GENERAL INFORMATION

Admission to the College

Moorhead State College is open to graduates from any accredited high school. By regulation of the Minnesota State College Board, all entering students must take the American College Test (ACT). Registration is not completed, and no credit is granted, until the student has taken the ACT, although the test is not a requirement for admission to the college. The ACT is administered several times each year at various high schools, or at centers in close proximity to the high schools. Moorhead State College serves as one of these testing centers throughout the year. Information about the ACT and the dates of its administration is available upon request addressed to the Acting Director of Counseling.

Adults and veterans without high school diplomas may be admitted upon obtaining successful scores on the General Educational Development Tests, as prescribed by the Minnesota State Department of Education. Information about admission under special circumstances may be secured from the Registrar of Moorhead State College.

Students may enter at the beginning of any quarter, including either summer session, but it is recommended that enrollment commence with the Fall Quarter which opens each September. Admission and registration are facilitated if the student makes application several weeks in advance of the quarter in which he expects to begin attendance. When possible, high school seniors who wish to enter in the following Fall Quarter should apply for admission before graduation.

FIRST COLLEGE ENROLLMENT

APPLICATION

A high school graduate, or graduating senior, should apply for admission by completing the Minnesota College Admission Form of the Association of Minnesota Colleges. These forms are available in the offices of most high school principals, or may be obtained by writing to the Registrar of
Moorhead State College. The student completes the first two pages, then gives the form to the principal of his high school. The principal completes the remainder of the form and sends it to the college. Each applicant is sent written notice of his admission status when the application has been received and processed.

By regulation of the Minnesota State College Board, after January 1, 1962, each person seeking admission to any of the five State Colleges will be required to make a deposit of $5 at the time of submitting an application for admission. The applicant should prepare a check or money order payable to Moorhead State College, and send it directly to the Registrar, Moorhead State College. Upon the receipt of the completed application form from the high school principal, the check will be attached to the form and deposited. No application will be processed unless the $5 application fee has been received.

If the applicant is denied admission to the college, the deposit will be returned.

If the applicant is granted admission, the deposit will be applied toward payment of tuition upon the completion of enrollment for the quarter specified in the application.

If the applicant is granted admission and does not complete his enrollment for the quarter specified in the application, the deposit is forfeited and will not be returned.

TRANSFER STUDENTS

APPLICATION

A student who wishes to transfer from another college or university should complete the Application for Admission with Advanced Standing form, which may be obtained from the Registrar of Moorhead State College. The applicant should arrange to have official transcripts of all previous college work sent to the Registrar’s office, well in advance of the quarter in which he expects to begin attendance, since admission is based on these records. A student who is eligible for readmission at the last institution at which he was registered is normally admitted to Moorhead State College. Students who are not thus eligible for readmission to the previous institution may not be admitted to Moorhead State College except with approval from the Committee on Admission and Retention.
By regulation of the Minnesota State College Board, after January 1, 1962, each person seeking admission to any of the five State Colleges will be required to make a deposit of $5 at the time of submitting an application for admission. The applicant for admission with advanced standing should attach a check or money order for $5, made payable to Moorhead State College, to the application form and send both to the Registrar, Moorhead State College. No application will be processed unless the $5 application deposit has been received.

If the applicant is denied admission to the college, the deposit will be returned.

If the applicant is granted admission, the deposit will be applied toward payment of tuition upon the completion of enrollment for the quarter specified in the application.

If the applicant is granted admission and does not complete his enrollment for the quarter specified in the application, the deposit is forfeited and will not be returned.

TRANSFER CREDITS

College work which averages C or better, when completed at another accredited college or university, is accepted for credit at Moorhead State College to the extent that it applies to the curriculum selected by the student and does not conflict with the residence or other requirements for a diploma or degree at Moorhead State College.

