

Student Handbook/Planner 2010/2011



GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS

Welcome To Globe University/Minnesota School of Business!

You, our students, are our most valuable asset. You bring energy, diversity and a broad range of experiences to the classroom, enriching the lives of staff, instructors and fellow students. Whether you are a recent high school graduate, an experienced professional, a military service member or an international student, we appreciate your unique perspective—and we want you to feel at home at our school.

This handbook is designed to be a resource for your needs as a student. We think it'll come in handy, so keep it close. Take a minute to glance through it and you'll see that it contains helpful information on everything from instructor responsibilities to attendance policies to detailed descriptions of the various services we offer.

We understand that a handbook will probably not answer every question you have. If you ever need assistance or have questions or concerns, please turn to your instructors, administrators, directors and staff members—we will all be here to help you through this important part of life. We know how much an education is worth, and we want to be sure you get the help you need to get the most out of it. It's part of our We Care philosophy.

Our mission is simple: to help you graduate with the skills you need to achieve personal and professional success. We help you do this through small classes, one-on-one attention, flexible scheduling, academic support, hands-on career training and career services while you are a student and long after you graduate.

We look forward to helping you in this new and exciting phase of life.

Terry Myhre, President
Kaye Myhre, Vice President

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GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS

2010/2011
Student Calendar

July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Quarter Break (Office Open)	2 —●	3
4 Independence Day	5 Independence Day Observed (College & Office Closed)	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Early Fall Quarter 2010 Begins	20	21	22	23	24
25	26	27	28	29	30	31

Notes

August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Registration for Fall Quarter 2010 Begins	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


Notes

September 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Registration for Fall Quarter 2010 Ends	4
5	6 Labor Day (College & Office Closed)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Early Fall Quarter 2010 Ends	25
26	27 ● —————	28 —————	29 Quarter Break (Office Open)	30 —————		

Notes

October 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 	2
3	4 Fall Quarter 2010 Begins	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes

November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Registration for Winter Quarter 2011 Begins	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day (College & Office Closed)	26 Thanksgiving Holiday (College & Office Closed)	27
28	29	30				

Notes

December 2010

December 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 <small>Registration for Winter Quarter 2011 Ends</small>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 <small>Fall Quarter 2010 Ends</small>	24 <small>Christmas Eve (College & Office Closed)</small>	25
26	27	28	29	30	31 <small>New Year's Eve (College & Office Closed)</small>	

Notes

January 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Winter Quarter 2011 Begins	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Martin Luther King, Jr. Day (College & Office Closed)	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes

February 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Registration for Spring Quarter 2011 Begins	15	16	17	18	19
20	21 Presidents' Day (College & Office Closed)	22	23	24	25	26
27	28					


Notes

March 2011

March 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Registration for Spring Quarter 2011 Ends	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Winter Quarter 2011 Ends	26
27	28	29	30	31		
	● —————	—————	Quarter Break (Office Open)	—————		

Notes

April 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 	2
3	4 Spring Quarter 2011 Begins	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Notes

May 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Registration for Early Fall 2011 Begins	17	18	19	20 Community Service Day (College & Office Closed)	21
22	23	24	25	26	27	28
29	30 Memorial Day (College & Office Closed)	31				

Notes

June 2011

June 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Registration for Early Fall 2011 Ends	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Spring Quarter 2011 Ends	25
26	27	28	29	30		
	●—————	—————	Quarter Break (Office Open)	—————		

Notes

July 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 _____	2
3	4 Independence Day (College & Office Closed)	5 _____	6	7	8	9
10	11 _____	12	13	14	15 _____●	16
17	18 Early Fall Quarter 2011 Begins	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes



GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS

2010/2011
Daily Planner

July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TO DO LIST: _____

MONDAY - JUNE 28

TUESDAY - JUNE 29

July 2010

WEDNESDAY - JUNE 30

THURSDAY - JULY 1

FRIDAY - JULY 2

SATURDAY - JULY 3

SUNDAY - JULY 4

Independence Day (College & Office Closed)



July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TO DO LIST: _____

MONDAY - JULY 5

Independence Day Observed (College & Office Closed)

TUESDAY - JULY 6

July 2010

WEDNESDAY - JULY 7

THURSDAY - JULY 8

FRIDAY - JULY 9

SATURDAY - JULY 10

SUNDAY - JULY 11



July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TO DO LIST: _____

MONDAY - JULY 12

TUESDAY - JULY 13

July 2010

WEDNESDAY - JULY 14

THURSDAY - JULY 15

FRIDAY - JULY 16

SATURDAY - JULY 17

SUNDAY - JULY 18



July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TO DO LIST: _____

MONDAY - JULY 19

Early Fall Quarter 2010 Begins

TUESDAY - JULY 20

July 2010

WEDNESDAY - JULY 21

THURSDAY - JULY 22

FRIDAY - JULY 23

SATURDAY - JULY 24

SUNDAY - JULY 25



August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - JULY 26

TUESDAY - JULY 27

August 2010

WEDNESDAY - JULY 28

THURSDAY - JULY 29

FRIDAY - JULY 30

SATURDAY - JULY 31

SUNDAY - AUGUST 1



August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - AUGUST 2

TUESDAY - AUGUST 3

August 2010

WEDNESDAY - AUGUST 4

THURSDAY - AUGUST 5

FRIDAY - AUGUST 6

SATURDAY - AUGUST 7

SUNDAY - AUGUST 8



August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - AUGUST 9

TUESDAY - AUGUST 10

August 2010

WEDNESDAY - AUGUST 11

THURSDAY - AUGUST 12

FRIDAY - AUGUST 13

SATURDAY - AUGUST 14

SUNDAY - AUGUST 15



August 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - AUGUST 16

Registration for Fall Quarter 2010 Begins

TUESDAY - AUGUST 17

August 2010

WEDNESDAY - AUGUST 18

THURSDAY - AUGUST 19

FRIDAY - AUGUST 20

SATURDAY - AUGUST 21

SUNDAY - AUGUST 22



August 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - AUGUST 23

TUESDAY - AUGUST 24

August 2010

WEDNESDAY - AUGUST 25

THURSDAY - AUGUST 26

FRIDAY - AUGUST 27

SATURDAY - AUGUST 28

SUNDAY - AUGUST 29



September 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

TO DO LIST: _____

MONDAY - AUGUST 30

TUESDAY - AUGUST 31

September 2010

WEDNESDAY - SEPTEMBER 1

THURSDAY - SEPTEMBER 2

FRIDAY - SEPTEMBER 3

Registration for Fall Quarter 2010 Ends

SATURDAY - SEPTEMBER 4

SUNDAY - SEPTEMBER 5

September 2010

WEDNESDAY - SEPTEMBER 8

THURSDAY - SEPTEMBER 9

FRIDAY - SEPTEMBER 10

SATURDAY - SEPTEMBER 11

SUNDAY - SEPTEMBER 12



September 2010						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TO DO LIST: _____

MONDAY - SEPTEMBER 13

TUESDAY - SEPTEMBER 14

September 2010

WEDNESDAY - SEPTEMBER 15

THURSDAY - SEPTEMBER 16

FRIDAY - SEPTEMBER 17

SATURDAY - SEPTEMBER 18

SUNDAY - SEPTEMBER 19

September 2010

WEDNESDAY - SEPTEMBER 22

THURSDAY - SEPTEMBER 23

FRIDAY - SEPTEMBER 24

Early Fall Quarter 2010 Ends

SATURDAY - SEPTEMBER 25

SUNDAY - SEPTEMBER 26



October 2010						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TO DO LIST: _____

MONDAY - SEPTEMBER 27

Quarter Break Begins

TUESDAY - SEPTEMBER 28

October 2010

WEDNESDAY - SEPTEMBER 29

THURSDAY - SEPTEMBER 30

FRIDAY - OCTOBER 1

SATURDAY - OCTOBER 2

SUNDAY - OCTOBER 3



October 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TO DO LIST: _____

MONDAY - OCTOBER 4

Fall Quarter 2010 Begins

TUESDAY - OCTOBER 5

October 2010

WEDNESDAY - OCTOBER 6

THURSDAY - OCTOBER 7

FRIDAY - OCTOBER 8

SATURDAY - OCTOBER 9

SUNDAY - OCTOBER 10

October 2010

WEDNESDAY - OCTOBER 13

THURSDAY - OCTOBER 14

FRIDAY - OCTOBER 15

SATURDAY - OCTOBER 16

SUNDAY - OCTOBER 17



October 2010						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TO DO LIST: _____

MONDAY - OCTOBER 18

TUESDAY - OCTOBER 19

October 2010

WEDNESDAY - OCTOBER 20

THURSDAY - OCTOBER 21

FRIDAY - OCTOBER 22

SATURDAY - OCTOBER 23

SUNDAY - OCTOBER 24



October 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TO DO LIST: _____

MONDAY - OCTOBER 25

TUESDAY - OCTOBER 26

October 2010

WEDNESDAY - OCTOBER 27

THURSDAY - OCTOBER 28

FRIDAY - OCTOBER 29

SATURDAY - OCTOBER 30

SUNDAY - OCTOBER 31



November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TO DO LIST: _____

MONDAY - NOVEMBER 1

TUESDAY - NOVEMBER 2

November 2010

WEDNESDAY - NOVEMBER 3

THURSDAY - NOVEMBER 4

FRIDAY - NOVEMBER 5

SATURDAY - NOVEMBER 6

SUNDAY - NOVEMBER 7



November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TO DO LIST: _____

MONDAY - NOVEMBER 8

TUESDAY - NOVEMBER 9

November 2010

WEDNESDAY - NOVEMBER 10

THURSDAY - NOVEMBER 11

FRIDAY - NOVEMBER 12

SATURDAY - NOVEMBER 13

SUNDAY - NOVEMBER 14



November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TO DO LIST: _____

MONDAY - NOVEMBER 15

Registration for Winter Quarter 2011 Begins

TUESDAY - NOVEMBER 16

November 2010

WEDNESDAY - NOVEMBER 17

THURSDAY - NOVEMBER 18

FRIDAY - NOVEMBER 19

SATURDAY - NOVEMBER 20

SUNDAY - NOVEMBER 21



November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TO DO LIST: _____

MONDAY - NOVEMBER 22

TUESDAY - NOVEMBER 23

November 2010

WEDNESDAY - NOVEMBER 24

THURSDAY - NOVEMBER 25

Thanksgiving Day (College & Office Closed)

FRIDAY - NOVEMBER 26

Thanksgiving Holiday (College & Office Closed)

SATURDAY - NOVEMBER 27

SUNDAY - NOVEMBER 28



December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TO DO LIST: _____

MONDAY - NOVEMBER 29

TUESDAY - NOVEMBER 30

December 2010

WEDNESDAY - DECEMBER 1

THURSDAY - DECEMBER 2

FRIDAY - DECEMBER 3

Registration for Winter Quarter 2011 Ends

SATURDAY - DECEMBER 4

SUNDAY - DECEMBER 5



December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TO DO LIST: _____

MONDAY - DECEMBER 6

TUESDAY - DECEMBER 7

December 2010

WEDNESDAY - DECEMBER 8

THURSDAY - DECEMBER 9

FRIDAY - DECEMBER 10

SATURDAY - DECEMBER 11

SUNDAY - DECEMBER 12



December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TO DO LIST: _____

MONDAY - DECEMBER 13

TUESDAY - DECEMBER 14

December 2010

WEDNESDAY - DECEMBER 15

THURSDAY - DECEMBER 16

FRIDAY - DECEMBER 17

SATURDAY - DECEMBER 18

SUNDAY - DECEMBER 19



December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TO DO LIST: _____

MONDAY - DECEMBER 20

TUESDAY - DECEMBER 21

December 2010

WEDNESDAY - DECEMBER 22

THURSDAY - DECEMBER 23

Fall Quarter 2010 Ends

FRIDAY - DECEMBER 24

Christmas Eve (College & Office Closed)

SATURDAY - DECEMBER 25

Christmas Day (College & Office Closed)

SUNDAY - DECEMBER 26



January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TO DO LIST: _____

MONDAY - DECEMBER 27

TUESDAY - DECEMBER 28

January 2010

WEDNESDAY - DECEMBER 29

THURSDAY - DECEMBER 30

FRIDAY - DECEMBER 31

New Year's Eve (College & Office Closed)

SATURDAY - JANUARY 1

New Year's Day (College & Office Closed)

SUNDAY - JANUARY 2



January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TO DO LIST: _____

MONDAY - JANUARY 3

Winter Quarter 2011 Begins

TUESDAY - JANUARY 4

January 2011

WEDNESDAY - JANUARY 5

THURSDAY - JANUARY 6

FRIDAY - JANUARY 7

SATURDAY - JANUARY 8

SUNDAY - JANUARY 9



January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TO DO LIST: _____

MONDAY - JANUARY 10

TUESDAY - JANUARY 11

January 2011

WEDNESDAY - JANUARY 12

THURSDAY - JANUARY 13

FRIDAY - JANUARY 14

SATURDAY - JANUARY 15

SUNDAY - JANUARY 16



January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TO DO LIST: _____

MONDAY - JANUARY 17

Martin Luther King, Jr. Day (College & Office Closed)

TUESDAY - JANUARY 18

January 2011

WEDNESDAY - JANUARY 19

THURSDAY - JANUARY 20

FRIDAY - JANUARY 21

SATURDAY - JANUARY 22

SUNDAY - JANUARY 23



January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

TO DO LIST: _____

MONDAY - JANUARY 24

TUESDAY - JANUARY 25

January 2011

WEDNESDAY - JANUARY 26

THURSDAY - JANUARY 27

FRIDAY - JANUARY 28

SATURDAY - JANUARY 29

SUNDAY - JANUARY 30



February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TO DO LIST: _____

MONDAY - JANUARY 31

TUESDAY - FEBRUARY 1

February 2011

WEDNESDAY - FEBRUARY 2

THURSDAY - FEBRUARY 3

FRIDAY - FEBRUARY 4

SATURDAY - FEBRUARY 5

SUNDAY - FEBRUARY 6



February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TO DO LIST: _____

MONDAY - FEBRUARY 7

TUESDAY - FEBRUARY 8

February 2011

WEDNESDAY - FEBRUARY 9

THURSDAY - FEBRUARY 10

FRIDAY - FEBRUARY 11

SATURDAY - FEBRUARY 12

SUNDAY - FEBRUARY 13



February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TO DO LIST: _____

MONDAY - FEBRUARY 14

Registration for Spring Quarter 2011 Begins

TUESDAY - FEBRUARY 15

February 2011

WEDNESDAY - FEBRUARY 16

THURSDAY - FEBRUARY 17

FRIDAY - FEBRUARY 18

SATURDAY - FEBRUARY 19

SUNDAY - FEBRUARY 20



February 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TO DO LIST: _____

MONDAY - FEBRUARY 21

Presidents' Day (College & Office Closed)

