

# Center for Extended Learning (CEL)

---

The mission of the Center for Extended Learning (CEL) is to provide flexible, accessible, and quality lifelong learning opportunities. To serve this mission, CEL offers courses in a variety of locations and in a range of formats that meet the needs of today's learners.

Courses for university credit can be taken online, face to face, and through video conferencing/IVN, at Minot Air Force Base, in Bismarck on the Bismarck State College campus, or in Fargo. In addition, CEL provides College for Kids camps, community and professional seminars, and education workshops for teachers throughout North Dakota and surrounding states. Non-credit activities may also be offered in a wide variety of interest areas to meet the needs of the local community.

## Programs and Courses for the Military

CEL classes and degree programs are available to military personnel, their dependents, and civilians, both at the Minot Air Force Base (MAFB) in the Francis X. Deignan Building and on the Minot State University campus. The University provides a coordinator at MAFB to assist Air Force personnel with advising, selecting courses, tuition assistance, and registration. Students may register for MAFB classes via Campus Connection (<http://www.minotstateu.edu/cc>). Military members using tuition assistance must complete the required forms through the base education office and submit them to the MSU Business Office.

### Computer Literacy

According to the Department of Defense directive 1322.8, all students completing a degree on the Minot Air Force Base must do one of the following: 1) successfully complete an introduction to computer science course as one of their program electives, or 2) present evidence (credential, transcript etc.) that computer literacy has been obtained.

### Withdrawals—Military

All military members using tuition assistance who wish to withdraw from courses or the university must complete the required form through the base education office and complete MSU's withdrawal procedures. Failure to follow the withdrawal procedures will result in a failing grade for each course for which the student has enrolled.

## MSU Online

Minot State University is dedicated to the development of anytime, quality, flexible, web-based education. Our internet courses allow students to receive undergraduate, graduate, or continuing education in the convenience of home, office, or school. These courses reflect the same rigorous academic and faculty standards that apply to the University's traditional programs and fulfill certain degree requirements. A current listing of certificate and degree programs is available on the MSU Online web site (<http://catalog.minotstateu.edu/graduate/centerforextendedlearning/www.minotstateu.edu/online/degrees.shtml>).

## Registration for CEL Credit Activities

Registration for CEL credit activities must be completed via Campus Connection (<http://www.minotstateu.edu/cc>). Campus Connection allows you to choose courses offered by several delivery methods. When registering for a course, review the Mode of Instruction list of delivery options. Courses not listed as On Campus Face to Face are distance education courses offered by CEL and include a distance education access fee. Any student interested in enrolling in a distance education course must be fully admitted to MSU, either as a degree-seeking or non-degree seeking student..

Distance education courses, including IVN and online courses, apply toward degrees or certificates at MSU. Non-credit courses may offer the option of Continuing Education Units (CEUs) or select professional association continuing education units.

## Tuition and Fees

Distance education courses are charged per credit and are not covered under the tuition cap. The Business Office website ([http://www.minotstateu.edu/busoffic/student\\_info.shtml](http://www.minotstateu.edu/busoffic/student_info.shtml)) has a schedule of Distance Education tuition and fees. Financial aid is available for qualifying students who enroll in CEL courses for university credit. Tuition and fees are separate from, and in addition to, any coursework taken in the Traditional Campus mode.

## Financial Aid

Financial aid is available for qualifying students who enroll in courses for University credit. Students must make application to Minot State University, meet all admission standards listed in this catalog, and be eligible for financial aid.

## Immunization Waiver

A student who enrolls in only distance education courses (online, independent study, or off-campus sites), may be exempt from submitting proof of Measles, Mumps, and Rubella (MMR) immunization for admission to MSU. A student immunization waiver request (<http://www.minotstateu.edu/health/>

immunization.shtml) must be completed to grant an exemption. Students who choose to attend the campus at a later time will be required to submit proof of MMR immunization.

## **Refunds—All Students**

If a student must withdraw/drop a CEL credit course, refunds will be determined according to University policies and refund procedures. Contact the Business Office at 701-858-3330 or toll free 1-800-777-0750 for specific information.