

General Information and Services

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For information about Financial Aid, please refer to the Saint Paul College Student Handbook or website:
www.saintpaul.edu/FinancialAid

Services for Students

For information about Services for Students, please refer to the Saint Paul College Student Handbook or website:
www.saintpaul.edu/StudentServices

Student Life and Diversity

For information about Student Life and Diversity, please refer to the Saint Paul College Student Handbook or website:
www.saintpaul.edu/StudentLife

Rights and Responsibilities

For information about Rights and Responsibilities, please refer to the Saint Paul College Student Handbook or website:
www.saintpaul.edu/Rights&Responsibilities

Academic Standards

For information about Academic Standards, please refer to the Saint Paul College Student Handbook or website:
www.saintpaul.edu/AcademicStandards

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General Information

Accreditation

Saint Paul College—A Community & Technical College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The College also holds professional accreditation from:

- American Culinary Federation Education Foundation's Accrediting Commission (ACFEF)
- Commission on Accreditation for Respiratory Care (CoARC)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Accreditation Commission for Education in Nursing (ACEN)
- Association of Collegiate Business Schools and Programs (ACBSP).

Saint Paul College meets established standards and is approved for the instruction of veterans, orphans of war veterans, state and federal rehabilitation students and members of the workforce needing training or retraining. Saint Paul College meets the definition of an institution of higher education and students are entitled to participate in federal financial assistance programs.

Minnesota State Colleges and Universities

Saint Paul College is one of the 31 colleges and universities in the Minnesota State Colleges and Universities system. The colleges in the system provide a wide array of opportunities for lifelong education in academic and technical fields, ranging from short-term certificate programs to doctoral programs. Approximately 33,500 students graduate from Minnesota State Colleges and Universities each year. Refer to the System Web site www.mnscu.edu for further information.

Alliances and Memberships

Students, Alumni & the Employer Connection

Saint Paul College offers undergraduate programs of two years or less to a widely diverse student population. Students are welcome regardless of their background, experience, or previous educational endeavors. The common goal of all students, however, is their desire for Education for Employment... Education for Life!

Alumni Relations

The College sponsors an Alumni Association to complement the educational process. All Saint Paul College graduates are encouraged to join. Call 651.846.1469 or visit www.saintpaul.edu/Alumni for further information.

Alliances with Business and Industry

Saint Paul College's greatest asset is its success in providing employment opportunity for graduates. This is due to its partnerships with the businesses, industries and trade unions with whom we collaborate. Saint Paul College relies on these major stakeholders to:

1. Hire our graduates;
2. Serve on our Advisory Committees to ensure relevant and current curriculum content and instruction; and
3. Provide quality assurance and identity within the community.

The College's relationships with businesses, industries, trade unions and alumni have remained strong to help ensure that the tradition of quality will be continuously enhanced through information, involvement and improvement.

TRIO Student Support Services Program

The TRIO Student Support Services Program provides support for nontraditional aged students (25 or older) who are low-income, first-generation, or have a documented disability registered with the Access & Disability Resources Office. Support services include academic success planning, college success skills workshops, financial aid literacy education, access to academic tutoring services and cultural enrichment activities. Enrollment is on a first-come, first-served basis. The program serves 140 actively enrolled students annually. Additional information is available by calling 651.403.4147.

Workforce Training & Continuing Education (WTCE)

The Workforce Training and Continuing Education division at Saint Paul College serves the non-credit educational and professional development needs of organizations and individuals in the greater metropolitan area. For over 20 years, Saint Paul College's Workforce Training & Continuing Education division has delivered high quality workforce training and continuing education ranging from development of assessments to consulting with business to meet industry, government, non-profit organizations, entrepreneurs, and individual needs, resulting in recognized credentials that boost performance and career opportunities. We are committed to your organizational and individual success!

Workforce Training

Workforce training provides quality training programs delivered at your location, online or on campus. We assist businesses and organizations in staying informed and knowledgeable about advances and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Training is provided in the format that best meets the needs of the client, for example:

- Offering over 100 unique courses through Web-based training.
- Presenting seminars on pertinent and timely topics for industry partners and individual professional development.
- Designing hands-on experiential workshops to promote application of newly acquired behaviors, attitudes, or skills.
- Enhancing skills or specific knowledge relating to career and professional development through continuing education courses.

Continuing Education

Continuing Education provides adult learners the opportunity to enroll in non-credit courses that build career related skills for personal or professional enrichment. Choose from online or classroom-based courses in a variety of fields and content areas.

Examples of training offered through WTCE:

- AutoCAD Training
- Business Management
- Business Writing
- Coaching

- Communication Skills
- Computer Applications
- Customer Service
- Entrepreneurship
- Esthetics Re-licensure and Training
- Health Care
- Leadership/Management
- Motorcycle Training
- Quality Assurance
- Safety
- ServSafe® Certification
- Software Training
- Supervisory & Management Training
- Welding
- Workers Compensation

All WTCE classes can be offered at your work site or custom tailored to meet your employees' needs. Call 651.846.1800 or visit www.saintpaul.edu/WTCE for more information.

Enrollment Services

Admissions Process

Admission to the College is open to students who are at least 16 years of age, have completed their high school diploma, GED, or equivalent, or meet Ability to Benefit requirements. Minnesota High School students who meet the requirements of the Post-Secondary Enrollment Options (PSEO) Act of 1985 or other special high school programs may also be admitted.

Students seeking admission to Saint Paul College who have attended another college or university and do not meet Saint Paul College's Satisfactory Academic Progress Standards must appeal for admission.

Admission to a Major Program

Students are accepted into a major program for the purpose of obtaining a specific degree, diploma, or certificate. Students may change their major program by meeting the prescribed admission requirements for the desired program.

Application Procedure

If you have not applied to or enrolled at Saint Paul College in the past, follow this application procedure:

1. Complete an Application for Admission online at www.saintpaul.edu/apply.
2. There is a one time, non-refundable \$20 application fee. Saint Paul College is currently waiving the application fee.
3. Complete the Assessment in Reading and Math or complete the English as a Second Language (ESL) Assessment if you are a nonnative speaker of English. Call 651.846.1555 for more information. Scores must be turned in to the Office of Enrollment Services. A student may be exempted from taking this Assessment based on documentation of subject area test scores on the ACT exam taken within the last three (3) calendar years for Reading and Writing and two (2) calendar years, for Mathematics. If you have taken the ACT or SAT test within the last three (3) years, please bring a copy of your scores to Enrollment Services (Room 1300) for further review.

4. Request high school transcripts and/or GED scores, as well as official transcripts from all secondary and post-secondary institutions attended be sent to Saint Paul College.
5. If you have previously applied, enrolled, or requested information from Saint Paul College please contact the Office of Enrollment Services so your records can be updated.

Some major programs require additional assessment. Applicants will be notified if their program requires additional assessment.

Assessment requirements may be waived based on previous college experience as validated by college transcripts or determined by the Director of Enrollment Services. Please contact the Transfer Center to have previous college transcripts reviewed for an assessment waiver

Intake Assessment

Saint Paul College and the Minnesota State Colleges and Universities system require assessment of basic academic skills. The College uses the ACCUPLACER™ assessment tool. The assessment for English native language speakers covers reading comprehension and mathematical computation.

The assessment for students whose native language is not English is the English as a Second Language (ESL) assessment. This assessment covers the understanding of English grammar structures and listening comprehension. Students may be assessed in additional subjects for admission to selected programs or placement into certain courses.

These assessments are available on an individual, walk-in basis in the Assessment Center in Room 3115 and usually take from 1 1/2 to 2 1/2 hours to complete. ESL assessment scores determine ESL course placement. In some cases, assessment results may indicate that the student may benefit from developmental coursework in reading, writing, grammar and/or math prior to entering a major program.

Please call 651.846.1555 for group accommodation and additional information about the assessment process.

Immunization Requirements

Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a postsecondary educational institution be immunized against measles, rubella, mumps and diphtheria, and tetanus after 12 months of age and within 10 years of first registration, allowing for certain specified exemptions. Students must submit a statement indicating the month and year of each immunization at the first registration for classes or no later than 45 days after the start of their first term. Students born in 1956 or before are not required to provide this information. Students who graduated from a Minnesota high school in 1997 or later are also exempt.

The Immunization Record form is designed to provide the College with the information required by law and will be available for review by the Minnesota Department of Health. Students enrolled in Health programs are required to obtain additional immunizations in accordance with clinical site policy. For more information regarding immunization requirements and resources available to meet those requirements, contact Enrollment Services.

Application Procedure for Transfer Students

Students seeking admission to Saint Paul College based on previous college coursework should contact the Transfer Center at transfer.center@saintpaul.edu or 651.846.1739, after completing the online application.

Students seeking a degree, diploma or certificate, who have previously attended accredited institutions, must have all official transcripts sent directly from the previous colleges to the Saint Paul College Records Office. If a transcript is hand carried by the student, it is to be delivered in a sealed envelope. Student copies and faxed transcripts are not considered official but can be used for admission purposes.

Re-Admission

Students who have interrupted attendance at Saint Paul College must contact the Office of Enrollment Services to apply for re-admission. To have assessment tests waived based on coursework completed at another institution, contact the Transfer Center at 651.846.1739.

Undeclared Students

Students not intending to pursue an academic award may apply to the College as an undeclared student. Some classes may be limited to students admitted to a specific major or may have course prerequisites. Undeclared Students are not assigned a faculty advisor and do not qualify for financial aid or veterans' educational benefits.

If at a later date the student decides to pursue a degree, diploma or certificate, the credits earned as an 'Undeclared' Student may apply toward a program.

Change of Major

Students who have been admitted to Saint Paul College in a specific major program and want to change that program need to complete the Change of Major Form at the Office of Enrollment Services. Mid-semester major program changes are not permitted. The change of major program will be effective for the next semester.

