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UNIVERSITY

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# **Early Entry (Dual Credit) Program Policy Manual**

**A GUIDE FOR MSU EARLY ENTRY FACULTY AND STAFF**

Revised May 2017

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# Early Entry (Dual Credit)

## Overview

The Early Entry (dual credit) program allows eligible high school juniors and seniors to take one course and earn credits for both high school and university. For example, the student who successfully completes College Composition will earn 3 university credits and equivalent high school credit.

Students who are college-bound and academically eligible can reap these benefits:

- Gradual transition into college
- Challenging coursework
- Reduced tuition for university courses with opportunity to earn an Emerging Scholars Award

How does the early entry (dual credit) program work?

- The high school and university must agree on the course, instructor, instruction mode, and content. The MSU department has final approval. This process is facilitated by the MSU Dual Credit Coordinator.
- Students visit with their high school counselor to ensure the university course(s) taken will meet high school graduation and university/career requirements. Counselors will review the student's academic standing to determine eligibility for the dual credit program.
- Students apply for enrollment at MSU as non-degree students. The student will be issued an MSU student ID card which can be used for athletic events, library services, theatre, and other campus events.
- Tuition is paid to the university by the student for the course(s) being taken. Tuition rates are determined based upon several factors.
- The grade earned in the course becomes part of the student's permanent high school and university record.

## Student Admission Requirements

To qualify for early entry (dual credit), students must meet the following requirements:

- High school junior or senior
- High school cumulative GPA of 3.0 or higher

- Meet course specific placement requirements determined by the NDUS and MSU policies.
- Approval by parent/guardian and high school administrator for course enrollment

## Accuplacer Placement Test

Under ND state university policy 402.1.2, placement scores are required for enrollment in entry level, degree credit courses in English and Math (e.g. College Composition I, College Algebra, Finite Math, Elementary Statistics, Precalculus, Applied Calculus, and Calculus I). Students who do not achieve the required ACT score may take a placement test to qualify for the course. The ACT subscore requirement is 21 for math, and 18 for English. MSU uses the Accuplacer computerized placement test to determine level of skill and competence in Math and English.

Accuplacer uses an online format. The test questions are based on responses to each question already answered. Questions increase or decrease in difficulty depending on the answers as the student works through the test. Accuplacer tests are untimed, and results are available immediately. Tools and resources to prepare for testing are [available for students](#). Students are able to take the Accuplacer free of charge at MSU's Academic Testing Center. Students are eligible to retake the exam one time free of charge provided subject material has been reviewed between test sessions with an instructor or individually. If additional retakes are approved, they will cost \$20 each.

An appointment for an Accuplacer test can be made by contacting the MSU Academic Testing Center at 701-858-3830. The test center is open year round 8:00am-4:00pm, Tuesday-Friday (some Monday appointments available). Students requiring a placement test must achieve a qualifying score before they can be enrolled in requested dual credit math and english classes.

## Course Approval

Before a course can be offered for dual credit on a high school campus, approval must be obtained by the appropriate Minot State University Academic Department. The request for course approval can be initiated through the CEL Credit Coordinator.

MSU adjunct faculty, on campus and off, are required to hold a Master's degree in their field of instruction or a Master's degree in an unrelated field plus 18 graduate credit

hours in the field of instruction. Potential faculty must submit a letter of application addressed to the Department Chair, vitae, and transcript of highest degree earned (copies are accepted for MSU graduates) to the CEL Credit Coordinator, who will then seek departmental approval.

The Credit Coordinator will also discuss implementation specifics with the school including: contracts, timeline and schedule of course and responsibility of textbooks/supplies (paid by high school or students). A university approved syllabus and textbook must be used for each early entry (dual credit) course. Faculty may personalize the syllabus but must maintain pertinent policy information such as grading and absentee policies. Each semester, a copy of the course syllabus is sent to the MSU department chair for approval.

Enrollment will begin only after approval has been granted by the MSU Academic Department and faculty have completed all new hire paperwork required by Minot State University.

