Inver Hills Community College

Spring 2018 Registration Guide

Welcome to Inver Hills Community College!

Inside you will find details about spring semester 2018 course registration, tuition payment, deadlines and policies, and student services and resources.

For a complete list of course offerings, visit www.inverhills.edu/classschedule. For a detailed list of college policies, program offerings and requirements, and course descriptions, see the college catalog at www.inverhills.edu/Registration/CourseCatalog.aspx.

Important dates for spring 2018:

- **Oct 30: registration opens for current & returning students**
- **Nov 13: registration opens for new students**
- **Jan 8: classes begin**

Find the complete spring semester calendar on page 2.

Calendar

www.inverhills.edu/calendar

Spring semester 2018: January 8 - May 9, 2018

Registration begins (current and returning students)	Oct 30
Registration begins (new students)	Nov 13
Payment due for registrations through Dec 13	Dec 13
First drop for non-payment	Dec 14
First day of classes	Jan 8
Payment due for registrations Dec 14-Jan 12	Jan 12
Last day to add/drop classes	Jan 12
Martin Luther King Jr Day (no classes, college closed)	Jan 15
Second drop for non-payment	Jan 16
Financial aid disbursement (tentative)	Jan 26
Student Success Day	Feb 6
All unpaid account balances due	Feb 13
Payment plan fee ($30) added	Feb 14
President's Day (no classes, college closed)	Feb 19
Application for graduation deadline	Mar 2
First-half classes end	Mar 2
Spring break	Mar 5-10
Second-half classes begin	Mar 12
Late fee ($50) will be added	Mar 15
Faculty Professional Dev. (no classes, college open)	Mar 30
Faculty Professional Dev. (no classes, college open)	May 4
Final exams	May 3-9
Commencement	May 10

Registration

www.inverhills.edu/Registration

Academic Advising

Students needing assistance with course selection and degree planning are encouraged to meet with an advisor. To meet with an advisor, visit counseling and advising, located on the second floor of the College Center building. For questions and current hours, call (651) 450-3508.

Degree Audit Report

Are you taking the right classes for your degree? Log in to E-Services and view your Interactive Degree Audit Report to find out. This report will show you how the coursework applies toward your degree, and what courses you still need to take to graduate.

How to Register

All returning students will search and register for classes by logging in to E-Services at www.inverhills.edu/students. If you are having difficulty accessing your E-Services account, please see *Getting Help* below under *Student Online Accounts*. Once you are logged in, click on *Courses and Registration* to get started. For detailed instructions on registering for classes, visit www.inverhills.edu/Registration/HowtoRegister.aspx.

New students should visit www.inverhills.edu/Admissions/ApplyNow.aspx for detailed information on admission and course registration. The Admissions Office can be contacted at admissions@inverhills.edu or (651) 450-3902.

Add, Drop and Withdraw

Course adds, drops, and withdrawals are completed online through your E-Services account.

A course **add** includes initial registration, additional registration, or substituting one class for another. Course adds must be completed by 11:59pm on the fifth business day of the term (for full-term and first-

half classes) or by 11:59pm on the first business day after the start of the class (for late start and second-half classes).

A course **drop** occurs when a student removes a class from his/her schedule before: 11:59pm on the fifth business day of the term (for full-term and first-half classes) or 11:59pm on the first business day after the start of the class (for late start and second-half classes). Full refunds are given for course drops, and a dropped course does not appear on a student's transcript.

A course **withdrawal** occurs when a student removes a class from his/her course schedule after the fifth business day of the term (for full-term and first-half classes) or after 11:59pm of the first business day after the start of the class (for late start and second-half classes). Course withdrawals are not permitted past the applicable withdrawal deadline; see your class schedule in E-Services to view the last day to withdraw for your courses.