Credit for Prior Learning

Saint Paul College offers adult students with sufficient work, non-college credit and/or life experiences the opportunity to document competencies relevant to specific course offerings at the College for prior learning credit. Credits earned from prior learning must be applicable to the student's program of study at Saint Paul College and are evaluated for credit by qualified faculty members. Credit for Prior Learning is not available if a CLEP exam exists for that course. Note: Credits earned through Credit for Prior Learning may not transfer to other colleges.

Post-Secondary Enrollment Options Program (PSEO)

The PSEO program enables eligible Minnesota high school sophomores, juniors and seniors to take college classes for credit. The purpose of the program is to promote rigorous academic pursuits and provide a wider variety of options than may be available in high school. Eligible students may attend either part-time or full-time. Tuition, fees and textbooks are provided at no cost to the student. For more information about the PSEO program, please contact the PSEO Coordinator at 651.846.1713.

High School Articulated Credit

Articulated Credit affords high school students an opportunity to receive college credit in many subjects. Articulated Credit programs effectively blend academic and technical education in a challenging and purposeful course of study that can lead to employment and credit toward further education. Since the workplace has changed significantly enough to require some training after high school, but not necessarily a full four-year degree, articulated credit programs offer viable new options for high school students who want to connect learning with life. Articulated credit is awarded for high school classes in Business, Child Development, Culinary Arts, Carpentry, Automotive Service and many other subjects. Many programs are articulated between Saint Paul Public Schools and Saint Paul College. Consult a high school counselor for more information concerning Articulated Credit.

Transfer of Credits from Other Institutions

Saint Paul College will review requests for transfer credit from individuals who completed coursework at other accredited post-secondary institutions. The number of credits transferred to Saint Paul College is dependent upon the specific requirements of each program or degree offered at Saint Paul College. Transfer credits will appear on the Saint Paul College transcript and can be used to satisfy the program graduation requirements but will not be used to calculate the grade point average. Course test-outs taken at another college or university are not transferable to Saint Paul College.

Students interested in receiving transfer credit must submit official transcripts to the Student Records Office. Upon admission to the College, transcripts will automatically be reviewed to determine transferable credits. Each credit to be considered for transfer must be supported by an official transcript from the originating institution and must be approved by a transfer specialist and/or the student's Faculty Advisor prior to the awarding of credit. Students who change programs should request a re-evaluation of their transcript credit.

Transfer of Credit Policies

Transfer of credit and courses will be evaluated based on policies and procedures of Saint Paul College, as outlined in Saint Paul College's catalog, Minnesota State Colleges and Universities system policies and procedures and according to Family Educational Rights and Privacy Act (FERPA).

Institution Accreditation

Transfer of credit will be considered for college level coursework completed at accredited institutions:

- Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States accredited by The Higher Learning Commission, (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.
- Nationally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE). Coursework will be considered on a course-by-course basis through a petition process and will be judged to be comparable or equivalent to courses offered at Saint Paul College.

Transfer Course Evaluation

Courses will be reviewed and considered for transfer as follows:

General education coursework completed at Minnesota State Colleges and Universities that fulfills the Minnesota Transfer Curriculum (MnTC) will transfer based on the assigned goal area at the sending institution.

- General education coursework completed at the University of Minnesota or other institutions outside the Minnesota State Colleges and Universities system will be considered for transfer as:
 - Equivalent to a Saint Paul College general education course and MnTC Goal Area
 - Not equivalent to a specific Saint Paul College course, but will fulfill a MnTC Goal Area
- Coursework that is not general education will be considered for transfer as:
 - Equivalent to a specific course in a technical program (within five years of course completion, if in a technical program)
 - Elective credit that does not apply toward general education or technical course requirements (including technical courses over five years old)

Transfer Equivalency

Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course syllabus for which the student is seeking equivalent credit.

Transfer Grades

All college level courses in which a student has received a grade of A, B, C, D or P/S will be considered for transfer evaluation. No D- or F grade courses will be accepted. Please note that while D grades will transfer, some programs require a grade of C or higher for all courses to fulfill requirements.

Time Limit for Courses

General education courses shall have no transfer time limit. Additionally, technical courses applying toward an Associate of Arts degree shall have no transfer time limit.

To ensure students graduate with up-to-date skills, technical credits are valid for five years or have a five-year “lifespan.” This includes transfer technical credits which are used for specific technical program requirements. Technical courses that are beyond the five-year limit may be accepted, based on currency, relevancy and the student’s current work experience.

Degree Residency

A student shall earn a minimum of 20 credits for all associate degrees at the College. The residency requirement shall be reduced to 12 college-level credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. One-third of the credits required for a diploma or certificate must be earned at the College.

Equivalency

The number of transfer credits granted per course shall not exceed the number granted by the originating institution. All quarter credits will be converted to semester credits.

Additional Types of Credit

AP—Advanced Placement Exams (for High School Students)

Advanced Placement (AP) gives high school students an opportunity to take college-level courses in various subject areas. A score of 3 is the minimum for credit awarded. Grades of 3, 4 or 5 qualify students for credits and/or placement into advanced courses at Saint Paul College. There is no limit to the number of credits a student may earn through the AP exams. However, credits earned through Advanced Placement will not satisfy the residency requirement for graduation at Saint Paul College. Credit can be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be given elective credits.

CLEP—College Level Examination Program

Saint Paul College will consider CLEP exam credits for students who want to test out of general education courses and selected business courses. There is no limit to the number of credits a student may earn through the CLEP exam. However, credits earned through CLEP examinations will not satisfy the residency requirement for graduation at Saint Paul College. A student must provide the College with an official report of CLEP examination scores in order to obtain credit. Equivalent courses and required scores can be found on the College Web site at www.saintpaul.edu.

Note: Colleges establish their own policies for accepting CLEP credit. Students should consult their transfer college’s CLEP policy to determine whether CLEP credits will transfer and/or how they will be accepted. Consult the College Board Web site www.collegeboard.org for testing locations, fees and exam information.

Credit for Life Work/Work Experience (Prior Learning)

Prior Learning (Competency-Based Education) allows students to present nontraditional learning as competencies to be evaluated for credit by qualified faculty members towards their educational program. These competencies must be the equivalent of what would have been achieved through college coursework. At Saint Paul College, Credit for Prior Learning offers, on a limited basis, students with sufficient work, non-college credit and/or life learning experiences, the opportunity to document competencies and theory learning relevant to specific courses offered at the College. Credits earned from prior learning must be applicable to the student’s program of study. The Credit for Prior Learning option may be available for a limited number of courses. Students interested in pursuing the option of earning credit for prior learning must discuss this option with the assigned Faculty Advisor and the Prior Learning Coordinator.

IB—International Baccalaureate (for High School Students)

The International Baccalaureate (IB) program is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. Students may present a full IB diploma or a certificate recognizing specific higher level or standard level test scores. Credit may be awarded for scores of 4 or higher on individual IB examinations or successful completion of the IB diploma. Credit can be given for a specific college course if an exam covers substantially similar material. There is no limit to the number of credits a student may earn through the International Baccalaureate (IB) program. However, credits earned through International Baccalaureate (IB) will not satisfy the residency requirement for graduation at Saint Paul College.

International Transcripts

Saint Paul College does not evaluate international transcripts. Students who have completed courses in another country must have their transcripts evaluated by a third-party evaluation service. Colleges and universities differ in how they accept these courses. For more information contact the Transfer Center.

Military Education and Experience

Saint Paul College is an SOC (Servicemembers Opportunity College) and will consider academic credit for military education and experience gained while on active duty. The American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces will be used to evaluate military education and experience. A copy of the student's Report of Transfer or Discharge (Form DD-214) and an official SMART or AARTS transcript are required for evaluation.

For more information on military transcripts, go to the American Council of Education Web site at www.acenet.edu and select "Military Students and Veterans" found under "Higher Education Topics."

A maximum of 16 semester technical credits will be accepted as elective credits in transfer from military transcripts. General education credits satisfying the Minnesota Transfer Curriculum (MnTC) will be accepted beyond the 16 semester credit maximum. Students may petition for an evaluation of military credits believed to be equivalent to a specific program.

DANTES—Defense Activity for Non-Traditional Education Support

The DANTES program supports the voluntary educational program for active military personnel and members of the National Guard and Reserves. The DANTES Subject Standardized Tests (DSSTs), however, are now available for use by civilians at universities and colleges throughout the country. The DSSTs are a series of examinations in various college and technical subjects. The DSST program allows students the opportunity to demonstrate college-level learning acquired outside the classroom. All tests carry ACE (American Council on Education) credit recommendations. Saint Paul College will honor the ACE recommendation and accept courses applicable to a program or course of study.

Background Studies Policy

Designated Health and Child Development Careers program students are affected by the following:

Minnesota Statutes require that the Department of Human Services (DHS) conduct background studies on individuals providing direct contact services to people receiving services from facilities and agencies licensed by DHS and the Minnesota Department of Health (MDH). Direct contact is defined as providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people receiving services from the agency or facility.

An individual who is disqualified from having direct contact with persons served by the program as a result of the background study and whose disqualification is not set aside will not be permitted to participate in a clinical placement in facilities with programs subject to licensure under Minnesota statutes. This is to protect the health, safety and rights of persons served by those programs. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. The Department of Human Services (DHS) determines disqualification and the Department of Human Services will inform an individual of this report.

Students are reminded of the background study requirement upon admission to the program, during the first introductory course in the program and when a work setting is identified for a clinical placement. Background studies must be submitted annually.

Registration

Registration

The Saint Paul College Course Schedule is available online and contains a complete listing of classes that are available each term. The course schedule is available approximately ten weeks before the beginning of the term. The Course Schedule lists the courses, number of credits, class times, instructors' names, room numbers and prerequisites. Please note this information is subject to change without notice.

Returning students in a declared major have registration priority. When planning for future courses you are encouraged to work with an Academic Success Coordinator, Transfer Specialist or your program faculty. If you need help in making career decisions you should make an appointment with the Director of the Career and Placement Center in Room 1326. Classes have limited enrollment. Closed classes are posted on the online course schedule.

Registration for classes takes place each semester and summer term. Information on how and when to register is sent to new students when they are accepted for admission. Information is also posted on the College Web site. Not all courses listed in the College Catalog are offered every term.