## Enrollment

The CEL Credit Coordinator will visit the high school upon request to provide information about the early entry (dual credit) program and to assist with registration. To enroll in early entry (dual credit) the student must first be admitted to Minot State University. The following steps must be completed:

- Submit an MSU Admission Application online (*see Appendix 2 for specifics*)
- Submit a \$35 nonrefundable fee along with the MSU application
- If required by the high school, submit a completed release form to the high school guidance office so that records can be sent to MSU

To enroll in a course, the Early Entry (Dual Credit) Enrollment Form (Appendix 1) must be completed and signed by student, parent, and high school representative and submitted to the CEL Credit Coordinator each semester. Applicable ACT, SAT, PLAN, or placement test scores may also be required. Designated high school personnel (i.e. guidance counselor) coordinates the submission of this information to the CEL Credit Coordinator.

## Semester Dates & Registration Deadlines

[Check the current Academic Calendar on the MSU Registrar webpage](#) for specific deadlines to add and drop classes each term.

## Dropping a Course

Students are encouraged to thoroughly think through enrollment before applying for a dual credit course. If students need to drop a course, the following guidelines must be followed:

The student should contact the high school counselor so that a schedule adjustment can be made. For Fall and Spring terms, the course must be dropped by dates designated by the MSU Registrar's office for a full refund and no record on the academic transcript. See current MSU academic calendar for specific dates, or contact the Credit Coordinator. A sliding scale tuition refund process is used based on the withdrawal date.

If taking more than one dual credit course, but only dropping one of them, an email from the counselor can be sent to the Credit Coordinator, or [this form](#) can be used (appendix 3).

If dropping all dual credit courses, the student must complete the [online withdrawal form](#). This form must be completed and submitted online for processing.

The above procedures must be followed, verbal requests made by a student to a high school administrator, counselor, or instructor does not guarantee a change in enrollment at Minot State University.

## Student Payments

Early Entry students qualify for a substantial reduction in tuition. The State of North Dakota has set the dual credit tuition and fee rate at \$122.84 (unsubsidized) and \$71.84 (subsidized) per credit hour. The reduced tuition rate does not apply to MSU online or on-campus courses. Students receive a billing statement after their class registration is finalized. Tuition for Fall semester classes are due in September, and tuition for Spring semester classes are due in January. Tuition payments can be made to the Business Office by cash, check or credit card. The Business Office can be contacted at 701-858-3333.

## Emerging Scholars Award

The Emerging Scholars Award is equal to the tuition paid for each qualifying MSU dual credit course successfully completed. This award is used to offset the cost of MSU tuition and fees. Currently this award is given to students enrolling on the MSU campus full-time the fall semester

immediately following their high school graduation. The award cannot be used at a later date.

Beginning fall semester 2018, the award amount will be split equally between fall and spring semester. Students must enroll as a full time student on campus the fall semester immediately following their high school graduation to receive the award. At that time half the award amount will be given, with the remainder awarded in the spring of the same academic year.

Recipients of the Bank of North Dakota assistance and/or Dollars for Scholars are not eligible for an Emerging Scholars Award.

### Financial Assistance Available

The Bank of North Dakota will pay for the cost of two dual credit courses per school year for students that qualify for free or reduced price lunch. Students must complete the Bank of ND Early Entry (Dual Credit) Assistance Application to apply for funding. The Bank of North Dakota will also pay the \$35 application fee for eligible students.

## Textbooks

Generally the school district supplies books for students enrolled in Early Entry classes. If Early Entry students are enrolled in courses requiring the purchase of a textbook, they can order books by phone, online, or in person at the campus Bookstore.

Bookstore hours are 8:00-4:30 Monday-Friday or [check online](#). Bookstore personnel can be reached at 858-3391.

## Faculty Responsibilities

### Syllabus

Adjunct faculty should obtain a copy of the division or department approved syllabus for their course. If modified, a copy of the syllabus should be reviewed by the appropriate chair or faculty member and a copy filed with the department each semester. A copy of the syllabus must be provided to each student.

