NOTES & REMINDERS

- Be sure to check the MS in MLS GRADUATE COMMUNITY site in Blackboard for important and helpful information related to the degree. The site contains information modules, answers to Frequently Asked Questions, curriculum and registration information, helpful links, comprehensive exam information and much more. Find the site by clicking on the "Community" tab on the upper banner in Blackboard or online at: http://www.med.und.edu/medical-laboratory-science/mls-ms-curriculum.cfm

- The MLS Graduate Handbook is available on the MLS website: http://www.med.und.edu/medical-laboratory-science/_files/docs/mls-graduate-handbook-15.pdf. It can also be found in the MS in MLS Graduate Community site in Blackboard. It reflects curriculum and policy changes within the MS MLS program. Every student should be familiar with the content of the handbook and it serves as a good reference for frequently asked questions.

IMPORTANT DATES & DEADLINES
A full list of Dates and Deadlines can be found on the UND Registrar’s website: http://und.edu/academics/registrar/_files/docs/calendars/und-deadlines-1730.pdf

- Date available for MLS comprehensive exam: AUGUST 15, 2017
- Last day to be advanced to candidacy (in order to graduate in Dec 2017): AUGUST 21, 2017
- Date MS in MLS courses will be available in Blackboard: AUGUST 29, 2017
- Last day to add a fall semester course: AUGUST 30, 2017
- Deadline to apply for Dec 2017 graduation: SEPTEMBER 19, 2017
  To apply, go to: http://graduateschool.und.edu/graduate-students/current/forms.cfm

COURSE REGISTRATION:
The last day to add a course is AUGUST 30. Courses will be available in Blackboard on AUGUST 29. Use the information provided below to register for fall semester 2017. If a course you need fall semester is not available below contact your advisor ASAP. If you are unable to register contact Mary Beth McGurran, MLS Administrative Assistant (marybeth.mcgurran@med.und.edu or 701-777-2634).

The computer program used by UND to register for your courses is Campus Connection. Students will utilize it for registration of courses, viewing class schedule, viewing and paying their bill, viewing final grades, and changing their personal information. To begin:

1. Go to Campus Connection: http://und.edu/academics/registrar/campus-connection.cfm
2. Using your Student ID# and password follow the directions on the top of the page.
3. If you do not know your Student ID# and password follow the directions at the bottom of the page. If you experience problems contact the Help desk as indicated.
4. Continue logging in on UND Campus Connection using your ID/password; follow directions to register.
5. **Do not “search”** for the class number – instead, choose “enroll” and insert the class number given to you below for each particular course. MS in MLS courses are not available through the “search” function.
**COURSE INFORMATION:**
MS in MLS courses delivered online through Blackboard will become available on Tuesday, August 29, unless otherwise indicated.

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<th>Course #</th>
<th>Course Title</th>
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<th>Class #</th>
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<tbody>
<tr>
<td>MLS 501</td>
<td>Advanced Laboratory Practice: Technical Concepts</td>
<td>3</td>
<td>5628</td>
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<td></td>
<td>Course Description: An examination of technical concepts and skills utilized to ensure quality in the medical laboratory. The course will focus on enhancing quality control analysis and method validation skills, and utilizing statistical tools to monitor and improve quality testing processes in the medical laboratory. Facilitator: Ruth Paur, <a href="mailto:ruth.paur@med.und.edu">ruth.paur@med.und.edu</a> Instructor: Bre Kosmatka, <a href="mailto:Bre.Kosmatka@SanfordHealth.org">Bre.Kosmatka@SanfordHealth.org</a> Textbook: None</td>
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<tr>
<td>MLS 507</td>
<td>Advanced Clinical Immunohematology</td>
<td>3</td>
<td>5629</td>
</tr>
<tr>
<td>MLS 518</td>
<td>Advanced Molecular Diagnostics</td>
<td>3</td>
<td>5630</td>
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<tr>
<td>MLS 524</td>
<td>Current Trends and Issues in Medical Laboratory Science</td>
<td>2</td>
<td>5589</td>
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<td>Course Restriction: Complete this course during your first fall semester in the program. Course Description: Through group discussion and presentation, current trends in the field of clinical Laboratory science will be explored. Instructor: Brooke Solberg, <a href="mailto:brooke.solberg@med.und.edu">brooke.solberg@med.und.edu</a> Textbook: None</td>
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<tr>
<td>MLS 525</td>
<td>Professional Communication in the Medical Laboratory</td>
<td>3</td>
<td>5611</td>
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<td>Course Restriction: Complete this course during your first semester in the program. Course Description: This course will focus on developing written and oral communication skills as a foundation for application within the medical laboratory profession. Students will learn how to identify, assess, and incorporate appropriate reference materials to prepare professional, scholarly papers and presentations. Instructors: Samantha Peterson, Janna Schill, Chris Triske <a href="mailto:s.peterson@und.edu">s.peterson@und.edu</a>, <a href="mailto:janna.schill@med.und.edu">janna.schill@med.und.edu</a>, <a href="mailto:chris.triske@med.und.edu">chris.triske@med.und.edu</a> Textbook: None</td>
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<tr>
<td>MLS 591</td>
<td>Directed Studies in Lab Medicine: Project Development</td>
<td>1</td>
<td>5615</td>
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Course Restrictions: Students who already have an approved topic proposal for MLS 997, or have already completed MLS 997 with a passing grade are not eligible to take this course. This course is also not recommended to be taken during the student's first semester of coursework.

Course Description: With faculty/advisor consult, the student will identify a topic and develop a proposal for the independent project completed in MLS 997. Initial scholarly investigation of the topic will occur, and general guidelines for project format and content will be established.

