



**BEMIDJI**  
STATE UNIVERSITY

**Student Guide to:**

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**Academics &  
Registration**

**2011-2012**

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**A publication of The Advising Success Center at Bemidji State University  
Sanford Hall 101, #44, 755-4226, [advising@bemidjistate.edu](mailto:advising@bemidjistate.edu)**

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**Welcome to Bemidji State University! This publication has been prepared to assist you through the advising and registration process. Please refer to this publication as you plan for your enrollment and successful fulfillment of your educational goals at Bemidji State University.**

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## •New Student Checklist•

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### **Getting Off to a Good Start:** Beginning college with confidence—your checklist:

Listed below are initiatives and actions that can contribute to experiencing a successful first semester and first year.

- Attend the **AAR** (Academic Advising and Registration) program to receive appropriate advising for your initial term of registration at BSU. At AAR you will:
  - Meet individually with an **academic advisor** to select courses, **register** for courses, and get your **BSU ID** card.
- Fill out **Financial Aid** information. This includes the Free Application for Federal Student Aid (FAFSA), and the BSU Financial Aid application ([http://www.bemidjistate.edu/students/financial\\_aid/forms/](http://www.bemidjistate.edu/students/financial_aid/forms/)).
- Secure **housing** (<http://www.bemidjistate.edu/students/reslife/apply/>).
- Purchase your **books**. There is an on-campus bookstore located in the Hobson Memorial Union. You may stop by or reserve books online at the following website: <http://bemidjistate.edu/bookstore/>. There are also several other purchasing options available off-campus.
- Have your final high school or transfer college **transcripts** sent to BSU prior to the start of classes.
- Turn your **Immunization Form** included in the Admitted Student Information booklet into Health Services, located in Cedar Hall.
- Attend **New Student Orientation August 19, 20, 21, 2011**. Activities and events are planned for all new students.

# Materials Needed for Academic Advising

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## The Undergraduate Catalog

- Catalogs are offered online. Online catalogs are split into single years. For example, 2009-2010 and 2010-2011. This is to identify curriculum changes that are approved for each year. Important information you will find in the catalog includes,
  - BSU policies and regulations.
  - Liberal education options and requirements.
  - Descriptions of all courses including pre-requisite courses.
  - Program curriculum requirements.
  - The requirements for admission, continued enrollment and graduation.
- You will find the on-line catalog at <http://www.bemidjistate.edu/academics/catalog/>

## The Semester Class Schedule

- The class schedule is available at <http://www.bemidjistate.edu/academics/schedule/>
  - Lists all course offerings for that semester.

## Transfer Credit Evaluation

- Provides an evaluation of transfer credits (credits earned at another institution).
- Courses are placed in liberal education. Some courses may be accepted as a direct equivalent to BSU courses. If so, no further action is required and the equivalent transfer course may be used in your major or minor, if it is required.
- A 'Substitute/Transfer Course Equivalency Form' is available for students to take to their academic department chair to discuss transfer course equivalencies within the appropriate major or minor. This form is only used for courses that are accepted as electives.

## The Admitted Student Information Booklet

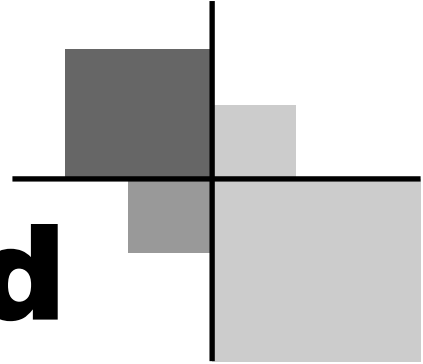
The Admitted Student Information booklet is sent by the Office of Admissions and Scholarships to a student upon acceptance to Bemidji State University. This packet contains the letter of acceptance along with information on pre-registration opportunities, financial aid, residential life, immunization requirements and Responsible Men/Responsible Women (RMRW) requirements.

## Degree Audit Report (DARS)

The DARS report is an advising tool designed to help students understand academic requirements for degree or program completion. The DARS report is available online through e-services. The DARS report is also utilized as the graduation plan. A copy of your DARS report is submitted with the 'Graduation Application Summary' two semesters prior to your graduation term. Detailed instructions on when and how to file graduation plans are available on the Records Office website, [http://www.bemidjistate.edu/offices/records\\_registration/](http://www.bemidjistate.edu/offices/records_registration/)

Please refer to this publication and the above mentioned materials as you plan for your enrollment and successful fulfillment of your educational goals at Bemidji State University.

# Academic Advising and Academic Progress



## **In this section:**

- Advisor Assignments
- Advising Partnership at BSU
- First Year Experience Seminar

## **Related Advising Topics**

- Majors
  - Degree Audit Report
- Credit load and repeating courses
- Academic Progress and your GPA
- Continued Enrollment
- Factors Affecting Academic Progress
  - Tips for Success
  - Academic Support Resources
- Financial Aid Information
- Tuition and Fee Information
- Academic Support

# The Advising Partnership & Your Advisor

## Advisor Assignments

Faculty members at Bemidji State serve as academic advisors to students. There are many academic advisors on campus and there are specific variables that are considered when faculty advisor assignments are made.

1. If you are participating in a campus program such as Honors, FYRE (First Year Residential Experience) or TRIO/SSS (Student Support Services), you will be assigned to a faculty advisor involved with the program, or
2. If you have declared a major, you will be assigned to a faculty member in your major department, or
3. If you have not declared a major, you will be assigned to your First Year Experience (FYE) instructor or to an advisor-at-large who will assist you in an advising capacity until you have selected a major.

## The Advising Partnership

Bemidji State University is strongly committed to the concept of the 'Advising Partnership.' All degree-seeking students are assigned an academic advisor. Your faculty advisor serves as your contact with the University curriculum and academic policy requirements. It is the advisor's responsibility to guide and counsel. It is your responsibility to make final decisions.

You should discuss the following with your advisor:

1. Problems that may be impacting your academic performance
2. Selection of courses for the upcoming semester
3. Credit load
4. Repeating courses
5. Decision to add or drop courses
6. Academic Progress
7. Selection or change of major
8. Plans for degree completion
9. Internship opportunities/ career consideration

## AAR Advising

At AAR, you are assigned to an AAR advisor who will assist you in selecting courses for your initial term of enrollment. Upon completion of your registration, you will be assigned a permanent academic advisor. Your permanent academic advisor may be someone different than your AAR advisor.

The Advising Success Center will send you a notification through your BSU email account after your permanent academic advisor is assigned. New Fall students will receive notification by mid-August and new Spring students will receive notification within two weeks after the start of the term.

## Changing Your Advisor

Students may change advisors when they wish. Advisor Change Forms are available online at [www.bemidjistate.edu](http://www.bemidjistate.edu), from the Records Office, Deputy Hall 101 or in the Advising Success Center in Sanford Hall 101. Students are encouraged to change advisors when they declare or change majors to ensure contact with a faculty member from the major department.

## Advising Success Center

The Advising Success Center is located in Sanford Hall. The Advising Success Center coordinates the new student advising and registration portion of the AAR program. Additionally, the Advising Success Center is responsible for making advisor assignments, assisting students on academic probation, providing academic and referral information for students to ensure academic success, the First Year Experience program, and New Student Orientation. The Advising Success Center can be contacted by calling 755-4226 or email [advising@bemidjistate.edu](mailto:advising@bemidjistate.edu). Additional information can be found at <http://www.bemidjistate.edu/students/services/advising/>.

# The Advising Partnership

## Completing a degree requires you to set priorities and make many decisions.

The decisions you face while completing your degree range from exploring life goals and determining values to selecting and scheduling courses. You also make decisions on whether or not to become involved in extra-curricular activities and how much time to set aside for studying.

Your **faculty advisor** is available to guide you through the exploration and decision-making processes necessary to reach your academic, career and life goals. You, as an advisee, have a role and responsibility in the advising exchange.

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## WHEN should you see your advisor?

- You are required to see your advisor for pre-registration.
- Prior to the start of the term or during the first 5 days if you need to discuss schedule changes for that term.
  - This may be necessary for a variety of reasons — you changed your mind, you changed your major, you want to increase or decrease the number of credits you are registered for, you did not perform as you expected the previous term, etc.
- During the first couple of weeks to introduce yourself and become acquainted.
- To discuss problems that may impact your academic performance.
- To consult about exploring majors, selecting a major or changing majors.
  - Should you change your major, it is also recommended that you change your advisor to a faculty member within the department of your new major. Advisor Change Forms are available online at [www.bemidjistate.edu/records](http://www.bemidjistate.edu/records) or at Records & Advising Services.
- For referral to student services and academic resources to assist you in reaching your academic goals.
- To discuss graduation plans, additional majors/minors you might want to consider, explore internship opportunities related to your major area, your grades, etc.

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## HOW

### do you see your advisor?

- Know when your advisor has office hours and make an appointment during that time. **BE ON TIME!!!**
- Know where your advisor's office is located.
- If it is necessary to stop in without an appointment, allow extra time in the event that you must wait, or be flexible in finding another time if your advisor is not available.
- Be aware of busy advising times for your advisor, such as during pre-registration or final exam week.
- Know your advisor's e-mail address. You can ask questions and verify information through e-mail without having an appointment.

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## HOW

### do you prepare to see your advisor?

- Read the undergraduate catalog to become familiar with policies, procedures, course offerings, academic programs, etc. Ask your advisor to clarify those areas you do not understand.
- Keep copies of your course schedules, forms, grade reports, evaluations, receipts and other documents you may need for future reference. Bring whatever documents you may need to refer to when you see your advisor.
- **DO YOUR HOMEWORK!!** For example, if you are discussing pre-registration, read through the class schedule and prepare a tentative course schedule prior to your meeting. If you are discussing your academic progress, bring an unofficial transcript or DARS (degree audit report) to your meeting.
- Put thought and research into developing academic, career, and personal goals and be ready to examine how these goals will affect your life.