### Enrollment Reporting

After the last day to drop at 100%, faculty are required to verify course enrollment using a Starfish Enrollment Reporting and Early Alert Report for their course (s). A reminder to complete attendance reports will be sent to instructors' MSU email accounts. Follow the Starfish instructions found in *Appendix 4*.

### Mid Term and Final Grading

After 8 weeks of instruction, mid-term grading will need to be entered into CampusConnection by the due date set by the Registrar's Office. A reminder to submit mid-term grades will be sent to instructors' MSU email accounts as soon as rosters are available. Step by step instructions are included in *Appendix 5*. Grades must be entered for all students and the approval status changed from "Not Received" to "Approved." When submitting mid-term grades, faculty should ensure that the names on the CampusConnection grade roster matches the students in attendance. Report any discrepancies to the CEL Credit Coordinator.

The high school semester may not end at the same time as the university. However, instructors need to post grades according to the MSU academic schedule. Questions or information regarding grade posting options can be discussed with the Dual Credit Coordinator. General instructions for final grade reporting are found in *Appendix 5* and in the [Faculty Grade Reporting PDF](#).

### General Education Assessment

Many general education courses are required to conduct a general assessment of learning as specified by the department each semester.

- Comm 110: The assessment form found in *Appendix 7* should be completed for each class.
- English 110 & 120: Faculty needs to submit 10 writing samples per class (each sample should be from a different student). The writing samples should have no names or marks on them.
- Math 103: No assessment needed
- Math 107 No assessment needed
- Math 210: If faculty are selected to participate in assessment, they will be contacted by the Math department through MSU email.

Additional information can be obtained from the academic department. Courses not listed above may have assessment requirements, please contact your respective department for more information.

### Course Evaluations

MSU's Institutional Research Office will send students an email inviting them to provide feedback on their courses approximately two weeks prior to the end of the semester. The evaluation period will be open for seven days, and students will receive reminders to complete the evaluation. During this time, faculty are asked to encourage students to check their MSU email messages and provide feedback on their courses.

# Faculty Compensation

## Salary Schedule

Minot State University adheres to the following North Dakota University System policies and procedures with regard to Early Entry/Dual Credit tuition and instructor salaries.

Early Entry courses offered on the high school campus, during regular school hours, and are taught as part of the high school teacher's load are considered subsidized by the school district. In this case, students are charged the high school student subsidized tuition rate as outlined by NDUS Procedure 805.1. Additionally, instructors are paid a stipend for adhering to the guidelines found in this manual, which includes submitting required attendance and grade reports according to the due dates set by the MSU Registrar, as well as submitting general education assessment data as required by the MSU Assessment Committee. The instructor's stipend is \$25 per student for up to 20 students, or \$500 maximum stipend per class. This stipend is paid directly to the instructor, not the school district.

Early Entry courses offered on the high school campus at times outside the normal school hours or are taught by an MSU campus faculty member are considered unsubsidized by the school district. In this case, students are charged the high school student unsubsidized tuition rate as outlined by NDUS Procedure 805.1. Additionally, faculty members teaching the Early Entry course(s) are compensated according to the [MSU adjunct, Overload, and Independent Study Salary Schedule](#). These faculty members must also adhere to the guidelines in this manual, including submitting required attendance and grade reports according to the due dates set by the MSU Registrar, and submitting general education assessment data as required by the MSU Assessment Committee.

## Professional Development Workshop Waiver

Each semester, faculty who teach Early Entry courses receive a certificate that waives the recording fee for one MSU professional development workshop credit.

## Resources

### Email Account & Support

All early entry dual credit instructors are required to have and use an MSU email account. Important information about classes will be sent to this account throughout the semester from the MSU Registrar or other MSU personnel. Mail to MSU email accounts may also be forwarded to any other email account. Directions to access your email and forward email to another account are available in *Appendix 6*.

## CampusConnection

Help Desk #: 1-866-457-6387

Course information, class, and grade rosters are found in the North Dakota University System's Campus Connection program. Course information is available seven days a week, 24 hours a day.