TUESDAY - FEBRUARY 22

February 2011

WEDNESDAY - FEBRUARY 23

THURSDAY - FEBRUARY 24

FRIDAY - FEBRUARY 25

SATURDAY - FEBRUARY 26

SUNDAY - FEBRUARY 27



March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TO DO LIST: _____

MONDAY - FEBRUARY 28

TUESDAY - MARCH 1

March 2011

WEDNESDAY - MARCH 2

THURSDAY - MARCH 3

FRIDAY - MARCH 4

Registration for Spring Quarter 2011 Ends

SATURDAY - MARCH 5

SUNDAY - MARCH 6



March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TO DO LIST: _____

MONDAY - MARCH 7

TUESDAY - MARCH 8

March 2011

WEDNESDAY - MARCH 9

THURSDAY - MARCH 10

FRIDAY - MARCH 11

SATURDAY - MARCH 12

SUNDAY - MARCH 13

March 2011

WEDNESDAY - MARCH 16

THURSDAY - MARCH 17

FRIDAY - MARCH 18

SATURDAY - MARCH 19

SUNDAY - MARCH 20



March 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TO DO LIST: _____

MONDAY - MARCH 21

TUESDAY - MARCH 22

March 2011

WEDNESDAY - MARCH 23

THURSDAY - MARCH 24

FRIDAY - MARCH 25

Winter Quarter 2011 Ends

SATURDAY - MARCH 26

SUNDAY - MARCH 27



April 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TO DO LIST: _____

MONDAY - MARCH 28

Quarter Break

TUESDAY - MARCH 29

April 2011

WEDNESDAY - MARCH 30

THURSDAY - MARCH 31

FRIDAY - APRIL 1

SATURDAY - APRIL 2

SUNDAY - APRIL 3



April 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

TO DO LIST: _____

MONDAY - APRIL 4

Spring Quarter 2011 Begins

TUESDAY - APRIL 5

April 2011

WEDNESDAY - APRIL 6

THURSDAY - APRIL 7

FRIDAY - APRIL 8

SATURDAY - APRIL 9

SUNDAY - APRIL 10

April 2011

WEDNESDAY - APRIL 13

THURSDAY - APRIL 14

FRIDAY - APRIL 15

SATURDAY - APRIL 16

SUNDAY - APRIL 17



April 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TO DO LIST: _____

MONDAY - APRIL 18

TUESDAY - APRIL 19

April 2011

WEDNESDAY - APRIL 20

THURSDAY - APRIL 21

FRIDAY - APRIL 22

SATURDAY - APRIL 23

SUNDAY - APRIL 24



May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - APRIL 25

TUESDAY - APRIL 26

May 2011

WEDNESDAY - APRIL 27

THURSDAY - APRIL 28

FRIDAY - APRIL 29

SATURDAY - APRIL 30

SUNDAY - MAY 1



May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - MAY 2

TUESDAY - MAY 3

May 2011

WEDNESDAY - MAY 4

THURSDAY - MAY 5

FRIDAY - MAY 6

SATURDAY - MAY 7

SUNDAY - MAY 8



May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

TO DO LIST: _____

MONDAY - MAY 9

TUESDAY - MAY 10

May 2011

WEDNESDAY - MAY 11

THURSDAY - MAY 12

FRIDAY - MAY 13

SATURDAY - MAY 14

SUNDAY - MAY 15



May 2011						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30	31		

TO DO LIST: _____

MONDAY - MAY 16

Registration for Early Fall Quarter 2011 Begins

TUESDAY - MAY 17

May 2011

WEDNESDAY - MAY 18

THURSDAY - MAY 19

FRIDAY - MAY 20

Community Service Day (College & Office Closed)

SATURDAY - MAY 21

SUNDAY - MAY 22

May 2011

WEDNESDAY - MAY 25

THURSDAY - MAY 26

FRIDAY - MAY 27

SATURDAY - MAY 28

SUNDAY - MAY 29



June 2011						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	31					

TO DO LIST: _____

MONDAY - MAY 30

Memorial Day (College & Office Closed)

TUESDAY - MAY 31

June 2011

WEDNESDAY - JUNE 1

THURSDAY - JUNE 2

FRIDAY - JUNE 3

Registration for Early Fall Quarter 2011 Ends

SATURDAY - JUNE 4

SUNDAY - JUNE 5

June 2011

WEDNESDAY - JUNE 8

THURSDAY - JUNE 9

FRIDAY - JUNE 10

SATURDAY - JUNE 11

SUNDAY - JUNE 12

June 2011

WEDNESDAY - JUNE 15

THURSDAY - JUNE 16

FRIDAY - JUNE 17

SATURDAY - JUNE 18

SUNDAY - JUNE 19



June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TO DO LIST: _____

MONDAY - JUNE 20

TUESDAY - JUNE 21

June 2011

WEDNESDAY - JUNE 22

THURSDAY - JUNE 23

FRIDAY - JUNE 24

Spring Quarter 2011 Ends

SATURDAY - JUNE 25

SUNDAY - JUNE 26



July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011							
S	M	T	W	T	F	S	
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

TO DO LIST: _____

MONDAY - JUNE 27

TUESDAY - JUNE 28

July 2011

WEDNESDAY - JUNE 29

THURSDAY - JUNE 30

FRIDAY - JULY 1

SATURDAY - JULY 2

SUNDAY - JULY 3



July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TO DO LIST: _____

MONDAY - JULY 4

Independence Day (College & Office Closed)

TUESDAY - JULY 5

July 2011

WEDNESDAY - JULY 6

THURSDAY - JULY 7

FRIDAY - JULY 8

SATURDAY - JULY 9

SUNDAY - JULY 10



July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TO DO LIST: _____

MONDAY - JULY 11

TUESDAY - JULY 12

July 2011

WEDNESDAY - JULY 13

THURSDAY - JULY 14

FRIDAY - JULY 15

SATURDAY - JULY 16

SUNDAY - JULY 17



July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TO DO LIST: _____

MONDAY - JULY 18

Early Fall Quarter 2011 Begins

TUESDAY - JULY 19

July 2011

WEDNESDAY - JULY 20

THURSDAY - JULY 21

FRIDAY - JULY 22

SATURDAY - JULY 23

SUNDAY - JULY 24



July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TO DO LIST: _____

MONDAY - JULY 25

TUESDAY - JULY 26

July 2011

WEDNESDAY - JULY 27

THURSDAY - JULY 28

FRIDAY - JULY 29

SATURDAY - JULY 30

SUNDAY - JULY 31



**GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS**

2010/2011 Student Handbook

For the most recent version of the Student Handbook, please go to
<http://students.msbcollge.edu> or <http://students.globeuniversity.edu>

GENERAL INFORMATION

Access to Facilities *(Hours Subject To Change)*

The campuses are open for student access during the following hours:

Building hours for Globe University (GU) and Minnesota School of Business (MSB) campuses

All campus buildings are open during the following hours:

Monday-Thursday 7:30 AM to 10:00 PM

Friday 7:30 AM to 4:00 PM

Saturday 9:00 AM to 2:00 PM

Early Fall Quarter hours (between the break from spring quarter until start of fall quarter):

Monday-Thursday 7:30 AM to 10:00 PM

Friday 7:30 AM to 3:00 PM

Saturday 9:00 AM to 2:00 PM

Individual departments may be open at different times. Only students, prospective students, employees and individuals with official school business are allowed in the school complex. Other individuals will be asked to leave or will be escorted from the premises by school personnel.

Academic Dishonesty

Academic dishonesty includes cheating on tests or assignments, submitting work completed by others, using the same work to fulfill requirements for multiples classes or plagiarizing. All completed work must be in the student's own words and must cite the source of the idea where applicable.

Any student who acts dishonestly will be required to meet with the dean of students and may be subject to the following actions: A grade of zero for the work in question, a failing grade for the course or expulsion from school.

If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this handbook and in the school catalog.

Add/Drop Period

Students may add or drop courses prior to close of business on the fifth business day of the quarter unless the first class meeting occurs on day six. Individual courses dropped during the add/drop period will not appear on a student's transcript and no tuition will be charged. Students not in their first quarter who withdraw from all classes will have dropped courses appear on their transcript and will be billed tuition for all class sessions attended. Book charges will apply if books are not returned in their original condition.

All students must consult with their financial aid representatives and their program chair or coordinator before dropping courses. A continuing student dropping all scheduled courses within the add/drop period will be viewed as having withdrawn from school resulting in tuition billed for class sessions attended and grades of "W" reflected on the official transcript.

Advanced Standing Tests

Credit may be awarded for demonstrated proficiency in a subject. Advanced standing tests may be arranged through the academic department and must be taken before the beginning of the quarter in which that course would be required. Not all courses have test-out options.

Advising

Required academic advising for quarterly registration is conducted during the seventh, eighth and ninth weeks of each quarter. Current students will be informed of the advising and registration process through campus communications such as monthly newsletters, emails and student website.

Students are encouraged to keep in contact with their instructors, who are available either before and after classes or during regular office hours.

Alumni

Regular input from recent graduates helps Globe University/Minnesota School of Business evaluate its programs and personnel and establish measures that improve outcomes. Alumni of GU/MSB are encouraged to share information regarding employment opportunities and to refer prospective students to the school. Alumni are welcome to use the resources of the career services department at any time.

We hold special alumni events throughout the year to give former students the chance to network and to stay abreast of what is happening at the school. We urge alumni to maintain current contact information at www.msbcollge.edu or www.globeuniversity.edu, so we can stay in touch.

Announcements

All college announcements and notices are made through the student portal at my.msbcollge.edu, my.globeuniversity.edu or via student email. Students should check their student portal and email accounts often so as not to miss important announcements. See the student portal information in the **Resources** section of this handbook to learn how to use your accounts.

Attendance

Every student is expected to be present and on time for all classes. Regular attendance and active participation are very important parts of our college programs. Good attendance is crucial to student success and future employment. Students who are going to be absent should notify the school and instructor via email or telephone.

Expectations

Attendance is monitored for all class sessions and is recorded as actual time attended or missed, measured in contact hours.

Consequences of poor attendance

Students who are absent from any class 10 consecutive business days will be withdrawn from the course and possibly dismissed from the school. Missing 20 percent of required contact hours in a course or courses may make it impossible to complete required material and may result in failing the course (s). If you must miss school due to extenuating circumstances, please meet with your instructor and the academic department to discuss your individual case prior to missing the scheduled class.

Certificate of perfect attendance

We recognize the hard work and dedication of students who maintain perfect attendance while they are enrolled. A student with a perfect attendance record is eligible to receive a Certificate of Perfect Attendance. Students who strive for perfect attendance while in school are training themselves for success after they graduate.

Perfect attendance discount

GU/MSB encourages perfect attendance with incentives. A student who achieves perfect attendance in a given quarter will receive a 20% discount on all textbook and clothing purchases made during break week, week one and week two of the quarter immediately following the perfect attendance quarter. Students not in attendance in the quarter immediately following the quarter of perfect attendance waive access to the discount earned. Perfect attendance for a residential course is defined as being present for the full length of every class period for which the student is registered for the entire length of the quarter. Perfect attendance for an online course is a minimum of three different days of online attendance per week (Monday through Sunday.)

Online participation

Online coursework requires active participation. Students taking online courses are expected to log on within the first 72 hours (3 days) of the quarter. Although a student must log on to each online course a minimum of once per week, we recommend participating in online courses three or more times per week to gain the full benefit of online learning and to earn the perfect attendance discount.

Career Services

GU/MSB offers job search assistance to its current students and graduates; however, the institution does not guarantee employment. The career services department assists students in finding part-time work in the surrounding community. Many students are able to defray part of their expenses by working while attending school.

Students participate in a career development course, which covers résumés and application letters, interviewing techniques and career planning strategies. Students write résumés and letters of application, practice interview techniques and develop career strategies as they relate to the student's career field.

Students and graduates may review position announcements at their student portal accounts by logging on to **my.msbcollge.edu** or **my.globeuniversity.edu** and clicking on My Career.

Change of Address

All address and telephone number changes must be reported in writing to the reception desk. Students may also report changes by using the student portal at **my.msbcollge.edu** or **my.globeuniversity.edu**.

Children and Other Visitors

GU/MSB is an adult training facility and does not allow children on campus. Student services staff can help you identify resources to locate suitable child care if needed. Students may not bring friends or relatives to class.

Closing

In the event of a closing due to weather or other emergency, an announcement will be made on local radio and television stations.

- In the **Minneapolis-St. Paul** metro area and St. Cloud, closing announcements can be heard on WCCO AM 830, WCCO 4 TV, KARE 11 TV and KSTP Channel 5.
- In **Eau Claire**, closing announcements can be found on WEAU 13 TV and on the station website at <http://www.weau.com/closings>
- In **Green Bay**, closing announcements can be on WFRV Green Bay, WGBA NBC 26, WBAY Channel 2
- In **La Crosse**, closing announcements can be found on WIZM FM 93.3 (Z93), WQCC FM 106.3 (CC106.3) KCLH FM 94.7 (Classic Hits 94.7), KQYB FM 98.3 (KQ98), KROC FM 106.9, WKBT 8 TV, WLAX 25 TV, WEAU 13 TV.
- In **Madison** area, closing announcements can be found on WMTX 15 TV, WKOW 27 TV, WISC 3 TV, WZEE FM 104.1, WMGN FM 98.1, WMMM FM 105.5
- In **Moorhead**, closing announcements can be found on WDAY TV, KVLV TV, KVOX FM 99.9 (Froggy), KLTA FM 105.1, KPFX FM 107.9 (The Fox), KQWB FM 98.7 (Q98), KQWB AM 1660 (ESPN).
- In **Rochester**, closing announcements can be found on KTTC TV, KROC FM 106.9, KROC AM 1340, KLCX FM 107.7 and KOLM AM 1520.
- In **Sioux Falls**, closing announcements can be found on KELOLAND 11 TV and KMXC FM 97.3 (Mix).
- In **Wausau**, WSAW News Channel, WAOW Newsline 9

All campus closings will also be posted on our student website at **students.msbcollege.edu** or **students.globeuniversity.edu** as well as through the student portal (see the **Resources** section for accessing your portal account). All other closings (faculty in-services and holidays) are located in the calendar section of the course catalog as well as this handbook.