Junior College Credit

In accordance with the regulations of the Minnesota State College Board, a student transferring from a junior college is required to take a minimum of 96 quarter hours (two years of college work) in order to graduate with the bachelor's degree. Counseling is provided for students transferring, or anticipating transfer, from junior colleges. Moorhead State College strongly encourages the transfer of students from junior colleges who wish to pursue advanced work and complete a four-year degree.

Five-Year Curriculum Credit

A graduate of the five-year curriculum, discontinued in Minnesota State Colleges in 1927, is granted 96 hours of credit toward the bachelor's degree.
High School Teacher Training Credit

A student who has completed one year of High School Teacher Training work in a Minnesota high school after graduation from an accredited four-year high school is allowed 48 quarter hours of transfer credit, except that no re-evaluation will be made if the student has already used High School Teacher Training transfer credit in completing one of the college curriculums before May 12, 1952.

VETERANS

Special provision is made for admitting veterans of the various military services. All programs of the college are approved for training under Public Law 550, which provides educational benefits for Korean War veterans. Credits earned in USAFI are accepted if they are applicable to the student's program. The recommendations of the American Council on Education are followed in granting credit for courses completed by the student while in military service. Veterans who plan to enroll at Moorhead State College are advised to write to the Registrar for appropriate application forms, specifying whether they are transfer students or if they are planning to enter college work for the first time.

Ballard Hall, Men's Dormitory
ENROLLMENT PROCEDURES

REGISTRATION

Registration consists of (1) program planning with the student’s advisor, (2) approval of class schedule by the Office of Admissions, and (3) payment of fees to the college Business Office. All three steps in registration must be completed before the opening of classes to avoid payment of a Late Registration Fee (see page 33). Registration is closed after the fifth day of classes. Permission to enroll after this time (but not later than ten class days after the beginning of the quarter) may be granted by the Director of Admissions in unusual circumstances. The new student’s matriculation at the college is not completed until he has taken the American College Test (ACT). Most students will have taken this test prior to admission to the college.

Registration in classes taught at extension centers in communities outside Moorhead (off-campus classes) should be completed at the first class session, but may be completed at the second class session upon payment of an additional $1 Late Registration fee. Registration in off-campus classes is not possible after the second class session.

TIME OF REGISTRATION

A period is provided for registration at the beginning of each quarter, as indicated in the official college calendars for 1961-1962 and 1962-1963 on the inside covers of this catalogue. A period of pre-registration for students currently enrolled is designated within each quarter, and prior to the opening of the following quarter.

PROGRAM CHANGES

A student who wishes to make changes in the program for which he is registered may do so by completing the form supplied by the Office of Admissions; this form requires approval by both the student's advisor and the office of the Registrar. Students are also asked to inform this office of any change of address.
Adding Courses

New courses may be added only during the first five days of class meetings during a quarter. If the change in program results in an increase in total quarter hours, the student must pay additional tuition, as prescribed in the fee schedule on page 30. If the change results in a decrease in total quarter hours, no refund is made.

Dropping Courses

Courses dropped not later than the mid-term date specified in the official calendar are recorded as W (Withdrawal) on the student’s permanent record, regardless of the student’s standing in the course at the time it is dropped.

For courses dropped after mid-term, if the student is not doing satisfactory work at the time the course is dropped, it is recorded on the permanent record as F. If the student is doing satisfactory work at the time the course is dropped, it is recorded as W.

If the student discontinues a subject and fails to follow the prescribed procedure for dropping the course, it is recorded as F on his permanent record.

WITHDRAWAL FROM COLLEGE

To withdraw from college a student should complete the withdrawal form available in the Office of Admissions. Entries on the student’s permanent record are determined by the policy stated under “Dropping Courses,” in the “Program Changes” section above.

A student who leaves school without following this procedure, or notifying the college of his intention to withdraw, receives F’s in all classes. A portion of the tuition and fees may be returned upon withdrawal from college, according to the schedule recorded under “Refunds,” on page 34.