A Registration Schedule is published on the College Web site for each term and indicates assigned dates and times for registration. New students who have applied and been accepted may register for classes during orientation sessions or check the Program Requirements Guide online and register online for courses prior to attending an orientation session. Students do not need to wait for orientation sessions to register.

Students with an unpaid balance at Saint Paul College or any other Minnesota State College or University will be unable to register for courses until all unpaid balances have been paid.

Returning students should register after consulting with their Program Requirements Guides and Degree Audit Reports (DARS) during the previous semester prior to enrolling and go through the following procedures:

Registration Process for New Students

1. Follow Admission and Intake Assessment process.
2. Attend an Orientation session or utilize the College's online orientation at www.saintpaul.edu/Orientation. Students may complete step three prior to attending orientation.
3. Register online. If you have a disability that precludes you from registering online, submit the completed Add/Drop Registration Form to the Office of Enrollment Services.
4. Pay tuition online or print your fee statement and present it with payment at the Tuition Office before the posted due date. You will receive a paid fee statement upon receipt of payment. Refer to Tuition & Fees for details for payment options.
5. Purchase books and supplies.
6. Attend all courses for which you've registered.

Registration Process for Current and Returning Students

1. Review Program Requirements Guide and Degree Audit Report (DARS). Select courses.
2. Login into your account to register online; or if assistance is needed, you may go to the Office of Enrollment Services for online registration assistance.
3. Pay tuition online or print your fee statement and present it with payment at the Tuition Office before the posted due date. You will receive a paid fee statement upon receipt of payment. Refer to Tuition & Fees for details for payment options.
4. Purchase books and supplies.
5. Attend all courses for which you've registered.

Purchase your books prior to the start of class, either at the Bookstore or online at www.saintpaulcollegebookstore.com. This will help you avoid the long lines at the Bookstore on the first day of the term.

Course Add, Drop or Withdraw

Students bear primary responsibility for their Course Registrations. Students are responsible for canceling their registration by the due dates posted in the course schedule or to pay any balance due. To cancel registration, a student must log-in to their eServices account and drop their classes prior to the end of the designated drop/add period.

Non-attendance is not a cancellation and students will be held responsible to pay any amount owed.

All students, including those receiving financial aid, will be assessed tuition and fees for the term based on the number of credits for which they are registered on the 6th day of the term.

Students may add courses at any time during the published "add" period for each term. Students who drop a course through the

5th day of a term may receive a tuition refund (pro-rated for summer term).

Students may withdraw from classes to receive a "W" grade from the 6th day of the term through the posted date of withdrawal for the term. For courses that do not run the entire term, withdrawal is permitted before 80% of the class session is over. Students must withdraw from courses online. No refund is permitted after the 5th day. Courses from which a student officially withdraws will be assigned the letter grade "W" (withdraw). Students who fail to withdraw from a course but stop attending before the end of the semester are subject to being assigned a grade of FW. Refer to the current Course Schedule for details.

Students who cannot attend class during the first week of classes (or do not plan to log on for the first day of an online class) need to make arrangements for all absences in advance with their instructor. Students who miss class the first week without making prior arrangements with their instructor are subject to being assigned a grade of FN (Failure for Nonattendance). Students must drop courses they do not intend to attend before the end of the add/drop period.

Satisfactory Academic Progress Guidelines

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

Saint Paul College has a Satisfactory Academic Progress policy which requires degree seeking students, upon registering for 6 or more credits, to maintain a cumulative grade point average of at least 2.0 and/or a completion rate of at least 67% of the cumulative credits attempted with earned grades of A, B, C, D, F, FN, FW, W, I, or P. If these requirements are not met, students will be placed on academic warning.

Students seeking admission to Saint Paul College who have attended another college or university and do not meet Saint Paul College's Satisfactory Academic Progress Standards must appeal for admission.

First term students earning grades of all F's, FN's and/or FW's may be suspended for at least two major terms (Fall and Spring) following the unsuccessful term.

Academic Warning

Students placed on academic warning will have a registration hold placed on their academic record which will prevent them from registering in future terms.

Students must work with the Office of Academic Success to develop an academic plan and to have the hold released.

Students placed on academic warning for a deficient GPA are required to enroll in CSCR course(s). Students, who do not register for, withdraw from, or do not successfully complete CSCR course(s) as assigned by an Academic Success Coordinator may be suspended indefinitely.

While on academic warning a student is required to achieve a term grade point average of 2.5 or higher and maintain a term completion rate of 100%. The student will remain on warning until a cumulative grade point average of 2.0 or higher and a cumulative completion rate of 67% or higher is achieved.

Academic Suspension

Students who fail to meet satisfactory academic progress standards during their warning period by not earning a term GPA of at least a 2.5 and a term completion rate of 100% will be suspended for at least two major terms (fall and spring). All students placed on suspension must appeal to be reinstated.

Appealing Academic Suspension

Students who believe they failed to achieve satisfactory academic progress due to catastrophic extenuating circumstances may file an appeal to their suspension prior to taking the required two major terms off. However, students must be able to provide documentation supporting their claim of catastrophic extenuating circumstances interfering with their ability to be successful in school.

Students who have served their suspension period must appeal for reinstatement by submitting the Academic Suspension Appeal packet which includes writing a letter stating the changes that have occurred that will allow them to be successful in school.

The Suspension Appeal packet can be obtained in the Office of Enrollment Services or via the Saint Paul College Web site.

Readmission after a Suspension Period. Students whose Suspension Appeals are approved must develop an academic plan with an Academic Success Coordinator. They must enroll only for the classes approved on their academic reinstatement course plan, which may include CSCR course(s). Changes to the schedule must be approved by the Academic Success Coordinator. Students who do not register for, withdraw from or do not successfully complete, CSCR course(s) may be suspended indefinitely.

Students with approved petitions will be placed on academic probation. However, if the student fails to meet satisfactory academic progress standards during the term the petition is granted, they may be suspended indefinitely.

Academic Forgiveness Policy

The Academic Forgiveness policy is available only to students whose coursework was taken at Saint Paul College (formerly St. Paul Technical College). The policy is a onetime opportunity. The student cannot have been enrolled at Saint Paul College for a minimum of two calendar years (24 months) and the student must have a cumulative GPA of less than 2.0. The coursework forgiven will remain on the student's transcript; however, the credits and the grades will not be carried forward into the student's cumulative grade point average. The student will be permitted to pick and choose courses within the semester to be forgiven. Only D's, F's, FN's, FW's and W's can be forgiven. If more than one term is forgiven, they must be consecutive terms. A maximum of two terms may be forgiven. In order to meet eligibility requirements for Academic Forgiveness, the student must have completed a minimum of 12 credits in residence at Saint Paul College with at least a 2.0 GPA after returning from the minimum 2-year absence. The student must apply for Academic Forgiveness within one calendar year after completing the 12 semester credits with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

Student Records

Saint Paul College Student Records Office is the official recorder of the students' academic records.

Student Transcripts

Requests for Saint Paul College transcripts and other related records, must be processed through the Student Records Office. All financial obligations to Saint Paul College must be met before transcripts can be released.

An official transcript is issued, for a fee, upon written request or through online submission and is sent to a third party, such as another institution or employer, within three business days. The transcript will serve as the official record of student effort while enrolled at the College. There is an additional fee for next day service, if requested.

Tuition and Fees

Tuition Rates

The Board of Trustees for Minnesota State Colleges and Universities establishes tuition rates annually. Tuition rates are established on a per-credit basis for all credit course offerings and are subject to change. The Course Schedule lists tuition and fee rates for the term.

Student Fees

Similar to tuition, student fees are also assessed on a per-credit basis to all students registered for credit courses, including summer term. These fees are authorized by the Minnesota State Colleges and Universities. The Student Life and Minnesota State College Student Association fees are used to improve the quality of college life outside of the classroom. The Facilities fee maintains the grounds, security, and parking for all students. The Technology fee is for instructional equipment and materials. These include campus computers and software, audio-visual equipment, library technology, and support staff. Every student is allotted a modest printing allowance.

All fees are subject to change.

Tuition Payment

Tuition and fees are due by the posted date or the student may be dropped from their classes. Payments can be made online or at the Tuition Office. To retain classes, the Tuition Office must either have full payment, or active Nelnet Payment Plan, received a Financial Aid Award ISIR, a certified student loan, a scholarship or a completed third party authorization on file for the current term. Refer to the Saint Paul College Tuition Office webpage Tuition and Fees Payment Options for more information. Any tuition and fee balance not covered by or created as a result of the loss or change to financial aid or other deferments is the student's responsibility to pay.

Students who are qualified senior citizens (over 62) may be able to attend classes at a reduced tuition rate. Refer to the current Course Schedule for details. Registration is allowed at this rate beginning with the second class session on a space-available basis.

Non-Payment of Tuition

Students who have not fulfilled one of the seven Payment Options by the tuition due date may have their registration removed. Please refer to the Tuition page on the Saint Paul College website for the seven options. You are responsible to cancel your registration by the posted due dates in the course schedule, or pay any balance due. Non-attendance or non-payment is not a cancellation and you will be held responsible to pay any amount owed.

Payment of Textbooks and Course Materials

Students with sufficient financial aid will be allowed to charge bookstore purchases through the financial aid book charging process. Students with an existing payment plan will be allowed to add the cost of required textbooks and course materials to the plan. In both cases the student is ultimately responsible for the payment of textbooks and course materials.

Refer to the current Course Schedule for further details.