Computer Software Fair Use

Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by GU/MSB. All computers purchased and used by the school are supplied with licensed packages of software programs.

Fair use policy overview

Students at GU/MSB may not make unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from the school. Additionally, any student who gives software to any other person is also subject to termination. This policy is designed to limit the legal liability of the college and to protect students—conviction of violating fair use laws can result in harsh penalties.

Consequences of fair use law violations

Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to \$250,000 and imprisonment for up to five years. Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to \$100,000 for willful copyright infringement. If you know of any illegal copying of software within GU/MSB, please contact the dean of students immediately.

What are the details of fair use at GU/MSB?

GU/MSB has developed standards to govern the use of computer equipment and networks. In general, it asks that you obey the law and be considerate of others. Specifically, you may not:

1. Enter, without authorization, into another user's network account or file space to use, read, transfer or change contents therein for any purpose¹
2. Use another individual's network account or password
3. Grant another individual access to your network account²
4. Use GU/MSB computing facilities to interfere with the work of other students
5. Use GU/MSB computing facilities to send obscene, abusive, derogatory or harassing messages
6. Use GU/MSB computing facilities to display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
7. Use GU/MSB computing facilities to interfere with the normal operation of the school's computing facilities, including such things as flooding the network with messages, sending commercial solicitations, and sending chain or pyramid letters
8. Use GU/MSB computing facilities for personal profit or commercial gain
9. Use GU/MSB computing facilities to gain unauthorized access to any computing facilities of GU/MSB or any other commercial, non-commercial or government entity
10. Use GU/MSB computing facilities to interfere with the operation of any other commercial entity
11. Use GU/MSB computing facilities to display obscene or otherwise offensive images that others can see
12. Place any software or data that is illegal for any reason anywhere on GU/MSB computing facilities
13. Use GU/MSB computing facilities in any way that violates the intellectual property rights of GU/MSB or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on GU/MSB computing facilities
14. Use or development of programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowing transmission of any such destructive program

¹An exception to this rule is that IT personnel may enter another user's account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

²You may grant IT personnel access to your account for the purpose of repair of or maintenance to your system. You should change your password at the completion of these activities.

See also *Copyright and Intellectual Property*, on page 137

Conduct

The business community demands professional behavior at all times. GU/MSB follows good business practice by requiring all students to show respect for one another and for GU/MSB employees. Students are expected to be respectful of instructors and classmates. Examples of disrespectful behavior include talking while the instructor is teaching, tardiness, answering cell phone calls during class, leaving class early, viewing inappropriate sites on any of the school's computers or using verbal, written or e-mail communication that is of a slanderous, harassing, threatening, or inappropriate nature regarding other students, faculty, administration or staff of the college.

Failure to behave in a mature, businesslike manner will result in a conference with the instructor or the dean of students. Continued disruptive behavior may lead to dismissal.

Copyright and Intellectual Property

GU/MSB requires staff and faculty members to abide by the 1978 Copyright Law, Title 17 US Code, and the Off-Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at GU/MSB.

Copying which does not comply with the Copyright and Fair Use policy is prohibited on college premises and will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be held liable for his or her actions.

Intellectual property rights

Respect for intellectual labor, creativity and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of GU/MSB computing and library resources shall be in conformance with applicable copyright and trademark laws and licensing agreements for all software used in conjunction with GU/MSB computing resources.

File access

Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission, they will not be able to access their network accounts on the system.

See also Computer Software Fair Use, on page 135

Criminal Background Check

Students should be aware that future employers may elect or be required to conduct background investigations on prospective employees. This most frequently occurs when a prospective employee will be involved in direct contact services with clients or residents. Criminal background checks may be required before starting internships, externships or practicums. They may also be required at regular intervals after the initial check.

Dress Code and Uniforms

All students should use good judgment and dress appropriately for the classroom. For more information about program-specific uniform requirements, review the material in the appendices for massage therapy, medical assistant, nursing and veterinary technology. Students on clinical sites or externships must remove any facial piercings; must cover tattoos with clothing whenever possible; and may not wear dangling necklaces, dangling earrings, extreme makeup or extreme hairstyles.

Drugs and Alcohol

GU/MSB embraces the spirit of the public law that requires a school to provide a drug free campus and work place. The school will abide by the law as outlined in the **Resources** section of this handbook. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

GU/MSB abides by the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and requires its students and employees to follow this law.

Drug and alcohol policy

Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school and/or termination of employment of the school or participating in any institutional activity.

Consequences of violation of the drug and alcohol policy

As a condition of enrollment or employment, students and employees must abide by the terms of the policy. GU/MSB will take one or more of the following actions within 30 days if a student or employee violates this policy:

1. Report the violation to law enforcement officials
2. Take the appropriate disciplinary action against the student or employee, up to and including expulsion or termination
3. Require the student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency

Numerous legal sanctions under local, state and federal laws can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20–50 years imprisonment without benefit of parole. Property may be seized. Community service may be mandated.

Loss of federal benefits may result

Federal anti-drug laws affect a number of areas. Students could lose eligibility for Title IV federal financial aid and could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, has the authority to evict residents and members of their households who are involved in drug-related crimes on or near public housing

premises. A business can lose federal contracts if the company does not promote a drug-free environment. Finally, a felony conviction for a drug-related crime may prevent a person from entering certain careers.

State drug laws

The laws of Minnesota, South Dakota and Wisconsin are adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small quantity of illegal drugs found on a person may lead to an arrest; conviction and consequences may include payment of all court costs and participation in mandatory community service. A person convicted of possession of drugs with intent to distribute may be imprisoned. Possible consequences of conviction of driving under the influence of alcohol (DUI) include payment of court costs and lawyer's fees, participation in community service, increased cost of automobile insurance, loss of driver's license and prison or jail.

Federal drug agencies

In addition to local and state authorities, the federal government has four agencies engaged in fighting illegal drugs. These agencies are Drug Enforcement Agency (DEA), US Customs Service, Federal Bureau of Investigation and the US Coast Guard.

Information you may not know

Here are a few legal facts to be aware of regarding illegal drugs: It is a crime to hold someone else's drugs. It is a crime to sell fake drugs. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not using them yourself. A person can be charged with possessing drugs even if they are not physically on the person. Under legal terms of constructive possession, having drugs in a locker, purse, car or house is considered possession.

Definition of drug abuse

Drug abuse is the use of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. Abuse of drugs can affect a person's physical health, emotional health and/or social life. Alcohol is the most commonly abused drug in the United States.

For information about dependency, addiction prevention and recovery programs, refer to the material on drugs and alcohol in the **Resources** section of this handbook.

Eating and Drinking

Food and beverages are not allowed in computer labs, medical labs or vet classrooms. Food is not allowed in any classroom. Beverages are allowed in lecture classrooms and common areas.

Email

GU/MSB will send important information and official communications via email. Therefore, students must check their GU/MSB student email accounts often. They are responsible for knowing school information distributed via email. GU/MSB has a number of computer labs available for student use.

Student email accounts

A student will receive a GU/MSB email address provided by the college in the form of `firstname.lastname@students.collegenname.edu`. If multiple accounts exist with

the same name, the email address format will be firstname-lastnameXX@students.collegename.edu. ("XX" will equal a number). Official school communications will be sent to that email address.

Examples of email addresses: john.smith@students.msbcollege.edu or john.smith03@students.globeuniversity.edu

Refer to the email information on the student website for more information about email at GU/MSB.

Emergency Information

GU/MSB follows these emergency guidelines in situations such as severe weather and fire. In both situations, there are two basic rules to follow:

- Remain calm
- Walk, don't run

If weather looks threatening, a radio should be kept on for the latest weather information. If a tornado warning is issued, take cover immediately. Faculty or staff members will be present to assist while you wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees and cover your head with your arms. If the fire alarm sounds, evacuate the building immediately and once outside keep moving away from the building. Stay with your class or other group; this makes it easier to account for everyone. You will be advised when it is safe to reenter the building. Refer to posted floor plans and procedures for evacuation at each campus location.

Attendance will be taken at emergency meeting places to ensure that everyone has left the building.

Security phone numbers

• Emergency	911
• Appleton Police Department	920-832-5805
• Blaine Police Department	763-785-6168
• Brooklyn Center Police Department	763-503-3100
• Eau Claire Police Department	715-839-4972
• Elk River Police Department	763-635-1000
• Green Bay Police Department	920-448-3191
• La Crosse Police Department	608-789-8200
• Lakeville Police Department	952-985-2800
• Madison East Police Department	608-266-4022
• Middleton Police Department	608-827-1000
• Minneapolis Police Department	612-348-2345
• Moorhead Police Department	218-299-5111
• Onalaska Police Department	608-781-9550
• Plymouth Police Department	763-509-5160
• Richfield Police Department	612-861-9898
• Rochester Police Department	507-285-8580
• Shakopee Police Department	952-445-1411
• Sioux Falls Police Department	605-367-7000
• St. Cloud Police Department	320-251-4240
• Wausau Police Department	715-261-7800
• Woodbury Police Department	651-739-4141

A record of all reported crimes will be maintained in the office of the campus director. This record will appear on the student website for anyone seeking information.

Externships/Internships

Some programs require students to complete externship (also known as internship, practicum, or clinical training) hours. Consult with your program chair for details about a specific program. General rules regarding externships are as follows:

1. Performance during the externship, as shown by site evaluations, must be satisfactory to meet the requirements for graduation.
2. A student must have completed all required courses with passing grades before starting an externship.
3. Students are required to attend a pre-externship meeting during which the program chair will notify students of their externship assignments.
4. Externships in a field of study that hold regular daytime business hours are likely to require completion of externship hours during the normal daytime hours of the externship site, regardless of whether the student normally attends day or evening courses.
5. A student must log externship hours within the first 14 calendar days of the quarter or may be dropped from the course (and from the school if the externship is the student's only course).
6. Students who to arrange their own externships must notify the school during the quarter prior to when the externship is scheduled so that the externship coordinator may contact the proposed sites to discuss externship requirements before granting permission.
7. A student who is terminated from an externship will receive a grade of F for the course and appear before an appeals committee before starting another externship. A student who receives a grade of F will need to repeat and repay for the course.
8. Additional externship policies will be discussed in the course syllabus.
9. Nursing students should contact the program chair for further information on restrictions and requirements.

Refer to program requirements in the catalog to learn whether you are required to complete an externship/internship/practicum.

Felony Disclosure

Globe Education Network is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon Globe Education Network property, using any Globe Education Network facility or attending any Globe Education Network event.

If warranted by the particular facts, the office of the Chief Compliance Officer or Chief Operating Officer may modify any aspect of this protocol.

A prospective student in a health science field who has been found guilty of a felony or anyone who has plead guilty to a felony, may not be eligible to take certification examinations and may not be employable. Certifying boards and employing agencies may occasionally grant waivers to applicants. Moreover, different states have different laws regarding felonies and the impact on professional qualifications. Having any criminal history may affect a student's ability for employment in some areas of the criminal justice field. Specifically, felony convictions, multiple convictions for similar

offenses, theft convictions, and individuals still on probation, parole, or conditional/supervised release will provide the most restrictions on employment opportunities. For example, in South Dakota, a person with a felony conviction cannot become a paralegal.

Financial Aid

Financial aid is available to students who qualify. Students should contact the financial aid department with questions. For maximum benefit, students should remember the following:

1. Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner
2. Students are responsible for notifying the financial aid department of changes in program of study, credits taken or length of program
3. Students are responsible for making satisfactory progress and maintaining continuous attendance

All financial aid awards will be disbursed directly to the student's account beginning the second week of each term.

Grievance Policy

GU/MSB has established the following procedure to assist students with grievances:

1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels he/she is unable to resolve the difference, the student may state his/her grievance to the department supervisor or the dean of students. (The dean of faculty will be involved as appropriate). A student who experiences a conflict/problem with an online instructor and cannot resolve the grievance directly with the online instructor can state the grievance to the online learning coordinator, online dean of students or the campus dean of students.
3. Appeals and or grievances not resolved to the student's satisfaction at this level may be submitted in writing to the school director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to the school ownership at the following address:

Director of Academic Operations
Third Floor
8089 Globe Drive
Woodbury, MN 55125
651-332-8000

Concerns may also be addressed to the following:

The Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
202-336-6780

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
651-642-0567

Wisconsin Education Approval Board
30 West Mifflin Street, 9th Floor
Madison, WI 53703
608-264-8477

South Dakota Department of Education
700 Governors Drive
Pierre, SD 57501
605-773-3134

Hepatitis Information

People entering careers in the health care field, such as medical assistant, should be aware of the risk of contracting hepatitis, a blood borne pathogen, in their work. This handbook provides detailed information about hepatitis A, B and C in the **Resources** section.

Housing

The school makes every effort to help students identify resources to locate suitable accommodations. Students needing housing should contact the student services coordinator, who will help identify resources to locate listings and direct students to other resources. GU/MSB does not own, maintain or approve housing facilities.

Learning Disabilities

Goals of the disability access policy

GU/MSB is committed to assuring students with disabilities equal access to facilities, programs, activities and services.

Our goals are:

1. To provide reasonable accommodations to qualified students
2. To promote an informed and hospitable learning community
3. To advocate for campus-wide ADA/Section 504 compliance

Eligibility for services

To receive accommodations the following requirements must be met:

1. Submit a Special Accommodations request form to the dean of students, including appropriate documentation of disability provided by an appropriate certified professional
2. Make an appointment with the dean of students to discuss the special needs
3. An accommodations committee will meet to discuss reasonable accommodations that may be granted and will notify the campus of such determination. Dean of students will formalize the reasonable accommodations plan with the student.

Additional information, including the dean of students at your home campus, may also be found in the college catalog or on the student website.

Library

The mission of the library is to provide students with resources, support and environment they need to complete the courses in their academic programs. The library provides students with access to the knowledge required for their careers.