## MSU Photo ID

701-858-3364

ID Cards can be obtained in the Photo ID office located on the second floor of the Student Center. Adjunct faculty must be on contract and entered into PeopleSoft or Campus Connection to obtain an ID card. A government issued photo ID must be presented at the time of card issuance. Adjunct geographically removed from campus can forward a professional photograph with a copy of official identification (i.e. passport, driver's license, etc.) and the campus will create and forward the identification card.

## Library Services

701-858-3200

Faculty may checkout library resources using their MSU Photo ID. Resources can also be accessed through the [MSU Library website page](#). To login to the Library's databases from an off campus location, you will need to login in with a login number and password. Your login number is the 14 digit number that you will find on your MSU Photo ID. It is not your EMPLID number. Your password is your last name, in lower-case letters.

## Policies

### Class Attendance

Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course. Faculty may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s).

### Grade Change Policy

[Grade change policy](#).

### Student Appeal of Course Grade Procedure

If a student is dissatisfied with a final letter grade, and who has reason to believe that the grade issued is incorrect, fill out and submit the [grade appeals policy and form](#).

### Academic Integrity Code

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by

the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy or the Internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but, which are, in fact, not.

## Minot State University Contact Information

### University Mailing Address

Minot State University  
500 University Ave W  
Minot, ND 58707

### University Website

[Minot State University](#)

### Center for Extended Learning Website

[Center for Extended Learning](#)

### Student/Faculty Services Offices

#### CEL Credit Coordinator

Administration 366A .....701-858-3990

#### Center for Extended Learning

Administration 365 .....701-858-3359

#### Academic Test Center

Administration 361 .....701-858-3830

#### Admissions

Administration 165 .....701-858-3350

#### Bookstore

Student Center, 1st Floor .....701-858-3390

#### Business Office

Administration, 2nd Floor .....701-858-3333

**Campus Connection Help Desk**..... 1-866-457-6387

#### IT Central

Old Main 108 .....701-858-4444

**Library** .....701-858-3200

#### MSU Photo ID

Student Center, 2nd Floor.....701-858-3364

#### Payroll

Administration, 2nd Floor .....701-858-3225

#### Registrar's Office

Administration 161 .....701-858-3345

**Teacher Workshops** .....701-858-3989

### Academic Department/Division Offices

#### Dept. of Business Information Technology

Old Main 301 .....701-858-3308

#### Division of Humanities

Hartnett Hall 148W .....701-858-3170

#### Dept. of Mathematics & Computer Science

Model Hall 108.....701-858-3170

#### Division of Science

Cyril Moore Science Center 140 .....701-858-3161

## Appendices

1. Early Entry (Dual Credit) Enrollment Form
2. Online Admission Application Instructions
3. Dual Credit Drop Form
4. Starfish Enrollment Reporting Instructions
5. Grade Reporting Instructions
6. MSU Email Instructions
7. Fundamentals of Public Speaking Assessment Tool



**Return to: Credit Coordinator  
500 University Ave W  
Center for Extended Learning  
Minot, ND 58707**

To enroll in a dual credit class the student must also submit an online MSU admission application, a \$35 application fee, his/her high school transcript, and his/her ACT score.

**Student Information:** *To be completed by the student before course begins. Please TYPE or PRINT legibly*

Student's Legal Name (Last, First, Middle Initial)			EMPL ID (Office Use Only)
Mailing Address	City	Zip Code	Date of Birth (mm/dd/yyyy)
High School	Gender <input type="checkbox"/> M <input type="checkbox"/> F		Year in School (for class(es) listed below) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Phone Number	Student's Email		
Parent/Guardian's Name	Anticipated year of high school graduation		

Course Information	Class # (Office Use Only)	College Sem. Hours	Mode of Delivery				Date Class Added (Office Use Only)
			At High School	On MSU Campus	At MAFB	Online	
<u>Course I</u>		<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
<u>Course II</u>		<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
<u>Course III</u>		<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					
<u>Course IV</u>		<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4					

\*Please include the subject area & number for each course. For example, College Composition I is Engl 110. The course name is unneeded.