- Students are strongly encouraged to meet with an advisor prior to withdrawing from classes. See above under *Advising*.
- Course withdrawals appear as a grade of "W" on a transcript and count against a student's course completion rate, which can negatively impact satisfactory academic progress.
- Partial refunds for course withdrawals are given only when a student withdraws from all registered classes, and when the withdrawal occurs during the period of time when refunds are still being granted (see refund schedule below under Refunds).
- Students must drop or withdraw from courses they no longer plan on completing. Failure to do so may result in a grade of "FN" (failure for non-attendance). See *Class Attendance Policy* below for more information.

Refunds

BankMobile: Once you have registered for credit bearing courses at Inver Hills Community College, your BankMobile code will be mailed to the permanent address that you have provided to the college. Please do not throw this code away. It is the key to selecting a preference for how you would like to receive any refunds from the college including financial aid disbursement, student payroll, and other refunds. After receiving your code, visit wwwrefundselection.com and follow the instructions. You may email your questions to ihccbankmobile@inverhills.edu.

Refund schedule for full-term classes and other classes that begin during the first week of the term:	
January 8-12	100% refund
After January 12, a total withdrawal from all of your classes is required to receive a partial refund:	
January 13-22	75% refund
January 23-29	50% refund
January 30-February 5	25% refund
After February 5	No refund
For classes beginning after January 12	
Within one business day of course start	100% refund
After the first additional business day	No refund

Course Changes and Cancellations

The college reserves the right to change class locations, instructors and other conditions that do not alter the scheduling of the course. If the time, day or dates of a course are changed, or if a course is cancelled, the college will send a notification email to each registered student.

Course Waiting Lists

Students may add themselves to waiting lists for classes that are filled through their E-Services account. Once added to a course waiting list, notifications will be sent to the student's personal email address; students should ensure the email address on record is up to date (see

Email as Official Communication below). Students are also strongly encouraged to log in to E-Services regularly to check on the status of waiting list entries. Being added to a course waiting list does not guarantee eligibility to register for the course. Students should check registration holds and any course prerequisites prior to receiving a seat offer to ensure eligibility to register when the seat is offered. Students have 24 hours to register for a course once a seat offer is made.

Assessments and Prerequisites

Assessment of college readiness: Assessments are placement tests designed to measure your ability to work at the college level in mathematics, writing, and reading. Your scores indicate what courses you may register for. You may need to take developmental courses before you are ready to take college level composition, mathematics, and certain other courses. Developmental courses are numbered below 1000 and the credits earned in them do not count toward a degree, although they do count in your credit load each term for financial aid, insurance coverage, and other purposes. For information, see www.inverhills.edu/LearningSupport/TestingCenter. Students with previous course work or testing may be exempt.

Course prerequisites: If a course has a prerequisite, it is listed at the end of the course description. Requirements may include previous college or high school courses or placement based on assessment test scores. Students without the specified prerequisite may not register for that class. The college reserves the right to drop you from courses for which you have not met the prerequisite requirement.

Reading assessment requirement: Students who place into READ 0090 or EAP 0090 must take one of these courses during their first semester at Inver Hills. Students who do not successfully complete the course will be required to re-enroll in the course in any subsequent terms of enrollment until the course is successfully completed.

Class Attendance Policy

Students may receive a course grade of "FN" (Failure for Non-Attendance) after two consecutive weeks of unexcused absence at any time during the semester. To read the complete Class Attendance Policy, visit www.inverhills.edu/Policies.

Satisfactory Academic Progress

In order to maintain enrollment and financial aid eligibility, students must make satisfactory academic progress. The Inver Hills Satisfactory Academic Progress policy requires that students maintain a 2.0 cumulative GPA and complete 67% of cumulative attempted credits. All students taking courses for credit are evaluated for satisfactory academic progress after each term of attendance. Visit www.inverhills.edu/Policies to read the policy in its entirety.