WITHDRAWAL TO ENTER THE ARMED FORCES

A student who has attended at least four weeks but not more than six weeks of a quarter, and who is drafted, recalled into service, or otherwise leaves to join the Armed Forces of the United States, is granted one-half of the regular credits for the courses in which he was enrolled and in which he was doing satisfactory work. A student who has attended for seven
weeks or more of the quarter, and leaves to join the Armed Forces of the United States, is granted full credit for the courses in which he was enrolled and in which he was doing satisfactory work. A student who has attended less than four weeks of a quarter, and who leaves to join the Armed Forces of the United States, is entitled to a tuition refund according to the schedule listed under the heading "Refunds" in the "College Costs" section of the catalogue.

MacLean Hall; Classrooms and Administrative Offices
Credits, Grades, and Grade Points

Credits

The unit of college credit is the quarter hour. In general, three quarter hours are equivalent to two semester hours of credit at colleges and universities which operate under the semester plan.

One quarter hour of credit is assigned for the satisfactory completion of a subject pursued for one period (50 minutes) of classwork or two periods of laboratory work a week for one quarter. In certain instances, a class may meet three times a week for two hours of credit, or four times a week for three hours of credit.

During summer sessions, classes meet daily (and two or more Saturdays per session), as follows: one and two hour courses, 40 minutes; three hour courses, 60 minutes; four hour courses, 80 minutes; and five hour courses, 100 minutes.

Student Load

Any student enrolled for at least nine credit hours is considered to be a full-time student during the academic year. A student enrolled for five or more hours in a summer session is considered to be a full-time student.

Sixteen hours is considered a typical load during the Fall, Winter, and Spring quarters. Eight hours is considered a typical load during either summer session. By attending the entire academic year and both summer sessions a student may secure the equivalent of four quarters per calendar year instead of three, and complete the 192 hours required for a bachelor’s degree in three years. This is the equivalent of the Trimester Schedule now being introduced in many colleges.

During the academic year, to enroll for more than 18 hours a student must have a Grade Point Average (GPA) of 3.0 (B) or better, and must complete and file a petition for excess load at the Registrar’s Office. This petition must be approved by both the student’s advisor and the Registrar.
During either summer session, to enroll for more than 8 hours a student must have a Grade Point Average (GPA) of 3.0 or better, and must complete and file a petition for excess load at the Registrar’s Office. This petition must be approved by both the student’s advisor and the Registrar.

No student may carry a load greater than 20 hours a quarter during the academic year, or 10 hours in either summer session.

**GRADES AND MARKS**

All work carried for college credit is assigned grades, or marks, according to the following letter designations:

<table>
<thead>
<tr>
<th>Grade or Mark</th>
<th>Meaning</th>
<th>Grade Points Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>X</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>V</td>
<td>Visitor (Auditor)</td>
<td>0</td>
</tr>
</tbody>
</table>

An Incomplete must be made up by the end of the next quarter in which a student is registered, or F is recorded for the course on the student’s permanent record. Incompletes are granted only in cases when the student is unable to complete course requirements for reasons beyond his control, such as serious illness or other emergency. This mark is assigned only when arrangements have been made with the instructor prior to the end of the quarter. The instructor prepares a written record of the work to be completed for the course, *i.e.* examinations, term papers, projects, etc., which is kept on file in the Registrar’s Office. When the student has met these requirements to the satisfaction of the instructor, or his successor, the instructor makes an official change in the permanent grade record for the course. In special situations, the student may petition to have the Incomplete and the resulting F removed from his record and to take the course again. Requests for such petition should be made to the Registrar.

An entry of V (Visitor) or “Audit” may be made upon a student’s permanent record when he has audited the course
and has not taken it for credit. To audit a course a student may attend all class sessions, but need not complete assignments or projects, take part in class discussions, take examinations, or meet other class requirements. The student should secure the permission of the instructor to audit the course, and must pay tuition fees as though he were taking the course for credit.