### Authorization

Students enrolled in college credit course(s) at Minot State University will receive a letter grade that will become a part of their permanent college transcript. A numerical grade will appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of the respective high school. It is the student's responsibility to verify the transferability of courses with the institution of choice.

Eligibility for continued participation in this program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of D or F may not be eligible for future dual credit courses or may have restrictions.

If a student wishes to withdraw from any college course(s), it is his/her responsibility to first discuss this matter with the high school counselor and notify Minot State University. Students must adhere to the college calendar including but not limited to: class dates, fee payment and drop/add dates.

This course obligates the student, parent and/or guardian financially. All fees associated with this course(s) must be paid by the established deadlines and failure to do so could result in not receiving college credit for this course(s) and an unfavorable hold placed on the student's account. Please visit the Business Office's webpage for deadlines.

The student authorizes MSU to release all academic and financial records (including, but not limited to, course grades, account balances, and account holds) to my attending high school and my parents/guardians.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent or Designee Signature**

\_\_\_\_\_  
**Date**



## Online Admission Application Instructions

The online admission application is available at [www.minotstateu.edu](http://www.minotstateu.edu)

- Click on **Apply Now** in the left column.
- Select **Undergraduate Application**
- Select **Undergraduate, Early Entry, & Dual Degree Students Application.**

Create an account if you don't already have one. Many students already have an account. If you have sent MSU test scores, met with an admission counselor, or shown an interest in Minot State you likely are already in our system. If you are unable to retrieve your username, contact the Dual Credit Coordinator at 701-858-3990 to look it up.

Once your account is created, you will need to log in to start the application. Complete all the required fields. Below is some information on common questions from each page of the application.

### Page 1: Application Type

Type of Admission: **Early Entry Student**

### Page 2: Applicant Information

Please enter a social security number. While it is an optional field, an additional form will need to be completed later to enroll in courses if it is not entered now.

### Page 4: Major/Program Information

Major/Program: **Non-Degree**

While you may already have an idea of what you would like to major in, at this point you must be non-degree to participate in dual credit. You will be able to declare a major when you become a full time student.

Degree/Plan: **Non-Degree**

Based on the Major/Program you selected above, the following delivery method options are available. Please indicate your preferred delivery method. **Off-Campus Site**

If you indicated above that you wish to complete your Major/Program at an off-campus location, please specify your off-campus location bellow. **High School (Dual Credit/Early Entry Students Only)**

Academic Term: Select the term you intend to take classes. If you are unsure select the Fall.

### Page 5: High School History

When using the high school lookup tool, only enter the city.

Inclusive dates of attendance must be entered. Enter your best guess as to when you started high school in the from box. The to box should be your graduation date.

Enter your anticipated graduation date in the graduation date box.

Select that no previous college coursework has been completed unless previous dual credit work has been completed through a different college. AP and CLEP courses do not count for this question.

### Page 6: College/University History

This page should be left blank unless previous dual credit work has been completed with a different college.

### Page 7: Residency for Tuition Purposes

**Legal resident:** Because you are attending a North Dakota High School, you are considered a legal resident.

**Dependent:** In a majority of cases, your parents will claim you as a dependent on their taxes. You would know if you were not considered a dependent.

**North Dakota University System:** Made up of ND State Colleges (Bismarck State College, Dakota College, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State College of Science, NDSU, UND, Valley City State University, Williston State College)

### Page 9: Applicant Supplemental Information

Are you applying to Post-Baccalaureate Communication Disorders Program? **No**

Are you applying to the MiSU-NDSU Social Work dual degree program? **No**

Would you like to receive messages from MSU Enrollment Services regarding important deadlines and reminders? **No**

High School Students Only: Does not need to be completed for a dual credit application.

Statement of Intent: **I plan to take dual credit course at my high school.**

## Submitting Application

The application automatically goes back to the first page. Select  in the upper right corner.