# The First Year Experience Seminar

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All new entering freshmen enroll in the **First Year Experience** Seminar (FYE). This is a semester-long course intended to continue a student's orientation to the University throughout the first months of the college experience. New students initiate their orientation to the University with participation in AAR and the New Student Orientation 2011. FYE extends and enhances the experiences and information introduced during AAR and New Student Orientation.

FYE Seminars are offered by faculty from almost every academic department on campus. It is designed to introduce new students to professional staff and other peers with whom they might not have the opportunity to meet and develop associations.

An exceptional supplement for the Liberal Education curriculum, FYE guides students through their first semester on campus. It is a unique learning environment and curriculum that can help secure a student's future.

The First Year Experience seminar can encompass many objectives including: improving academic and life skills; experimenting with new learning strategies; learning the rules of the institution; forming support groups; and getting acquainted with college and community resources.

## Academic Benefits

1. Academic, career, and life goals potentially become focused.
2. Choice of major and career direction become clarified.
3. Study skills are learned—studying is more productive.
4. Involvement in the educational community increases.
5. Campus and community resources become more familiar.
6. Difficult tasks, assignments, and papers take less time.
7. Learning obstacles disappear—inquiry skills improve.
8. Tests are approached more confidently and skillfully.
9. Notes are legible and useful.
10. Grades can potentially improve.

## Social Benefits Students Gain From Course Participation

1. Self-confidence grows.
2. Anxiety level is reduced.
3. Stressful situations are easier to handle.
4. Communication skills improve.
5. Support groups are established.
6. Procrastination diminishes.
7. More hours are available for work, study, leisure and sleep.
8. Policies and rules that govern the institution are understood.
9. Investment in education is more likely to pay off.
10. Relationships improve with professors, friends, and family.
11. Money is managed better.
12. Employability is enhanced.

## Registering for a First Year Experience (FYE) Seminar

First Year Experience seminars are designated for the following populations: TRIO/Student Support Services (SSS), First Year Residential Experience (FYRE), Honors, and Nursing majors. All other students register for a general section of FYE seminar.

# Areas of Advising

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## Majors - Deciding on a Major

It is important for you to begin to focus your educational goals and course of study through the selection of a major. Listed below are suggestions to help you in your decision-making process.

1. Consider the selection of course options in **liberal education** for exposure to a variety of disciplines.
2. Visit **Career Services** in Sanford Hall for information on possible careers, skills/interest assessment information, employment outlook information, or job market updates. Students can utilize the DISCOVER computerized career guidance system and other career assessment tests. Personal career counseling appointments are also available.
3. Arrange a **discussion with a faculty member** in a discipline in which you may be interested.
4. **Interview a professional** working in a field in which you may be interested. Find out their background and education, what skills they use in their profession, what qualifications are needed to enter the field, etc.
5. Perform **volunteer work** within a professional field of your interest. This will give you direct experience to help in your decision-making process.

### Things to Consider:

- a. What are your interests?
- b. Where would you like to live?
- c. What kind of lifestyle would you enjoy?
- d. What are your own abilities, talents, achievements and personality traits?
- e. What may be the future trend for a particular profession?

### Declaring a Major

You are encouraged to consult with a faculty advisor or department chair in your chosen academic department. (*Some departments require formal admission to their major.*) The Records Office can provide you with names, office locations and office phone numbers of the department faculty. The campus directory is also online at [www.bemidjistate.edu](http://www.bemidjistate.edu)

**To officially declare a major:** Stop by the Records Office and fill out a Major Change Form.

- It is important to report any changes to your declared major/minor/emphasis to the Records Office.
- Remember, you can change your major if you change your mind. Consult with your advisor.

# Degree Audit Reporting System (DARS)

The Degree Audit Reporting (DARS) is a computer-based system that lists the university requirement for your program of study and helps you plan and monitor progress by:

- Identifying all the requirements needed to complete your specific program;
- Indicating courses you have already completed, both at Bemidji State University and in transfer, and how they apply to your requirements; and
- Specifying what you still need to complete your program and the courses from which you may select to satisfy each requirement.

DARS is a tool designed to assist advisors and students and enhance the advising process. The report will help you select courses and build your academic schedule. The report will help your advisor anticipate and resolve problem areas and provide further academic and career counseling.

- 1** Text - Each requirement begins with a text line that gives information about what the requirement contains.
- 2** OK - Requirement completed
- 3** NO - Requirement not satisfied
- 4** Need - Number of credits, courses, and/or GPA still needed to complete requirement.
- 5** “-” - Sub requirements not complete.
- 6** “+” - Sub requirement is complete

## Transfer Courses in DARS

- 7** Indicates the term the transfer course was taken
- 8** Indicates how BSU has accepted the course. It may be accepted as a direct equivalent or as an elective course (ELECT\*\*\*) (the \*\*\* are random numbers assigned to an elective transfer course).
- 9** Credits transferred and grade received. All transfer grades are preceded by a ‘T.’
- 10.** Course title and the short code for the transfer institution. The transfer course department and number are listed under the course title.

## Transcripts have been received from the following:

\* Transfer University  
Abbreviated on Report as: TRSF

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TRANSFER SUMMARY  
TRANSFER CREDITS ACCEPTED BY BSU  
EARNED: 16.00 CREDITS

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NO REQUIREMENTS FOR GRADUATION  
Must complete a minimum of 128 semester credits,, including transfer work, and earn a 2.00 overall GPA. Not to include courses numbered below 0900, but may include up to 4 credits of 0900.  
EARNED: 32.00 CREDITS  
--> NEED: 96.00 CREDITS

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## Liberal Education TOTAL Credit Requirement

Categories 1-11 must be completed with a minimum of 42 liberal education credits. If the categories are completed with less than 42 credits, add'l liberal education credits must be taken, from any category, to bring the total to 42. (Credits added may include in-progress courses.)

EARNED: 25.00 CREDITS  
--> NEED: 17.00 CREDITS

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OK CATEGORY 1: COMMUNICATION  
EARNED: 6.00 CREDITS 2 COURSES

F 06 ENGL1151 3.0 B Composition

S 07 ENGL 2152 3.0 A Argument and Exposition

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CATEGORY 2: CRITICAL THINKING

Requires completion of the rest of the Liberal Education Program.

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NO CATEGORY 3: NATURAL SCIENCE  
EARNED: 3.00 CREDITS 1 COURSE  
--> NEED: 4.00 CREDITS 1 COURSE

- 1) MUST INCLUDE AT LEAST 1 LAB COMPONENT COURSE

COURSE LIST: BIOL110 ,1211 ,1212 CHEM1111 ,  
CHEM1112 ,1211 ,1212 GEOL1110 ,1120  
PHYS1101 ,1102 ,2101 ,2102 SCI1110 ,  
SCI1120

+ 2) ADDITIONAL CHOICES-Non Lab Courses  
3.0 CREDITS ADDED 1 COURSE TAKEN

F 06 SCI 2100 3.0 TB Astronomy  
TRSF: ASTR2000

# Credit Load & Repeating Courses

## Credit Load

To be a full-time student during a semester, you must be enrolled in a minimum of 12 credits, although the average load is 16 credits per semester to complete degree requirements in four years. This usually means that you will be enrolled in 5-7 classes per semester. (New students or students with a GPA less than 3.0 may not enroll in more than 18 credits in a semester without advisor approval.)

### Note:

- Enrolling in less than 12 credits per semester will affect your eligibility for financial aid, health insurance, and on-campus employment.
- Full-time status for recipients of Minnesota State Grant funds is a minimum of 15 credits per semester to receive the maximum for which you are eligible.
- International students must be full time each semester to maintain their student visa status.

Class time plus study time for a full time student can add up to, or exceed, the equivalent of a full-time job. You should plan on a minimum of two hours for study/preparation/research for every hour of class time a week.

Credits	Class Time Per Week*		Study Time per Week	Total Time per Week
1 credit	1 hour	+	2 hours	3 hours
3 credits	3 hours	+	6 hours	9 hours
4 credits	4 hours	+	8 hours	12 hours
12 credits	12 hours	+	24 hours	36 hours
15 credits	15 hours	+	30 hours	45 hours
18 credits	18 hours	+	36 hours	54 hours

\* 50-minute class periods rounded to 1 hour.

When determining your class load you should consider the time you devote to:

Work Commitments: \_\_\_\_\_ hours per week  
Family Commitments: \_\_\_\_\_ hours per week  
Extra-Curricular Activities: \_\_\_\_\_ hours per week  
**Total: \_\_\_\_\_ hours per week**

## Repeating Courses

You may repeat courses in which you received a low or failing grade. When the course is offered, you must register for it and file a **Repeat Course Form** in the Records Office. Please be aware of the following:

- The original grade will not be included in the computation of the grade point average and the credits will not be included in the total credits earned toward graduation.
- No course or grade will be removed from the transcript.
- Only the last grade and semester hours of a repeated course will be used in computing the grade point average and total earned semester hours.
- Classes taken for a letter grade must be repeated for a letter grade.

# Academic Progress & Your GPA

## Academic Progress

Your GPA is a general indicator of your academic performance. GPAs range from 0.00 to 4.00. Each letter grade is assigned quality points.

The number of credits assigned to the course determines the number of quality points received.

