MS in MLS COURSE OFFERINGS SCHEDULE
SPRING 2016

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, 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](http://www.med.und.edu/medical-laboratory-science/mls-ms-curriculum.cfm)

• We have added a **new course** option! **MLS 591 Directed Studies: Project Development (1 credit)**
  This course can be taken as an elective course and applied to your total degree credits. The course is intended to help students identify, develop, and research a topic for MLS 997-Independent Study. As part of the course, students will write and submit a topic proposal for their MLS 997 project. See the full course description on the next page. The course will be facilitated by your advisor.

• The MLS Graduate Handbook has been updated and is available on the MLS website [http://www.med.und.edu/medical-laboratory-science/_files/docs/mls-graduate-handbook-15.pdf](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 contents 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-1630.pdf](http://und.edu/academics/registrar/_files/docs/calendars/und-deadlines-1630.pdf)

• Date available for ‘new’ comprehensive exam: **JANUARY 5, 2016**
• Last day to be advanced to candidacy (in order to graduate in May 2016): **JANUARY 12, 2016**
• Date MS in MLS courses will be available in Blackboard: **JANUARY 19, 2015**
• Last day to add a course for spring semester: **JANUARY 21, 2016**
• Deadline to apply for May 2016 graduation: **FEBRUARY 9, 2016**
  To apply, go to: [http://graduateschool.und.edu/graduate-students/current/forms.cfm](http://graduateschool.und.edu/graduate-students/current/forms.cfm)

COURSE REGISTRATION:

The last day to add a course is **January 21**. Courses will be available in Blackboard on January 19. Use the information provided below to register for spring semester 2016. If a course you need spring 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](mailto:marybeth.mcgurran@med.und.edu) or 701-777-2634).

The computer program used by UND to register for your courses is UND 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://www.und.nodak.edu/dept/registrar/campusconnection/index.htm](http://www.und.nodak.edu/dept/registrar/campusconnection/index.htm)
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 and password and follow the 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.

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<th>Course #</th>
<th>Course Title</th>
<th>Cr</th>
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<tbody>
<tr>
<td>MLS 501</td>
<td>Advanced Laboratory Practice: Technical Concepts</td>
<td>3</td>
<td>10309</td>
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<td><strong>Course Description:</strong> 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. Course Information: Online course. Available on Blackboard January 19. Instructor: Matt Cooley and Janna Schill, <a href="mailto:janna.schill@med.und.edu">janna.schill@med.und.edu</a> Textbook: To be determined</td>
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<tr>
<td>MLS 513</td>
<td>Advanced Clinical Immunology</td>
<td>3</td>
<td>10310</td>
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<td><strong>Course Description:</strong> An in-depth investigation of immune system functions. Correlation of laboratory results with normal and disease states will be emphasized. Course Information: Online course. Available on Blackboard January 19. Instructor: Zac Lunak, <a href="mailto:zak.lunak@med.und.edu">zak.lunak@med.und.edu</a> Textbook: (Optional) Janeway’s Immunobiology, 8th ed. ISBN-10:0815342438.</td>
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<tr>
<td>MLS 515</td>
<td>Capstone in Medical Laboratory Science</td>
<td>2</td>
<td>10285</td>
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<td><strong>Course Description:</strong> On campus course held May 10-13 (Tues-Fri) at the UND School of Medicine and Health Sciences. This course is designed to be taken near the end of the student’s program of study. A student graduating in May, August or December 2016 should register for this course. The spring 2016 graduation ceremony is held on May 14 if you wish to attend. Facilitator: Mary Coleman, <a href="mailto:mary.coleman@med.und.edu">mary.coleman@med.und.edu</a></td>
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<tr>
<td>MLS 525</td>
<td>Professional Communication in the Medical Laboratory</td>
<td>3</td>
<td>10311</td>
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<td><strong>Course Restriction:</strong> Complete this course during your first semester in the program <strong>Course Description:</strong> 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. Course Information: On line course. Available on Blackboard January 19. <strong>Instructors:</strong> Janna Schill, <a href="mailto:janna.schill@med.und.edu">janna.schill@med.und.edu</a>, Brooke Solberg, <a href="mailto:brooke.solberg@med.und.edu">brooke.solberg@med.und.edu</a>, and Chris Triske, <a href="mailto:chris.triske@med.und.edu">chris.triske@med.und.edu</a> Textbook: None</td>
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<td>MLS 526</td>
<td>Advanced Clinical Hemostasis</td>
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<td>10312</td>
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<td><strong>Course Description:</strong> A comprehensive study of the human hemostatic system. Normal function, disease pathophysiology, and the evolution of hemostasis in healthcare will be discussed. The laboratory’s role in the diagnosis and/or monitoring of bleeding and clotting disorders will be emphasized. Course Information: On line course. Available on Blackboard January 19. Instructor: Brooke Solberg, <a href="mailto:brooke.solberg@med.und.edu">brooke.solberg@med.und.edu</a> Textbook: To be determined</td>
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<tr>
<td>MLS 591</td>
<td>Directed Studies in Lab Medicine: Project Development</td>
<td>1</td>
<td>26485</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:** Your advisor