No student may change from credit to audit status without written permission of the instructor, and under no circumstances after mid-term. Credit may not be earned in courses taken as a visitor or auditor except by re-enrollment for credit, and completion of the course with a satisfactory grade.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is the weighted average of all Moorhead State College grades for a student, and represents the numerical equivalent of his cumulative scholastic standing. The numerical value of the letter grade is indicated as Grade Points Per Hour in the preceding table.

For any course in which an F is received, the number of quarter hours of that course is used in the divisor in computing the GPA. For any course for which a W is on the student's permanent record, no grade points are assigned and the quarter hours of that course are not used in computing the GPA. For any course for which an I is on the student's permanent record, the quarter hours for that course are included in the divisor in computing the GPA, but no grade points are assigned, except that in computing the GPA for recognition at the Honors Convocation or Commencement, any course for which an I is recorded is not included either in grade points or in quarter hours.

A hypothetical GPA is computed below for illustration.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Qtr. Hrs.</td>
<td>Grade Points</td>
</tr>
<tr>
<td>a</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>b</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>c</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>d</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>e</td>
<td>1</td>
<td>A</td>
</tr>
<tr>
<td>f</td>
<td>1</td>
<td>B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA = 41/17 = 2.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA = 2.3</td>
</tr>
<tr>
<td>Cumulative GPA = 76/32 = 2.37</td>
</tr>
<tr>
<td>GPA = 53/18 = 2.9</td>
</tr>
<tr>
<td>Cumulative GPA = 129/50 = 2.58</td>
</tr>
</tbody>
</table>
A student may repeat any course, in an effort to improve his GPA, but credit is granted only once. In computing the GPA the last grade received in a repeated course is used, even though the first grade received may be higher.

In computing the cumulative GPA for graduation requirements (2.0 minimum), for scholarship purposes, or for recognition as a high ranking or honors student, only grades or marks earned at Moorhead State College are used.

In satisfying the graduation requirements of a 2.0 minimum GPA in majors and minors, however, both credit hours and marks for courses transferred from other institutions are included in computing the GPA. In this computation both required and elective courses completed by the student in the major and minor areas and fields, either at Moorhead State College or elsewhere, are included.
Academic Standards

SCHOLARSHIP REGULATIONS

A student with a GPA of 2.0 or better is in satisfactory academic standing. A student whose GPA drops below 2.0 is placed on academic probation and given a trial period to prove himself scholastically.

A student who does not earn the required GPA for satisfactory academic standing in the period allowed is placed on academic suspension, which means he cannot register at this college for one or more quarters, as determined by the Admission and Retention Committee. For a freshman in his third quarter, and any upper classman, the period of probation is one quarter. A second quarter freshman on probation must earn a GPA of at least 1.7 in order to register for his third quarter.

HONORS

Each quarter an Honors List is issued, with names of students who have a Grade Point Average (GPA) of 3.0 (B) or higher in their records at Moorhead State College.

In the Spring Quarter an Honors Convocation is held, at which three levels of honor students are recognized. Those with a GPA of 3.0 (B) are awarded Honorable Mention; those with a GPA of 3.25, Honors; and those with a GPA of 3.5 or above, Special Honors. Other special scholastic recognition and scholarship awards are also announced at this convocation.

Candidates for a bachelor’s degree who have completed at least ninety-six hours of credit at Moorhead State College are eligible to be considered for Graduation Honors. Calculation of the GPA for Graduation Honors is made at the beginning of the final quarter of enrollment prior to graduation, and does not include grade points achieved during the final quarter, nor does it include grade points on any credits earned at another institution.

A candidate who has a cumulative GPA of 3.25 is recommended for a degree cum Laude; one who has a cumulative GPA of 3.5, Magna cum Laude. Candidates who have achieved
a cumulative GPA of 3.75 or higher are recommended for graduation *Summa cum Laude*. These honors are inscribed on the candidate’s diploma, and on his permanent record.