Refunds for Total Withdrawal from College

Students wishing to drop or withdraw from courses must formally notify the College by dropping or withdrawing online in e-Services. Failure to attend class does not constitute withdrawal. Students are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Students are financially obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. Students withdrawing from all their classes are eligible for partial refunds according to the schedule below

Withdrawal Period— Fall and Spring Terms	Refund
Prior to the 1st day of the term	100%
1st through 5th class day of the term	100%
6th through 10th class day of the term	75%
11th through 15th class day of the term	50%
16th through 20th class day of the term	25%
After the 20th class day of the term	0%

Withdrawal Period— Summer/Other Terms	Refund
(At least 3 weeks but less than 10 weeks in length)	
Prior to the 1st day of the term	100%
1st through 5th class day of the term	100%
6th through 10th class day of the term	50%
After the 10th class day of the term	0%

Refunds for Change of Credit Load

Schedule changes (ADD/DRIP) will be handled through the Office of Enrollment Services through the 5th day of the term. No tuition refund will be made, nor will fees be reduced by dropping individual classes after the 5th day of the term. For classes starting after the 5th day of the term, registration changes must be made within one business day after the first class session.

Refunds for Summer Session Classes

The above refund schedules are pro-rated for summer session. Consult the Office of Enrollment Services for details on summer refunds.

Saint Paul College Card

A Saint Paul College Card will be issued to all Saint Paul College students, through a partnership between Minnesota State Colleges and Universities, Saint Paul College, and HigherOne, a financial services company serving colleges and universities across the country. It will be mailed to you. This service will give you faster access to your financial aid funds, tuition refunds, and/or student payroll.

This is not a credit card, do not throw it away. You will need the card to select a financial aid or student payroll disbursement option. More information can be found on our website at www.saintpaul.edu/CardDisbursementOptions.

Refund Time Frame

Credit card payments will be refunded to the same credit card that was used when the tuition was paid. A minimum of one week is required to process credit card refunds. Refunds for payments made by cash and check will be processed through HigherOne based on the disbursement option selected by the student. A minimum of two weeks is required for refunds made by cash or check.

Waivers

Saint Paul College may waive amounts due to the College for the following reasons: employee benefits provided by bargaining agreement, death of a student, medical reasons, college error, employment related conditions, significant personal circumstances, student leader stipends, course conditions, natural disasters, ward of state or other situations beyond the control of the College. The College cannot waive the MSCSA Student Association fee. Contact the Office of Enrollment Services to request a Tuition Appeal Form if you feel you are entitled to a waiver.

Financial Aid

General Information

Financial aid is money that is available to help students finance the cost of an education. Financial aid comes in the form of grants (money that the student does not have to pay back), loans (money that the student must pay back) and college work-study (money the student earns through employment). Eligibility is determined from the results of the Free Application for Federal Student Aid (FAFSA).

The Financial Aid Office will calculate financial aid eligibility after receiving FAFSA results and all required documents. Financial aid is intended to supplement the difference between the cost of education and the expected family contribution. The student and his or her family have the primary responsibility to pay for the student's education. Several resources are available to help students meet their educational expenses.

The student must be admitted to a program/declare a major at Saint Paul College that leads toward a degree, diploma, or eligible certificate to be qualified to receive financial aid.

Financial Aid Definitions

- FAFSA - The FAFSA is the Free Application for Federal Student Aid, FAFSA. This is the application for all types of financial aid: grants, loans, or college work-study.
- Cost of Education - The cost of education includes tuition, fees, a room and board allowance, books, supplies, a transportation allowance and a personal expense allowance.
- Expected Family Contribution - An amount, determined by a formula called Federal Methodology, that indicates how much of the student and his or her family's resources should be available to help pay for school. The Expected Family Contribution (EFC) is used in determining the student's eligibility for federal and state financial aid. If a student has unusual expenses that may affect his or her ability to pay for school, the student should notify the Financial Aid Director.
- Financial Need - Financial need is the difference between the cost of education and the expected family contribution calculated by the federal processing center.

- Full-Time Enrollment: 12 credits or more per semester.
- Three-Quarter-Time Enrollment: 9-11 credits per semester.
- Half-Time Enrollment: 6-8 credits per semester.
- Less Than Half-Time Enrollment: 5 credits or fewer per semester.

Types of Financial Aid

Grants

Grants are gift aid, which the student does not have to pay back. Students who have completed a bachelor's degree, or the equivalent from another college, are not eligible for grants.

Federal Pell Grant

Students may apply for the Federal Pell Grant by completing the FAFSA. Pell Grants vary from \$400 per year up to the federally legislated maximum. Pell Grant recipients must be enrolled in an eligible program.

Federal Supplemental Education Opportunity Grant (SEOG)

The Federal Supplemental Education Opportunity Grant (SEOG) program is designed for students who have exceptional financial need. Funds are limited and eligibility is determined by the Financial Aid Office. To apply you must complete the FAFSA and be Pell eligible. Awards are commonly awarded to early applicants.

Minnesota State Grant

The Minnesota State Grant is a grant for Minnesota residents who are attending an accredited post-secondary institution. Awards are similar to the Pell Grant. Students apply by completing the FAFSA. Minnesota State grant eligibility requires FAFSA be received within the first 30 days after the term begins.

Minnesota Postsecondary Child Care Grant

The Minnesota Child Care Grant is for students who are Minnesota residents, have children 12 and under (14 and under, if handicapped), have financial need and have child care expenses. Recipients must not be receiving Minnesota Family Investment Program (MFIP) assistance. Students who have received an Award Letter can download the Minnesota Child Care Grant or pick up an application in the Financial Aid Office.

Work-Study Programs

The following programs employ students on campus:

- Federal Work-Study
- State Work-Study

Students with need based eligibility may apply for a Work-Study position. These programs provide work for up to 20 hours per week. Students must be registered for at least 6 credits to qualify. The Financial Aid Office determines if a student is eligible based on information from the SAR (Student Aid Report). The SAR is generated once the student has completed and submitted the FAFSA. Students must meet Satisfactory Academic Progress standards to qualify. The funds for this program are paid by the federal government, state government, and Saint Paul College.

Loans

Loans are financial aid that must be paid back. Need based and non-need based loans are available.

Federal Direct Subsidized and Unsubsidized Loans

Whether or not students qualify for a grant, they can get help to meet their educational expenses by borrowing money from the Direct Student Loan Program or one of several other available loan programs. Depending on their eligibility, first year students may borrow up to \$5,500 per academic year. Upon completion of 30 credits toward program requirements, eligibility increases to \$6,500 per academic year. Students will find out what their loan eligibility is from the Award Letter. Subsidized Loans are need-based loans. The government pays the interest during the school enrollment and the grace period. Unsubsidized Loans are not need-based loans. The student is responsible for the interest during enrollment although the payments are not required until after the grace period.

PLUS Loans (Federal Parent Loans for Undergraduate Students)

Parents of dependent students who want to assist in paying for college may apply for a PLUS Loan through the federal government. Parents may borrow up to the student's cost of attendance minus other aid provided the student is enrolled in at least 6 credits. PLUS loans require a credit check. Repayment begins within 60 days of loan disbursement.

Private Loans

You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the College's financial aid office; however, private educational loans can bridge the gap between government programs and the cost of attendance. Eligibility is typically based on your credit score. You can only apply for these loans by contacting banks or other lenders.

Other Sources of Financial Assistance

Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines eligibility.

- Disability, Workforce, Dislocated Worker Resources
- Minnesota Indian Scholarship
- Veteran Benefits (VA)
- Minnesota Educational Assistance for War Orphans
- Minnesota GI Bill
- Minnesota Dream Act
- Services for the Blind

Other Public and private resources for aid and information:

- www.fastweb.com
- www.ohe.state.mn.us
- www.finaid.org
- www.americorps.gov

How to Apply for Financial Aid

1. Apply for admission to Saint Paul College. Students must declare a major and be enrolled in programs leading towards a degree, diploma or eligible certificates to be qualified for financial aid. Awards vary based on enrollment level (full-time or part-time). Financial aid will be based on the number of enrolled credits by the drop/add deadline.
2. Fill out the Free Application for Federal Student Aid (FAFSA). We recommend applying electronically through the U.S. Department of Education's Web site at www.fafsa.ed.gov. Enter the Saint Paul College school code, 005533 so the Financial Aid Office will receive an electronic copy of the results. A Student Aid Report (SAR) should arrive in 2 weeks if the FAFSA is completed online, or 4 weeks if mailed.
3. If other post-secondary schools have been attended prior to attending Saint Paul College, request an official academic transcript be sent to the Student Records Office for credit evaluation. A credit/unit count of all previous college enrollment is a requirement to determine Minnesota State Grant eligibility.
4. Once the Financial Aid Office receives the SAR electronically from the Student Federal Aid Program, the student's application will be reviewed for accuracy and completeness. It is important that any requests for additional information be responded to immediately.
5. When the file is complete, financial aid eligibility will be calculated and an Award Letter explaining financial aid will be accessible at the College's Web site at the Student's eServices account. Carefully read the Award Letter that provides information regarding financial aid eligibility. The award letter explains procedures for receiving financial aid and/or applying for certain financial programs, such as student loans, child care grants and work-study employment on campus. For more information, call 651.846.1386 or visit the Financial Aid Office.

Educational Programs

Liberal Arts and Sciences Associate in Arts (AA) Degree

Program Overview

The Associate in Arts (AA) degree is awarded for successful completion of 60 semester credits in liberal arts and sciences and is designed to constitute the first two years of a baccalaureate degree. It is also intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. No specific major is listed in conjunction with the degree; however, students may choose electives in a particular field of study in preparation for a planned major or professional emphasis at a four year college or university. An AA degree must include the entire Minnesota Transfer Curriculum (MnTC) 40 semester credits which, pursuant of Minnesota statute, must transfer to any institution in the Minnesota State Colleges and University system or to the University of Minnesota. Students are to develop an educational plan with a Saint Paul College Transfer Specialist to verify degree requirements are fulfilled, as requirements may vary depending upon the major and transfer college.

The AA degree can be completed through a variety of course delivery methods including face to face, hybrid and/or online. The Science, Technology, Engineering and Math (STEM), and Liberal and Fine Arts departments offer online classes to satisfy the MnTC requirements. A student may choose to complete the entire AA degree online.