Library hours

Hours are subject to change. Please check with your campus or visit the Globe Education Network library information web page at

<http://www.globeeducationnetwork.com/library/about-the-library/locations-and-hours/>

Appleton Campus

Monday-Thursday 9:00 AM to 7:00 PM

Blaine Campus

Monday-Thursday 8:00 AM to 10:00 PM

Friday 8:00 AM to 2:00 PM

Brooklyn Center

Monday-Thursday 8:00 AM to 9:30 PM

Friday 9:00 AM to 2:00 PM

Saturday 10:00 AM to 2:00 PM

Eau Claire

Monday-Thursday 8:00 AM to 10:00 PM

Friday 8:00 AM to 4:00 PM

Saturday 8:30 AM to 2:00 PM

Elk River

Monday-Thursday 9:00 AM to 7:00 PM

Green Bay

Monday-Thursday 9:00 AM to 7:00 PM

La Crosse

Monday-Thursday 9:00 to 9:45 PM

Friday 10:00 to 2:00 PM

Lakeville

Monday and Tuesday 8:30 AM to 6:30 PM

Wednesday and Thursday 8:30 AM to 8:30 PM

Madison East

Monday-Thursday 9:30 AM to 8:00 PM

Madison West

Monday-Thursday 9:00 AM to 7:00 PM

Minneapolis

Monday-Thursday 8:00 AM to 10:00 PM

Friday 10:00 AM to 2:00 PM

Moorhead

Monday-Thursday 7:30 AM to 10:00 PM

Friday 10:00 AM to 2:00 PM

Plymouth

Monday-Thursday 9:00 AM to 7:00 PM

Friday 9:00 AM to 3:00 PM

Richfield

Monday-Thursday	8:00 AM to 9:30 PM
Friday	8:00 AM to 4:00 PM
Saturday	10:00 AM to 3:00 PM

Rochester

Monday-Thursday	7:30 AM to 10:00 PM
Friday	9:00 AM to 2:00 PM

Shakopee

Monday-Thursday	8:00 AM to 9:00 PM
Friday	8:00 AM to 3:00 PM
Saturday	9:00 AM to 2:00 PM

Sioux Falls

Monday-Thursday	8:00 AM to 9:00 PM
Friday	9:00 AM to 12:00 PM

St. Cloud

Monday-Thursday	8:00 AM to 10:00 PM
Friday	8:00 AM to 2:00 PM
Saturday	10:00 AM to 2:00 PM

Wausau

Monday-Thursday	9:30 AM to 8:00 PM
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Woodbury

Monday-Thursday	8:00 AM to 10:00 PM
Friday	8:00 AM to 12:00 PM

Library general information

The library is for students, instructors and staff members. Each campus has collections of books, periodicals and reference materials. Students may use items from any campus either by asking staff or by placing a request. Each student receives a student I.D. that also serves as a library card and allows the student to check out materials from a GU/MSB library. The library and computer labs are available for study, academic research, internet access and general interest reading. The library provides access to a variety of databases that are available on or off campus for research.

All GU/MSB rules and regulations apply to the library and the library resources, including the use of computers, internet and email.

Library user responsibilities and conduct

Library users are responsible for maintaining necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of others. The use of the library may be denied if library materials are not returned or fines not paid. Destruction of library property, disturbance of other library users or any other illegal, disruptive or objectionable conduct on library premises can lead to denial of library privileges.

Overdue and lost, missing or damaged materials

The following statement will appear on a due date slip from the library:

“Please contact this library for any renewals. An overdue notice will be sent to you by email after the date above. After that, a hold will be placed on your student record, which must be removed by the campus librarian.”

If an item is not returned by the date due or if the loan has not been renewed after notification through the GU/MSB email system, the campus librarian will place a hold

on the student's record. This hold may affect a student's ability to pre-register for classes and may affect his or her ability to complete the program. This hold can be removed by the campus librarian upon return of the overdue material.

If an item is lost, missing or damaged, a hold will be placed by student accounts to recover the replacement cost of the item according to the schedule below. This hold may affect a student's school account and can only be removed by the student accounts department at each campus.

Schedule of charges:

- Books (out of print/out of stock indefinitely): \$50.00
- Books (in print, in stock): retail cost plus \$10.00 processing
- Periodicals (not replaced): \$20.00 per item

Library services

The library provides materials and resources for information, intellectual development and enrichment of the patrons. Library staff will:

1. Provide information in the form of short answers to specific questions and help in locating material for patrons who appear in person, telephone or request information through correspondence or email
2. Help patrons use the library and teach basic research methodology when appropriate (this includes helping develop a research strategy)
3. Conduct half-hour appointments with student groups to discuss specific topics such as research and online databases
4. Refer library users to other agencies and libraries for needed information

Lost and Found

A found item should be given to the campus receptionist at the front desk and a lost item should be reported to the receptionist. GU/MSB is not responsible for losses resulting from theft or damage to students' personal belongings.

Non-discrimination Policy

GU/MSB offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, ethnic origin, physical or mental disabilities, or veteran status in any of their academic programs or activities.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Globe University/Minnesota School of Business strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses. Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquires regarding the non-discrimination policies:

Betsy Conway,
Director of Human Resources
Globe Education Network
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: bconway@globeuniversity.edu

Milissa Becker,
Director of Academic Operations
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-332-8000
Email: mbecker@globeuniversity.edu

GLOBE UNIVERSITY

Erik Konsela, Dean of Students
Globe University–Eau Claire
4955 Bullis Farm Road
Eau Claire, Wisconsin 54701
Phone: 715-855-6600
Email: ekonsela@globeuniversity.edu

Jon Virant, Dean of Students
Globe University–Green Bay
2620 Development Drive
Green Bay, WI 54311
Phone: 920-264-1600
Email: jvirant@globeuniversity.edu

Kathryn Tomten, Dean of Students
Globe University–La Crosse
2651 Midwest Drive
Onalaska, Wisconsin 54650
Phone: 608-779-2600
Email: ktomten@globeuniversity.edu

Rachael Cardenas, Dean of Students
Globe University–Madison East
4901 Eastpark Boulevard
Madison, Wisconsin 53718
608-216-9400
Email: rcardenas@globeuniversity.edu

Jodi Sherman, Dean of Students
Globe University–Madison West
1345 Deming Way
Middleton, Wisconsin 53562
Phone: 608-830-6900
Email: jsherman@globeuniversity.edu

Stephanie Swanson, Dean of Students
Globe University–Minneapolis
IDS Center–80 S 8th Street
Minneapolis, Minnesota 55402
Phone: 612-455-3000
Email: sswanson@globeuniversity.edu

Elizabeth Augustine, Dean of Students
Globe University–Sioux Falls
5101 S. Broadband Lane
Sioux Falls, South Dakota 57108
Phone: 605-977-0705
Email: eaugustine@globeuniversity.edu

Tiffany Schoenfeldt
Globe University–Wausau
1480 County Road XX
Rothschild, Wisconsin 54474
715-301-1300
Email: tschoenfeldt@globeuniversity.edu

Lisa Travers, Dean of Students
Globe University – Woodbury
8089 Globe Drive
Woodbury, Minnesota 55125
Phone: 651-714-7325
Email: ltravers@globeuniversity.edu

MINNESOTA SCHOOL OF BUSINESS

Jason Koch, Dean of Students
MSB–Blaine
3680 Pheasant Ridge Drive NE
Blaine, Minnesota 55449
Phone: 763-225-8000
Email: jasonkoch@msbcollege.edu

Dawn Espe, Dean of Students
MSB–Brooklyn Center
5910 Shingle Creek Parkway
Brooklyn Center, Minnesota 55430
Phone: 763-585-5221
Email: despe@msbcollege.edu

Katie Szezeck, Dean of Students
MSB–Elk River
11500 193rd Avenue
Elk River, Minnesota 55330
Phone: 763-367-7000
Email: kszezeck@msbcollege.edu

Jennifer Kroschel, Dean of Students
MSB–Lakeville
17685 Juniper Path
Lakeville, Minnesota 55044
Phone: 612-892-9901
Email: jbkroschel@msbcollege.edu

Jodi Ost, Dean of Students
MSB–Moorhead
2777 34th Street S
Moorhead, Minnesota 56560
Phone: 218-422-1000
Email: jost@msbcollege.edu

Kristen Schommer, Dean of Students
MSB–Plymouth
1455 County Road 101 North
Plymouth, Minnesota 55447
Phone: 763-398-5914
Email: kschommer@msbcollege.edu

Tabitha Horne, Dean of Students
MSB–Richfield
1401 West 76th Street
Richfield, Minnesota 55423
Phone: 612-798-3725
Email: thorne@msbcollege.edu

Karen Cook, Dean of Students
MSB–Rochester
2521 Pennington Drive NW
Rochester, MN 55901
Phone: 507-535-8089
Email: kcook@msbcollege.edu

Sheri Schultz, Dean of Students
MSB–Shakopee
1200 Town Square
Shakopee, Minnesota 55379
Phone: 952-516-7001
Email: sschultz@msbcollege.edu

Carrie Winter, Dean of Students
MSB–St. Cloud
1201 2nd Street South
Waite Park, Minnesota 56387
Phone: 320-257-2000
Email: carriewinter@msbcollege.edu

Amber Reeves, Dean of Students
MSB–Online
1401 West 76th Street
Richfield, Minnesota 55423
612-798-4479
Email: areeves@msbcollege.edu

These individuals have been appropriately trained and are responsible for investigating complaints of noncompliance. General procedures for the resolution of grievances can be found under the grievance policy section of the student handbook. Prompt and equitable resolution will be provided.

For further information on notice of non-discrimination, see the information below for the office that serves your area, or call 1-800-421-3481.

The OCR office for Minnesota and Wisconsin is located at:
Chicago Office–Office for Civil Rights
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7204
Telephone: 312-886-8434
FAX: 312-353-4888
TDD: 312-353-2540
Email: OCR.Chicago@ed.gov

The OCR office for South Dakota is located at:
Kansas City Office–Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550
FAX: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights–Customer Service Team
550 12th Street, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights–Customer Service Team
550 12th Street, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Online Education

Online assignments and activities are conducted using chat, email, discussion boards and interactive websites. Some online courses may require students to purchase additional software packages or programs for instruction. Other courses may require scheduled appointments for testing or research. There are no additional tuition or access fees for online courses. Students should contact their deans of students for education questions and the helpdesk for technical problems regarding hardware and software.

Online system requirements

Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student own a computer with the specifications listed in the Online Learning Information Packet available from the Dean of Students.

Internet access

A student who does not own a computer must have consistent access multiple times per week to a computer that meets the minimum system requirements.

Online orientation

All first-time online students are required to complete the Orientation Course within Blackboard. A student must complete this short orientation course to have access to online courses. The orientation includes important online learning information and course navigation instructions.

The Blackboard Orientation Course will be available to the student four weeks prior to the quarter the student's first online class is to begin. The student will receive an e-mail announcement including instructions on how to access the course. The e-mail announcement will only be sent to the student's GU/MSB e-mail account. The student is encouraged to log onto the Blackboard Orientation Course within 72 hours of receiving the e-mail announcement, and must complete the Orientation Course prior to the start of the first day of the quarter.

A student registered for an online course is expected to log in to the course within the first 72 hours (3 days) of the quarter, and log in and participate in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student registered in an online course log into the course at least three times per week each week of the quarter. Online courses may not be added after the last day of the add/drop period each quarter. Globe University/Minnesota School of Business reserves the right to withdraw online offerings at any time.

Orientation

Orientation sessions are held for new students each quarter. These sessions provide students with information about GU/MSB policies, procedures and available services. Students are responsible for the information provided at orientation and the policies and procedures published in the student handbook and college catalog.

Parking and Transportation

Free parking is available at all GU/MSB campuses. Inquire at each campus for parking specifics. Students are welcome to park in any non-reserved space. Violators parked in reserved spots at any campus location will be towed at the owner's expense.

- Appleton campus – Parking is available directly around the building.
- Blaine campus – Parking is available directly around the building.
- Brooklyn Center campus – Parking is available on the north, east, and south sides of the building.
- Eau Claire campus – Parking is available directly around the building.
- Elk River campus – Parking is available in the front and side of the building.
- Green Bay campus – Parking is available directly around the building.
- La Crosse campus – Parking is available directly around the building.
- Lakeville campus – Parking is available directly around the building.
- Madison East campus – Parking is available directly around the building.
- Madison West campus - Parking is available directly around the building.
- Minneapolis campus – Public parking is available throughout downtown. The closest parking ramps are in the IDS Center and the LaSalle Building. Lots at lower rates are in the municipal parking ramps at Target Center and the Convention Center.
- Moorhead campus – Parking is available directly around the building.
- Plymouth campus – Parking is available in the mall parking lot.
- Richfield campus – Parking is available in the front and back of the building.
- Rochester campus – Parking is available on the east, west, and south sides of the building.
- Shakopee campus – Parking is available in the mall parking lot.
- Sioux Falls campus – Parking is available directly around the building.
- St. Cloud campus – Parking is available directly around the building.
- Wausau campus – Parking is available directly around the building.
- Woodbury campus – Parking is available directly around the building.

Transportation Resources

Minnesota: www.dot.state.mn.us

Wisconsin: www.dot.state.wi.us

South Dakota: www.sddot.com

Policy Statement

GU/MSB has established policies in accordance with standard educational practices; state, federal, and accrediting regulations; and to best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant, and to provide the opportunity for excellent outcomes for all students. Exceptions to policy that are not in violation of regulatory or accreditation requirements and standards may be made at the discretion of campus directors or their designees.

Prerequisites

Many courses offered at GU/MSB require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

Satisfactory Academic Progress

In order to make satisfactory academic progress toward a diploma or degree in a GU/MSB program, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in a specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Records are reviewed on a quarterly basis to determine whether students are making satisfactory academic progress. A student who does not meet minimum requirements for satisfactory academic progress will be notified by the education department regarding his or her academic status. For additional information regarding evaluation points and standards, please see the college catalog.

Honors and high honors distinction

In order to stress the importance of academic performance, GU/MSB recognizes students whose grade point averages (GPA) are 3.5 and above each quarter. Those exceptional students who have earned GPAs between 3.5 and 3.99 will have their names posted on the honors list and those who have earned 4.0 GPAs will have their names posted on the high honors list.

Sexual Harassment/Sexual Violence

Background

Members of an educational community must be able to work in an atmosphere of mutual respect and trust. Any violation of that respect and trust by intimidation or exploitation damages the institution's educational process by undermining the essential freedoms of inquiry and expression, and damages the institution's working environment. Students, instructors, staff and administration must feel personally secure for the mission of the organization to be realized. As a place of work and study, Globe University/Minnesota School of Business should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, faculty, staff and administrators must be assured that Globe University/Minnesota School of Business will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

Statement of policy

It is the policy of Globe University/Minnesota School of Business to prohibit harassment of employees or students on the basis of sex. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken.

It is a violation of policy for any member of the school community to engage in sexual harassment. It is a violation of policy for any member of the school community to take action against an individual for reporting sexual harassment.

This policy is related to and conforms with the equal opportunity policy of the school

to recruit, employ, retain and promote students and employees without regard to sex, age, race, color, sexual orientation, national origin, ethnic origin, physical or mental disabilities, or veteran status in any of their academic programs or activities, or creed.