Course	Grade	Assigned Quality Points*		Semester Hours		Quality Points*
English 1101	B	3	x	3	=	9
Math 1110	C	2	x	3	=	6
Biology 1110	A	4	x	4	=	16
Psychology 1100	A	2	x	4	=	8
Music 1100	A	4	x	2	=	8
<b>Total:</b>				<b>16</b>		<b>47</b>
47 quality points divided by 16 semester hours = 2.93 semester GPA						

*Quality Points
A = 4
B = 3
C = 2
D = 1

Your GPA is calculated for each semester and your cumulative GPA is recalculated after each semester. The better your grades, the higher your GPA.

## Minimum GPA Requirements

### For Graduation

BSU requires a minimum of a 2.00 cumulative GPA to graduate. Some majors require a higher cumulative GPA to graduate. Most majors require a minimum of a 2.25 GPA in major course work; others require higher. All teacher licensure programs require a 2.50 cumulative and major GPA.

Some majors require a minimum GPA for entrance into the major. Check the catalog for specific major GPA requirements.

### For Academic Honors

The Dean's List is published each semester by Academic Affairs which recognizes students who have earned a minimum of a 3.25 semester GPA. (Enrollment in 12 or more semester hours of letter-graded (A, B, C, D, F) course work is required.)

### For Graduation Honors

Graduation Honors are granted to students who attain the following minimum GPA at the time of graduation\*:

at least 3.90

at least 3.70, but less than 3.90

at least 3.50, but less than 3.7

**Summa cum laude**

**Magna cum laude**

**Cum laude**

### For Academic Progress

It is important to be aware of your GPA. There are minimum GPAs you must maintain for continued enrollment at BSU, based on the number of attempted credits.

\*See the catalog for a complete description of the computation of Graduation Honors.

# Academic Progress & Your Continued Enrollment

The Academic Progress Policy Statement is currently being reviewed. Amendments to the policy may go into effect Fall 2011 please visit the Records Office website for the most up-to-date information.

## Academic Progress Policy Statement

### Minimum Grade Point Average Requirement

- A student will be suspended if the following grade point average (GPA) is not attained:

Attempted Credits	Minimum GPA *
0-15 credits:	1.50 GPA
16-30 credits:	1.75 GPA
31-59 credits:	1.90 GPA
60 + credits:	2.00 GPA

\*Includes credits transferred from other schools as well as credits attempted at BSU, excluding repeated courses.

\*\*Cumulative GPA at BSU only (does not include grades from other institutions).

### Minimum Percent Completion

All students are required to progress toward the completion of an academic program by successfully completing 66.67% of **all** credits attempted at BSU.

### Process

- Cumulative values are used in determining if academic progress has been met. Students not meeting the minimum grade point average and/or the minimum percent completion requirements will be notified of their academic progress standing.

### Determination of Academic Progress Standing

#### Academic Probation

- The first time a student fails the minimum cumulative grade point average requirement or the cumulative percent completion requirement during the semester, the student will be placed on **Academic Probation**.
- Students placed on academic probation are eligible for continued enrollment and are expected to make progress toward meeting the minimum cumulative grade point average requirement and minimum percent completion requirement.

### Requirements for Academic Probation

- Upon conclusion of the probationary term, if the student has met BSU's minimum cumulative grade point average and cumulative percent completion, the student's probationary status will be removed.
- Students on academic probation that have not met the minimum cumulative standards stated above will be subject to further review. Those students achieving 75 percent completion of attempted coursework with a GPA of 2.25 during the probationary term will be allowed to continue enrollment on a "continued probation" status. Students placed on "continued probation" are subject to the requirements for academic probation for future terms of enrollment.

### Academic Suspension

- At the conclusion of the probationary term, those students not meeting the minimum cumulative GPA or minimum cumulative percent completion requirement OR the minimum probationary term standards will be suspended for the minimum time period indicated below.

### Period of Suspension

Number of Suspensions Following the First Term of Probation	Period of Suspension
1	1 semester
2	1 calendar year
3 or more	2 calendar years

Note: Students returning to BSU after suspension shall always be subject to the minimum GPA requirements stated above. At any time a student falls below the minimum requirements, he/she will be suspended for the minimum time period stated previously.

### Reinstatement/Appeal Process

Students suspended from Bemidji State University who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Student Programs & Admissions (SPA) Committee. Readmission will be considered provided that certain conditions regarding academic deficiencies are agreed to in advance and reflected in the subsequent registration.

# Factors the Affect Academic Progress

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## Motivation to Succeed

Academic progress may be affected by a number of factors. Evaluate your priorities for attending college to gain insight into your motivation to succeed academically. Ask yourself the following questions:

- Why am I attending college?
- How important is it to me to achieve good grades?
- What is my motivation for earning good grades?
- What interferes with my study time?

## Abilities and Interests

Assess your abilities and interests to help you identify areas of strengths and areas in which you may need to seek assistance. Consider the following areas:

Speed of reading text	Ability to understand what is read
Work habits	Ability to take clear and concise notes
Vocabulary	General preparation for college classes
Amount of time spent studying	Amount of time wasted
Grammar and punctuation	Spelling
Mathematical skills	Ability to set goals

## Academic Demands

College presents greater academic demands in a highly competitive environment. Be prepared for the following:

- Competition with students who were all in the upper half of their high school graduating class.
- Competition with students returning to school who are highly motivated.
- Competition with student leaders from high school.
- Higher expectations from college professors.
- Greater responsibility for organizing study time. (No in-class study time.)
- **Greater responsibility for information listed on the syllabi.**  
(No daily/weekly reminders from professors of assignments due.)
- Greater responsibility for yourself overall—your use of time, your planning, your study habits.

# Tips for Success



## Be aware of dates and deadlines

- Pre-registration
- Registration drop for non-payment
- Last day to exercise the Pass/No Pass/A option
- The final exam schedule
- Last day to drop classes or withdraw from school without a grade or make-up incompletes.
- Last day for refunds or adjustments for dropped classes
- Last day to add or change sections
- Dates of pre-registration for the upcoming semester
- Any holidays or breaks

A list of these dates can be found at: <http://www.bemidjistate.edu/academics/calendar/>

Write these dates on your academic planner or calendar so you do not miss opportunities or place yourself in jeopardy due to missing a deadline.

## Attend class

Attending class should be your top priority. Some classes have attendance policies and missing these classes may lower your grade. In any course, however, missing classes means missing material that will be covered on tests and quizzes. You should consider attendance in all your classes mandatory for maximum educational benefit.

## Buy your books

It is important to have your own textbooks. Sharing books may be tempting, but it may also mean you won't have your books when you need them. Check with the Bookstore early in the event that used copies are available at a reduced rate.

## Read your syllabi

Know what material you are responsible for and keep up-to-date on your reading assignments. You are responsible for the information contained on the syllabus. If you have questions about the assignments, ask the instructor. Write down in your academic planner or calendar the dates assignments and papers are due, as well as test dates.

## Get to know your instructor

Remember their name, where their office is located, their office telephone number, and how to make an appointment to see them. Often times, this information is included on course syllabi. A visit with your instructor during his/her office hours is often the best way to get to know each other.

Remember why you are talking with your instructor - to get assistance. Explain to your instructor why you made the appointment and be willing to listen and learn. Have problems or questions written out before the appointment, it may help to bring your class notes to explain how you've been studying. Don't leave confused.

## Get to know your classmates/ Become involved in a study group

Knowing your classmates will give you someone to study with and will make class time more enjoyable and interesting. If you don't know your classmates well enough, ask the instructor for suggestions on getting a study group together.

## Ask questions in class

If you don't understand or need clarification, ask. You can ask questions during class, before or after class, or during your instructor's office hours.

## Complete assignments on time

Often times, instructors give no credit for late assignments. Make sure you know when assignments are due. If circumstances arise that are beyond your control, talk it over with your instructor.

## Don't miss tests

Make-up tests are given at the discretion of the instructor. Instructors are not required to provide make-up tests. Know what procedure is required by your instructors if you have to miss a test.

## Seek tutorial assistance

Limited tutoring in select subjects is available for TRIO/SSS students in Sanford Hall. Academic departments may have tutoring, help or study groups. Ask your instructor. Additional services are available through the Writing Resource Center, Math Help Room, Oral Communications Lab, Peer Tutoring through the Advising Success Center and Peer Academic Assistance.