## Application Status

A screen will now show your application status. It will either say incomplete and list what you need to fill in or it will say ready for submission

## Step 2: Application Fee Payment

Select if you will be paying by check or credit card. If mailing a check print the next page and mail with your check. **Your application is not complete until the application fee is paid.** If you qualify for free and reduced lunch the Bank of North Dakota may cover your application fee, contact the Dual Credit Coordinator at 701-858-3990 for more information.



## Early Entry (Dual Credit) Course Drop Form

This form should only be used if the student wishes to withdraw from one college course, while remaining enrolled in another college course. If this is the only dual credit course with the university, the student will need to withdraw from the university using the [online withdrawal submission form](#)

**Withdrawals are only used when a student wishes to drop ALL dual credit courses.**

Student's Name \_\_\_\_\_

High School \_\_\_\_\_

Semester/Year \_\_\_\_\_

Course Department \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Date course was dropped from High School Schedule \_\_\_\_\_

I understand I am dropping the college course specified above and this information may be recorded on my college record. I also may owe tuition for the course. For information on drop dates with and without tuition payment, and impact on college record, contact the Credit Coordinator at 701-858-3990.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

MSU ID # \_\_\_\_\_ Class # \_\_\_\_\_ Date Drop Processed \_\_\_\_\_



## Starfish Enrollment Reporting Instructions

Each semester faculty must verify the accuracy of each class roster in CampusConnection. Faculty will receive an email to their MSU account with due dates each semester. Class rosters are obtained through CampusConnection.

- Sign in to CampusConnection at <http://www.minotstateu.edu/cc/> . Your username is firstname.lastname and the password you selected. If you are having difficulty signing in, please contact the NDUS helpdesk at 1-866-457-6387.
- On the Login Page Select **Self Service > Faculty Center > My Schedule**
- All courses you are teaching should appear. If the classes you are currently teaching do not appear, it is likely the wrong term is selected. Select **change term** It is located above the list of courses. A new page will appear. Select the correct term and hit continue
- Clicking  next to the course title will bring up the class roster.

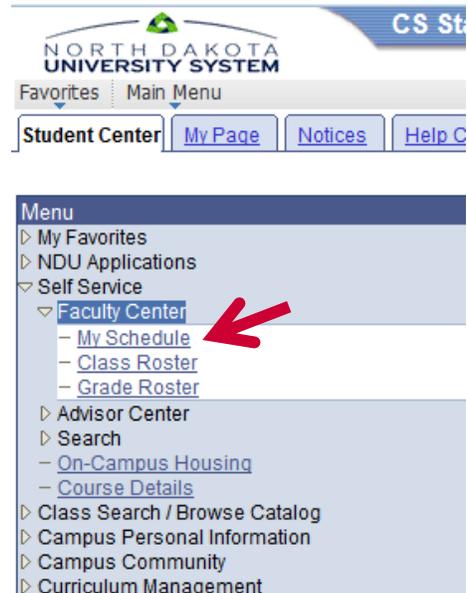
The course roster should be printed. If you are having trouble fitting all the students on one page, when in Firefox, right click on the roster area. Select This Frame and Print Frame.

Circle all the students who have not attended in blue or black ink. Write down any students who are in attendance but not on the roster.

**Sign and date all class rosters.** Even if all of the information is correct, a signed and dated roster still needs to be turned in.

Select **change class** to return to your teaching schedule and select another course.

Return the all class roster to the Dual Credit Coordinator. They can be emailed, faxed, or returned in person.