In the near future Moorhead State College expects to introduce an Honors Program which will make special provision for students of exceptional ability. An Honors Council will select students for this program from among entering freshmen, transfer students, and other students who have been recommended by faculty members. Upon being admitted to this special program, students will pursue an individualized course of study which will include regular academic courses plus honors seminars and special senior honors papers. A comparatively small number of students will pursue the honors curriculum, which will be designed to provide special advantages for those of outstanding abilities and specialized interests.
Programs and Degrees

Individual courses are organized into various programs leading to degrees, or preparing the student for advanced professional training at other institutions. Moorhead State College grants four degrees: the Associate in Arts, or A.A.; the Bachelor of Arts, or B.A.; the Bachelor of Science, or B.S.; and the Master of Science in Education, or M.S. in Ed. The general requirements for the various degrees are listed below. Requirements for particular curriculums, and descriptions of the pre-professional programs, are specified in the "Descriptions of Curriculums" section of the catalogue. The "Graduate Studies" bulletin, a separate publication, contains detailed information concerning the graduate programs. It may be obtained upon request addressed to the Director of Graduate Studies.

A student who wishes to enroll for college courses without meeting the requirements of a degree program may enroll as a special student. He must meet academic standards and pay fees as prescribed.

GRADUATION REQUIREMENTS

Every degree program requires a minimum number of credits completed in residence. Residence credit hours are granted only for work completed on the campus, including courses taken on the campus during evening hours or on Saturdays. Such courses, offered at times outside regular school hours, are often referred to as extension courses. The term is also used for off-campus courses, which are classes offered by the college at extension centers in communities within a radius of approximately one hundred miles from Moorhead. College credit is granted for off-campus courses, but not residence credit. Information about off-campus courses is available upon request addressed to the Director of Field Services.

Moorhead State College does not offer correspondence courses, but may accept correspondence credit granted by other accredited colleges and universities, up to a maximum of 15 hours, towards a bachelor's degree.
Minimum requirements for graduation in terms of total hours, residence credit, and grade average are tabulated below. Only in exceptional instances can any of these requirements be waived. Requests for exception should be referred to the Academic Dean.

**TABLE I**

**SUMMARY OF GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Degree</th>
<th>Minimum Hours</th>
<th>Minimum Residence Credit</th>
<th>Grade Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Year</td>
<td>A.A.</td>
<td>96</td>
<td>32 of last 45</td>
<td>GPA of 2.0 (C) in Cumulative college record</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 of last 12</td>
<td></td>
</tr>
<tr>
<td>Four-Year</td>
<td>B.A.</td>
<td>192*</td>
<td>45 of last 96</td>
<td>GPA of 2.0 (C) in General Studies courses Each major and minor** Cumulative college record</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 of last 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B.S.</td>
<td>192*</td>
<td>45 of last 96</td>
<td>GPA of 2.0 (C) in General Studies courses Education courses Student Teaching Each major and minor** Cumulative college record</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8 of last 12</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>M.S. in Ed.</td>
<td>45†</td>
<td>30 to 36†</td>
<td>GPA of 3.0 (B)***</td>
</tr>
</tbody>
</table>

* A maximum of 15 hours of correspondence credit may be allowed towards a bachelor's degree.
** Credits for a particular course may be used only once in satisfying requirements for a major or minor, and may not count in two different areas.
*** No graduate credit is allowed for any course in which the grade is below C.
†See "Special Requirements for the Master's Degree," below.