Program Outcomes:

1. Knowledge of the important concepts and principles of the natural sciences, mathematics, history, social and behavioral sciences, arts, and humanities
2. Skills necessary for life roles, including skills in thinking, communication and methods of inquiry and applications of knowledge
3. Critical examination of, and an appreciation for, diverse people, cultures and life roles

General Requirements

- At least 60 earned college-level credits (40 MnTC credits and 20 additional MnTC and/or pre-major elective credits)
- A grade of "C" or better in ENGL 1711
- Cumulative GPA of 2.0
- MnTC GPA of 2.0
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota.

Total Credits Required for the AA Degree

Minnesota Transfer Curriculum (MnTC):	40 credits
Additional MnTC and/or pre-major elective courses:	20 credits
Total Requirements:	60 credits

MnTC Distribution Requirements for the AA Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AA degree are listed below. (Refer to the MnTC Course List)

Course	Cr
Minnesota Transfer Curriculum (MnTC) Goals 1-10	40
Goal 1: Communication ENGL 1711 Composition 1 – 4 cr ENGL 1712 Composition 2 – 2 cr SPCH XXXX One eligible course – 3 cr	9
Goal 2: Critical Thinking Fulfilled when all the goal areas are completed (40 credits)	
Goal 3: Natural Sciences Minimum of two courses from two different disciplines, one of which must be a lab course.	7
Goal 4: Mathematical/Logical Reasoning Minimum of one course. Courses must be numbered between 1700-1799 or 2700-2799	3
Goal 5: History and the Social and Behavioral Sciences Minimum of three courses from two different disciplines.	9
Goal 6: Humanities and Fine Arts Minimum of three courses from two different disciplines.	9
Goal 7: Human Diversity Minimum of one eligible course	1-4
Goal 8: Global Perspective Minimum of one eligible course	1-4
Goal 9: Ethic and Civil Responsibility Minimum of one eligible course.	1-4
Goal 10: People and the Environment Minimum of one eligible course.	1-4

Note: Refer to the MnTC Course List. Some courses may be applied to more than one goal area. If you meet the MnTC goal requirements with fewer than 40 semester credits, select additional MnTC courses to complete the minimum requirement of 40 semester credits.

Associate in Science (AS) Degree

The Associate in Science (AS) degree is awarded for successful completion of a program of 60 semester credits in a designated field or area which transfers to a baccalaureate major in a related scientific or technical field. The AS degree provides a balance of liberal arts education and career-oriented classes. The AS degree may prepare students for direct employment; however, articulation agreements must exist between the institution awarding the Associate in Science degree and an institution awarding a related baccalaureate degree. An Associate in Science degree shall include a minimum of 30 semester credits in general education as described in the MnTC distribution requirements for the AS degree.

Transfer Note: While the AS degree has more limited transferability than the AA degree, specific transfer articulation agreements exist with designated four-year colleges and universities for each AS degree. Minnesota Transfer Curriculum courses within the AS degree transfer to institutions in the Minnesota

State Colleges and Universities system and other colleges. Please see a Transfer Specialist and refer to the Transfer Articulation Agreements Table for specific information.

AS Degree Programs

Business Management
Child Development Careers
Child Development Careers ASL
Computer Graphics and Visualization
Computer Science
Finance
Health Sciences Broad Field
Management Information Systems
Pre-Engineering
Public Health
Science Technician

General Requirements for the AS Degree:

- 60 earned college-level credits (a minimum of 30 credits from MnTC courses)
- Cumulative GPA of 2.0
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. For specific course requirements, see the individual program descriptions, located in Enrollment Services, or speak with your Faculty Advisor.

MnTC Distribution Requirements for the AS Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AS degree are listed below. Credit and course requirements are specific for each program. Refer to the curriculum requirements listed in the Programs of Study for each AS degree program.

Note: Specific course recommendations or requirements for some AS degree programs may apply.

AS Degree General Education Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
Goal 1: Communication ENGL 1711 Composition 1 – 4 cr SPCH XXXX (Goal 1 only) – 3 cr	7
Goal 3 or Goal 4 Goal 3: Natural Sciences Goal 4: Mathematical/Logical Reasoning	3
Goal 5: History, Social Sciences and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Goals 1–10 of the Minnesota Transfer Curriculum Select a minimum of 14 additional credits Students must select courses from at least six (6) Goal Areas of the Minnesota Transfer Curriculum.	14
Total General Education Requirements	30

Associate in Applied Science (AAS) Degree

The Associate in Applied Science degree (AAS) is awarded for successful completion of a program of 60–72 semester credits and is intended for students who desire immediate employment upon graduation. At Saint Paul College, the AAS program shall include a minimum of 16 semester credits of liberal arts and sciences courses as described in the MnTC distribution requirements for the AAS degree.

Transfer Note: The AAS degree is not intended to transfer to an upper-division college; however, some articulation agreements exist with designated four-year colleges and universities for several of the AAS degree programs. Minnesota Transfer Curriculum (MnTC) courses within the AAS degree transfer to institutions in the Minnesota State Colleges and Universities system and other colleges. Please see a Transfer Specialist for specific information and refer to the Transfer Articulation Agreements Table.

AAS Programs

Accounting
 Auto Body Repair
 Automotive Service Technician
 Business Administrative Professional
 Business Information Technology
 Child Development Careers
 Clinical Sports Massage
 Computer Network Engineering
 Computer Programming
 Cosmetology
 Culinary Arts
 CyberSecurity
 Entrepreneurship
 Esthetician (Medical Setting)
 Esthetician (Spa)
 Global Trade Specialist
 Health Information Technology
 Healthcare Informatics
 Hospitality Management
 Human Resources
 Individualized Studies
 Marketing
 Medical Laboratory Technician
 Medical Office Professional
 Music Business
 Personal Trainer
 Pharmacy Technician
 Project Management
 Respiratory Therapist
 Sheet Metal-HVAC Ducts and Fittings
 Sign Language Interpreter/Transliterator
 Supply Chain Logistics
 Visualization Technology
 Welding Technology

General Requirements for the AAS Degree:

- 60–72 earned college-level credits (a minimum of 16 credits from MnTC courses)
- Cumulative GPA of 2.0 or higher
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. For specific course requirements, see the individual program descriptions, located in Enrollment Services, the Office of Enrollment Services staff or your Faculty Advisor.

MnTC Distribution Requirements for the AAS Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AAS degree are listed below. Credit and course requirements are specific for each program. Refer to the curriculum requirements listed in the Programs of Study section for each AAS degree program.

AAS Degree General Education Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
Goal 1: Communication	7
ENGL 1711 Composition 1 – 4 cr	
SPCH XXXX (Goal 1 only) – 3 cr	
Goal 3 or Goal 4	3
Goal 3: Natural Sciences OR	
Goal 4: Mathematical/Logical Reasoning	
Goal 5: History, Social Sciences and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Total General Education Requirements	16

Diploma Programs

Diplomas are awarded for successful completion of 30–72 semester college-level credits and are intended for students who desire entry-level employment skills or career advancement. Students in diploma programs are required to complete technical courses as well as general education courses. One third of the credits required for a diploma must be earned at the College.

Certificate Programs

Certificates are awarded for successful completion of 9–30 semester college-level credits. Certificates are awarded for successful completion of a program intended to provide students with entry-level employment skills or to enhance a student's technical skills. One third of the credits required for a certificate must be earned at the College.

Developmental Coursework

Developmental coursework has assisted thousands of students in getting started in College programs. The goal of developmental coursework is for students to acquire the necessary knowledge and skills that will help them succeed in programs. Developmental courses are not considered college-level credit and will not apply towards any certificate, diploma, or degree completion requirements.

English for Speakers of Other Languages (ESOL)

The purpose of English for Speakers of Other Languages (ESOL) coursework is to assist limited-English speakers from different ethnic and cultural backgrounds to learn English and increase their chances of success at Saint Paul College. These classes are tailored to meet these unique needs.

Internships

Some major program areas require an internship. For other areas, an internship is optional. When students are ready to complete this phase of their training, they should consult with their faculty advisor to coordinate the internship.

While completing the internship, the student remains registered at Saint Paul College. Students are not excused from tuition payment and must continue to meet course requirements for all courses in which they are enrolled.

Saint Paul Joint Apprenticeship

Saint Paul College has worked with the building trades for many years. In cooperation with Advisory and Joint Apprenticeship committees, Saint Paul College works to give trade apprentices the most up-to-date education and training available in the United States.

Most applicants are accepted into an apprenticeship program by either a) working in the occupation, b) being referred by an employer, or c) having completed a pre-apprenticeship training program. To enroll in one of the trade programs, please contact the Office of Enrollment Services for the next available opening date and application. Entrance exams, and in some cases interviews, are required.

To enroll in a program without a program completion requirement, students must contact that apprenticeship coordinator. Students may obtain their name or number by calling the Career and Technical Division, 651.846.1320.

Minnesota Transfer Curriculum

The Saint Paul College mission endorses the centrality of general education in its programming and its commitment to offer breadth, as well as depth, of study in its curriculum. The Minnesota Transfer Curriculum (MnTC) is a coherent requirement of Saint Paul College programs and is clearly identifiable as an integral part of the curriculum. The College is committed to, and strives toward, outcomes that impart common knowledge, intellectual concepts and attitudes every person ought to possess.

Minnesota Transfer Curriculum Goals

The Minnesota State Colleges and Universities system has developed a common general education curriculum called the Minnesota Transfer Curriculum (MnTC). Completion of this defined transfer curriculum at one institution enables a student to receive credit for all lower division general education upon admission to any other Minnesota public institution.

The MnTC is intended to achieve the following ten goals:

1. Written and Oral Communication

To develop writers and speakers who use the English language effectively and who read, write, speak and listen

critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities for interpersonal communication, public speaking and discussion.

- understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- select appropriate communication choices for specific audiences.
- construct logical and coherent arguments.
- use authority, point-of-view, and individual voice and style in their writing and speaking.
- employ syntax and usage appropriate to academic disciplines and the professional world.

2. Critical Thinking

To develop thinkers who are able to unify factual, creative, rational and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

3. Natural Sciences

To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that, while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

- demonstrate understanding of scientific theories.
- formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students, laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- communicate their experimental findings, analyses, and interpretations both orally and in writing.

