baxter, Student Relations Coordinator, College Advising Center,
117 Armstrong Hall, 507-389-1215

NEW STUDENT AND FAMILY PROGRAMS

Sara Granberg-Rademacker, Student Relations Coordinator, New Student & Family Programs,
103 Preska Residence Community, 507-389-5498

If you have not yet selected a major, or are considering a variety of options, you may choose to be an Interdisciplinary Studies major. If this is your situation, your initial academic advisor will be assigned through the New Student & Family Programs Office.

SCHOOL OF NURSING

Kasi Johnson, Student Relations Coordinator,
360 Wissink Hall, 507-389-6022

SCIENCE, ENGINEERING AND TECHNOLOGY

Ken Adams, Student Relations Coordinator, College Advising Center,
125 Trafton Science Center N, 507-389-1521

SOCIAL AND BEHAVIORAL SCIENCE

Melissa Iverson, Student Relations Coordinator, College Advising Center
114 Armstrong Hall, 507-389-2416

UNIVERSITY EXTENDED EDUCATION

Sara Leigh, Student Relations Coordinator,
PO822 Partnership Center at Normandale Community College, 952-412-1755
If you are participating one of our exclusively online or bachelor's degree programs at our Edina or Normandale campus, you will work with the SRC for University Extended Education.

OTHER SUPPORT RESOURCES

Career Development Center, 209 Wigley Administration Center, 507-389-6061
Center for Academic Success, 125 Memorial Library, 507-389-1791
Counseling Center, 245 Centennial Student Union, 507-389-1455
Accessibility Resources, 132 Memorial Library, 507-389-2825
Multicultural Affairs, 269 Centennial Student Union, 507-389-6300
Student Support Services, 355 Wiecking Center, 507-389-2797

DECLARING VS. ADMISSION TO MAJOR

Students can declare a major at any point and ask to be assigned to an advisor in their major. Declaration is the simple process of having the student records system updated to indicate what major a student is interested in pursuing and assigning an advisor based upon that interest. Students interested in majors in:

- The colleges of Allied Health; Education; Science Engineering, Technology; Business; and the School of Nursing should go to the Student Relations Coordinator or advising center for that college/program
- The colleges of Arts and Humanities & Social Behavioral Sciences should be referred to individual departments

Admission to Major. Involves gaining permission to take 300-400 level course work and pursue graduation from a major. Students will be admitted to a major based on requirements established by the major and monitored by a department. University minimum requirements for admission to a major are having earned 32 credits/hours and a "2.0" cumulative grade point average. Many departments have additional requirements which can be found in the Undergraduate Catalog in the department/major listing. Additional requirements may include, but are not limited to: completion of prerequisite courses; higher grade-point averages for admission to major and/or graduation from the program; testing; and other forms of evaluation or portfolios.

Required Advising. Many Minnesota State Mankato majors REQUIRE that a student meet with their assigned academic advisor before registering each semester. If your major requires advising, your advisor would need to provide you with a registration "access code" before you would be able to register for courses.

DARS

DARS is an acronym for Degree Audit Reporting System. It is a computer program that produces advising information illustrating a student's progress in fulfilling the graduation requirements of their chosen degree program for undergraduate students. DARS accomplishes its task by using a student's degree program information (degree, major, minor, catalog year), on file in the student records system, to create a generic "template" of that degree program. DARS then feeds all of a student's courses through this template to fill in the blanks. When the process is complete a document (called an audit) is produced showing where the student's courses fit in, which requirements are completed, and which are left to be done. The audit can then be used to monitor a student's progress and give a detailed assessment of what University requirements are yet to be satisfied.

DARS is not a replacement for the advising process whereby students are in communication with their department and assigned advisor. DARS should also not be considered a replacement for the University catalog, although the DARS program is based very heavily upon that document. The DARS program is a tool to assist students and advisors. Though DARS produces an accurate report of a student's graduation progress, infrequently some items cannot be checked for or taken into account. For example, audits do display the results of nearly all departmental substitutions and waivers, but there are some situations that cannot be dealt with via DARS. Many of these items are handled via the advising process and are done manually within the graduation process.

Questions concerning DARS should be directed to
DARS-Questions@mnsu.edu

Ordering an Audit

There are three ways that students can obtain audits:

- order their own via e-Services
- request an audit at the Campus Hub
- request an audit at their department or advising center

COURSE OFFERINGS INFORMATION

This catalog lists course offerings for the academic year beginning with fall semester 2017. This listing is as accurate as possible when the catalog is compiled. Students are advised, however, that all information regarding course offerings is subject to change, and it is recommended that students check the course schedules prior to each term. The University reserves the right to withdraw or modify any course or to change instructors.

Contact Hour. One 50-minute period (minimum) of class group activity under supervision.

Writing Intensive “W” Designator. In certain cases, the 3-digit number may be followed by the letter “W”, which indicates that the course satisfies the writing intensive graduation requirement, whereas the other course with the same designator (and no “W”) does not. Credit will not be given for two courses with the same designator, regardless of GE writing intensive satisfaction.

Sections. Individual course sections differentiated in the course schedules, but are not indicated in this catalog.

Number of Credits. The number of credits is listed in parentheses after the course number. If the course is offered for variable credits, e.g., (1-4), the student will need to work with an advisor to determine the appropriate number of credits for which a certain course should be taken, and should register for the course accordingly. Permission is required for variable credit courses.

Prerequisites. Students can be dropped from a course for which they are not found to have met the prerequisites. Some courses require prerequisites and/or co-requisite courses. These are listed at the end of the course descriptions in this catalog. In some cases, prerequisites are “enforced.” If so, you would be unable to register without first verifying that you have completed the required prerequisite course. It is the student’s responsibility to review prerequisite requirements, and register for the appropriate level course. Questions about prerequisite course requirements should be directed to your academic advisor, the College Advising Center, or the department offering the course.

General Education and Diverse Cultures Satisfaction. Courses approved as satisfying General Education requirements are symbolized after the course description. For example, a course satisfying Goal Area 4 will be denoted as GE-4. Similarly, courses approved as satisfying the Diverse Cultures Graduation Requirement will be denoted as Diverse Cultures-Purple and Diverse Cultures-Gold after the description. If a course satisfies both a General Education and a Purple course requirement, for example, in Goal Area 5, it will be denoted as Diverse Cultures-Purple and under this, GE-5. If a course satisfies both a General Education and a Gold course requirement in Goal Area 5, it will be denoted as Diverse Cultures-Gold, followed by GE-5.