# Academic Support

**There are various departments offered to you for academic support**

<b>Advising</b>	Faculty members serve as academic advisors to students to provide assistance with goal setting, degree planning and course selection.
<b>Advising Success Center</b>	The Advising Success Center is located in Sanford Hall. The Advising Success Center coordinates the new student advising and registration portion of the AAR program. Additionally, the Advising Success Center is responsible for making advisor assignments, assisting students on academic probation, providing academic and referral information for students to ensure academic success, the First Year Experience program, Peer Tutoring and New Student Orientation. The Advising Success Center can be contacted by calling (218)755-4226 or email <a href="mailto:advising@bemidjistate.edu">advising@bemidjistate.edu</a> .
<b>Disability Services Office (DSO)</b>	This office coordinates services for students who have a documented disability and are registered with the DSO. Based on individual documented need, services may include material on audio cassettes, large print, exam accommodations, priority registration, note takers, and scribes.
<b>First Year Experience (FYE)</b>	First Year Experience gives new students the opportunity to learn about BSU in a classroom setting. More information on page 7.
<b>First Year Residential Experience (FYRE)</b>	First Year Residential Experience program gives new students the opportunity to live with and meet other first year students. Special events are planned throughout the year specifically for FYRE students.
<b>Math Help Sessions</b>	The Math Help Room offers free mathematics help sessions to all students throughout the school year. The Help Room, located in Hagg-Sauer 232, is staffed by qualified peer tutors prepared to address and assist all questions and problems dealing with mathematics.
<b>New Student Orientation</b>	New student orientation is a program designed for all new, first year and transfer, students to Bemidji State University. Activities begin on the Friday, August 19 at 4 pm. The activities will provide opportunities for new, first year and transfer students to gain insight into the academic expectations of BSU, participate in events designed just for new students, and network with other new students.
<b>Oral Communications Lab</b>	The Oral Communications Lab, located in Bangsberg 224-225 (218)755-4053, is designed to assist students with speech anxiety, outline preparation, practice (including videotape), situation analysis, audience analysis, sensory aids, contact, vocal skills, dialect coaching, and more.
<b>Peer Academic Assistance</b>	Peer Academic Assistance program provides academic tutorial services to students on their residential floors, as well as the Academic Resource Center located in lower Oak Hall. Contact: Department of Residential Life, (218)755-3750 or 1-888-350-4255.
<b>Records Office</b>	The Records Office oversees the registration process, class schedule creation, degree audit reporting system (DARS), graduation review, transcripts, teacher education licensing, enrollment verification, VA benefits and catalog publication. The Records Office is located in Deputy Hall 101, (218)755-2020, <a href="mailto:records@bemidjistate.edu">records@bemidjistate.edu</a> .
<b>TRIO/Student Support Services (TRIO/SSS)</b>	Provides support services to qualified students. Such services include three credit-bearing courses: TRIO/SSS Orientation (UNIV1180), Reading and Study Skills (DEVL0980), Life Career Planning (DEVL0970); academic advising, tutoring, and mentoring.
<b>Writing Resource Center</b>	Helps students with writing problems and challenges. Tutors help students improve their writing skills. The tutors, however, do not proofread for students. Specially trained student writing assistants staff the center. No appointment is necessary, just stop in during the Center's hours, located in Hagg-Sauer 110, (218) 755-3919.

# Important Financial Aid Information

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## Tuition Costs

Students taking undergraduate on-campus courses will pay the same tuition rate for 12-18 credits.

## Full-Time Credit Load

A student needs to average 16 credits per semester to graduate in 4 years, however, 12 credits is considered full-time attendance for all financial aid programs except Minnesota State Grant. A minimum of 15 credits is required to receive the maximum eligibility for a State Grant. In most cases, the grant difference between 12 and 15 credits is not reason enough to justify taking an additional class.

## Satisfactory Academic Progress

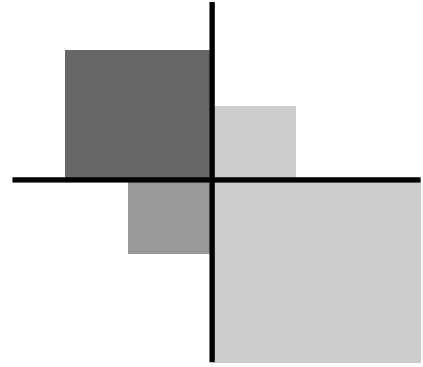
To remain eligible for all types of financial aid, a student is required to progress toward the completion of an academic program by successfully completing 67% of all cumulative credits attempted at BSU. The 67% completion rate is measured after each term. This means that first term students must satisfactorily complete 2/3 of their attempted credits Fall semester to remain eligible for Spring semester aid. Students should register for a reasonable number of credits their first term based upon past academic experiences and successes. A student with 60 or more attempted credits, including transfer credits accepted by BSU, must have a 2.00 cumulative GPA to continue to receive financial aid.

# Important Tuition and Fee Information

Tuition and fees should be paid in full no later than the 1st day of the term or **the student will be dropped from all classes.** However, a student will not be dropped for non-payment if any one of the following criteria is met:

1. The student has applied for financial aid and the university has received the FAFSA results from the US Department of Education.
2. The student has made a minimum down payment to tuition and fees of 15% or \$300, whichever is less, and has an active payment plan contract.
3. The student has a scholarship or third party award that meets the minimum down payment rule.
4. The student is enrolled in the PSEO program.
5. The student tuition and fees are deferred for special hardship cases such as sudden illness, a death in the family, or natural disaster.

# Getting Started with Academics



## **In this section:**

- BSU Colleges and Departments
  - Graduation Requirements
- Liberal Education Requirements
  - Liberal Education Guidelines
  - Liberal Education Planning Guide
- E-Services User's Guide
- Preparing for Registration

## BSU College and Departments

Bemidji State University includes three colleges — the College of Arts and Sciences, the College of Health Sciences and Human Ecology, and the College of Business, Technology and Communication. Additional programs are in Integrative Programs.

Each college has departments or major programs. A major is your area of study or discipline. For example, English is a major department within the College of Arts and Sciences. A Dean heads each college. A faculty chair heads each department.

<b>Bemidji State University</b>			
College of Arts & Sciences (CAS)	College of Health Sciences and Human Ecology (CHS & HE)	College of Business, Technology, and Communication (CBTC)	Integrative Programs
Academic Departments:	Academic Departments:	Academic Departments:	Academic Departments
Biology Center for Environmental Earth and Space Studies, Economics and Sociology Chemistry Economics English Geography and Political Science Humanities –Department of Languages and Ethnic Studies Mathematics and Computer Science Music	Criminal Justice Nursing Physical Education, Health and Sport Professional Education Psychology Social Work Library and Library Services	Accounting Business Administration Mass Communication Physics Technological Studies	Honors Program International Studies Liberal Studies Pre-professional Studies Religious Studies Science Program Social Studies Women's Studies

## Academic Course Levels

Courses are categorized by levels using the course number.

- 0800 level** College Preparatory courses. These credits are not included in the total credits required for graduation.
- 0900 level** Developmental courses. A maximum of 4 credits will be included in the total credits required for graduation.
- 1000 level** Freshman-level courses. Considered 'lower division' courses.
- 2000 level** Sophomore-level courses. Considered 'lower division' courses.
- 3000 level** Junior-level courses. Considered 'upper division' courses.
- 4000 level** Senior-level courses. Considered 'upper division' courses.

## Credit Load

To maintain full-time status, you must be enrolled in a minimum of 12 credits. The **average load is 16 credits per semester to complete degree requirements in four years**. This usually means that you will be enrolled in 5-7 classes per semester.

## Class Level

A student must satisfactorily complete the following number of semester credits in order to attain the corresponding class level.

	1-29	Freshman	60-89	Junior
<b>16</b>	30-59	Sophomore	90 & Above	Senior

# Graduation Requirements

## Planning for Graduation starts NOW!

It's never too early to start planning for graduation!! Each semester you complete courses you are working towards fulfilling your graduation requirements. Before you register for your initial term, it is important to understand how the courses you take will fulfill requirements you need to graduate. As you select courses, make note of where they fit into your degree. Careful planning each semester will ensure timely completion of all requirements and maximize the time you spend in each class.

Listed below are the requirements for graduation:

### Admission Requirements:

#### Satisfy admission requirements

- Need to be admitted as a degree-seeking student.
- Students admitted as “special student” are considered non-degree seeking. Special students who decide to pursue a degree must complete the admissions application and satisfy all admission requirements.
- Students admitted conditionally must meet with the Academic Advising Center within the first term of enrollment.

### Degree Requirements

#### Satisfy overall degree requirements

- Total credits—minimum 120-128 semester credits (not including 0800 level)
- These credits must fulfill the requirements for liberal education and your major program(s) requirements. If you declare a minor(s), you must also fulfill the program(s) requirements.
- 40 of the total program credits must be at the 3000 level or above.
- Overall GPA—minimum 2.00 (Note: some programs are higher, please check with your advisor.)
- **Transfer Students:** At least 30 credits must be completed at Bemidji State University with a minimum of two semesters in residence.

A. Complete appropriate liberal education requirements or Honors Program requirements

B. Complete major program requirements

- Courses
- Credits—varies by major
- GPA—either 2.25, 2.50, or 2.75 (varies by major)

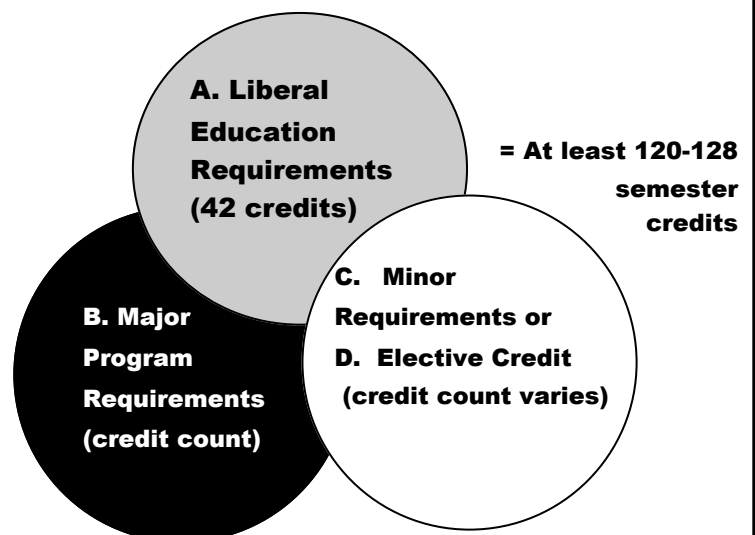
C. Complete Minor (if applicable) program requirements

- Courses
- Credits - varies by minor
- GPA - 2.00

D. Complete elective credits (if applicable)

#### Submit Graduation Plans

- at least two semesters prior to expected term of completion



## A. Liberal Education Requirements or Honors Program Requirements:

Most new entering students begin at BSU by enrolling in courses that are options in liberal education. The liberal education curriculum is designed to enrich the life experiences of students as well as to offer the opportunity to acquire the confidence, knowledge, skills, and values necessary for our changing society. Your advisor can assist you in:

- Understanding the intent of the liberal education curriculum.
- Understanding the requirements and course options within the areas of liberal education.
- Identifying liberal education courses that may provide introductions to possible majors/minors or programs of interest.
- Identifying the liberal education courses that also fulfill particular major requirements.