- d. evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.

4. Mathematical/Logical Reasoning

To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments and detect fallacious reasoning. Students will learn to apply mathematics, logic and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence, through intermediate algebra.

- a. illustrate historical and contemporary applications of mathematical/logical systems.
- b. clearly express mathematical/logical ideas in writing.
- c. explain what constitutes a valid mathematical/logical argument (proof).
- d. apply higher-order problem-solving and/or modeling strategies.

5. History, Social and Behavioral Sciences

To increase students' knowledge of how historians and social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

- a. employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- b. examine social institutions and processes across a range of historical periods and cultures.
- c. use and critique alternative explanatory systems or theories.
- d. develop and communicate alternative explanations or solutions for contemporary social issues.

6. Humanities and Fine Arts

To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy and the fine arts, students will engage in critical analysis, form aesthetic judgments and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

- a. demonstrate awareness of the scope and variety of works in the arts and humanities.
- b. understand those works as expressions of individual and human values within an historical and social context.
- c. respond critically to works in the arts and humanities.
- d. engage in the creative process or interpretive performance.
- e. articulate an informed personal reaction to works in the arts and humanities.

7. Human Diversity

To increase students' understanding of individual and group differences (e.g., race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

- a. understand the development of and the changing meanings of group identities in the United States, history and culture.
- b. demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- c. analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- d. describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- e. demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

8. Global Perspective

To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

- a. describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- b. demonstrate knowledge of cultural, social, religious and linguistic differences.
- c. analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- d. understand the role of a world citizen and the responsibility world citizens share for their common global future.

9. Ethical and Civic Responsibility

To develop students' capacity to identify, discuss and reflect upon the ethical dimensions of political, social and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas and function as public-minded citizens.

- a. examine, articulate, and apply their own ethical views.
- b. understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- c. analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- d. recognize the diversity of political motivations and interests of others.
- e. identify ways to exercise the rights and responsibilities of citizenship.

10. People and the Environment

To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

- explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems.
- discern patterns and interrelationships of bio-physical and socio-cultural systems.
- describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions.
- propose and assess alternative solutions to environmental problems.
- articulate and defend the actions they would take on various environmental issues.

Minnesota Transfer Curriculum (MnTC) Course List

To earn the full Minnesota Transfer Curriculum, all ten goal areas listed below must be completed. A total of at least 40 semester credits must be earned. Courses designated with a superscript (e.g., BIOL 1710¹⁰) satisfy more than one goal area; however, credits are counted only once toward the 40-credit minimum requirement. A (p) indicates a prerequisite is required for that course. Completion of the MnTC meets the lower division general education requirements at Minnesota State Colleges and Universities and the University of Minnesota. Contact the Transfer Center staff for more information.

To follow the Associate in Science or Associate in Applied Science requirements for general education courses, choose from the MnTC courses in the next column, according to the distribution requirements for your degree. The Associate in Science degree requires 30 MnTC credits; the Associate in Applied Science degree requires 16 MnTC credits.

For any additions or changes in the MnTC Course List, contact a College Transfer Specialist in the Transfer Center.

MnTC Goal 1: Communication			Credits
ENGL	1711	Composition 1	4
ENGL	1712	Composition 2 (p)	2
ENGL	1730	Introduction to Technical Writing	3
ENGL	2790	Special Topics in English	1-6
SPCH	1700 ⁸	Introduction to Speech Communications	3
SPCH	1710 ⁸	Fundamentals of Public Speaking	3
SPCH	1720 ⁷	Interpersonal Communication	3
SPCH	1730 ⁸	Intercultural Communication	3
SPCH	1750 ⁹	Small Group Communication	3
SPCH	1770 ⁷	Family Communication	3
SPCH	1780 ⁷	Gender Communication	3
SPCH	1790	Special Topics in Speech	1-6

MnTC Goal 2: Critical Thinking			Credits
Fulfilled when all 10 Goal Areas of MnTC are completed			40

MnTC Goal 3: Natural Sciences			Credits
Minimum of two courses (7 credits) from two different disciplines, one of which must be a lab course (designated with an *)			
BIOC	1730*	Biochemical Laboratory Exploration	4
BIOC	1790	Special Topics in Biochemistry	1-6
BIOC	2700*	Biochemistry (p)	4
BIOC	2790	Biochemistry Internship/Research Project	1-4
BIOL	1725 ^{10*}	Environmental Science	4
BIOL	1730*	Human Body Systems	3
BIOL	1735*	Understanding Biology	4
BIOL	1740*	General Biology: The Living Cell	5
BIOL	1745 ^{10*}	General Biology: The Living World (p)	5
BIOL	1760	Nutrition	3
BIOL	1782*	Introduction to Forensic Science	4
BIOL	1785 ⁹	Biology of Men and Women	3
BIOL	1790	Special Topics in Biology	1-6
BIOL	2721*	Human Anatomy and Physiology 1 (p)	4
BIOL	2722*	Human Anatomy and Physiology 2 (p)	4
BIOL	2750*	General Microbiology (p)	4
BIOL	2760	Cell and Molecular Biology	5
BIOL	2770	Biology Internship	1-4
CHEM	1700*	Chemistry Concepts (p)	4
CHEM	1711*	Principles of Chemistry 1 (p)	4
CHEM	1712*	Principles of Chemistry 2 (p)	4
CHEM	2700*	Organic Chemistry Survey (p)	4
CHEM	2720*	Organic Chemistry 1 (p)	5
CHEM	2721*	Organic Chemistry 2 (p)	5
CHEM	2730*	Instrumental Analysis (p)	4
CHEM	2790	Chemical Technology Laboratory Research Project	1-4
CHEM	2791	Cleanroom Lab Research Project	1-4
CHEM	2795	Special Topics in Chemistry	1-6
NSCI	1710 ^{10*}	Earth Science	4
NSCI	1721 ^{10*}	Introduction to Geology	4
NSCI	1730 ¹⁰	Introduction to Oceanography	3
NSCI	1740 ¹⁰	Introduction to Meteorology	3
NSCI	1750 ¹⁰	Natural Disasters	3
NSCI	1770 ¹⁰	Introduction to Energy and the Environment	3
NSCI	1780 ⁹	Contemporary Issues in Science	3
NSCI	1782 ¹⁰	Minnesota Geology	3
NSCI	1790	Special Topics in Natural Science	3
NSCI	2770	Natural Sciences Internship	1-4
PHYS	1720*	Principles of Physics 1 (p)	4
PHYS	1722*	Principles of Physics 2 (p)	4
PHYS	1760 ¹⁰	Descriptive Astronomy (no lab)	3
PHYS	2700*	General Physics 1 (with Calculus) (p)	5
PHYS	2710*	General Physics 2 (with Calculus) (p)	5
PHYS	2760 ^{10*}	Introductory Astronomy (with lab)	4
PHYS	2790	Special Topics in Physics	1-6

*Course contains lab
(p) = Indicates prerequisite required for course

MnTC Goal 4: Mathematical/Logical Reasoning			Credits
Minimum of one course (3 credits). Courses must be numbered between 1700-1799 or 2700-2799			
MATH	1710	Liberal Arts Mathematics (p)	3
MATH	1730	College Algebra (p)	3
MATH	1740	Introduction to Statistics (p)	4
MATH	1750	Trigonometry (p)	3
MATH	1762	Pre-Calculus (p)	5
MATH	1790	Special Topics in Mathematics	1-6
MATH	2749	Calculus 1 (p)	4
MATH	2750	Calculus 2 (p)	4
MATH	2753	Multivariable Calculus (p)	4
MATH	2760	Differential Equations and Linear Algebra (p)	4
PHIL	1710	Logic	3

MnTC Goal 5: History, Social Sciences, and Behavioral Sciences			Credits
Minimum of three courses (9 credits) from two different disciplines			
ANTH	1710 ⁷	Introduction to Cultural Anthropology	4
ANTH	1720 ¹⁰	Introduction to Physical Anthropology	4
ANTH	1730 ⁸	Gender and Culture in Global Perspectives	3
ANTH	1790	Special Topics in Anthropology	1-6
ECON	1710	Introduction to the American Economy	3
ECON	1720 ⁸	Macroeconomics	3
ECON	1730 ⁸	Microeconomics	3
ECON	1790	Special Topics in Economics	1-6
GEOG	1700 ¹⁰	Physical Geography	3
GEOG	1720 ⁸	Human / Cultural Geography	3
GEOG	1740 ⁸	World Geography	3
GEOG	1750 ¹⁰	Minnesota Geography	3
GEOG	1790	Special Topics in Geography	1-6
HIST	1730 ⁸	Contemporary World History	3
HIST	1745 ⁷	U. S. History to 1865	4
HIST	1746 ⁷	U. S. History Since 1865	4
HIST	1750 ¹⁰	Minnesota History	3
HIST	1760 ⁸	History of World Civilizations to 1500	3
HIST	1761 ⁸	History of World Civilizations since 1500	3
HIST	1770 ⁹	History of Women in the United States	3
HIST	1773 ⁷	African American History	3
HIST	2740 ⁹	Immigration & Ethnic History of the United States	3
HIST	2780 ⁷	Special Topics in History	1-6
HIST	2790 ⁷	Historical Methods	2
POLS	1720 ⁹	Introduction to American Government	3
POLS	1740 ⁸	Introduction to World Politics	3
POLS	1750 ⁹	Introduction to Political Science	3
POLS	1760 ⁹	Introduction to Political Philosophy	3
POLS	1790 ⁹	Special Topics in Political Science	1-6
PSYC	1710	General Psychology	4
PSYC	1720 ⁹	Psychology throughout the Lifespan	3
PSYC	1740 ⁷	Abnormal Psychology (p)	4
PSYC	1750 ⁷	Introduction to Health Psychology	3
PSYC	1790	Special Topics in Psychology	1-6
PSYC	2720 ⁷	Social Psychology	4
SOCI	1710 ⁷	Introduction to Sociology	4