**SPECIAL REQUIREMENTS FOR MASTER'S DEGREE**

The candidate must be enrolled for full time work on the campus for a minimum of two quarters, or one quarter and two summer sessions, or four summer sessions. A minimum of 18 hours of graduate credit must be completed with an average of B or better during the period of full time residency. A minimum of 30 hours of graduate credit must be earned at Moorhead State College. At least 15 hours must be in courses numbered 500 and above, and candidates must complete 15 hours in their field of specialization in addition to The Independent Study (master's thesis, courses numbered 599).
A maximum of 9 hours of graduate credit, including extension or off-campus credit, may be transferred from other accredited colleges or universities. Up to 15 hours of on-campus graduate credit may be transferred from another Minnesota State College. For detailed statement of master's degree requirements see the "Graduate Studies" bulletin, a separate publication available upon request addressed to the Director of Graduate Studies.

**REQUIREMENTS FOR TRANSFER STUDENTS**

A student who transfers from another college must meet the minimum residence, total hour, and grade requirements listed above. An evaluation of previous college credit and the application of this credit to requirements at Moorhead State College is made by the Registrar at the request of the student. Substitution of transfer credits and courses is not recorded on the student's permanent record until the student has completed at least one quarter at Moorhead State College.

General Studies requirements are usually met by a student who has pursued a balanced program of studies for at least two years in his previous college. Hours completed towards majors and minors at other colleges may also be used to meet the requirements for majors and minors at this college, when courses are considered equivalent.

**APPLICATION FOR GRADUATION**

Formal application to graduate must be made by the student prior to the quarter during which he expects to complete graduation requirements.

Formal application to graduate with the master's degree must be made by the student at least 30 days prior to the date of graduation.

Application forms are available in the Office of Admissions.
TUITION, FEES, AND DEPOSITS

Tuition, the student activity fee, and the student deposit are general requirements for all on-campus students. The 1961 Minnesota State Legislature also enacted legislation permitting the State Colleges to assess each full-time student $5 per quarter ($2.50 each summer session) to be held in an accumulating fund for the construction of a student center on the campus. This assessment will begin at Moorhead State College in the Fall of 1961.

Payment of all fees completes the registration procedure, and all are payable in full each quarter by the last day of registration designated in the academic calendar. (See “Late Registration Fee,” page 33.)

TUITION

Tuition is based on the number of quarter hours of credit for which the student is enrolled, and varies according to the following table, with a minimum charge of $15 per quarter. Tuition charges are subject to change without advance notice by the State College Board.

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minnesota Resident</strong></td>
<td><strong>Tuition Costs</strong></td>
<td><strong>Tuition Costs</strong></td>
</tr>
<tr>
<td>$3.50 per hour</td>
<td>Academic Year, On-Campus*</td>
<td>$5.50 per hour</td>
</tr>
<tr>
<td>4.50</td>
<td>Summer Session</td>
<td>5.50</td>
</tr>
<tr>
<td>7.50</td>
<td>Off-Campus (Extension)**</td>
<td>7.50</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td><strong>Tuition Costs</strong></td>
<td><strong>Tuition Costs</strong></td>
</tr>
<tr>
<td>5.00</td>
<td>Academic Year, On-Campus*</td>
<td>7.50</td>
</tr>
<tr>
<td>5.00</td>
<td>Summer Session</td>
<td>7.50</td>
</tr>
<tr>
<td>7.50</td>
<td>Off-Campus (Extension)**</td>
<td>7.50</td>
</tr>
</tbody>
</table>

*Includes evening and Saturday classes offered on-campus, and courses offered by television for credit, with regular class sessions on campus.

**Academic year only; no off-campus courses are offered during the summer.
AUDITING

Students who audit courses (enroll not for credit) are required to pay tuition and other fees as though they were taking the courses for credit. An auditing student may attend all class sessions, but need not complete assignments or projects, take part in class discussion, take examinations, or meet other class requirements, according to the arrangement made with the instructor. The student should secure the permission of the instructor to audit the course, and may not change from credit to audit status without written approval of the instructor, and under no circumstances after mid-term. No credit is granted for an audited course, although the fact that the course has been audited is recorded on the student's permanent record.

