

Transfer “Quick Reference” Guide

CAMPUS RESOURCES

Student Disability Services provides accommodations, assistance, and advocacy services to students with emotional, cognitive and physical disabilities. Services include assistance with course scheduling, sign language interpreters, alternative testing and note takers. Documentation of a disability is required to receive services. For more information, please refer to the Student Disability website at www.stcloudstate.edu/sds or visit them in Centennial Hall 202, (320) 308-4080.

Multicultural Student Services provides a wide range of services to students of color including academic support, personal advising, and cultural and social programming. For more information, please refer to the MSS website at www.stcloudstate.edu/mss or visit them in Atwood Memorial Center 154, (320) 308-3003.

Health Services is a nationally accredited health service that is designed to treat illness and injuries, teach disease prevention and promote the optimum health of our students. Staff physicians and nurses provide this care. Health Services offers a pharmacy and lab services. Many insurance plans can be used to assist with the cost of these services. All services are confidential. For more information, please refer to the Health Services website at www.stcloudstate.edu/healthservices/ or visit them in Hill-Case Hall, (320) 308-3191.

The **Financial Aid Office** is located in Administrative Services 106, (320) 308-2047. For more information, please refer to the Financial Aid website at www.stcloudstate.edu/financialaid

If you have questions about the **GI Bill** please contact the Veterans Affairs Certifying Officer located in the Records and Registration Office in Administrative Services room 118. (320) 308-4040. For more information, please refer to the Veterans’ Resources website at www.stcloudstate.edu/veterans/

If you are going to be driving a car to campus and need information about on-campus parking, please contact the **Public Safety Department** at (320) 308-3453 or refer to their website at www.stcloudstate.edu/parking

The Advising Center can provide helpful information regarding SCSU’s General Education Program and the Minnesota Transfer Curriculum. For more information on how the Advising Center can help you, please refer to the Advising Center website at www.stcloudstate.edu/advising
The Advising Center is located in Centennial Hall 210, (320) 308-6075.

TRANSFER EVALUATION INFORMATION

If you have questions about whether SCSU has received your transcript(s) or not, please contact the Records and Registration Office at (320) 308-5112.

If you have reviewed your Degree Audit Report and feel that a course is missing, or your total number of credits transferred does not seem correct, you can contact the Records and Registration Office at (320) 308-2111 and ask to speak to a Transfer Evaluator.

TESTING INFORMATION

Please refer to the website www.stcloudstate.edu/mathplacement/ for math placement testing and exemption from placement testing for transfer students. If you have any questions regarding this test, contact the **Math Department**. Engineering & Computing Center 139, (320) 308-3001

If you are planning to register for **Chemistry 210**, please note that the course requires the completion of a placement examination or the appropriate pre-requisite. For further information please refer to the website at www.stcloudstate.edu/chemistry or contact the **Chemistry Department**. Wick Science Building 358, (320) 308-3031.

RESPECT & RESPONSIBILITY WORKSHOP (RESP 100)

St. Cloud State University is committed to providing an open and safe campus environment in which you can explore your academic, personal, and social aspirations. It is our expectation that you will become part of a community that works cooperatively to create a climate free of oppressive interactions and relationships. To help meet this very important goal, all new students are required to complete a one-hour workshop, *Respect and Responsibility (RESP 100)*. The purpose of this workshop is to reduce oppressive attitudes and actions. The one-hour sessions will be offered **January 25- February 6** at a variety of times so that you can find a session that meets your particular schedule. **If you do not complete the Respect and Responsibility workshop, you will not be allowed to register for the following semester's classes.**

You will be sent specific instructions on how to complete this requirement on your HuskyNet e-mail during the first week of class, so please make sure you are regularly checking your HuskyNet e-mail account.

Your commitment to this program, and others like it, will result in, not only a more welcoming environment, but also a stronger community for all of us. We look forward to your participation in this important program.

If you have questions about this workshop, please e-mail the Respect & Responsibility program coordinator at respect@stcloudstate.edu.