\*Students meeting eligibility requirements may participate in the Honors Program. The Honors Program curriculum includes a unique Honors liberal education curriculum in addition to Honors classes. Information is available at AAR. Students interested in this program should contact the Honors Office at (218)755-3984.

## B. Major Requirements

Your major is your main area of study and will determine which degree you obtain. Each major's requirements are listed in the BSU undergraduate catalog.

- Students must complete a major in order to graduate with a baccalaureate degree.
- Credits varies according to specific Major.
- The grade point average (GPA) requirement within each major is at least 2.25 to graduate. Some majors require a higher GPA. For example, all teacher licensure programs require a 2.50 major GPA. View Catalog for specifics.
- Some majors have 'fields or areas of emphasis,' which offer you a concentration of study within the major field.
- Some majors have guided electives. This is usually a listing of courses from which you may select a minimum number to complete that portion of the major requirement.
- Transfer Students: At least one-third of the total credits used in the major must be completed at BSU.

## C. Minor Requirements

A minor is a secondary area of study. The credit requirements for fulfilling a minor are less than those required for a major. The number of credits required in each minor will vary. A minimum of a 2.00 minor GPA is required. Selection of a minor(s) should be discussed with your advisor.

## D. Elective Credits

Keep in mind that the number of credits vary for every major and minor. You may need additional credits in order to meet the major program credit minimum. These additional credits are referred to as elective credits. Elective credits are courses you take in your liberal education, major or minor that are above and beyond the requirements for your liberal education, major or minor.

## Graduation Plans

To graduate from Bemidji State University, you need to complete and submit 'Graduation Plans' to The Records Office. It is suggested that you submit your graduation plans at least two semesters prior to your anticipated date of graduation.

**Your Graduation Planning Document must include the following sections:**

- Graduation Summary and Application;
- Print your DARS report from e-services and attach to the Graduation Summary and Application form.

# Liberal Education 2011-2012

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## Liberal Education Guidelines

1. Liberal education consists of 11 goal areas. Each goal area has a minimum credit and course requirement.
2. A total of 42 credits must be completed to satisfy the Liberal Education Program at BSU. Forty of these credits must be in goal areas 1 through 10, which compose of the Minnesota Transfer Curriculum (MNTC).
3. A single course may be placed in one or two goal areas. Each credit in any of these courses, however, may be counted only once in meeting the 42 credit requirement. (Numbers in parentheses after a course title indicate in which other goal area the course will appear.)
4. The Critical Thinking goal area may be satisfied by the satisfactory completion of the other Liberal Education goal areas. In each goal area where two courses are required, students are encouraged to take courses with different departmental prefixes.
5. Study-Travel Courses: For goal areas 3 through 11, departments may propose, subject to approval, study-travel courses (domestic or abroad) using the All-University specified in the catalog.

## Transfer Students

For information on completing the Minnesota Transfer Curriculum, please refer to the undergraduate catalog.

## Honor Program Students

Students participating in the Honors Program need to follow the Honors Program curriculum in place of the Liberal Education requirements. Contact the Honors Program Office or [www.bemidjistate.edu/honors](http://www.bemidjistate.edu/honors), for more information.

## Liberal Education Goal Areas

- GOAL 1: Communication (requires two courses [ENGL 1151, 2152 or 3150 or equivalents], 6 credits)  
GOAL 2: Critical Thinking (requires completion of the rest of the Liberal Education program)  
GOAL 3: Natural Science (requires two courses, 7 or more credits, at least one course must have a laboratory component (LC)).  
GOAL 4: Mathematical/Logical Reasoning (requires one course, 3 or more credits)  
GOAL 5: History and the Social and Behavioral Sciences (requires two courses, 6 or more credits)  
GOAL 6: Humanities and the Arts (requires two courses, 5 or more credits)  
GOAL 7: Human Diversity (requires one course, 2 or more credits)  
GOAL 8: Global Perspective (requires one course, 3 or more credits)  
GOAL 9: Ethical and Civic Responsibility (requires one course, 2 or more credits)  
GOAL 10: People and the Environment (requires one course, 3 credits)  
GOAL 11: Performance and Participation (requires 1 or more credits)

## Exercise:

1. Read through each goal area of Liberal Education to:
  - understand how many courses and credits are required for each category; and
  - understand which courses are listed in each area.
2. Identify which courses you may be interested in taking by checking those courses in the column marked with a check mark.
3. See which of the selected courses are offered by referring to the appropriate Course Schedule.  
Following this procedure will ensure proper selection and completion of your liberal education requirements.

# Liberal Education Quick Guide

## BSU Liberal Education Guidelines 2011-2012

1. A total of 42 credits must be completed in order to satisfy the Liberal Education Program at Bemidji State University. 40 of these credits must be in goal areas 1 through 10, which comprise the Minnesota Transfer Curriculum. (\* course not approved for MnTC)

2. A single course may be placed in one or two goal areas. The additional goal area is listed in parentheses, example **ENGL 2350(6)**. Each credit in any of these courses, however, may be counted only once in meeting the 42-credit requirement.

3. The Critical Thinking goal area may be satisfied either by taking a course or by the satisfactory completion of the other Liberal Education goal areas.

4. In each goal area where two courses are required (i.e., #3, 5, and 6), students are encouraged to take courses with different departmental prefixes.

5. Study-Travel Courses: For Categories 3 through 11, departments may propose, subject to approval, study-travel courses (domestic or abroad) using the All-University specified in the catalog.

### **GOAL 1: Communication**

(requires two courses, 6 credits)

Take the following course: **ENGL 1151**

Choose one of the following courses: **ENGL 2152 or 3150**

### **GOAL 2: Critical Thinking**

(requires completion of the rest of the Liberal Education program)

### **GOAL 3: Natural Science**

(requires two courses, 7 or more credits; at least one course must have a laboratory component (L.C))

Lab Component Courses (L.C): Lab-Like Courses (LL):

<b>BIOL</b> 1110, 1211, 1212	<b>BIOL</b> 1120, 1150
<b>CHEM</b> 1111, 1112, 2211, 2212	<b>CHEM</b> 1100
<b>ENVR</b> 2000(8)	<b>GEOG</b> 2100
<b>GEOG</b> 1110, 1120	<b>GEOG</b> 2730
<b>PHYS</b> 1101, 1102, 2101, 2102	<b>SCI</b> 1110, 1120
<b>SCI</b> 2100, 2200	

### **GOAL 4: Mathematical/Logical Reasoning**

(requires one course, 3 or more credits)

**MATH** 1100, 1107, 1170, 1180, 1470, 2471, 2472  
**PHIL** 2230, 3350

### **GOAL 5: History and the Social and Behavioral Sciences**

(requires two courses – students are encouraged to take them from different disciplines – 6 or more credits)

<b>ACCT</b> 1100(9)	<b>ANTH</b> 1100, 2100(7)
<b>ECON</b> 2000 (9), 2100, 2150	<b>GEOG</b> 1224(11), 2300, 2400(9), 3810
<b>HST</b> 1114(7), 1115(7), 1304(8), 1305(8), 2610(7), 2660(8), 2700(8), 3409(8), 3419(8)	
<b>HUM</b> 2150(7)	<b>INST</b> 1107(7), 2201(7), 2202(7), 2207(8)
<b>IT</b> 2100(9)	<b>POL</b> 1100(9), 1200(9)
<b>PSY</b> 1100	<b>SOC</b> 1104, 2220, 2240(7)
<b>WMST</b> 2220(7), 2600(7)	

### **GOAL 6: Humanities and the Arts**

(requires two courses – students are encouraged to take them from different disciplines – 5 or more credits)

**ARTH** 2551 (8), 2552 (8)  
**ENGL** 2190, 2250, 2340, 2350(7), 2355(7), 2357(8), 2358(8), 2359(8), 2410(8)  
**HUM** 1100(8), 2160(8) **INTL** 2200(8)  
**MUS** 1100, 1120(7), 1130, 2710 (11), 3110(8), 3120(7), 3130(7), 3801, 3802, 4710(11)  
**OJIB** 1100(7), 3213  
**PHIL** 1100, 2220(9), 2240, 2250(8), 2260(8), 2310, 2320(8), 2330(9), 3310(8), 3320, 3330, 3340(7), 3360(8), 3370, 3390(8)  
**REL** 2000(8) **SPCM** 1100(11), 2100(11), 2800(11)  
**THTR** 1500(11), 2030, 2220(11)  
**VSAR** 1101, 1102, 1107, 2107, 2210(11), 2217(11), 2250(11), 2400(11)

### **GOAL 7: Human Diversity**

(requires one course, 2 or more credits)

<b>ANTH</b> 2100(5),	<b>ED</b> 2007(9),
<b>ENGL</b> 2350(6), 2355(6)	<b>GEOG</b> 1400(8), 2200(8)
<b>HLTH</b> 2800	<b>HST</b> 1114(5), 1115(5), 2610(5)
<b>HUM</b> 2150 (5)	<b>INST</b> 1107(5), 2201(5), 2202(5)
<b>MASC</b> 2100(9), 2190(8)	<b>MUS</b> 1120(6), 3120(6), 3130(6)
<b>OJIB</b> 1100(6)	<b>PHIL</b> 3340(6)
<b>PSY</b> 2200	<b>SOC</b> 2210(9), 2230(9), 2240 (5)
<b>SOWK</b> 2110(8)	<b>SPCM</b> 1090(9)
<b>THTR</b> 3704, 3709	<b>WMST</b> 2220(5), 2600(5)