Transfer Credit

Students who would like to transfer college credits to Inver Hills Community College must have official transcripts mailed directly to the Enrollment Center. For more information, visit www.inverhills.edu/TransferEval. Students who would like to transfer credit from another MnSCU college should complete the E-Transcript Evaluation Request form, available at www.inverhills.edu/CollegeForms.

Grades and Transcripts

Grade reports are not mailed to students. You may view your grades online by logging in to E-Services; select *Grades and Transcripts*. You may print the grades screen if you need an informal hard copy of your grades or an unofficial transcript. Official transcripts may be ordered online for a fee of $7.00; visit www.inverhills.edu/LearningSupport/EnrollmentCenter/GradesTranscripts.aspx.

Graduation and Commencement

Students intending to graduate must meet with an advisor and submit the application for graduation to the Enrollment Center. For spring semester 2018, the application for graduation deadline is March 2. Students who complete their graduation requirements during the 2017-18 school year will receive an invitation to participate in the 2018 commencement ceremony, which will take place at 7pm on May 10, 2018 at Aldrich Arena in Maplewood.

Tuition and Payment

www.inverhills.edu/Registration/TuitionAndPayment.aspx

Payment Deadlines and Fees

Drop for non-payment: You must pay tuition by the appropriate deadline or you may be dropped from your classes. **Please Note: You will not be dropped from your classes if the Enrollment Center has received authorization for payment by an outside agency, you have filed for Financial Aid, or you have set up a FACTS payment plan by the payment deadline.**

Institution-initiated payment plan: MnSCU Procedure 5.12.3 intends that all students will pay in full no later than the college's tuition and fee payment due date. This means that students are required to pay or enroll in the FACTS payment plan for any balance due that will not be covered by financial aid or waivers. However, colleges shall establish the student to a payment plan for those students who have made a partial payment but have not paid in full, initiated a payment plan, or dropped courses by Feb. 13. These students shall be charged a $30 payment plan fee in accordance with MnSCU board policy 5.11.

Late fee: Students are expected to pay all accounts in full to the college when they are due. Payments received after March 14 will be assessed late fees. There is no late fee applied if you have FACTS payment plan payments coming in after that date. Students will have a registration hold until all amounts owed the college have been paid.

NSF Fee: When a check is returned to the college by the bank for nonsufficient funds, account closed or stop payment, an NSF fee of $20 will be assessed for each check (applies to tuition and all other payments).

Collection: Student accounts that are not paid by the late fee date may be submitted to a collection agency.

Tuition Rates and Fees

For current tuition and fee rates, visit www.inverhills.edu/Registration/TuitionAndPayment.aspx.

Amount Due

To view the amount of tuition you owe and to pay your bill, log in to your E-Services account and click on *Bills and Payment* on the left side of the screen. Please be aware that Inver Hills does not mail invoices.

Payment Options

The following options are available to pay your account balance:

- **Online**: Pay your balance online by logging in to your E-Services account; select *Bills and Payment*, then *Make Payments.*
- **In-Person**: Pay your balance in person by visiting the Enrollment Center. Cash, check, and credit card are accepted.
- **FACTS Payment Plan**: You have the option to make convenient monthly payments through the FACTS Payment Plan. Payments are automatically processed each month from your bank account or credit card. There is a non-refundable enrollment fee of $24 per semester. To sign up, log in to E-Services and select *Bills and Payment*, then *Payment Plan*. For more information, contact the Enrollment Center.
- **Third Party Payment**: To authorize a third party to make a payment on your account, contact enrollment@inverhills.edu.

Financial Aid

www.inverhills.edu/FinancialAid

The Financial Aid Office can provide information on federal, state, and local financial aid programs and scholarships. Students must apply for financial aid online at www.fafsa.ed.gov. Inver Hills' school code is 006935. For information, stop by the Financial Aid Office or call (651) 450-3518. Students must apply separately for admission to the college.

Deadline for state grant: To receive a state grant, you must have your aid application on file with the Department of Education within 30 days after the start of the term.