For additional information about the policy, programs and procedures for reporting sexual harassment or violence please refer to the Sexual Harassment/Sexual Violence material in the **Resources** section of this handbook.

Smoking

Smoking is not permitted anywhere within the educational facilities or near any front entrance. Designated smoking areas outside of the building are posted.

Student Health Plan

GU/MSB offers students the opportunity of enrolling in Sentry Student Security Plan. Information is available from student services.

Student Common Areas

Students are expected to be professional and respectful when using the student common areas. When working in a career after graduation, a student may encounter a company lunchroom. The college expects students to behave as they would in the facilities of their future employers. Students are reminded to keep their language and conversations appropriate for a general audience. It is also important for students to clean up after themselves so everyone may enjoy the student common areas.

Student Portal

The student portal is a website available to students. It can be used to browse the GU/MSB catalog, register for classes, pay school bills, access or print a degree audit and other administrative activities.

How to login to the student portal:

1. Open the browser of your choice (Internet Explorer, Firefox, Safari or another) Go to **<http://my.globeuniversity.edu>** or **<http://my.msbcollege.edu>**.
2. Click on **Student Portal Homepage**



3. Refer to Helpdesk welcome letter for login information

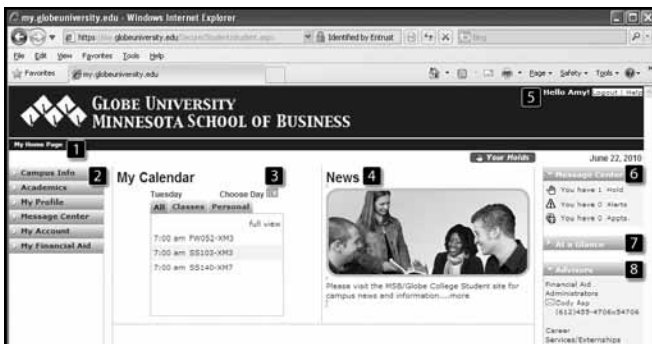


How to navigate

Once you have logged in you will be on the Student Portal Home Page.

Some areas to highlight on the home page:

1. My Home Page – Takes a user back to the home page at any time
2. Student Portal Navigation – Links used to navigate the portal site
3. My Calendar – A monthly calendar listing scheduled campus events
4. News – Special news information about GU/MSB
5. Welcome/Logout/Help
6. Welcome message containing your name
7. Logout – It is suggested that you always log out after you are done looking at the site
8. Help – Takes you to a help site
9. Message Center – Summarizes how many holds, alerts and appointments you have posted to your account. Click on the word “Holds”, “Alerts” or “Appts.” for more information.
10. At a Glance – summarizes your total credits taken, grade point average (GPA) and account balance
11. Advisors – Displays information on the person(s) you should contact with questions or concerns



Telephone Calls, Cell Phones, and Other Communication Devices

Students should remember these policies regarding the use of cell phones and other devices while on campus:

1. The staff at the school cannot deliver a message to a student except in case of emergency.
2. Phones for student use are located at each campus location. Please limit time to three minutes.
3. Use of any technical communication devices such as cell phones, pagers or smartphones during class sessions is prohibited. Use of such items must be limited to class break periods. Any communication device must be turned off or silenced during instructional time.

Textbooks

Each campus has a bookstore or access to an online textbook service. Onsite bookstores at select campuses are open to students at specified hours during break week and the first week of each quarter. During these hours, students may purchase books they need for the quarter. A student can pick up course textbooks at the campus where the course will be offered. Students registered for online sections will get books for those classes at their home campuses. Those students who take classes at more than one campus may need to get books at multiple campuses.

During the first 10 days of the quarter, students can return unused books at campuses housing onsite bookstores for that quarter for full credit. New books must be returned in new condition including original packaging, to receive full credit. Students returning new books with bent covers, writing or highlighting may receive up to 75 percent credit. Students will not receive credit for books with excessive writing or open software packaging. Students purchasing textbooks through an online service should refer to the site's return policy.

Students are strongly encouraged to return all books for any class dropped during the first week of the quarter. Books are subject to change without notice from one quarter to the next.

Books not returned during the first 10 days of the quarter and those used during the quarter can be sold during the book buyback held at each campus during finals week. Specific dates and times are posted before the end of each quarter.

Tutoring

Every effort will be made to find a tutor for a student who has shown adequate attendance in the course for which a tutor has been requested. Tutors are instructor-recommended students who provide assistance to classmates in one-on-one or group meetings. Students should know that there is no guarantee that tutors will always be available.

Violence and Crime Prevention

Globe University/Minnesota School of Business is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, threats of violence or actual violence that may occur during business hours or on its premises.

1. All employees and students should be treated with courtesy and respect at all times.
2. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. An employee or student becoming aware of the presence of one of those items in the building should report it to a supervisor, instructor or another member of management immediately.
3. Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous.
4. Conduct that threatens, intimidates, or coerces another employee, student or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
5. All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to the victim's immediate supervisor, instructor or any other member of management. This includes threats by employees, students, visitors or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.
6. All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor or another member of management. GU/MSB will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected as much as is practical.
7. In order to maintain employee and student safety and the integrity of its investigation, GU/MSB may suspend the employees or students allegedly involved, pending investigation.
8. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

GU/MSB encourages an employee or student to bring a dispute or difference with another to the attention of a supervisor, instructor or the human resources department before the situation escalates into potential violence. GU/MSB is eager to assist in the resolution of employee and students disputes and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook page 142 for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring and recording of criminal activity and occurrences of crimes on campus, refer to violence and crime prevention information under the **Resources** section of this handbook.

Answers: Where to go

For answers to questions not covered in this handbook, students should consult with the following individuals, staff members or departments:

1. Academics: Questions about your schedule, grades, program changes, classroom concerns, instructor concerns, attendance
2. Admissions: Questions regarding program choices. Also to refer others looking for career training options
3. Campus director: If you are not able to get the answers you need or if your concerns have not been met
4. Career services: Questions about full-time and part-time jobs, résumé preparation and career opportunities
5. Dean of students: Questions about accommodations for learning disabilities, scheduling, academic advising and progression towards graduation
6. Financial aid: Questions about how to pay for school, grants or loans
7. Front desk: ID card pickup, lost and found items and address/name changes
8. Instructors: Questions about homework, research papers, tests, grades and tutors
9. Librarian: Questions on how to use print and online library resource, how to do research for class projects and papers and how to cite sources properly
10. Student accounts: Questions about your bill, payments or payment plan set-up
11. Student services: Questions about student organizations and activities, day care, housing, transportation, tutors and student advising

***If you are not sure whom to see or the person you want is unavailable, ask any staff or faculty member at GU/MSB. He or she will promptly forward your request to the correct department.*

Classroom Responsibilities

The learning experience is a cooperative activity. In order for learning to be effective, it is important for the instructor and the student to understand their roles and responsibilities.

Instructor responsibilities

The following instructor responsibilities affect student performance and achievement:

1. Planning objectives for knowledge, skills and values are relevant to the subject area, giving direction to the program and ensuring that students are focusing upon experiences that will be of value in their pursuit of employment and advancement in their career fields. The instructor is responsible for defining those objectives and conveying them to the students.
2. Planning activities, both within the classroom and as assignments, helps students achieve course objectives and is a major responsibility of the instructor. These planned activities can include class lectures, discussions, demonstrations, audio-visual presentations, guest speakers, simulations, outside project work, research projects, homework and assignments, tests and evaluations and classroom projects.

3. It is the instructor's responsibility to organize course materials, subject matter and activities in a way that will complement the students' efforts to attain course objectives.
4. Closely supervised classes and activities are essential to the students' progress toward accomplishing course objectives. It is the instructor's responsibility to hold classes as scheduled, to supervise all in-class activities and to be available to students for assistance during all scheduled class time. While instructors are not generally available for tutoring outside of class time, they are responsible for advising students who are attending regularly, participating in scheduled classes, attempting assignments but still need additional work to accomplish the goals of the course.
5. An intimidating atmosphere is a detriment to learning. It is the responsibility of the instructor to provide an environment for learning in which the student is free to question and explore without fear of reproach or ridicule.
6. Accurate and timely feedback reinforces learning and allows students to track their progress. It is the instructor's responsibility to provide feedback by confirming understanding of facts and concepts during class sessions, reinforce appropriate professional behaviors, evaluate and return assignments, tests and other evaluations promptly and provide information about progress at the request of the students.
7. A syllabus provides information about the content of a course, expected outcomes and objectives, required course materials, major projects and methods of instruction. Instructors are expected to maintain accurate and up-to-date syllabi for their courses, to provide a syllabus to the administration for each course to ensure that the course coordinates with the student's overall program and to provide a copy of the syllabus to each student.

When instructors fulfill these responsibilities, students know that every opportunity has been provided for acquiring the skills, knowledge and training necessary for careers in their chosen fields.

Student responsibilities

Students who meet the responsibilities outlined below will receive maximum benefit from their educational experiences.

1. Attending and participating in each class meeting is important in order to receive maximum benefits from the program. A student is expected to attend and participate in the activities of every session.
2. Class meetings are primarily designed to clarify concepts and provide experiences that cannot be achieved by students outside of the school setting. This means that a certain amount of out-of-class work will be assigned to help students prepare. Instructors understand that students will have questions about their outside work and expect them to take responsibility for requesting clarification of material covered outside the classroom.
3. Written evaluations or tests are to be taken on the scheduled dates and at the scheduled times. Exceptions will only be made for emergencies or extremely unusual circumstances; documentation will be required to grant an exception. Students should plan for foreseeable events such as inclement weather, heavy traffic, automotive failure, limited parking space and other problems that the average person overcomes on a daily basis.

4. Assignments and projects are due on the assigned date and time and it is the responsibility of the student to take necessary measures to complete and submit projects as assigned.
5. Appropriate help is always available. It is the responsibility of the student to ask for assistance and clarification when needed. Because instructors are responsible for providing assistance, a student should not hesitate to exercise the right and responsibility to ask questions.
6. Instructors cannot learn facts for students nor can they create skills in students. However, the instructor is essential in identifying course goals as well as the resources and processes needed to achieve these goals. Therefore, the student carries a great deal of responsibility for asking for clarification when it is needed.

Drug and Alcohol Information and Assistance

A student or employee who suspects someone, including herself or himself, may be at risk of drug or alcohol abuse is invited to seek assistance. The dean of students can provide information and is the designated contact person available to hear concerns regarding drug and alcohol abuse. He or she can offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential.

You can seek advice and treatment at drug and alcohol counseling, treatment and rehabilitation facilities available in our area. The yellow pages of the local telephone book are an excellent source—look under the heading “Drug Abuse Information & Treatment” or enter that heading and the name of your community in an internet search engine.

The following community resources are available:

Crisis Connection	1-800-273-TALK
Alcoholics Anonymous	www.alcoholics-anonymous.org
Hazelden Treatment Center	800-257-7800
First Call for Help	651-213-4000 or 800-257-7800

Other sources of help

The illegal use or abuse of drugs has a high impact on our society, on crime and on the lives of those close to the user. Drug users resort to actions they would otherwise never consider in order to support their drug habits. The cost of supporting a drug habit becomes increasingly exhaustive. More importantly, the drug habit has an impact on a person’s family, lifestyle, career prospects, physical well-being and self respect.

Treatment is available. Any person who has concerns or is unsure should seek assistance. Few people who have become dependent on drugs are able to “kick the habit” without professional care. National organizations include Alcoholism and Drug Abuse Hotline (called the Alcohol Help Line), open 24 hours, 1-800-252-6465. The Cocaine Abuse Hotline, 1-800-553-1694, is open 24 hours a day. The National Institute on Drug Abuse Hotline, 1-800-662-4357, is available 8:00 AM – 2:00 PM Monday through Friday and 11:00 AM – 2:00 PM on weekends.,

Danger signals that indicate a possible drug or alcohol problem:

1. Uncharacteristic temper flare-ups
2. Increased “secret” behavior

3. Abrupt changes in mood or attitude
4. Getting into a slump at work or school
5. Increased borrowing of money
6. A completely new set of friends

GU/MSB recommends that anyone observing changes like these in an employee or student immediately notify the contact person named in this policy or anyone else in authority at GU/MSB . We will take caution not to wrongly accuse a person suspected of taking drugs. An improper accusation could lead to the embarrassment of both the individual and the school.

Once it has been determined by authorities at GU/MSB that an individual requires assistance, the individual and his/her family will be advised of the need for help. Records will be maintained of any advising provided to the individual.

Clinics near each campus location can render assistance. The patient is responsible for the expense of treatment. GU/MSB can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be contacted immediately.

Email Information

Acceptable use

All use of your GU/MSB email must be consistent with GU/MSB's policies as well as with federal, state and local law.

Content

GU/MSB email is to be used for school-related communications only. Non-school related communications include outside business or personal ventures and political or religious causes. Inappropriate or offensive messages, such as those including racial or sexual slurs, are prohibited. Abuse of the email policy will subject the student to discipline.

Format

Use default fonts and colors for best readability and to ensure that users understand the intent of the email message. Email recipients on the internet may not see text enhancements such as emoticons. Use capitalization appropriately—text sent in all caps, bold face or underlined is the email equivalent of yelling and generally inappropriate.

Email account specifications

Each account has predefined limits of 10 MB per single email, as well as 100 MB for the entire mailbox. Students are expected to manage their own email boxes and delete items as needed.

Popup blockers

In order for some features of the email system to work you must disable popup blockers for this site.

How to log into email

1. **Open a web browser.** (Internet Explorer, Safari, Firefox or another)
2. **LOGIN:** <http://students.msbcollege.edu> or <http://students.globeuniversity.edu>
3. **Click on the link** provided to enter the email system. Once you click on the link, you will be presented with a login screen. Refer to Helpdesk welcome letter for login information

For full details about student email please visit <http://students.msbcollege.edu> or <http://students.globeuniversity.edu>.

Information about Hepatitis

Hepatitis A: prevention and information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us>, Nov. 2004

Hepatitis A is a liver disease caused by the hepatitis A virus. Hepatitis A can affect anyone. In the United States, hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics. Good personal hygiene and proper sanitation can help prevent hepatitis A. Vaccines are also available for long-term prevention of hepatitis A virus infection in persons two years of age and older. Immune globulin is available for short-term prevention of hepatitis A virus infection in all ages.

How do you get hepatitis A?