INFORMED ON SEXUAL ASSAULT WORKSHOP

As a new student, you are now a part of an exciting new campus community. During your college years, you will be faced with new possibilities and challenges, as well as a variety of choices. We want all of our students to enjoy a healthy and enlightening experience during your years on our campus, and to help foster that environment we are *requiring* you to complete a workshop entitled, "Informed on Sexual Assault." **Please note that completion of this workshop is required for you to be able to enroll in the following semester's classes.**

This workshop includes information on sexual violence prevention. At St. Cloud State University we are taking one of the country's most pro-active stances against sexual assault. While we may never fully eliminate this problem, we are committed to making our campus one of the safest in the nation. Most of the sexual assault problem is not attributable to colleges directly, but rather to those forces in

our culture that make sexual assault more likely. While some academic institutions try to keep the nationwide sexual assault problem hidden, we at St. Cloud State believe that an informed student body is in all of our best interests. The content of this workshop can be difficult for some survivors of sexual assault. If you are a survivor and would prefer to schedule an alternative individual workshop, please call Lee LaDue, Coordinator of the Gender Violence Prevention Program, at 320-308-3995.

You will receive specific instructions for completing this requirement on your HuskyNet e-mail account before the first day of classes. Please make sure you are regularly checking your e-mail account and look for a message from Lee LaDue of the SCSU Women's Center.

If you have questions about this workshop, please contact the Women's Center at (320) 308-4958.

DROP FOR NON-PAYMENT POLICY

Tuition and fees are due ten (10) business days before the start of fall and spring semesters. For summer session the due date is five (5) business days before the beginning of first summer session. Students registering after the tuition and fee due date through the 6th business day of fall/spring semesters will be given two (2) business days to make payment in full or their registration will be cancelled. Questions regarding this policy should be directed to Business Services, (320) 308-4003, www.stcloudstate.edu/businessservices/.

ACADEMIC ADVISING/ADVISOR INFORMATION

Students are assigned an advisor based on their intended major. The advisor assignment takes place during the 2nd week of the semester. **Students are encouraged to go to their intended major department if they have advising questions prior to an advisor assignment.** All Undecided students will be assigned an advisor from the Advising Center. The Advising Center provides guidance regarding the SCSU General Education Program and the Minnesota Transfer Curriculum.

Advisor Lookup Instructions

To find out who your assigned advisor is (after the 3rd week of the semester), please follow the steps below:

- Go the Advising Center's home page at www.stcloudstate.edu/advising
- Click on "Who is My Advisor?" and log in to find your advisor information
- If you need to change your intended major, please contact the Advising and Registration Days office at 320-308-1710 or send an email to advisingdays@stcloudstate.edu

Access Code

You do not need an access code the **first** semester that you register. *You will need an access code from your advisor for any subsequent semesters until you are admitted to a major.*

Major Specific Questions to Ask your Advisor

1. Are there any waivers that I would qualify for within the general education program?
2. Are there any courses I could double count within the major? In General Education?
3. Are there any pre-requisite courses required in the major that I should be aware of?
4. What requirements must I complete in order to be eligible to apply for the major?
5. Do I need a minor? Are there any particular minors recommended for this major?
6. What is the GPA requirement for the major? Are there any other GPA requirements I need to be aware of (for example ED 200 requires a 2.5 GPA to register)?
7. If I try to register for a course within the major, and it is full, is there any particular strategy you would recommend?

GRADUATION CHECKLIST

- Earn a minimum of 120 credits
- Complete the general education requirements
- Complete PESS 122
- Complete a major or bachelor of elective studies
- Complete at least 45 credits at the 300-400 level
- Complete at least 30 credits at SCSU
- Meet the GPA requirements of your program

When the course you want to register for is full

Here are some suggestions for how you may be able to increase your chances of getting in to a closed course. Please be aware that in some cases, you still may not be able to register this semester for the course you were hoping to take, but you will be helping yourself if you do the following:

- **Remain diligent in checking the on-line registration system for open seats.** Students can make changes to their schedules through several days into the semester (see the semester calendar for details), so an opening could occur any time during that period.
- **Check with the department that offers the course to see if they keep a waiting list of students wanting to register for a particular course.** Some departments place a “Course requires special permission” hold on certain course so that when a student drops out of the course, not just anyone searching on-line for openings will be able to register for the course. The department is then able to take someone from the waiting list and give that person the special permission override needed to register for the course. Keep in mind that not all departments utilize waiting lists, so you will need to inquire at each department office to find out about their policy.
- **Try to contact the professor in person by stopping by his or her office, by phone, or by e-mail to politely inquire whether he or she anticipates being able to allow any additional students into the class.** In many cases this will not be possible, but the professor may be able to offer other suggestions.