## Grade Reporting Instructions

Each semester faculty must enter midterm and end of semester grades in CampusConnection. Faculty will receive an email to their MSU account with due dates each semester. If the high school semester does not end at the same time as the university, the Dual Credit Coordinator will work with the faculty member to submit grades. To enter grades both at midterm and end of the semester:

- Sign in to CampusConnection at <http://www.minotstateu.edu/cc/>. Your username is `firstname.lastname` and the password you selected. If you are having difficulty signing in, please contact the NDUS helpdesk at 1-866-457-6387.
- On the Login Page Select **Self Service > Faculty Center > My Schedule**
- All courses you are teaching should appear. If the classes you are currently teaching do not appear, it is likely the wrong term is selected. Select **change term**. It is located above the list of courses. A new page will appear. Select the correct term and hit continue
- Clicking  next to the course title will access the grade roster.
- Select the correct grade roster type (Mid-Term Grade or Final Grade).
- Enter all of the student's grades in the column next to their name.
- Once all grades are recorded, change the Approval Status to **Approved** and click **Save**.



If you enter some of the grades and have not yet “Approved” the grades, you can click Save at the bottom of the page to return to your grading later.

**ENGL 120 - 1 (5916)** **change class**

College Composition II (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	MISU HHall, Rm 316E	Margaret Sherve	01/13/2014 - 05/16/2014

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved

Select **change class** to return to your teaching schedule and select another course.

## MSU Email Instructions

### Accessing MSU Email

- MSU email can be accessed by going to **www.minotstateu.edu**.
- Click on **Faculty & Staff** along the top of the webpage.
- Select **E-Mail – Outlook Login** under Contact Faculty and Staff (middle of the page).

Your Login credentials are the same as CampusConnection. Your username is generally firstname.lastname. Your password can be reset at <https://provisioning.ndus.edu/idm/user/userForgotPassword.jsp>.

### Forwarding MSU Email to Another Email Account

1. Click on  (settings) in the upper right corner (next to your name) and select **Options**.
2. On the left hand side, select **organize email**.
3. Click the **+** to **Create a new rule for arriving messages...**
4. A popup window will open to create the new inbox rule. Enter the following information:
  - Name:  
This will automatically fill in when you complete the other steps; unless you want to name it something else.
  - \*When the message arrives, and:  
**[Apply to all messages]**
  - Do the following:  
**Redirect the message to...**
5. Another popup window will open to select where you would like the message sent to. Next to the word **To** (near the top of the window) type the email address you would like all messages sent to and select **OK**.
6. Select **Save**.
7. A popup window will appear asking “Do you want this rule to apply to all future messages?” Select **Yes**.

In the future if you need to modify or turn off mail forwarding, the rule can be modified or deleted on this screen.