SOCI	1720 ⁸	Social Problems	3
SOCI	1730 ⁷	Sociology of Families and Relationships	3
SOCI	1740 ⁸	Sociology of Work	3
SOCI	1760	Mass Media and Society	4
SOCI	1765 ⁷	Sociology of Crime and Deviance	3
SOCI	1766 ⁹	Juvenile Delinquency	3
SOCI	1772 ⁹	Introduction to Criminal Justice	3
SOCI	1774 ⁹	Introduction to Corrections	3
SOCI	1776 ⁹	Probation, Parole and Alternative Sentencing	3
SOCI	1790	Special Topics in Sociology	1-6
SOCI	2720 ⁷	Social Psychology	4
SPCH	1740 ⁹	Mass Media & Communications	3
WGST	1785 ⁹	Foundations in Women's Studies	3
WGST	1790 ⁹	Special Topics in Women's and Gender Studies	1-6

MnTC Goal 6: Humanities and Fine Arts			Credits
Minimum of three courses (9 credits) from two different disciplines			
ARTS	1713	Photography 1	3
ARTS	1714	Photography 2 (p)	3
ARTS	1720 ⁸	Art Appreciation	3
ARTS	1722 ⁷	American Animation	3
ARTS	1724 ⁷	The Design of Everyday Life	3
ARTS	1726 ⁷	Art in the Cities	3
ARTS	1730	Drawing 1	3
ARTS	1731	Drawing 2 (p)	3
ARTS	1732	Two-dimensional Design	3
ARTS	1733	Three-dimensional Design	3
ARTS	1740	Introduction to Painting	3
ARTS	1742	Intermediate Painting (p)	3
ARTS	1744	Introduction to Watercolor Painting	3
ARTS	1750	Introduction to Ceramics	3
ARTS	1752	Intermediate Ceramics (p)	3
ARTS	1760 ⁸	World Art	3
ARTS	1770	Art in America	3
ARTS	1780	Beginning Printmaking	3
ARTS	1790	History of Photography	3
ARTS	1795	Special Topics in Art	1-6
ARTS	2710	Advanced Studio Arts	3-4
ARTS	2754	Advanced Ceramics (p)	3
ENGL	1720	Introduction to Creative Writing (p)	3
ENGL	1725	Introduction to Fiction Writing (p)	3
ENGL	1780 ⁷	Recently Arrived Contemporary Immigrant Literature	3
ENGL	1790 ⁷	Contemporary Writers of Color	3
ENGL	2721 ⁷	Survey of American Literature 1 (p)	3
ENGL	2722 ⁷	Survey of American Literature 2 (p)	3
ENGL	2725	Survey of British Literature (p)	3
ENGL	2730	Contemporary American Novel (p)	3
ENGL	2732	Exploring the Short Story (p)	3
ENGL	2740 ⁷	Native American Literature (p)	3
ENGL	2750 ⁷	African American Literature (p)	3
ENGL	2760	The English Novel (p)	3

*Course contains lab
(p) = Indicates prerequisite required for course

MnTC Goal 6: Humanities and Fine Arts (continued)		Credits
ENGL 2770	Introduction to Poetry (p)	3
ENGL 2775	Science Fiction and Fantasy (p)	3
ENGL 2776 ⁷	Women Writers	3
ENGL 2778	Urban Literature – Lost in the City (p)	3
HUMA 1720 ⁸	The Ancient and Medieval World	4
HUMA 1730 ⁸	The Modern World	4
HUMA 1750 ⁸	Culture and Civilization: Spanish-Speaking Cultures	3
HUMA 1770	The Art of Film	3
HUMA 1780 ⁷	American Film	3
HUMA 1790 ⁸	International Film	3
HUMA 1795	Special Topics in Humanities.	1-6
MUSC 1700	Music Theory and Lab 1	4
MUSC 1705	Music Theory and Lab 2 (p)	4
MUSC 1710	Music Theory and Lab 3 (p)	4
MUSC 1715	Music Theory and Lab 4 (p)	4
MUSC 1720	Fundamentals of Music	3
MUSC 1730	Concert Choir	2
MUSC 1735	Class Piano 1	2
MUSC 1736	Class Piano 2	2
MUSC 1740 ⁸	Music Appreciation	3
MUSC 1745 ⁷	History of Rock and Roll	3
MUSC 1750 ⁷	Jazz History	3
MUSC 1760 ⁷	American Music	3
MUSC 1765 ⁷	Music of Latin America and the Caribbean	3
MUSC 1770 ⁸	Music in World Cultures	3
MUSC 1790	Special Topics in Music	1-6
PHIL 1700	Introduction to Philosophy	3
PHIL 1715	Philosophy of Scientific Reasoning	3
PHIL 1720 ⁹	Ethics	3
PHIL 1722 ⁹	Health Care Ethics	3
PHIL 1740 ⁸	World Mythology	3
PHIL 1742 ⁸	Greek & Roman Mythology	3
PHIL 1750 ⁸	Eastern Philosophy	3
PHIL 1760 ⁸	World Religions	3
PHIL 1770 ⁷	Feminist Philosophy	3
PHIL 1790	Special Topics in Philosophy	1-6
SPAN 1730 ⁸	Intermediate Spanish 1 (p)	5
SPAN 1740 ⁸	Intermediate Spanish 2 (p)	5
THTR 1710	Introduction to Theatre	3
THTR 1716 ⁸	Theatre Around the World	3
THTR 1720	Exploring Theatre Arts	3
THTR 1725	Acting 1	3
THTR 1730	Theatre Stagecraft and Performance	3
THTR 1731	Theatre Performance. Practicum	1
THTR 1732	Technical Theatre Practicum	1
THTR 1740	Fundamentals of Playwriting: Playwriting 1	3
THTR 1790	Special Topics in Drama and Theatre	1-6
THTR 2725	Acting 2	3

MnTC Goal 7: Human Diversity		Credits
Minimum of one course		
ANTH 1710 ⁵	Introduction to Cultural Anthropology	4
ARTS 1722 ⁶	American Animation	3
ARTS 1724 ⁶	The Design of Everyday Life	3
ARTS 1726 ⁶	Art in the Cities	3
ASLS 1435	Deaf Studies/Culture	3
ENGL 1780 ⁶	Recently Arrived-Contemporary Immigrant Literature	3
ENGL 1790 ⁶	Contemporary Writers of Color	3
ENGL 2721 ⁶	Survey of American Literature 1 (p)	3
ENGL 2722 ⁶	Survey of American Literature 2 (p)	3
ENGL 2740 ⁶	Native American Literature (p)	3
ENGL 2750 ⁶	African American Literature (p)	3
ENGL 2776 ⁶	Women Writers	3
HIST 1745 ⁵	U.S. History to 1865	4
HIST 1746 ⁵	U.S. History Since 1865	4
HIST 1773 ⁵	African American History	3
HIST 2780 ⁵	Special Topics in History	1-6
HIST 2790 ⁵	Historical Methods	2
HUMA 1780 ⁶	American Film	3
MUSC 1745 ⁶	History of Rock and Roll	3
MUSC 1750 ⁶	Jazz History	3
MUSC 1760 ⁶	American Music	3
MUSC 1765 ⁶	Music of Latin America and the Caribbean	3
PHIL 1770 ⁶	Feminist Philosophy	3
PSYC 1740 ⁵	Abnormal Psychology (p)	4
PSYC 1750 ⁵	Introduction to Health Psychology	3
PSYC 2720 ⁵	Social Psychology	4
SOCI 1710 ⁵	Introduction to Sociology	4
SOCI 1730 ⁵	Sociology of Families and Relationships	3
SOCI 1765 ⁵	Sociology of Crime and Deviance	3
SOCI 2720 ⁵	Social Psychology	4
SPCH 1720 ¹	Interpersonal Communication	3
SPCH 1770 ¹	Family Communication	3
SPCH 1780 ¹	Gender Communication	3

MnTC Goal 8: Global Perspective		Credits
Minimum of one course		
ANTH 1730 ⁵	Gender & Culture in Global Perspectives	3
ARTS 1720 ⁶	Art Appreciation	3
ARTS 1760 ⁶	World Art	3
ASLS 1411	American Sign Language 1	3
ASLS 1412	American Sign Language 2 (p)	3
ASLS 1413	American Sign Language 3 (p)	3
ASLS 1414	American Sign Language 4 (p)	3
CHIN 1710	Beginning Chinese 1	5
CHIN 1720	Beginning Chinese 2 (p)	5
CHIN 1790	Special Topics in Chinese	1-6
ECON 1720 ⁵	Macroeconomics	3
ECON 1730 ⁵	Microeconomics	3
GEOG 1720 ⁵	Human / Cultural Geography	3
GEOG 1740 ⁵	World Geography	3

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 8: Global Perspective (continued)			Credits
HIST	1730 ⁵	Contemporary World History	3
HIST	1760 ⁵	History of World Civilizations to 1500	3
HIST	1761 ⁵	History of World Civilizations since 1500	3
HUMA	1720 ⁶	The Ancient and Medieval World	4
HUMA	1730 ⁶	The Modern World	4
HUMA	1750 ⁶	Culture and Civilization: Spanish-Speaking Cultures	3
HUMA	1790 ⁶	International Film	3
MUSC	1740 ⁶	Music Appreciation	3
MUSC	1770 ⁶	Music in World Cultures	3
PHIL	1740 ⁶	World Mythology	3
PHIL	1742 ⁶	Greek & Roman Mythology	3
PHIL	1750 ⁶	Eastern Philosophy	3
PHIL	1760 ⁶	World Religions	3
POLS	1740 ⁵	Introduction to World Politics	3
SOCI	1720 ⁵	Social Problems	3
SOCI	1740 ⁵	Sociology of Work	3
SPAN	1710	Beginning Spanish 1	5
SPAN	1720	Beginning Spanish 2 (p)	5
SPAN	1730 ⁶	Intermediate Spanish 1 (p)	5
SPAN	1740 ⁶	Intermediate Spanish 2 (p)	5
SPAN	1790	Spanish for the Workplace	3
SPAN	1795	Special Topics in Spanish	1-6
SPCH	1700 ¹	Introduction to Speech Communications	3
SPCH	1710 ¹	Fundamentals of Public Speaking	3
SPCH	1730 ¹	Intercultural Communication	3
THTR	1716 ⁶	Theatre Around the World	3