### **GOAL 8: Global Perspective**

(requires one course, 3 or more credits)

<b>ANTH</b> 1110	<b>ARTH</b> 2551 (6), 2552 (6)
<b>CHIN</b> 1111,1112	<b>CRJS</b> 2221
<b>ECON</b> 1500	
<b>ENGL</b> 2357(6), 2358(6), 2359(6), 2410(6)	
<b>ED/ML</b> 1111,1112	<b>ENVR</b> 2000(3)
<b>GEOG</b> 1400(7), 2200(7), 3820	
<b>GER</b> 1111,1112, 2211, 2212, 3311, 3312	
<b>HST</b> 1304(5), 1305(5), 2580, 2660(5), 2700(5), 3409(5), 3419(5)	
<b>HUM</b> 1100(6), 2160(6)	<b>INST</b> 2207(5)
<b>INTL</b> 1160, 2100, 2200(6), 2300, 2400, 2509	<b>MASC</b> 2190(7)
<b>MUS</b> 3110(6)	
<b>OJIB</b> 1111, 1112, 2211, 2212, 3311, 3312	
<b>PHIL</b> 2250(6), 2260(6), 2320(6), 3310(6), 3360(6), 3390(6)	
<b>POL</b> 1300(9), 1400	<b>PSY</b> 3210
<b>REL</b> 2000(6)	<b>SOC</b> 2200
<b>SOWK</b> 2110(7)	
<b>SPAN</b> 1111, 1112, 2211, 2212, 3311, 3312	<b>THTR</b> 3707

### **GOAL 9: Ethical and Civic Responsibility**

(requires one course, 2 or more credits)

<b>ACCT</b> 1100(5)	<b>CRJS</b> 1000
<b>CS</b> 1107	<b>ECON</b> 2000 (5)
<b>ED</b> 2007(7)	<b>ENVR</b> 2150
<b>GEOG</b> 2400(5)	<b>HST</b> 2800(11)
<b>IT</b> 2100(5)	<b>MASC</b> 1100, 2100(7)
<b>NRSO</b> 3457	<b>PHED</b> 2200
<b>PHIL</b> 2220(6), 2330(6)	<b>POL</b> 1100(5), 1200(5), 1300(8)
<b>SOC</b> 2210(7), 2230(7)	<b>SPCM</b> 1090(7)

### **GOAL 10: People and the Environment**

(requires one course, 3 credits)

<b>BIOL</b> 2925	<b>BUAD</b> 2925
<b>CHEM</b> 2925	<b>ECON</b> 2925
<b>ED</b> 2925	<b>ENGL</b> 2925, 2926
<b>ENVR</b> 2925	<b>GEOG</b> 2925
<b>GEOG</b> 2925	<b>GER</b> 2925
<b>HTLH</b> 2925	<b>HST</b> 2925
<b>MASC</b> 2925	<b>PHED</b> 2925
<b>PHIL</b> 2925	<b>POL</b> 2925
<b>SCI</b> 2925	<b>SPCM</b> 2925

### **GOAL 11: Performance and Participation**

(requires 1 or more credits)

<b>ENGL</b> 2150	<b>GEOG</b> 1224(5)
<b>HST</b> 2800 (9)	<b>MUS</b> 2710 (6), 3800, 4710(6), 4800
<b>PHED</b> 1114, 1139, 1180, 1190, 1200, 1230, 1240, 1260, 1300, 1380, 1430, 1454, 1474, 1490, 1500, 1530, 1540, 1554, 1574, 1604, 1606, 1608, 1764, 1784, 1814, 1840, 1854, 1890	
<b>PSY</b> 1010	<b>SPCM</b> 1100(6), 2100(6), 2800(6)
<b>THTR</b> 1020, 1500(6), 1600, 2220(6), 2600	
<b>VSAR</b> 2210(6), 2217(6), 2250(6), 2400(6)	

## Category 1: Communication

(requires two courses, 6 credits)

✓	Category Courses		Cr.
	ENGL 1151	Composition (required)	3
	Choose one of the following courses:		
	ENGL 2152	Argument and Exposition	3
	ENGL 3150	Writing in the Disciplines	3

**Category 2: Critical Thinking** (requires completion of the rest of the Liberal Education program)

**Category 3: Natural Science** (requires two courses, 7 or more credits, at least one course must have a laboratory component (LC))

✓	Category Courses		Cr.
	BIOL 1110	Human Biology (LC)	4
	BIOL 1120	General Biology: Evolution and Ecology (LL)	3
	BIOL 1150	Aquatic Systems (LL)	3
	BIOL 1211	Introductory Biology I (LC)	4
	BIOL 1212	Introductory Biology II (LC)	4
	CHEM 1100	Consumer Chemistry (LL)	3
	CHEM 1111	General Chemistry I (LC)	4
	CHEM 1112	General Chemistry II (LC)	4
	CHEM 2211	Principles of Chemistry I (LC)	4
	CHEM 2212	Principles of Chemistry II (LC)	4
	ENVR 2000	Introduction to Environmental Science (8) (LL)	3
	GEOG 2100	Introduction to Physical Geography (LL)	3
	GEOL 1110	Physical Geology (LC)	4
	GEOL 1120	Historical Geology (LC)	4
	GEOL 2730	Introduction to Planetary Science (LL)	4
	PHYS 1101	General Physics I (LC)	4
	PHYS 1102	General Physics II (LC)	4
	PHYS 2101	Physics I (LC)	5
	PHYS 2102	Physics II (LC)	5
	SCI 1110	Physical Science I (LC)	4
	SCI 1120	Physical Science II (LC)	4
	SCI 2100	Astronomy (LL)	3
	SCI 2200	Meteorology (LL)	3

**Courses may not be offered every semester.**

## Category 4: Mathematical/Logical Reasoning

(requires one course, 3 or more credits)

✓	Category Courses		Cr.
	MATH 1100	Mathematical Reasoning	3
	MATH 1107	Introduction to Mathematical Sciences	3
	MATH 1170	College Algebra	4
	MATH 1180	Trigonometry	3
	MATH 1470	Precalculus	5
	MATH 2471	Calculus I	5
	MATH 2472	Calculus II	5
	PHIL 2230	Logic	3
	PHIL 3350	Symbolic Logic	3

**Category 5: History & the Social and Behavioral Sciences** (requires two courses, 6 or more credits)

✓	Category Courses		Cr.
	ACCT 1100	Financial Information for Life (9)	3
	ANTH 1100	Becoming Human—Tracing Our Origins	3
	ANTH 2100	Native North Americans (7)	3
	ECON 2000	Markets and Resource Allocation (9)	3
	ECON 2100	Macroeconomics and the Business Cycle	3
	ECON 2150	The Interdependence of the Hawaiian Economy and the Environment: Projects for the Hawaii Field Program	1-3
	GEOG 1224	Introduction to Map Use (11)	3
	GEOG 2300	Economic Geography	3
	GEOG 2400	Introduction to Planning (9)	3
	GEOG 3810	Geography of Europe	3
	HST 1114	United States History I, to 1877 (7)	3
	HST 1115	United States History II, since 1877 (7)	3
	HST 1304	World History I, Prehistory-1500 (8)	3
	HST 1305	World History II, 1500-Present (8)	3
	HST 2610	Minnesota History (7)	3
	HST 2660	Women and History (8)	3
	HST 2700	World Religions (8)	3
	HST 3409	Colonialism and Modernization in the Non-Western World (8)	3
	HST 3419	East Asia (8)	3
	HUM 2150	The Hawaiian Monarchy and the Hawaiian Sovereignty Movement: Projects for the Hawaii Field Program (7)	1-3
	INST 1107	Introduction to Indian Studies (7)	3
	INST 2201	American Indians: Precontact to 1887 (7)	3
	INST 2202	American Indians: 1887 to Present (7)	3
	INST 2207	First Nations of Canada (8)	3
	IT 2100	Impact of Technology (9)	2

## Category 5: History & the Social and Behavioral Sciences (continued)

(requires two courses, 6 or more credits)

✓	Category Courses		Cr.
	POL 1100	Understanding Politics (9)	3
	POL 1200	Introduction to American Politics (9)	3
	PSY 1100	Introductory Psychology	4
	SOC 1104	Introduction to Sociology	3
	SOC 2220	Sociology of Marriage and Family	3
	SOC 2240	Men, Women, and Society: A Sociological Interpretation (7)	3
	WMST 2220	Women's Issues (7)	3
	WMST 2600	Women and Diversity: Crossing Boundaries of Race, Class, Gender and Sexuality (7)	3

## Category 6: Humanities and the Arts

(requires two courses, 5 or more credits)

✓	Category Courses		Cr.
	ARTH 2551	Art History Survey I (8)	4
	ARTH 2552	Art History Survey II (8)	4
	ENGL 2190	Introduction to Creative Writing	3
	ENGL 2250	Understanding Literature	3
	ENGL 2340	The American Film	3
	ENGL 2350	American Literature, to 1865 (7)	3
	ENGL 2355	American Literature, 1865 to Present (7)	3
	ENGL 2357	British and World Drama (8)	3
	ENGL 2358	British and World Poetry (8)	3
	ENGL 2359	British and World Prose (8)	3
	ENGL 2410	Myth (8)	3
	HUM 1100	Human Culture and Ideas (8)	3
	HUM 2160	Polynesian and Native Hawaiian Culture: Projects for the Hawaii Field Program (8)	1-3
	INTL 2200	International Study Experience: Humanities (8)	1-3
	MUS 1100	Introduction to Music	2
	MUS 1120	Introduction to Folk, Jazz and Rock Music (7)	2
	MUS 1130	Music Principles	3
	MUS 2710	Symphonic Band (11)	1-2