**Communication 110: Fundamentals of Public Speaking  
Assessment Tool**

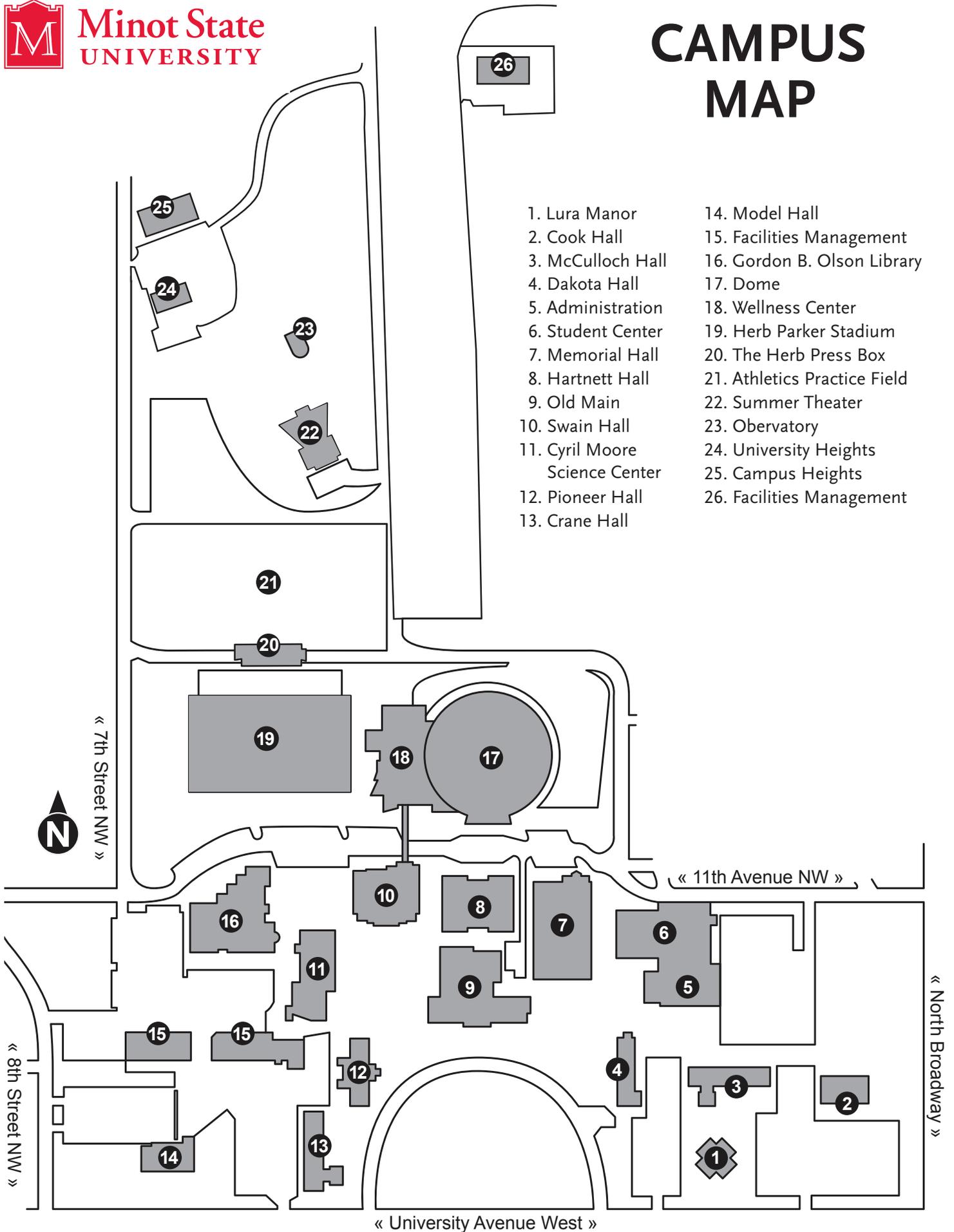
Semester: \_\_\_\_\_ Type of Speech: \_\_\_\_\_ # of Students: \_\_\_\_\_

Assessment Item	Definition	Exceeds expectations	<u>Yes</u> Meets expectations	<u>Partial</u> Meets some of the expectations	<u>No</u> Meets none of the expectations	Notes/Areas of Improvement
Effective Organization Specifically thesis Statement	Overall organization of the Introduction, Body, and Conclusion. Construction of a thesis statement					
Documentation	Efficient citation of sources, spoken throughout the speech					
Content	Speaker's commitment to the topic through the use of valuable up to date information					
Reflective Self-Evaluations/ Peer Evaluations	Students able to note areas for improvement through the giving and receiving of constructive criticism					
Technology/ Visual Aid	Used presentational technology/ Students recognized value of visual aids					
Delivery	Eye contact, effective use of transitions, nonverbal voice cues (vocal fillers), vocal variety, body language					



# CAMPUS MAP

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Lura Manor                     | 14. Model Hall               |
| 2. Cook Hall                      | 15. Facilities Management    |
| 3. McCulloch Hall                 | 16. Gordon B. Olson Library  |
| 4. Dakota Hall                    | 17. Dome                     |
| 5. Administration                 | 18. Wellness Center          |
| 6. Student Center                 | 19. Herb Parker Stadium      |
| 7. Memorial Hall                  | 20. The Herb Press Box       |
| 8. Hartnett Hall                  | 21. Athletics Practice Field |
| 9. Old Main                       | 22. Summer Theater           |
| 10. Swain Hall                    | 23. Observatory              |
| 11. Cyril Moore<br>Science Center | 24. University Heights       |
| 12. Pioneer Hall                  | 25. Campus Heights           |
| 13. Crane Hall                    | 26. Facilities Management    |





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