- **Check the schedule of on-line course offerings to see if the course is offered via that format.** From the university home page, go to “Future Students,” then “Continuing Studies,” and then choose the appropriate semester under “Schedules and Registration.”
- **Investigate the possibility of taking the course at another school if you feel you absolutely must take that course this semester.** There are equivalency tables for many of the state community & technical colleges and state universities on the university website. From the university homepage, go to “Future Students,” then “Undergraduate Admissions,” then “Transfer Students,” and then choose “Transferring Credits”. There you will find “Transfer Equivalency Information.” If you wish to take a course at a school that does is not included in these equivalency tables, you should have the appropriate academic department verify that the course you wish to take will fulfill the appropriate requirement upon its transfer back to St. Cloud State University.
- **When possible, choose an alternate course.** Your assigned advisor can help you determine the options that are available to you.
- **You can go to the first class meeting to see if any of the registered students do not attend, and then ask the professor about the possibility of getting into the class.** The instructor reserves the right to ask any students who are not registered for the course to leave.

ONLINE REGISTRATION GUIDE

To access the online registration/student information system you will need your SCSU ID or Social Security Number and your 6-digit PIN (see Step 2). For registration questions when using this system call the HELP line, (320) 308-3936 (8:00- 4:30) or click on the **Contact Us** link.

Step 1: Open your web browser and go to <http://www.stcloudstate.edu/registrar/> Click on **e-Services Sign-In**

Step 2: Enter your SCSU tech ID (this is not your SSN) and your 6-digit PIN.

1. Upon entering SCSU, your PIN is set to your birth date in year, month, day order (yymmdd).
Birth date Example: February 14, 1972 = PIN is 720214
2. After entering the system for the first time, you will be required to change your PIN to a new number known only to you. Do not begin your new number with zero, your year of birth or use common combinations of numbers (i.e. 123456).
3. If a PIN is forgotten, you may call the HELP Line for assistance or click on the Contact Us link on the menu options.
4. Click on the **Login Now** button and proceed to **step 4**.

Step 3: If you do not know your SCSU ID, click on the "**Lookup ID**" link.
Enter your SSN (don't use hyphens) and your 6-digit PIN. Click on the **Submit button**.

1. Your SCSU ID will be displayed. Write it down for future reference.
2. Click on the "**Login**" link.
3. Enter your **SCSU ID** and your 6-digit **PIN**. Click on **Login Now**.

Step 4: Click on **Courses & Registration** on the menu options. Click on the **Registration Window link** to check when you will be able to register for courses. Make sure the appropriate term is listed. To change the term, click on the **Change semester link**. Choose the appropriate term from the drop down menu and click on the “**Select**” button.

Step 5: To register for classes, click on **Quick Add (Register)** (left column).

1. Enter the **Course ID** for each class you want in the Course ID column. You will find the Course ID numbers on the first line of each course listing in the class schedule.
2. After entering your choices, click on the **Register Now** button. A message will display indicating the status of your registration.

Step 6: To search for open sections, click on the **Find a Course** link in the menu options. Choose the appropriate semester and subject.

Step 7: To **Drop a course**, click on the **View/Modify Class Schedule** menu item (left column). Once on that screen, click on the Course ID of the class you wish to drop.

Step 8: When you have finished registering, be sure to click on the **Logout** button located near the upper right corner of your screen.

HUSKYNET EMAIL ACCOUNT

HuskyNet email is the official form of communication to students.

What it means:

- All students are required to activate their HuskyNet accounts.
- SCSU offices will use HuskyNet email to send you important messages regarding registration, financial aid, campus security, and more
- Instructors might use HuskyNet email to send you information about your classes.