Aid based on financial need: Financial need is determined from

your own or your family's income and assets as reported on your FAFSA (Free Application for Federal Student Aid). If you are eligible for need-based aid and attend full time or at least half-time (6 credits), Inver Hills will help you secure the qualifying financial aid package, which may include grants (do not have to be repaid), loans (repayment begins when you complete your education for most programs), and/or student employment. If you plan to enroll for fewer than six credits per semester, aid may be available; inquire at the Financial Aid Office.

Non-need based aid: Loan programs are available to students at almost any income level. Students must apply for need-based financial aid before applying for these special loan programs and must be enrolled in six or more credits to be eligible.

Student employment: Contact the Financial Aid Office at (651) 450-3518 or visit www.inverhills.edu/eforms/OnCampusJobs.

Book Vouchers are offered to students who have completed the Financial Aid process and received an award letter. Apply early to avoid delays. Book vouchers can only be used for required books and supplies. Students eligible for a book voucher will be notified by email.

Bookstore

Materials for spring semester 2018 go on sale **December 11** in store and online at www.ihccbookstore.com. The bookstore is open extended hours at the end and beginning of each term; see the website for current hours. Textbooks are returnable, within a specified time period, with your original cash register receipt, and in the same condition as purchased. Students in off-campus classes can purchase books online; books are not delivered to off-campus class locations. The Bookstore website will accept credit card payments, financial aid, and third-party vouchers. The last day for returns is **January 12 at 4pm**.

Financial Aid book vouchers will be open from December 11 through January 17. If you have a course using direct digital materials charged as a course fee, the last day to opt out is Friday, January 19.

Student Accounts

StarID

Use your StarID to log in to each of the following student accounts:

- **E-Services**: Used to register for classes, view and make changes to class schedule, view grades and unofficial transcripts, set up financial aid and payment plans, and pay tuition and fees
- **Campus Network**: On campus computers and wireless network
- **D2L Brightspace:** Online learning environment used for online, blended, and many on-campus classes

To activate or change your StarID password, visit starid.minnstate.edu.

Email as Official Communication

Inver Hills will send official communication to your personal email address; therefore, **it is very important to keep the email address on your record up to date**. To update your email address in E-Services, click on *Account Management*, then *Demographic Info*.

Getting Help with Student Accounts

- Online: visit starid.minnstate.edu.
- The Online Services Center and the IT Service Desk can both provide assistance with your student accounts. Find location and contact information below under *Student Services and Resources*.

Student Services and Resources

Service	Location	Website	Phone
Adult Learning/ASAP	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/AdultLearners	(651) 450-3974
Advising and Counseling	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/CounselingAdvising	(651) 450-3508
Bookstore	College Center, 1st Floor	www.ihccbookstore.com	(651) 450-3533
Accessibility Services	Library, 2nd Floor	www.inverhills.edu/LearningSupport/DisabilityServices	(651) 450-3884
Enrollment Center	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/EnrollmentCenter	(651) 450-3503
Financial Aid	College Center, 2nd Floor	www.inverhills.edu/FinancialAid	(651) 450-3495
Fitness and Recreation	Activities, Lower Level	www.inverhills.edu/StudentLife/FitnessAndRecreation.aspx	(651) 450-3539
Health Services	College Center, 1st Floor	www.inverhills.edu/CampusResources/HealthService	(651) 450-3524
Learning Center	Library, 2nd Floor	www.inverhills.edu/LearningSupport/LearningCenter	(651) 450-3629
Library	Library, 1st Floor	www.inverhills.edu/library	(651) 450-3625
Online Services Center	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/EnrollmentCenter	(651) 450-3653
Student Life	College Center, 1st Floor	www.inverhills.edu/StudentLife	(651) 450-3530
Testing Center	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/TestingCenter	(651) 450-3687
Veteran's Services	College Center, 2nd Floor	www.inverhills.edu/LearningSupport/VeteranServices	(651) 450-3862