Hepatitis A virus (HAV) is found in the stool of persons with hepatitis A. HAV is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person with hepatitis A. For this reason, the virus is more easily spread in areas where there are poor sanitary conditions or where good personal hygiene is not observed. Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office, factory, or school setting, does not spread the virus.

Who is at risk for hepatitis A?

- Persons who share a household or have sexual contact with someone who has hepatitis A
- Travelers to countries where hepatitis A is a common disease or where clean water and proper sewage disposal are not available
- Persons, especially children, living in regions of the United States with high rates of HAV infection
- Travelers to regions where HAV is common, including Central and South America, Africa, and Asia

How do you know if you have hepatitis A?

A blood test (IgM anti-HAV) is needed to diagnose hepatitis A. Talk to your doctor or someone from your local health department if you suspect that you have been exposed to hepatitis A or any type of viral hepatitis.

What are the signs and symptoms of hepatitis A?

Persons with hepatitis A virus infection may not have any signs or symptoms of the disease. Older persons are more likely to have symptoms than children. If symptoms are present, they usually occur abruptly and may include fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes).

Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range: 15 – 50 days).

How can you prevent hepatitis A?

You should always wash your hands after using the bathroom or changing a diaper, and before eating or preparing food.

Hepatitis A vaccines provide long-term protection against hepatitis A and are licensed for use in persons two years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection. Your doctor or nurse will tell you when to return for the second shot. Immune globulin, a preparation of antibodies, is recommended for short-term protection against Hepatitis A and for persons who have already been exposed to HAV. Immune globulin must be given within two weeks after exposure to HAV for maximum protection.

Who should receive hepatitis A vaccine?

Hepatitis A vaccination provides protection before one is exposed to hepatitis A virus. Hepatitis A vaccination is recommended for the following groups who are at increased risk for infection and for any person wishing to obtain immunity.

- Persons traveling to or working in countries that have high or intermediate rates of hepatitis A
- Children in states, counties, and communities where rates of hepatitis A were/are at least twice the national average during the baseline period of 1987 – 1989
- Illegal-drug users
- Persons who have occupational risk for infection
- Persons who have chronic liver disease
- Persons who have clotting-factor disorders

Can you get hepatitis A from food or water?

You may get hepatitis A by ingesting contaminated food or water. If you would like more information on hepatitis A, the CDC's Hepatitis Branch, Division of Viral and Rickettsial Diseases, Center for Infectious Diseases, now has an automated telephone system that provides information on viral hepatitis, including modes of transmission, prevention, serologic diagnosis, infection control and statistics. Persons requesting information on viral hepatitis should call the CDC Disease Information Hotline at (404)332-4555. You may also visit the CDC's website at <http://www.cdc.gov>.

Hepatitis B: prevention and information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us>, Nov. 2004

“Hepatitis” means inflammation of the liver. This condition can be caused by drugs, alcohol, chemicals, and viruses that attack the liver, such as hepatitis virus types A, B, C, D, and E. The following information concerns only hepatitis B infection.

How do you get hepatitis B?

Hepatitis B virus is spread when blood or body fluids from an infected person enter another person's body through a break in the skin (e.g. cuts, needle sticks) or mucous membranes (e.g. eyes, sores in the mouth), or through sexual intercourse. In addition to blood, hepatitis B virus can be found in semen, vaginal fluids, and saliva. Hepatitis B virus is not found in urine or feces. Persons who put themselves at risk for getting hepatitis B include those who share needles to inject drugs, sexual partners of injection drug users, and any person who has sex with more than one partner. Hepatitis B can

also be spread by ear or body piercing, tattooing, and acupuncture, if equipment or needles are not sterilized between uses. Although rare, the virus can be spread if personal items, such as razor blades used by an infected person, are shared with a non-infected person. Employees in jobs which expose them to human blood may be at risk for hepatitis B infection. Also at risk are persons from certain areas of the world where hepatitis B is common. Children born to mothers who are carriers of hepatitis B virus are at the greatest risk of getting infected from exposure to the mother's blood during birth. Unless vaccinated at the time of birth, these babies can become "chronic carriers," which means they are infected with the virus for life. Between 6 and 10 percent of adults who get hepatitis B can become chronic carriers. As long as the virus is present in the blood and body fluids, the person is infectious.

What are the symptoms of hepatitis B?

The symptoms of hepatitis B disease may develop between six weeks and six months (average time is two to three months after exposure). Symptoms develop slowly and may include tiredness, loss of appetite, abdominal discomfort, nausea, vomiting, and mild fever. Joint pains, muscle aches, rash, and jaundice (yellowing of the skin or eyes) may occur in some cases. Less than 1 percent of the people who get hepatitis B die from it during the acute (early) phase. Recovery from hepatitis B may take several months. Some persons who are infected with hepatitis B virus may have only mild symptoms or no symptoms at all. These persons may not know they are infected, and may not see a doctor. Persons with chronic hepatitis B infection may later develop serious problems like liver cancer and liver failure.

How do I know if I have hepatitis B?

Blood tests can tell if you are infected with the hepatitis B virus. These tests can also help your physician determine whether you are currently ill with hepatitis B or if you are a chronic carrier.

Is there a treatment for hepatitis B?

Although there is no treatment for the disease, bed rest and an adequate diet are important. Alcohol and medications (unless prescribed by your physician) should be restricted. Follow-up blood tests are necessary to tell if the disease is gone.

How can the risk of spreading hepatitis B be reduced?

- Do not share needles, syringes, or other drug injecting equipment.
- Properly sterilize instruments used to puncture the skin.
- Abstain from sex or have sex only with a mutually faithful, uninfected or vaccinated partner.
- Maintain good personal hygiene. Do not share toothbrushes, razors or other personal items.
- Clean and disinfect objects or surfaces that are contaminated with blood or body fluids. Disinfect with a household bleach and water solution (use 1/4 cup bleach in 1 gallon of water).

If you are at risk for getting hepatitis B infection, talk to your physician about the need for hepatitis B vaccine. The vaccine is given intramuscularly in the arm according to the following schedule:

- First dose elected date
- Second dose one month later
- Third dose four to six months after first dose

Injections of hepatitis B immune globulin (HBIG) may be indicated for some exposed persons. Contact your physician or health department for information.

What should I do if I am infected with the hepatitis B virus?

- Tell your medical and dental provider.
- Do not donate blood, semen or organs.

Who should get vaccinated?

- All infants
- All previously unvaccinated children and adolescents
- All other persons whose lifestyle, occupation, or health condition puts them at risk of getting the disease

Hepatitis C: prevention and information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> and the Centers for Disease Control <http://www.cdc.gov>, November, 2004.

What is hepatitis C?

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV), which is found in the blood of persons who have this disease. The infection is spread by contact with the blood of an infected person.

What are the signs and symptoms of hepatitis C?

There are no signs or symptoms in 80 percent of infected persons. The other 20 percent may have the following symptoms:

- Jaundice
- Fatigue
- Dark urine
- Abdominal pain
- Loss of appetite
- Nausea

What are the long-term effects of hepatitis C?

Chronic infection will occur in 55-85 percent of infected persons. Chronic liver disease will occur in 70 percent of chronically infected persons. Deaths from chronic liver disease affect 1 to 5 percent of infected persons. Hepatitis C is a leading indication for liver transplant.

How do you get hepatitis C?

Transmission occurs when blood or body fluids from an infected person enters the body of a person who is not infected. HCV is spread through sharing needles or “works” when “shooting” drugs, through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

How can I protect myself from getting hepatitis C?

There is no vaccine to prevent hepatitis C.

- Do not shoot drugs; if you shoot drugs, stop and get into a treatment program; if you can't stop, never share needles, syringes, water or “works”, and get vaccinated against hepatitis A and B.

- Do not share personal care items that might have blood on them such as razors and toothbrushes.
- If you are a health care or public safety worker, always follow routine barrier precautions and safely handle needles and other sharps; get vaccinated against hepatitis B.
- Consider the risks if you are thinking about getting a tattoo or body piercing. You might get infected if the tools have someone else's blood on them or if the artist or piercer does not follow good health practices.
- HCV can be spread by sex, but this is rare. If you are having sex with more than one steady sex partner, use latex condoms correctly and every time to prevent the spread of sexually transmitted diseases. You should also get vaccinated against hepatitis B.

If you are HCV positive, do not donate blood, organs, or tissue.

How is hepatitis C treated?

- HCV positive persons should be evaluated by their doctor for liver disease.
- Interferon and Ribavirin are two drugs licensed for the treatment of persons with chronic hepatitis C.
- Interferon can be taken alone or in combination with Ribavirin.
- Combination therapy, using pegylated interferon and Ribavirin, is currently the treatment of choice.
- Combination therapy can get rid of the virus in up to five out of 10 persons for genotype one and in up to eight out of 10 persons for genotypes two and three.
- Drinking alcohol can make your liver disease worse.

For information on viral hepatitis:

Persons requesting information on viral hepatitis should

- Call the CDC Disease Information Hotline at 404) 332-4555
- Visit the CDC's website at <http://www.cdc.gov>
- Send an email inquiry by visiting the following website:
<http://www.cdc.gov/netinfo.htm>

Information about Learning Disabilities and Accommodation

(Adapted from University of Minnesota - Crookston, 2001)

Definition of learning disabilities

Learning disabilities are neurologically based conditions that interfere with the acquisition, storage, organization and use of skills and knowledge. They are identified by deficits in academic functioning and in processing memory, auditory, visual and linguistic information. The diagnosis of a learning disability in an adult requires documentation of at least average intellectual functioning along with a deficit in one or more of the following areas:

- Auditory processing
- Visual processing
- Information processing speed
- Abstract and general reasoning
- Memory (long-term, short-term, visual, auditory)

- Spoken and written language skills
- Reading skills
- Mathematical skills
- Visual spatial skills
- Motor skills
- Executive functioning (planning)

Will I succeed?

(Adapted from University of Minnesota-Crookston, 2001)

For the best possibility of success at GU/MSB, a student with a disability will have at least average academic ability, with or without accommodations, in areas related to the chosen program of study. A successful student will demonstrate the ability and desire to manage academic and personal responsibilities to enhance performance, knowledge of and willingness to use accommodations that are necessary for success, and a commitment to the educational experience.

For additional information on reasonable accommodation, documentation required to be granted accommodations, and making the most of your accommodations, please contact your dean of students for a student guide on access to accommodations for students with a disability.

Policy Information

GU/MSB has established policies in accordance with standard educational practices and state, federal and accrediting regulations, and to best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant and provide the opportunity for excellent outcomes for all students. Exceptions to policy may be made at the discretion of the campus director or the director's designee.

Sexual Harassment/Sexual Violence Information

Sexual assault programs

GU/MSB is committed to providing awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. At the point of enrollment or employment, all students and employees of Globe University/Minnesota School of Business receive information to promote awareness of sexual harassment and violence. In addition, all students and employees receive this information annually.

Definitions

“School community” is defined as all enrolled students, whether part- or full-time, and all employed faculty, instructors, staff and administrators of Globe University/Minnesota School of Business.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors in return for preferential treatment (quid pro quo harassment) and other verbal, visual or physical conduct of a sexual nature in the workplace (hostile work environment) when either of the following exists:

- Submission to such conduct is explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Such conduct has either the purpose or effect of interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive

working or academic environment.

State laws separately define criminal sexual activity to include sexual conduct, contact or penetration, which is carried out under coercion or through a position of authority or in certain other circumstances, as a criminal act. Any potential violation of the criminal law is defined herein as “sexual violence.”

Complaint procedures

Students who believe they have been sexually harassed or have been victims of sexual violence should bring complaints according to the procedures below. The complaints shall remain strictly confidential. No specific circumstances, including the names of any people involved, will be reported to anyone else without the written permission of the person making the complaint. Complaints will be resolved as quickly as possible and the students will be kept informed of the status of their complaints during the process.

No retaliatory actions may be taken against any person because she or he makes such a complaint or against any member of the school community who serves as an advisor or advocate for any party in such a complaint. No retaliatory actions may be taken against any member of the school community merely because he or she has been the object of such a complaint.

Informal complaint procedure

1. A student may make an informal complaint verbally or in writing to either the campus director or the dean of students. The person to whom the informal complaint is made shall be referred to herein as the advocate.
2. An informal complaint must identify the individual(s) involved describe the conduct alleged conduct. If the dean of students or campus director is the subject of the complaint, the student should direct the complaint to any school official who will refer the student to the most appropriate person on the staff.
3. The advocate will give the complainant a copy of this entire policy and will present the student with options for remedying the situation. At this time the student may choose to pursue the complaint through the formal procedures outlined below or may elect to continue to try to resolve the complaint informally.
4. The complaint shall remain strictly confidential. No specific circumstances, including the names of any people involved, will be reported to anyone else without the written permission of the person making the complaint, except that the advisor shall prepare a written record of the complaint, which shall be forwarded to the dean of students within one working day. The written record will remain confidential. In the event that the dean of students or the human resources department is either the subject of the complaint or is involved in the subject matter of the complaint in any way, the written record of the complaint shall be forwarded to the academic dean or the campus director.
5. Informal complaints will be investigated by a panel of at least three persons, appointed by the dean of students or campus director, depending on where the written record of the complaint was forwarded and shall include the dean of students and at least one human resources representative.
6. The panel will make whatever investigation it deems necessary without disclosing or revealing the identity of the complainant except with the permission of the complainant. Upon completing its investigation, the panel will issue a finding, in writing, describing its investigative methods, the results

of the investigation and the proposed action to be taken. This report will be shown to and separately signed by both the complainant and the subject of the complaint, but will otherwise be kept confidential.

7. A complainant may at any time request that an informal investigation become formal. During the informal procedures, both the person bringing a complaint and the person against whom the complaint is made may have representatives present in any discussions.