To activate your HuskyNet account:

- Click on the “Activate My HuskyNetID” button on the HuskyNet Web site, <http://huskynet.stcloudstate.edu>
- For assistance with your account, contact the HelpDesk, (320) 308-2077 or helpdesk@stcloudstate.edu

THINGS TO DO:

- ___ Register for courses after contacting an advisor in your major department
- ___ Activate HuskyNet account and check regularly
- ___ Send your final transcript to the Office of Records & Registration
- ___ Follow instructions for completing the Respect and Responsibility requirement (provided in an email from the Women's Center)
- ___ Follow instructions for completing the Informed on Sexual Assault Workshop (details sent via HuskyNet email during 1st week of classes)
- ___ Pay tuition and fees or provide a down payment to avoid cancellation of registration
- ___ Stop by the Campus Card office in Atwood Memorial Center for ID card
- ___ Apply for on campus housing at Residential Life (Carol Hall, 320-308-2166)
- ___ Contact Public Safety regarding parking permits
- ___ Check out Metro Bus information. All SCSU students ride free!
- ___ Apply for financial aid/scholarships
- ___ Explore the SCSU website www.stcloudstate.edu to discover additional services and opportunities
- ___ Purchase books (Husky Bookstore orders can be completed online through the registration system. Click on Husky Books Express)

Academic Department Contact List

African Studies	SH-283 308-3165	International Relations	5B1-328 308-2162
Anthropology	SH-262 308-2294	Latin American Studies	SH-278 308-5656
Art	Kiehle-101 308-4283	Mass Communications	SH-125 308-3293
Astronomy	WSB-324 308-2011	Mathematics	ECC-139 308-3001
Aviation	HH-216 308-2107	Mechanical & Manufacturing Engineering	ECC-101 308-5654
Biology	WSB-262 308-2039	Medical Technology	WSB 262 308-3130
Chemistry	WSB-358 308-3031	Meteorology	WSB-41 308-3260
Child & Family Studies	EB-B109A 308-2132	Military Science	SH-11 308-2952
Communication Sciences & Disorders	EB-A216 308-2092	Music	PA-238 308-3223
Communication Studies	WSB-129 308-2216	Nuclear Medicine Technology	WSB-324 308-2011
Community Development	SH-365 308-5225	Philosophy	CH-365 308-2234
Community Health	HaH-327 308-4251	Physical Education & Sport Science	HaH-327 308-4251
Community Psychology	EB-B210 308-2160	Physics	WSB-324 308-2011
Computer Networking & Applications	ECC-139 308-6084	Political Science	51B-328 308-2162
Computer Science	ECC-139 308-4966	Pre-Business Advising Center	CH-229 308-3214
Criminal Justice Studies	SH-222 308-3016	Accounting	
Earth & Atmospheric Sciences	WSB-41 308-3260	Business Computer Information Systems	
East Asian Studies	SH-283 308-3165	Finance, Insurance & Real Estate	
Economics	SH-386 308-2227	International Business	
Electrical & Computer Engineering	ECC-211 308-3252	Marketing and Business Law	
Elementary Education	EB-A132 308-3007	Management	
English	51B-104 308-3061	Pre-Nursing	BH-228 308-4064
English as a Second Language	51B-104 308-3061	Psychology	WH-102 308-4157
Environmental & Technological Studies	HH-216 308-3235	Radiologic Technology	WSB-324 308-2011
Ethnic Studies	51B-227 308-4928	Recreation	HaH-327 308-4251
Film Studies	PA-202 308-3229	Religious Studies	CH-365 308-6016
Foreign Languages	LH-113 308-4141	Science	WSB-262 308-2039
French	LH-113 308-4141	Secondary Education	EB-A132 308-3007
Geography	SH-359 308-3160	Social Science/Social Studies	SH-361 308-5226
Geology	WSB-41 308-3260	Social Work	SH-224 308-3139
German	LH-113 308-4141	Sociology	SH-262 308-2294
Global Studies	801 Bldg 308-4129	Special Education	EB-A211 308-2041
History	SH-283 308-3165	Statistics	ECC-139 308-6169
Honors Program Office	CH 216 308-6623	Teacher Development	EB-A132 308-3007
Hydrology	WSB-41 308-3260	Theatre	PA-202 308-3229
Human Relations	EB-B118 308-3124	Undecided	CH-210 308-6075
Information Media	MC-110 308-2062	Women Studies	SH-365 308-3947
		Center for Continuing Studies	ShoemakerG103 308-3081
		Bachelor of Elective Studies (BES),	
		Online courses	