✓	Category Courses		Cr.
	MUS 1120	Introduction to Folk, Jazz and Rock Music (7)	2
	MUS 1130	Music Principles	3
	MUS 2710	Symphonic Band (11)	1-2
	MUS 3110	World Music (8)	2
	MUS 3120	The History of Jazz (7)	2
	MUS 3130	The History of Rock and Roll (7)	3
	MUS 3801	History & Literature of Music I	3
	MUS 3802	History & Literature of Music II	3
	MUS 4710	Wind Ensemble	1-2
	OJIB 1100	Ojibwe Culture (7)	4
	OJIB 3213	Ojibwe Oral Literature	4
	PHIL 1100	Introduction to Philosophy	3
	PHIL 2220	Ethics (9)	3
	PHIL 2240	Aesthetics	3
	PHIL 2250	Human Nature (8)	3
	PHIL 2260	Women and Philosophy (8)	3
	PHIL 2310	Philosophy in Literature	3
	PHIL 2320	Philosophy of Religion (8)	3
	PHIL 2330	Philosophies of Non-Violence (9)	3
	PHIL 3310	Ancient and Medieval Philosophy (8)	3
	PHIL 3320	Modern Philosophy	3
	PHIL 3330	Nineteenth Century Philosophy	3
	PHIL 3340	Twentieth Century Philosophy (7)	3
	PHIL 3360	Asian Philosophy (8)	3
	PHIL 3370	Existentialism	3
	PHIL 3390	Marxist Philosophy	3
	REL 2000	Religion in the Modern World (8)	3
	SPCM 1100	Public Speaking (11)	3
	SPCM 2100	Special Topics in Oral Communication(11)	2
	SPCM 2800	Listening (11)	2
	THTR 1500	Introduction to Theatre (11)	2
	THTR 2030	Playwriting I	3
	THTR 2220	Acting I	3
	VSAR 1101	Visual Foundations I	3
	VSAR 1102	Visual Foundations II	3
	VSAR 1107	Introduction to Art	2
	VSAR 2107	Visual Foundations III	3
	VSAR 2210	Printmaking-Relief/Intaglio (11)	3
	VSAR 2217	Papermaking-Books (11)	3
	VSAR 2250	Painting (11)	3
	VSAR 2400	Jewelry/Metals (11)	3

## Category 7: Human Diversity

(requires one course, 2 or more credits)

✓	Category Courses		Cr.
	ANTH 2100	Native North Americans (5)	3
	ED 2007	Anatomy of Hate (9)	3
	ENGL 2350	American Literature, to 1865 (6)	3
	ENGL 2355	American Literature, 1965 to Present (6)	3
	GEOG 1400	World Regional Geography (8)	3
	GEOG 2200	Introduction to Human Geography (8)	3
	HLTH 2800	Multicultural Health in America	2
	HST 1114	United States History I, to 1877 (5)	3
	HST 1115	United States History II, since 1877 (5)	3
	HST 2610	Minnesota History (5)	3
	HUM 2150	The Hawaiian Monarchy and the Hawaiian Sovereignty Movement: Projects for the Hawaii Field Program (5)	1-3
	INST 1107	Introduction to Indian Studies (5)	3
	INST 2201	American Indians: Precontact to 1887 (5)	3
	INST 2202	American Indians: 1887 to Present (5)	3
	MASC 2100	Minorities in the Media (9)	3
	MASC 2190	International Communication (8)	3
	MUS 1120	Introduction to Folk, Jazz and Rock Music (6)	2
	MUS 3120	The History of Jazz (6)	2
	MUS 3130	The History of Rock and Roll (6)	3
	OJIB 1100	Ojibwe Culture (6)	4
	PHIL 3340	Twentieth Century Philosophy (6)	3
	PSY 2200	Human Sexuality	3
	SOC 2210	American Culture: A Sociological Interpretation (9)	3
	SOC 2230	Ethnic and Minority Group Relations (9)	3
	SOC 2240	Men, Women and Society: A Sociological Interpretation (5)	3
	SOWK 2110	Intercultural Communication (8)	3
	SPCM 1090	Interpersonal Communication (9)	2
	THTR 3704	American Indian Theatre	3
	THTR 3709	The Performance of Race and Gender in America	3
	WMST 2220	Women's Issues (5)	3
	WMST 2600	Women and Diversity: Crossing Boundaries of Race, Class, Gender and Sexuality (5)	3

## Category 8: Global Perspective

(requires one course, 3 or more credits)

✓	Category Courses		Cr.
	ANTH 1110	Cultural Anthropology	3
	ARTH 2551	Art History Survey I (6)	4
	ARTH 2552	Art History Survey II (6)	4
	CHIN 1111	Elementary Chinese I	4

✓	Category Courses		Cr.
	CHIN 1112	Elementary Chinese II	4
	CRJS 2221	Comparative Justice	3
	ECON 1500	Historical Development of the Mixed Economy	3
	ED 1111/ML 1111	American Sign Language 1	3
	ED 1112/ML 1112	American Sign Language 2	3
	ENGL 2357	British and World Drama (6)	3
	ENGL 2358	British and World Poetry (6)	3
	ENGL 2359	British and World Prose (6)	3
	ENGL 2410	Myth (6)	3
	ENVR 2000	Introduction to Environmental Science (3)	3
	GEOG 1400	World Regional Geography (7)	3
	GEOG 2200	Introduction to Human Geography (7)	3
	GEOG 3820	Geography of Asia	3
	GER 1111	Elementary German I	4
	GER 1112	Elementary German II	4
	GER 2211	Intermediate German I	3
	GER 2212	Intermediate German II	3
	GER 3311	Conversation and Composition	3
	GER 3312	Introduction to the Study of German Culture and Literature	3
	HST 1304	World History I, Prehistory-1500 (5)	3
	HST 1305	World History II, 1500-Present (5)	3
	HST 2580	Russia	3
	HST 2660	Women and History (5)	3
	HST 2700	World Religions (5)	3
	HST 3409	Colonialism and Modernization in the Non-Western World (5)	3
	HST 3419	East Asia (5)	3
	HUM 1100	Human Culture and Ideas (6)	3
	HUM 2160	Polynesian and Native Hawaiian Culture: Projects for the Hawaii Field Program (6)	1-3
	INST 2207	First Nations of Canada (5)	3
	INTL 1160	Focus on...	1
	INTL 2100	Instructed International Tour	1-3
	INTL 2200	International Study Experience: Humanities (6)	1-3
	INTL 2300	Comparative International Study Project	1-3
	INTL 2400	International Study Experience: Social Science	1-3
	INTL 2509	The Global Economy	3
	MASC 2190	International Communication (7)	3
	MUS 3110	World Music (6)	2
	OJIB 1111	Elementary Ojibwe I	4
	OJIB 1112	Elementary Ojibwe II	4
	OJIB 2211	Intermediate Ojibwe I	4
	OJIB 2212	Intermediate Ojibwe II	4
	OJIB 3311	Advanced Ojibwe I	4
	OJIB 3312	Advanced Ojibwe II	4
	PHIL 2250	Human Nature (6)	3

### Category 8: Global Perspective (continued)

✓	Category Courses		Cr.
	PHIL 2260	Women and Philosophy (6)	3
	PHIL 2320	Philosophy of Religion (6)	3
	PHIL 3310	Ancient and Medieval Philosophy	3
	PHIL 3360	Asian Philosophy (6)	3
	PHIL 3390	Marxist Philosophy (6)	3
	POL 1300	Introduction to International Relations (9)	3
	POL 1400	Introduction to Comparative Politics	3
	PSY 3210	Death and Culture	3
	REL 2000	Religion in the Modern World (6)	3
	SOC 2200	Social Movement and Change	3
	SOWK 2110	Intercultural Communication (7)	3
	SPAN 1111	Elementary Spanish I	4
	SPAN 1112	Elementary Spanish II	4
	SPAN 2211	Intermediate Spanish I	3
	SPAN 2212	Intermediate Spanish II	3
	SPAN 3311	Composition and Conversation	3
	SPAN 3312	Advanced Readings and Conversation	3
	THTR3707	Asian Theatre: Classic & Modern	3

### Category 9: Ethical and Civic Responsibility

(requires one course, 2 or more credits)

✓	Category Courses		Cr.
	ACCT 1100	Financial Information for Life (5)	3
	CRJS 1000	The American Legal System	3
	CS 1107	Introduction to Computers	3
	ECON 2000	Markets and Resource Allocation (5)	3
	ED 2007	Anatomy of Hate (7)	3
	ENVR 2150	Wilderness Ethics: Projects for Envr Field Programs	1-3
	GEOG 2400	Introduction to Planning (5)	3
	HST 2800	Reacting to the Past (11)	3
	IT 2100	Impact of Technology (5)	2
	MASC 1100	Mass Media and Society	3
	MASC 2100	Minorities in the Media (7)	3
	NRSR 3457	Sexual Abuse	2
	PHED 2200	A Lifestyle for Wellness	2
	PHIL 2220	Ethics (6)	3
	PHIL 2330	Philosophy of Non-Violence (6)	3
	POL 1100	Understanding Politics (5)	3
	POL 1200	Introduction to American Politics (5)	3
	POL 1300	Introduction to International Relations (8)	3
	SOC 2210	Amer. Culture: A Sociological Interpretation (7)	3
	SOC 2230	Ethnic and Minority Group Relations (7)	3
	SPCM 1090	Interpersonal Communication (7)	2