Formal complaint procedure

1. A formal complaint of sexual harassment must include a written statement signed by the complainant specifying the incident(s) of sexual harassment and naming the individual(s) involved. The statement may be prepared by the complainant or by an advocate as a record of the complaint. The complaint must be addressed to the dean of students, who will formally request that a panel be appointed to investigate the complaint. The panel will be appointed in the same manner as section five of the informal procedure.
2. The panel will investigate formal complaints in the following manner:
 - The advocate who is first contacted, after giving the complainant a complete copy of this policy and with the complainant's written consent, will deliver the written complaint to the panel.
 - The panel will inform the person complained against of the nature and substance of the complaint and of the name of the person making the complaint. If it appears necessary for the panel to speak to any other persons to investigate the complaint, it will do so only after informing the complainant and the subject of the complaint.
 - The chair of the panel will be in communication with the complainant until the complaint is resolved. The complainant will be informed of the procedures the panel is following throughout the investigation and will have the right to supplement the panel's investigation with his/her own presentation of facts.
 - The panel will resolve complaints expeditiously. To the extent possible, the panel will complete its investigation and make recommendations within 60 days after the start of the formal investigation.
 - If a complainant makes a request to remain unidentified until a later date (e.g., until the end of a course), the panel will decide whether to hold the complaint without further action until the date requested.
 - If a formal complaint has been preceded by an informal investigation, the panel appointed shall be different from the panel that investigated the informal complaint. The new panel will decide whether there are sufficient grounds to warrant a formal investigation.
3. After the investigation is completed, the panel will report to the campus director:
 - Its findings that there is insufficient evidence to support the complaint, or
 - A proposed resolution to the complaint that satisfies both the complainant and the person complained against, or
 - Its findings that there is sufficient evidence to support the complaint with recommendations for discipline, and
 - The factual circumstances upon which its recommendation is based
 - If the campus director is the subject matter of the complaint, the report

shall be made to the president. If the president is the subject matter of the complaint, the report shall be made to a previously identified designee of the president.

Recommended corrective action

Pursuant to either informal or formal procedures, recommended action may include verbal or written reprimand of the harasser; suspension, dismissal or transfer of the harasser; a change of grade or other academic record for a student who has been the victim of harassment; or any other appropriate action.

The institution will make every attempt to change a victim's academic situation after the report of an alleged sex offense. Available options will be presented to the victim. If the student requests an available option, the change will occur as soon as reasonably possible.

The panel has no power to take corrective action beyond making a recommendation. Corrective action will be taken only by the campus director, the president or his designee. In the event that the president is the subject of the complaint, a previously identified designee of the president may take corrective action.

Both the accuser and the accused will be informed of the outcome and any disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 USC. 1232g). For the purpose of this paragraph, the outcome of the disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanctions that are imposed against the accused.

False charges

If the panel in either an informal or formal procedure determines that a complaint was made with knowledge that the facts were false, the panel shall so notify the campus director, the president or that person's designee and may recommend appropriate disciplinary action.

Sexual violence

If a complaint alleges facts that may constitute sexual violence that occurred at the school facility, the complainant and/or advocate must immediately contact the human resources department for assistance. Advisors are not to reveal the name of the complainant unless s/he chooses to be identified. The human resources department shall at all times have available the names and contact numbers of local law enforcement agencies that are to be called for immediate help. No school community member shall attempt to resolve a possible sexual violence situation, but shall contact law enforcement officials through the human resources department.

Rights of harassment and sexual violence victims

In addition to the procedures outlined in this policy, any victim of harassment or sexual violence has additional private rights and recourses. No member of the school community shall in any way discourage solicitation of these private rights and recourses and all members of the school community should cooperate with the complainant's pursuit of these additional remedies.

Sexual harassment/violence resources

The following services all have advocates available 24 hours a day. The advocates are on call and are trained to help victims with legal and medical procedures involved in a sexual assault. Some have other counseling services as well. Call for specifics.

First Call for Help	800-291-0211 or 800-543-7709 (Twin Cities)
Rape and Sexual Assault Center	612-825-4357 (Twin Cities)
Sexual Violence Center	612-871-5111 (Twin Cities)
Crime Victims Ombudsman	651-642-0500 (Twin Cities) or 800-247-0390
Dane County Rape Crisis Center	608-251-7273 (Madison/Middleton) http://danecountyrc.org/
Bolton Refuge House	715-834-9578 or 800-252-4357 (Eau Claire) http://webpages.charter.net/boltonrefugehouse/
Rape and Domestic Abuse Center	605-339-0116 (Sioux Falls)
Gundersen Lutheran Sexual Assault Counseling	800-362-8255 (LaCrosse/Onalaska)

Local Police Departments

Emergency	911
Appleton Police Department	920-832-5805
Blaine Police Department	763-785-6168
Brooklyn Center Police Department	763-503-3100
Eau Claire Police Department	715-839-4972
Elk River Police Department	763-635-1000
Green Bay Police Department	920-448-3191
La Crosse Police Department	608-789-8200
Lakeville Police Department	952-985-2800
Madison East Police Department	608-266-4022
Middleton Police Department	608-827-1000
Minneapolis Police Department	612-348-2345
Moorhead Police Department	218-299-5111
Onalaska Police Department	608-781-9550
Plymouth Police Department	763-509-5160
Richfield Police Department	612-861-9898
Rochester Police Department	507-285-8580
Shakopee Police Department	952-445-1411
Sioux Falls Police Department	605-367-7000
St. Cloud Police Department	320-251-4240
Wausau Police Department	715-261-7800
Woodbury Police Department	651-739-4141

Campus Advocates

Globe University–Eau Claire	Claire Roder	Eric Konsela
Globe University–Green Bay	Jeryl Fleck	Jon Virant
Globe University–La Crosse	Melanie Schoop	David Thom
Globe University–Madison East	Rocky Klitzke	Rachael Cardenas
Globe University–Madison West	Brock Vander Velden	Jodi Sherman
Globe University–Minneapolis	Stephanie Grgurich	Stephanie Swanson
Globe University–Sioux Falls	David Weems	Elizabeth Augustine
Globe University–Wausau	Adam Smrcka	Tiffany Schoenfeldt
Globe University–Woodbury	Stacy Severson	Lisa Travers
MSB–Blaine	Diana Igo	Jason Koch
MSB–Brooklyn Center	Jana Gymer Koch	Jim Cook
MSB–Elk River	Katie Szczeck	Matthew Lee
MSB–Lakeville	Ann Mickelson	Brian Saintey
MSB–Moorhead	Erik Engberg	Jodi Ost
MSB–Plymouth	Andy Hoeveler	Kristen Schommer
MSB–Richfield	Tabitha Horne	William Premo
MSB–Rochester	Shan Pollitt	Karen Cook
MSB–Shakopee	Bruce Christman	Sheri Schultz
MSB–St. Cloud	Jim Beck	Carrie Winter
MSB–Online	Seth Tesdall	Amber Reeves

Deans of Students

Globe University–Eau Claire - Erik Konsela
Globe University–Green Bay - Jon Virant
Globe University–La Crosse - Kathryn Tomten
Globe University–Madison East - Rachael Cardenas
Globe University–Madison West - Jodi Sherman
Globe University–Minneapolis - Stephanie Swanson
Globe University–Sioux Falls - Elizabeth Augustine
Globe University–Wausau - Tiffany Schoenfeldt
Globe University–Woodbury - Lisa Travers
MSB–Blaine - Jason Koch
MSB–Brooklyn Center - Dawn Espe
MSB–Elk River - Katie Szczeczek
MSB–Lakeville - Jennifer Kroschel
MSB–Moorhead - Jodi Ost
MSB–Plymouth - Kristen Schommer
MSB–Richfield - Tabitha Horne
MSB–Rochester - Karen Cook
MSB–Shakopee - Sheri Schultz
MSB–St. Cloud - Carrie Winter
MSB–Online - Amber Reeves

Campus Directors

Globe University–Eau Claire - Claire Roder
Globe University–Green Bay - Jeryl Fleck
Globe University–La Crosse - Melanie Schoop
Globe University–Madison East - Rocky Klitzke
Globe University–Middleton - Brock Vander Velden
Globe University–Minneapolis - Stephanie Grgurich
Globe University–Sioux Falls - David Weems
Globe University–Wausau - Adam Smrcka
Globe University–Woodbury - Stacy Severson
MSB–Blaine - Diana Igo
MSB–Brooklyn Center - Jana Gymer-Koch
MSB–Elk River - Candi Janssen
MSB–Lakeville - Ann Mickelson
MSB–Moorhead - Erik Engberg
MSB–Plymouth - Andy Hoeveler
MSB–Richfield - TBD
MSB–Rochester - Shan Pollitt
MSB–Shakopee - Bruce Christman
MSB–St. Cloud - Jim Beck
MSB–Online - Seth Tesdall

Sexual harassment/violence panel

A formal appeal or complaint will be evaluated by a panel composed of two advisors from schools other than where the appeal/complaint originates, two deans of students and two campus directors. All campuses should be represented on the panel. If a member of the pool of panelists is the defendant in a formal complaint, that individual will be ineligible for selection.

Violence and Crime Prevention Information

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

The following procedures for reporting campus crimes have been outlined. Updated information is sent to all students via email on July 1 of each year.

Reporting a crime

Students and faculty members who need to report a crime should notify one of the following administrators as soon as possible after the occurrence of the suspected crime: campus director, director of admissions, director of financial aid, director of career services, dean of students, dean of faculty or front desk personnel.

A student who wishes to report a crime and who cannot immediately locate an administrator should report the crime through the main reception desk. The receptionist will immediately convey important information related to the crime to appropriate authorities.

A student needing immediate assistance should first report to the reception desk. At the earliest possible opportunity, one of the administrators should be notified.

GU/MSB does not have licensed counselors or pastoral counselors on staff. Any information reported to a GU/MSB official will be held in confidence at the victim's or witness's request.

Security phone numbers

- | | |
|-------------------------------------|--------------|
| • Emergency | 911 |
| • Appleton Police Department | 920-832-5805 |
| • Blaine Police Department | 763-785-6168 |
| • Brooklyn Center Police Department | 763-503-3100 |
| • Eau Claire Police Department | 715-839-4972 |

• Elk River Police Department	763-635-1000
• Green Bay Police Department	920-448-3191
• La Crosse Police Department	608-789-8200
• Lakeville Police Department	952-985-2800
• Madison East Police Department	608-266-4022
• Middleton Police Department	608-827-1000
• Minneapolis Police Department	612-348-2345
• Moorhead Police Department	218-299-5111
• Onalaska Police Department	608-781-9550
• Plymouth Police Department	763-509-5160
• Richfield Police Department	612-861-9898
• Rochester Police Department	507-285-8580
• Shakopee Police Department	952-445-1411
• Sioux Falls Police Department	605-367-7000
• St. Cloud Police Department	320-251-4240
• Wausau Police Department	715-261-7800
• Woodbury Police Department	651-739-4141

Response to a reported crime

Upon being informed of a crime, school officials and administrators will notify appropriate law enforcement agencies. Non-emergency notifications will be made through the campus director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the appropriate police departments. A record of all reported crimes will be maintained in the office of the campus director. School officials will notify the students and employees of Globe University/Minnesota School of Business regarding the occurrence of a crime within 72 hours of being informed of the crime. This notification will be sent via email to all employees and students.

Law enforcement authority

The ultimate authority for law enforcement on campus is the local police department. GU/MSB is authorized to detain suspected criminal offenders and contact the local police. GU/MSB officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The campus director is the campus coordinator of security issues. The individuals mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The officials at GU/MSB have a strong, working relationship with the local police and work in partnership to offer students and employees the safest possible environment. GU/MSB also maintains a relationship with the state police. In addition to helping provide a safe environment, other reasons to maintain close working relationships with the state and local police are to ensure that the statistics disclosed to students and employees are accurate and to ensure that should there be a risk to the campus community. GU/MSB can issue timely warning reports to the campus community.

Programs on campus security procedures and crime prevention
 At the time of enrollment or employment and annually thereafter, students and employees of GU/MSB receive information regarding campus security procedures. The school newsletter will also publish information regarding personal security measures. In addition, at quarterly orientation sessions, the campus director will present information regarding the prevention of crimes. All new students and all employees are required to attend the quarterly orientation sessions.

Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others. School officials and local police officers are available to discourage crime on campus and assist crime victims but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following simple guidelines can help individuals decrease the potential of being victimized:

1. Do not leave personal items unattended or out of sight.
2. Do not bring expensive items or larger than necessary amounts of money to school.
3. Minimize time spent alone in isolated areas.
4. Know where and how to obtain assistance if you need it.
5. If you have a concern for your personal safety while on campus, see the receptionist and an escort will be provided for you.
6. Report suspicious or unusual activity to a school administrator or the receptionist. The receptionist will immediately pass along this information to the appropriate authorities.
7. Lock your car and take the keys with you.

Monitoring and recording criminal activity

All reported crimes and other security problems are directed to the office of the campus director for entry into the official school crime log. Statistics are gathered on a quarterly basis from the local police department and the state police department to ensure the statistics are accurate and the information is provided in a timely manner to the campus community. The timely reporting requirement is to provide the information to the campus community should there be some degree of risk to the campus community. This information is posted on the student bulletin boards and sent electronically to students and instructors. Individuals responsible for collecting and disseminating this information are listed in the Reporting a Crime section of this document. In addition, information is compiled annually in compliance with definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting System, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. This information is reported electronically to the US Department of Education in the annual security report, which is due October 1st of each year and contains the required crime statistics for the three calendar years preceding the year in which the report is disclosed.



**GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS**

Massage Therapy Appendix

For the most recent version of the Student Handbook, please go to
<http://students.msbcollge.edu> or <http://students.globeuniversity.edu>

Massage students are expected to be of high moral character, as they represent both Globe University/Minnesota School of Business and the massage profession. Conducting oneself in a professional manner toward fellow students, instructors, clients and third-party contacts; as well as a disciplined approach to studies and a desire to learn, will help the student develop a successful and rewarding career.

Massage therapy students are reminded that they represent GU/MSB and should conduct themselves in a professional manner in class and out in the field. All massage therapy students will be expected to adhere to the AMTA Code of Ethics, which includes keeping all session information in strict confidence. Specifically, this means students will not communicate any situation, statement, treatment, condition, personal information or opinion to those outside the confines of the instructor/student or patient/ client relationship.

Dress

All massage students will be required to wear ceil blue colored scrubs, purchased through the school. Students are required to wear closed toe shoes. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior. For massage technique courses and practicums, hair is to be pulled back and obstructive jewelry removed. Attention to breath and body odor is to be heightened.

Technique application and draping:

Students will perform and receive massage involving a variety of individuals. All students will be required to disrobe when receiving massage from class participants or the instructor. Appropriate draping will be used. Receiving and giving massage is part of the classroom learning experience and required for all of the hands-on techniques courses. A full description and guidelines of draping techniques will be discussed during student orientation during and first week of class.

If at any time the draping OR technique application is deemed inadequate and/or inappropriate, the student is to immediately inform the performer and the instructor for resolution.

Students must be aware that massage may bring about a tissue memory response, which is common in the field of bodywork by which body responses such as trembling, crying and emotional outbursts.