MnTC Goal 9: Ethical & Civic Responsibility			Credits
Minimum of one course			
BIOL	1785 ³	Biology of Men and Women	3
HIST	1770 ⁵	History of Women in the United States	3
HIST	2740 ⁵	Immigration and Ethnic History of the United States	3
NSCI	1780 ³	Contemporary Issues in Science	3
PHIL	1720 ⁶	Ethics	3
PHIL	1722 ⁶	Health Care Ethics	3
POLS	1720 ⁵	Introduction to American Government	3
POLS	1750 ⁵	Introduction to Political Science	3
POLS	1760 ⁵	Introduction to Political Philosophy	3
POLS	1790 ⁵	Special Topics in Political Science	1-6
PSYC	1720 ⁵	Psychology throughout the Lifespan (p)	3
SOCI	1766 ⁵	Juvenile Delinquency	3
SOCI	1772 ⁵	Introduction to Criminal Justice	3
SOCI	1774 ⁵	Introduction to Corrections	3
SOCI	1776 ⁵	Probation, Parole and Alternative Sentencing	3
SPCH	1740 ⁵	Mass Media & Communications	3
SPCH	1750 ¹	Small Group Communication	3
WGST	1785 ⁵	Foundations in Women's Studies	3
WGST	1790 ⁵	Special Topics in Women's and Gender Studies	1-6

MnTC Goal 10: People & the Environment			Credits
Minimum of one course			
ANTH	1720 ⁵	Introduction to Physical Anthropology	4
BIOL	1725 ^{3*}	Environmental Science	4
BIOL	1745 ^{3*}	General Biology: The Living World	5
GEOG	1700 ⁵	Physical Geography	3
GEOG	1750 ⁵	Minnesota Geography	3
HIST	1750 ⁵	Minnesota History	3
NSCI	1710 ^{3*}	Earth Science	4
NSCI	1721 ^{3*}	Introduction to Geology	4
NSCI	1730 ³	Introduction to Oceanography	3
NSCI	1740 ³	Introduction to Meteorology	3
NSCI	1750 ³	Natural Disasters	3
NSCI	1770 ³	Introduction to Energy and the Environment	3
NSCI	1782 ³	Minnesota Geology	3
NSCI	1790 ³	Special Topics in Natural Science	1-6
PHYS	1760 ³	Descriptive Astronomy (no lab)	3
PHYS	2760 ^{3*}	Introductory Astronomy (with lab)	4

*Course contains lab

(p) = Indicates prerequisite required for course

Transfer to Other Institutions

To ensure a smooth transfer from Saint Paul College to a four-year college or university, it is important to understand the types of degrees offered at the College:

The **Associate in Arts (AA) degree** is designed for transfer and offers flexibility in terms of the variety of colleges to which a student can transfer and in the variety of majors that can be chosen. The AA degree requires mostly general education courses (40 credits), which is what gives it more transferability. The AA degree consists of the Minnesota Transfer Curriculum (MnTC). Completion of the MnTC with a 2.0 GPA meets the general education requirements at any of the public Minnesota State Colleges and Universities institutions and the University of Minnesota. Several private colleges also honor the AA degree. Some four-year majors require specific general education courses referred to as premajor requirements.

Note: Course requirements may vary depending on the major and transfer college, so it is important to talk to a Transfer Specialist at Saint Paul College and to the appropriate person at the transfer college. Refer to the General Transfer Table.

For students who are undecided about their major and who are interested in a four-year degree, the AA is a good program to follow until deciding.

An **Associate in Science (AS) degree** is intended to prepare students for immediate employment; however, students can transfer to complete a Bachelor's degree when they transfer to colleges with which Saint Paul College has articulation agreements. In addition to technical requirements, the AS degree requires 30 credits of general education (MnTC) courses. Additional general education courses may be required to complete a Bachelor's degree, particularly if students transfer to a college where an articulation agreement does not exist. Refer to the Transfer Articulation Agreements Table.

An Associate in Applied Science (AAS) degree is intended mainly to prepare students for direct employment. Students who are following an AAS degree and who are interested in transfer are strongly advised to talk to a Saint Paul College Transfer Specialist in the Transfer Center as transfer options are more limited. In addition to technical requirements, the AAS degree requires 20 credits of general education (MnTC) courses. Additional general education courses typically would be required to complete a Bachelor's degree for students who transfer, particularly to colleges with which articulation agreements do not exist. Refer to the Transfer Articulation Agreements Table.

Understanding Transfer of Credits

The receiving college or university decides which credits transfer and if those credits meet its degree requirements; however, a course that meets a Minnesota Transfer Curriculum (MnTC) goal at Saint Paul College will meet the same goal at a Minnesota State Colleges and Universities institution.

Note: A course can meet a Minnesota Transfer Goal at the sending institution and yet may or may not be considered equivalent to a course at the receiving institution. The accreditation of both the sending and receiving institution can affect the transfer of credits earned, but it is not the only factor in determining transfer of credits.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level: “like” transfers to “like.” The name of a course is not sufficient to determine equivalency. Not everything that transfers counts toward graduation. Bachelor's degree programs usually count credits in three categories: general education, major/minor courses and prerequisites/electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

A change in career goal or major might make it difficult to complete all degree requirements within the usual number of graduation credits.

Colleges and universities differ in how they accept courses and other types of college credits (CLEP, AP, IB, international credits, etc.).

Since requirements and acceptance of Saint Paul College credits differ from one college to another, it is important to talk to a Saint Paul College Transfer Specialist, consult college catalogs and Web sites and talk to advisors at the four-year institution. Transfer Specialists and other transfer resources are available in the Transfer Center. Transfer guides to four-year institutions may be available to provide guidance in selecting the courses intended to transfer from Saint Paul College. Also access the Saint Paul College Web site (www.saintpaul.edu) or the Minnesota Transfer Web site (www.mntransfer.org) for more information.

Obtain the following materials and information from the four-year institution: college catalog, transfer brochure, information on financial aid (how to apply and by what date), information about admissions criteria and materials required for admission. (e.g., transcripts, test scores, portfolio, etc.). Note that some majors have limited enrollment and/or special admission requirements such as specific grade point averages.

Note: Minnesota State Colleges and Universities and the University of Minnesota have high school preparation requirements for admission. Consult an advisor at your intended transfer school for more information.

After reviewing this information, contact the Transfer Center or someone in the division or program of interest. Be sure to ask about course transfer and admissions criteria.

Applying for Transfer Admission at Other Institutions

Application for admission is the first step in transferring. Fill out the application early, prior to the deadline and enclose the required application fee. Request official transcripts be sent from all previously attended institutions. The student may also be required to provide a high school transcript or GED test scores.

Make certain the college or university has been supplied with all the necessary paperwork. Most colleges make no decisions until all required documents are filed. If nothing has been heard from the intended college of transfer after one month, call to check on application status.

After receiving notification of acceptance, transcripted credits will be evaluated for transfer. A written evaluation should explain which courses transfer and which do not. How courses specifically meet degree requirements may not be decided until orientation or selection of a major.

Call the credit evaluator in the Office of Enrollment Services with questions or to find out why judgments were made about specific courses. Each student has the right to an appeal. See Your Rights as a Transfer Student.

Your Rights as a Transfer Student

Students are entitled to:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process.
- A review of eligibility for financial aid or scholarships.

Steps in the Appeals Process:

1. The student fills out an appeals form. Supplemental information provided to reviewers can include: a syllabus, course description, or reading list, depending upon the type of appeal.
2. A review by the appropriate department or committee will be conducted.
3. The decision is conveyed in writing to the student.
4. The student may appeal the decision.

For help with transfer questions or concerns, contact the Transfer Center or your advisor at the transfer college.

Transfer Articulation Agreements

Saint Paul College has formed articulation agreements with a number of public and private institutions to assist students following some AS, AAS, diploma or certificate programs with their transfer goals. Please see a Transfer Specialist for further information.

General Transfer Table 2016-2017

For students following the Associate in Arts or other general transfer

The following table summarizes transfer to many colleges. Students who are planning to transfer to other institutions should work with transfer specialists at Saint Paul College and the college to which they are transferring. Certain majors require specialized coursework, so the following provides a guide for general transfer; it is not intended to cover specific requirements for all majors. Admission requirements may vary depending on the major the student is pursuing. Students should consult with the transfer college and use transfer guides to find out admission deadlines and requirements. Note: Students are free to explore transfer to any college, including colleges not listed in the following table.

Transfer guides are also available in the Transfer Center in Room 1365.

Saint Paul College	Degree / Major Offered	Transfer Institution
AA/MnTC	- Various Majors	All Minnesota State Colleges and Universities
AA/MnTC	- Various Majors	Augsburg College
AA	- Various Majors	Bethany Lutheran
Selected Liberal Arts Courses	- Various Majors	Bethel University
AA/MnTC	- Various Majors	College of St. Scholastica
AA/MnTC	- Various Majors	Concordia University
Selected Liberal Arts Courses	- Various Majors	Hamline University
AS/AAS	- Individualized Studies	Metropolitan State University
Selected Liberal Arts Courses	- Various Majors	Minneapolis College of Art and Design
Selected Liberal Arts Courses	- Various Majors	St. Catherine University
AA/MnTC	- Various Majors	Saint Mary's University, Minneapolis
AA/MnTC	- Various Majors	University of Minnesota
AA/MnTC	- Various Majors	University of North Dakota
Selected Liberal Arts Courses	- Various Majors	University of St. Thomas
AA/Selected Liberal Arts Courses	- Various Majors	University of Wisconsin-River Falls
AA/Selected Liberal Arts Courses	- Various Majors	University of Wisconsin-Stout