### Category 10: People and the Environment

(requires one course, 3 credits)

✓	Category Courses		Cr.
	BIOL 2925	Biological Perspectives on the Environment	3
	BUAD 2925	The Business Perspective	3
	CHEM 2925	Chemistry Perspective	3
	ECON 2925	Economic Perspective	3
	ED 2925	Education Perspective	3
	ENGL 2925	American Nature Writers	3
	ENGL 2926	Writing and Nature	3
	ENVR 2925	The Global Pollution Perspective	3
	GEOG 2925	Geographic Perspective	3
	GEO 2925	Earth Science Perspective	3
	GER 2925	The 'Green Movements' in Germany and Austria	3
	HLTH 2925	A Health Perspective	3
	HST 2925	The Environment and History	3
	MASC 2925	Mass Media Perspective	3
	PHED 2925	Outdoor Ethics and Recreation Activities Perspective	3
	PHIL 2925	People and the Environment: Environmental Ethics	3
	POL 2925	Political Science Perspective	3
	SCI 2925	Science Perspective	3
	SPCM 2925	People and the Environment: Communication Perspective	3

### Category 11: Performance and Participation

(requires 1 or more credits)

✓	Category Courses		Cr.
	ENGL 2150	Technical Writing	3
	GEOG 1224	Introduction to Map Use (5)	3
	HST 2800	Reacting to the Past (9)	3
	MUS 2710	Symphonic Band (6)	1-2
	MUS 3800	Varsity Singers	1-2
	MUS 4710	Wind Ensemble	1-2
	MUS 4800	Bemidji Choir	1-2
	PHED 1114	Beginning Swimming	1
	PHED 1139	Beginning Scuba Diving	1
	PHED 1180	Canoeing	1
	PHED 1190	Skills for Life: Sailing	1
	PHED 1200	Introduction to Rock Climbing	1
	PHED 1230	Yoga	1
	PHED 1240	Techniques of Neuromuscular Relaxation	1
	PHED 1260	Cycling	1
	PHED 1300	Weight Training	1
	PHED 1380	Self Defense	1
	PHED 1430	Archery	1
	PHED 1454	Golf	1
	PHED 1474	Bowling	1

## Category 11: Performance and Participation (continued)

✓	Category Courses		Cr.
	PHED 1490	Badminton	1
	PHED 1500	Ice Skating	1
	PHED 1530	Snowboarding	1
	PHED 1540	Curling	1
	PHED 1554	Cross Country Skiing	1
	PHED 1574	Tennis	1
	PHED 1604	Social Dance I	1
	PHED 1606	Skills for Life: American Style Ballroom Dancing	1
	PHED 1608	Skills for Life: Intl Style Ballroom Dancing	1
	PHED 1764	Basketball	1
	PHED 1784	Volleyball	1
	PHED 1814	Softball	1
	PHED 1840	Racquetball	1
	PHED 1854	Skills for Life: Soccer	1
	PHED 1890	Lifetime Fitness	2
	PSY 1010	Stress and Coping	2
	SPCM 1100	Public Speaking (6)	3
	SPCM 2100	Special Topics in Oral Communication (6)	2
	SPCM 2800	Listening (6)	2
	THTR 1020	Practical Theatre Experience	1-2
	THTR 1500	Introduction to Theatre (6)	2
	THTR 1600	Introduction to Play Production	3
	THTR 2200	Acting I	3
	THTR 2600	Introduction to Stagecraft: Scenic Production	3
	VSAR 2210	Printmaking—Relief/Intaglio (6)	3
	VSAR 2217	Papermaking—Books (6)	3
	VSAR 2250	Painting (6)	3
	VSAR 2400	Jewelry/Metals (6)	3

NOTE: There are All-University course numbers available to any department for use as study-travel courses, subject to approval, for Categories 3 through 11. See Academic Catalog for more information.

Use this planning sheet to ensure you have completed each of the categories in Liberal Education. Keep in mind that courses can count in one or two goal areas, however, the credits in any of these courses may be counted only once in meeting the 42 credit requirement. Extra lines have been provided to accommodate the 42 credit minimum.

LIBERAL EDUCATION WORKSHEET			
	BSU#	Grade	Credit
<b>I. Communication</b> (2 courses, 6 credits)			
<b>II. Critical Thinking</b>			
Satisfied by completing all other categories			
<b>III. Natural Sciences</b> (2 courses (1 (L.C.) course), minimum 7 credits)			
<b>IV. Mathematical/ Logical Reasoning</b> (1 course, minimum 3 credits)			
<b>V. History and the Social and Behavioral Sciences</b> (2 courses, minimum 6 credits)			
<b>VI. Humanities and the Arts</b> (2 courses, minimum 5 credits)			
<b>VII. Human Diversity</b> (1 course, minimum 2 credits)			
<b>VIII. Global Perspective</b> (1 course, minimum 3 credits)			
<b>IX. Ethical and Civic Responsibility</b> (1 course, minimum 2 credits)			
<b>X. People and the Environment</b> (1 course, 3 credits)			
<b>XI. Performance and Participation</b> (minimum 1 credit)			
<b>Total Credits</b> (minimum 42)			

# E-Services

To access E-Services, select 'myBSU' portal from the BSU homepage.



 **BEMIDJI**  
STATE UNIVERSITY

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Log into the myBSU Login screen (using BSU E-mail account credentials)  
or direct access the E-Services link under the posted 'Links' on the lower right side of the screen.

The diagram illustrates the navigation process. On the left is the 'MyBSU Login' screen with fields for 'username:' and 'password:' and a 'login' button. Below the login fields are 'Resources' links: 'New account activation' and 'Reset your password'. An arrow points from the login screen to the 'STUDENT PORTAL' screen in the center. The 'STUDENT PORTAL' screen has a 'RESOURCES' section with links: 'Portal Home', 'NetMail', 'NetStorage', 'BSU Forms', 'E-Services' (highlighted with a box), 'Collegiate Link', 'Software Downloads', 'D2L', and 'Discover ACT'. Another arrow points from the 'E-Services' link in the Student Portal to a 'LINKS' box on the right. The 'LINKS' box contains: 'Faculty Staff Web Access', 'Student Netmail', 'E-Services (online student registration, and bill payment)', and 'D2L'.

E-Services requires your BSU ID number and Password to log-in.  
Your E-Services password was originally set to the YYMMDD of your birthday (notice reversed order).

**BEMIDJI**  
STATE UNIVERSITY

**Student e-Services**

- Home
- Account Management
- Courses & Registration
- Grades and Transcripts
- Financial Aid
- Bills and Payment
- Housing and Dining
- Contact Us
- Campus Links**
- Textbook Info
- Return to MyBSU Portal
- Faculty/Staff Directory
- Class Schedule
- Registration Help

## Welcome to Bemidji State University e-Services

Important Notes:

- **Please use the menu options to navigate** through the site instead of your browser's back button.
- **Admitted or Enrolled at Multiple Minnesota State Colleges & Universities?** Read this [information on using this web-based system to access your records.](#)
- **Create a Personalized User Account:** Creating a personalized [User Account](#) allows you to create your own unique User Name and Password that can be used across all Minnesota State Colleges & Universities for the services available here, in place of the designated BSU ID and password for each institution.

\* Please note, the User Account created here is specific to the web services on this site and is not directly correlated to any student computer/electronic accounts at an individual campus.

**Remember to LOGOUT at the end of your session and quit your browser.**

Would you like to access your records at another system school from this page? [Let us help you find it.](#)

# Preparing for Registration

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Getting registered for your first term of classes at BSU is an exciting process. This booklet, along with the current undergraduate catalog and the aid of academic advisors, will allow you to make knowledgeable decisions regarding course selection and registration.

1. Using the courses you identified in pages 21-25, consult the course schedule to determine if and when the courses you are interested in are offered.
2. Check the course descriptions to make sure the courses you are registering for do not have any prerequisites that you haven't satisfied.
3. Using a course planning guide (on back side), start writing in courses you wish to register for. Make sure to block out the time the course meets each day of the week to avoid scheduling classes that conflict with one another.
4. Write the 6-digit course ID on your course planning grid.
5. After you have selected courses, in consultation with an academic advisor, you may access web registration. Have your student ID number and Personal Identification Number (PIN) ready.

After completing this booklet, you should have a good understanding of the following topics and be able to answer the following questions:

## **Structure of BSU Colleges and Departments**

How many colleges does BSU have?

## **Course Levels**

What level of courses are considered 'lower division'?

## **Graduation Requirements**

What is the minimum number of credits needed to graduate?

What is the minimum overall GPA required for graduation?

What are elective credits?

## **Liberal Education or Honors Program**

How many credits are required in Liberal Education?

How many categories are there in Liberal Education?

Can Liberal Education courses be used in more than one category?

Are there eligibility requirements to participate in the Honors Program?

## **Advising**

What are some topics you should discuss with your advisor?

Are you required to see your advisor for pre-registration?

How many credits do full-time students typically take each semester?

How many hours of study time should you allow for every credit of coursework?

What is the general indicator of your academic performance?



# Registration Planning Form

Semester (circle one): Fall   Spring   Summer

Name \_\_\_\_\_ BSU ID \_\_\_\_\_

Course ID	Course #	Dept.	Title	Cr.
<b>TOTAL CREDITS</b>				

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 N					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					