STUDENT ACTIVITY FEE

The activity fee is $10 per quarter ($5 each summer session) for full-time undergraduate and graduate students. Individuals are considered to be full-time students when enrolled for at least nine quarter hours of credit, or five hours in a summer session. There is no activity fee for students taking off-campus courses only, or for other students taking fewer than nine quarter hours of credit including off-campus courses.

The activity fee provides admission to college-sponsored activities, and provides for physical examinations and the consultation services of the college's visiting physician. To obtain these privileges a student must present his identification card.

The fee also entitles the student to the weekly college newspaper, The Western Mystic, and to one copy of the annual, The Dragon. A student who has not been enrolled for all three quarters of an academic year is required to pay $1 for each quarter he has not been in attendance, in order to secure his copy of The Dragon. Summer session enrollment does not entitle a student to a copy of the yearbook, although summer session students are entitled to the weekly duplicated publication, The Miniature Mystic, and admitted to college activities.

STUDENT DEPOSIT

A deposit of $10 ($5 in a summer session) is required of all students upon initial enrollment. This deposit covers the physical education lock and towel deposit of $3, and
deductions are made from the deposit for laboratory and class fees, library fines, lost library books, materials used, and breakage. Students enrolled in science courses who fail to check out their lockers and return keys at the end of each quarter, or within a two-week period after dropping a course, are charged $5, which is deducted from the deposit.

At the time of payment of fees for each quarter the student is required to make an additional deposit sufficient to bring his balance to $10. A student withdrawing from college may apply to the college Business Office for return of any balance remaining in the deposit, and any balance remaining at the time of graduation is returned to the student.

**SPECIAL FEES**

**Change of Program**

A fee of $1 is charged for each change in program made after classes have begun. If the change in schedule increases the total number of quarter hours of credit for which the student is enrolled, the student must pay additional tuition based on the additional hours. If the changed program results in fewer quarter hours of credit, no refund is made. If the student's schedule is changed for the convenience of the college, the $1 change of program fee is waived. If the student's schedule is reduced for the convenience of the college, as in the cancellation of a class because of inadequate enrollment, the tuition is refunded without penalty, and the $1 change of program fee is waived.

**Examination Fees**

A fee of $2 is charged for special examinations and make-up final examinations, unless unusual circumstances warrant exceptions. Requests for waiving this fee should be referred to the Academic Dean.

A fee of $3 is charged for the American College Test (ACT) required of all entering students. If the student has not paid this fee in advance and thus secured a ticket of admission to the examination, the fee may be paid on the day of the examination immediately before the examination is administered.

A schedule of fees has been arranged for the administration of special examinations in mental ability, reading, and other areas, to qualified persons who are not enrolled in the college. Inquiries concerning special examinations should be directed to the Chairman of the Department of Psychology.
Late Registration Fee

A fee of $1 for the first day and $1 for each additional day is charged for late registration in on-campus classes. In off-campus courses, $1 is charged for registration after the first class session. No student may register for an off-campus course after the second class session.

Requests to waive the late registration fee, because of unexpected emergencies, should be referred to the Registrar.

Music Fees

A charge of $15 per quarter is made for individual lessons in instrumental or vocal music, and provides for one half-hour lesson each week of the quarter. This charge is uniform in all Minnesota State Colleges. The additional charge for piano, organ, or other practice instrument rental is $1 per quarter.

Transcript Fee

One transcript of a student's record is issued upon request, without charge. A charge of $1 is made for each additional transcript issued. No transcript will be issued unless all financial obligations to the college have been paid and admission requirements met.

LIVING EXPENSES

Rates for board and room in college dormitories are set each year by the State College Board and are uniform for all State Colleges. Rates for the year 1962-1963 are $210 per quarter for a double room and $220 per quarter for a single room. Room and board charges are payable by the quarter in advance. Board exemptions are granted only in case of work conflicts or special diets, and must be approved by the office of the Dean of Students.

REFUNDS

Students who withdraw from college may apply for a refund of a portion of the general fees, according to the following schedule.