**Textbook:** None

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<tr>
<td>MLS 996</td>
<td>Continuing Enrollment</td>
<td>1</td>
<td>10276</td>
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**Course Information:** Enrollment is required only if the student is graduating in May 2016 and is not enrolled in any other Spring 2016 semester courses. There is a course fee of $100.00.

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<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 = 10278; Ruth Paur = 10282; Karen Peterson = 10279; Robert Porter = 10280 Linda Ray = 10284; Janna Schill = 10281; Brooke Solberg = 10277; Chris Triske = 10283.

**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 January 19. If after January 19 you have any questions concerning Blackboard, please contact Janna Schill at janna.schill@med.und.edu. Please note: If for some reason 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.

**Proctor Information:** A proctor is not required for any courses offered fall semester 2016.

**Email:** All students must activate their UND (my.und.edu) 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 my.und.edu 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](http://und.edu/admissions/student-account-services/mn-reciprocity.cfm)
• **IMPORTANT**: Student Account Services does not mail tuition bills. To view your tuition/fees due go to UND campus connection.

• To pay your bill see the payment options offered by Student Account Services: [http://www.und.edu/dept/studentaccounts/](http://www.und.edu/dept/studentaccounts/)

**Additional Helpful Hyperlinks:**

• UND’s spring semester 2016 dates and deadlines: [http://und.edu/academics/registrar/_files/docs/calendars/und-deadlines-1630.pdf](http://und.edu/academics/registrar/_files/docs/calendars/und-deadlines-1630.pdf)

• MLS Graduate Course Rotation Schedule: [http://www.med.und.edu/medical-laboratory-science/mls-ms-course-rotation-schedule.cfm](http://www.med.und.edu/medical-laboratory-science/mls-ms-course-rotation-schedule.cfm)

• Graduate School Home Page: [http://www.und.edu/dept/grad/](http://www.und.edu/dept/grad/) Campus Connection Web demo: [http://www.conted.und.edu/coursedev/enroll.htm](http://www.conted.und.edu/coursedev/enroll.htm)

• Student Account Services: [http://www.und.edu/dept/studentaccounts/](http://www.und.edu/dept/studentaccounts/)

• UND Tech Support: [http://und.edu/tech-support/](http://und.edu/tech-support/)


**Fall 2016 Course Registration and Schedule of Course Offerings:** To register for fall semester 2016 courses, view the MLS website in mid July. An announcement will be posted and the class numbers to use to register for the courses offered will be listed. Courses to be offered fall semester are: MLS 505(3cr), 506(3cr), 509(3cr), 524(2cr) 525(3cr), 591(1cr) and 997(2cr).

**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 or 701-777-2634.

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**DO YOU KNOW OF ANYONE WHO IS IN NEED OF CONTINUING EDUCATION? PASS THE WORD…VISIT OUR LEND WEBSITE:**


**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.