Course Instructor: Brooke Solberg, brooke.solberg@med.und.edu

Textbook: None

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<tr>
<td>MLS 591</td>
<td>Directed Studies: Readings in MLS</td>
<td>1</td>
<td>19508</td>
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Course Description: Examination of applicable literature related to Medical Laboratory Science as part of an area of specialization or interest.

Course Instructor: Brooke Solberg, brooke.solberg@med.und.edu

Textbook: Readings for this course will be selected by each individual student and approved by the course instructor. Readings may come from textbooks, journals, other books, etc.

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<tr>
<td>MLS 996</td>
<td>Continuing Enrollment</td>
<td>1</td>
<td>5603</td>
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Course Information: Enrollment is required only if the student is graduating in Dec 2017 and is not enrolled in any other Fall 2017 semester courses. There is a course fee of $100.00. A student must be enrolled in a course the semester graduation occurs.

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<th>Class #</th>
</tr>
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<tbody>
<tr>
<td>MLS 997</td>
<td>Independent Study</td>
<td>2</td>
<td>See Below*</td>
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Course Restrictions: The student must have an approved (by advisor and UND Graduate School Dean) program of study and topic proposal submitted at least one semester before being eligible to enroll in this course.

Course Description: The independent study is a culminating experience for Medical Laboratory Science graduate students. Utilizing skills and information acquired throughout the degree process, students will select, investigate, and present findings of a topic with significance to the major field of study.

Course Information: This course is taken near the end of the student’s program of study. Consult with advisor for specific requirements and deadlines.

Textbook: None

Class #: To register use the class number that corresponds with your advisor (do not enroll in this course if your topic proposal has not been approved): Mary Coleman = 5597; Zac Lunak = 5617; Ruth Paur = 5596; Karen Peterson = 5598; Robert Porter = 5602; Linda Ray = 5604; Janna Schill = 5599; Brooke Solberg = 5600; Chris Triske = 5601.

Change of Personal Information: VERY IMPORTANT!! If you have had a change of name, address, phone number, etc., you will want to update this information on UND Campus Connection so that it is always current. Verification of your most current info will be viewed and used by the Department of MLS on Campus Connection along with the University itself. Please keep it current.

Blackboard: Blackboard is the program used to deliver courses online. Student enrollment and access into Blackboard will not occur until August 29. If after August 29 you have any questions concerning Blackboard, please contact Janna Schill at janna.schill@med.und.edu. Please note: If you register late it may be 24 hours before course enrollment occurs.

Final Course Grades: Final course grades should always be viewed on Campus Connection and not on Blackboard. Make sure to check your final grade on Campus Connection each semester.

Email: All students must activate their UND email account. After you have activated it, it is also important that you use it as your preferred email while a student in our program. We will be using your UND email to contact you and ask that you use it to contact us. REMEMBER: It is very important that you use your UND email as your preferred email and check it often.

Tuition:
Students who are admitted to the MLS graduate level program and are not residents of North Dakota or Minnesota will be charged tuition based on the contiguous per credit rate instead of the out of state rate. If you are a resident of MN you need to complete the MN reciprocity form: http://und.edu/admissions/student-account-services/mn-reciprocity.cfm

**IMPORTANT:** Student Account Services does not mail tuition bills. To view your tuition/fees go to Campus Connection.

To pay your bill see the payment options offered by Student Account Services: http://und.edu/admissions/student-account-services/index.cfm

**Additional Helpful Hyperlinks:**
- MLS Graduate Course Rotation Schedule: http://www.med.und.edu/medical-laboratory-science/mls-ms-course-rotation-schedule.cfm
- Graduate School Home Page: http://graduateschool.und.edu/
- Campus Connection Web demo: http://www.conted.und.edu/coursedev/enroll.htm
- Student Account Services: http://und.edu/admissions/student-account-services/index.cfm
- MS MLS Handbook: Become familiar with the information provided in the MLS Handbook available on the MLS website http://www.med.und.edu/medical-laboratory-science/mls-forms-handbook.cfm. It can also be found within the MLS MS Community in Blackboard.

**Spring 2018 Course Registration and Schedule of Course Offerings:** To register for spring semester 2018 courses, view the MLS website late Nov. An announcement will be posted and the class numbers to use to register for the courses offered will be listed. Courses to be offered spring semester are: MLS 503, 508, 515, 523, 525, 591, 997.

**Computer Requirements:** If you have specific questions concerning your PC’s compatibility please contact Janna Schill at Janna.schill@med.und.edu or 701-777-6302.

**Assistance:** If you have any questions, concerns, or require additional information, please feel free to contact MaryBeth McGurran, MLS Administrative Assistant, at marybeth.mcgurran@med.und.edu, 701-777-2634.

**DO YOU KNOW OF ANYONE WHO IS IN NEED OF CONTINUING EDUCATION? PASS THE WORD…VISIT OUR LEND WEBSITE:**
http://www.med.und.edu/medical-laboratory-science/lend/index.cfm

**UND IS AN EQUAL OPPORTUNITY INSTITUTION**

Equal Opportunity Statement: It is the policy of the University of North Dakota that no person in the United States shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges, and in their academic pursuits. It also is applicable in the University-owned or University-approved housing, food services, extracurricular activities and all other student services. It is a guiding policy in the employment of students either by the University or by outsiders through the University and in the employment of faculty and staff. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Employment Opportunity/Affirmative Action and Title IX Coordinator at 701-777-4171, und.affirmativeactionoffice@und.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.