Health information

To perform safe application of massage, health information will be shared among fellow massage students/instructors. It is the student's responsibility to inform an instructor of any medical history, conditions or changes immediately so massage modifications can be made if necessary. Modifications may include the amount of pressure, speed, direction, positioning, use of or avoidance of body areas, use of or avoidance of certain lubricants/aromas or alteration of a massage technique.

The instructor has the right to request a physician's diagnosis with permission/ omission of massage if a condition is in question. Additionally, the instructor

reserves the right to permit “observation only” or dismiss a student from class because of a cold, respiratory infection, excessive coughing or sneezing, a contagious condition or a fever.

Note: It is advised for all massage students to have thorough medical exams at their expense prior to entrance into the program to ensure that there are no condition/s that would prevent full participation in receiving or performing massage. A health questionnaire from GU/MSB will be used to assist in identifying any potential conditions that might limit participation in the massage program.

Participation:

All students are expected to participate in public massage with diverse populations and settings, which may include individuals who are athletes, geriatric, pregnant, infants/children, terminally ill, physically/mentally challenged or with medical conditions.



**GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS**

Medical Assistant Appendix

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Program objectives

The objective of the medical assistant degree or diploma program is to prepare competent entry-level medical assistants. Students acquire the cognitive (knowledge), psychomotor (skills) and affective (behavioral) learning behaviors and knowledge of social sciences and humanities that enhance their technical training.

Behavior that creates a safety hazard to animals or to other students may be grounds for dismissal from the program. In addition, theft of supplies, deliberate misuse of equipment, or any other forms of misconduct are all considered serious violations of professional behavior and could result in removal from the program.

Dress

All medical assistant students will be required to wear royal blue colored scrubs, purchased through the school. Students are required to wear white leather or vinyl shoes. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior.

Students who come to class out of uniform will be sent home to change into their scrubs and will be counted absent for any time missed from class. There will be no exceptions.

Students participating in the Medical Assistant program agree to act within the scope and instructions provided by faculty members and further agree to always conduct themselves in a safe manner. Medical Assistant students acknowledge the various risks and dangers that they may be exposed to as a result of participation in the educational program. The risks include, without limitation, the risk of exposure to blood products, which could result in exposure to and infection with the AIDS virus or hepatitis, as well as the risk of exposure to other infectious diseases, such as tuberculosis.

Participating students are encouraged to carry their own health insurance coverage and are solely responsible for their own health care costs. Participating students acknowledge that the school does not provide health insurance coverage for its students and the school is not responsible for any medical expenses incurred by its students.



**GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS**

Veterinary Technology Appendix

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Animal care duties

As newly enrolled members of the animal health care profession, veterinary technology students will have opportunities to be directly involved in animal care duties related to the veterinary technology program. In an effort to mimic similar responsibilities to those experienced in veterinary clinical settings, students will, after completing VT105 Introduction to Veterinary Technology, be participating in shifts of animal care duty. Students will be responsible for coverage of shifts assigned to them. They will exercise and hone techniques in cooperation and flexibility while developing advanced animal husbandry and veterinary skills.

Rabies

Globe University/Minnesota School of Business strongly recommends students in the veterinary technology program receive rabies vaccinations prior to enrolling. While uncommon, individuals involved in animal health care professions do innately place themselves at higher risk of exposure to the rabies virus. Though students are not required to be vaccinated for rabies, they are urged to discuss rabies vaccinations with their primary physician in light of the veterinary technology career path.

Pregnancy

Though risks are minimal, a pregnant student is encouraged to speak with a member of the veterinary technology program at the student's campus to discuss potential risks and recommended practices to minimize risk to the pregnancy. Documentation verifying consultation with a physician regarding these risks, or documentation refusing further medical advice from a physician in spite of strong recommendations from Globe University/Minnesota School of Business, will be required to continue in the program.

Dress

All veterinary technology students will be required to wear wine colored scrubs, purchased through the school. Students are required to wear white leather or vinyl shoes. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior.

Students who come to class out of uniform will be sent home to change into their scrubs and will be counted absent for any time missed from class. There will be no exceptions.



**GLOBE UNIVERSITY
MINNESOTA SCHOOL OF BUSINESS**

Nursing Student Appendix

For the most recent version of the Student Handbook, please go to
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Health Evaluation

Nursing students must provide verification of the following: evidence of immunity to measles, mumps and rubella by vaccination or other medically accepted criteria, current immunity status regarding Varicella (chicken pox), current immunity status of Tetanus, documented completion of a negative tuberculosis skin test (Mantoux) or negative chest x-ray, and Hepatitis B. Refer to Health Physical and Immunization Form.

As a nursing student, it is your responsibility to disclose, as applicable, to the Fairview Health Care System if participating in exposure-prone procedures, that you have tested positive for the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) or Hepatitis C Virus (HCV).

Refer to college policy regarding Blood-borne Pathogens.

Nursing Program Clinical Guidelines

A Globe University/Minnesota School of Business clinical instructor will supervise nursing students in the clinical setting. The clinical instructor is responsible for making appropriate assignments for the student, supervising the care delivered and providing clinical instruction per course requirements. Clinical instructors are required by school policy and course syllabi to provide written and verbal feedback regarding student performance. Faculty will administer the final clinical evaluation with input from the appointed hospital or agency Registered Nurse preceptor as appropriate.

A Globe University/Minnesota School of Business clinical faculty member will be in charge of all communication with the clinical site, director of education and supervising nurse/preceptor.

The Dean of Nursing or the Clinical Coordinator will identify all clinical sites and develop written agreements with hospitals, agencies and health facilities. Nursing students are not allowed to identify their own clinical sites unless permitted by the written course objectives. Students will be required to attend clinicals at multiple sites throughout the metro area and will thus require reliable transportation. Clinical hours may start as early as 5:30 am and end as late as 12 midnight, including weekends, depending on clinical availability and student assignment.

Requirements:

1. All nursing students will acknowledge that they have received and read the information on Hepatitis A, Hepatitis B and Hepatitis C that is provided in this handbook.
2. Students must submit a completed Health Physical Form and Immunization Form.
3. Students must present annual evidence of a negative Mantoux or negative QFT-G blood test. Students with a previous positive Mantoux result are required to provide documentation of a negative chest x-ray. Some clinical sites require a negative Mantoux within 6 months of participating in a clinical experience, or substance /drug testing.
4. Some clinical sites may require drug/substance testing prior to attending clinicals at the site. A student who does not comply or meet

- standards will not be allowed to attend clinicals.
5. Students will NOT be allowed to attend their clinical experiences without complying with these health requirements.
 6. Students must maintain good health throughout the program in order to meet the expected course outcomes.
 7. A student who is unable to meet clinical requirements due to health issues must consult a health professional for appropriate evaluation and/or treatment and meet with the Dean of Nursing and faculty committee for approval to continue in the program.
 8. Students must meet the policy requirements of the health agencies to which they are assigned. Students who refuse to comply with the policy requirements of the health agencies to which they are assigned will be advised to withdraw before the date on the college calendar indicating the last day to withdraw. If it is past this date or a student chooses not to withdraw, the student will receive a grade of “F” for the course.

Health And Personal Appearance On Campus

Each student entering Globe University/ Minnesota School of Business has a personal obligation that extends beyond class attendance. Throughout the program, future employers will be visiting the school as invited speakers, evaluators, and/or observers. Thus, a student’s appearance will reflect his/her readiness to join today’s workforce.

Due to OSHA federal regulations, laboratories enforce strict dress codes. Students must adhere to these guidelines when meeting in these rooms, regardless of their program. OSHA regulations mandate that no shorts, sandals, or sockless feet be allowed in areas of bio-hazardous exposure.

Failure to comply with health and professional appearance standards may result in suspension from school or exit from the program.

Uniform Policy

Wearing uniforms encourages students to take pride in their profession, enhance professional appearance and support professional behavior. The rationale for the attire guidelines are as follows:

- Cleanliness
- Freedom of movement and safety
- Identification of personnel
- Professional appearance

The student must wear the complete uniform for clinical experiences and laboratory testing consisting of:

1. Navy blue top with Globe University/Minnesota School of Business logo
2. Clean navy uniform pants or skirt
3. Additional, warm-up navy blue or white jackets or lab coats are allowed.

4. Clean white leather or white vinyl shoes. These shoes can only be worn while on clinical/practicum.
5. Globe University/Minnesota School of Business identification badge and (if required) the clinical site badge must be worn at all times. Identification badges must be clipped to the shoulder area or hung from a lanyard.
6. Hose (white or neutral in color)
7. Cultural head dress for clinicals must be white in color and no longer than shoulder length. Headdress should be pinned back and drape of garment should not be flowing as to compromise student or patient safety in the clinical site.

Retaking Courses/Re-Entry To Program Policy

1. No RN course may be repeated more than once.
2. If any component of a nursing course is not successfully completed, the ENTIRE course must be repeated and completed with a grade of “C” or greater on the next attempt. This includes lecture/theory, lab and/or clinical components of a course as applicable.
3. Students are not allowed to repeat a nursing course automatically. Any student failing or withdrawing from a nursing course must follow program guidelines.
4. Students who withdraw, fail “F”, or receive a grade of “D” in one or more nursing courses in one quarter will receive notification stating they are on probation and are required to schedule an appointment with the Dean of Nursing and Faculty Committee regarding the student’s status and/or progression within the program.
5. Eligible students will not be allowed to re-register for a failed course or any other nursing course until approval is given by the Dean of Nursing and Faculty Committee.
6. Due to the sequential nature of the nursing curriculum:
 - a. The student may not be able to retake a failed nursing course for one academic year or four (4) quarters.
 - b. Based on pre-requisites, the student may not be able to retake and progress in other nursing courses until the failed course is successfully repeated.
 - c. Graduation will be delayed, based on the course(s) required to be repeated.
 - d. A student may be granted permission to retake a failed course on a space-available basis only for courses with a clinical component.
 - e. The student may not be able to progress in general education or RN designated courses if a grade of “W” (Withdraw) or a letter grade of “D” or less is received in a general education course that is a pre-requisite.
7. The school reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

Conditions For Exit From The Nursing Program

Students will be permanently exited from the nursing program if they have failed or withdrawn from:

1. The same nursing course more than once
2. Two different RN courses over more than one quarter, including a course previously failed and repeated with a passing grade
3. Re-entry may be approved or denied by the school. The school reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student. The school reserves the right to exit a student at any time for unsafe or unethical performance or violation of the Code of Conduct.

Student Nurse Malpractice Insurance

Nursing students are covered under the insurance policy of Globe University/ Minnesota School of Business when on clinicals and while representing the nursing program. However, it is advisable that nursing students carry their own additional personal liability insurance.

Student Representation To Faculty Meetings

Policy adopted October, 2007

Purpose:

The mission and goals of the nursing program support development of the student to “serve as leaders of evidence-based practice within a global community” (Program Mission Statement, 2007). The faculty also values a collaborative partnership between the student, teacher, and learning environment that promotes lifelong learning and prepares the student to integrate professional values and ethical decision-making processes into nursing practice (Program Goals and Objectives, 2007). Representation from the student body to faculty meetings will assist the students to:

1. Participate in program governance and policy making to improve program quality
2. Ensure that the student voice is heard regarding items of concern
3. Experience the application of decision-making processes within a community
4. Develop leadership and advocacy skills
5. Demonstrate values and ethical behaviors reflective of professional nursing practice
6. Incorporate leadership skills into the practice of professional nursing

Guidelines:

1. Representation is required from all levels within the student body: first, second and third year students as applicable.
2. Representatives are to be elected by the student body as a component of the Minnesota School of Business Nursing Student Organization (MSBNSO) and or Student Nurse Association (SNA).

Elections will be held each winter quarter.

3. Representatives may be primary and alternate in order to maintain a presence at faculty meetings.

Minnesota Board Of Nursing Abilities

1. Students must successfully meet established competency criteria for all Nursing Abilities included within a nursing course in order to pass the course.
2. Each course syllabus identifies the Nursing Abilities included within the content.
3. Criteria for successful completion of Nursing Abilities are included in course syllabi or assignment instructions. Abilities are to be passed at 80% competency.
4. Students may be allowed one (1) rewrite on nursing abilities per course criteria. The Nursing Ability must meet criteria on the rewrite. Upon meeting of criteria, the student will receive the minimum score attainable to meet criteria as the final grade for the ability.
5. Not meeting passing standards on a Nursing Ability will result in a failing grade for the entire course.
6. Students are encouraged to meet with faculty to clarify criteria for successful completion of an ability as needed.

Student Conduct

The nursing program believes that each person is accountable for his/her individual behavior as it affects the learning environment or imposes on the rights, safety and freedoms of others. Unacceptable behaviors may serve as a basis for disciplinary action which could result in reprimand, probation or exit from the nursing program and/ or college.

Students are responsible for exemplifying behaviors suitable to the role of the professional nurse as detailed in the “Essentials of Baccalaureate Education” (AACN, 1998) and as outlined by the “Code of Ethics for Nurses” (ANA, 2001).

Personal Integrity

Personal integrity is an essential attribute of the individual as well as a professional role behavior. The following are examples of unethical and unprofessional behaviors.

Students who commit any of these behaviors will be required to appear before the Dean of Nursing and a committee of faculty for disciplinary action. This conduct policy is consistent with the college student conduct code. Examples in addition to the general policy include:

1. Assisting other students in dishonest acts
2. Violating patient’s rights or confidentiality
3. Violating school or clinical facility policies
4. Falsifying student or patient medical records
5. Withholding or falsifying information during clinical and community

experiences

6. Not reporting errors or omissions in patient care
7. Harassing students or faculty in or outside of the classroom by verbal, e-mail, text messaging or telephone communication
8. Using verbal, written or email communication that is of a slanderous, harassing, threatening, or inappropriate nature regarding other students, faculty, administration or staff of the college

Please refer to the GU/MSB Course Catalog (Sexual Harassment and Conduct sections) for more information about disruptive behavior and its consequences.

Notes

Notes

2010/2011

JULY 2010

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JULY 2011

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SEPTEMBER 2011

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Eau Claire

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Green Bay

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Green Bay, WI 54311
920-264-1600 | 877-626-1616

La Crosse

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Onalaska, WI 54650
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Madison East

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Madison, WI 53718
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Madison West

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Woodbury, MN 55125
651-730-5100 | 800-231-0660

Minnesota School of Business

Blaine

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763-225-8000 | 877-225-8201

Brooklyn Center

5910 Shingle Creek Parkway
Brooklyn Center, MN 55430
763-566-7777 | 800-231-9154

Elk River

11500 193rd Avenue NW
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763-367-7000 | 877-333-9757

Lakeville

17685 Juniper Path
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2777 34th Street South
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Plymouth

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