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S T U D E N T

Handbook

SAINT CLOUD STATE UNIVERSITY

1982-1983



Contents



Why have a Handbook?

AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY

St. Cloud State University is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, national origin or status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. Inquiries concerning the application of Affirmative Action, Equal Opportunity or Title IX at St. Cloud State University should be referred to the Affirmative Action Officer, 255-3143. Inquiries about Section 504 of the Rehabilitation Act of 1973 should be referred to the 504 Coordinator, 255-3111.

Several purposes motivate the publication of this handbook. The first is a desire to communicate to students new to St. Cloud State University the regular on-going opportunities for involvement—with people, issues and special events. The second intention is to make available those regulations that express expectations of behavior, convey a respect for community, and provide for the protection of the rights of the individual. **EACH STUDENT IS HELD RESPONSIBLE FOR THE INFORMATION IN THE REGULATIONS SECTION**, and is encouraged to read the pages that surround it.

University policies and regulations are continuously reviewed by appropriate governing bodies. Additions to, and modifications of, these policies may be made from time to time. When so specified, such additions and/or changes may become effective shortly after (upon) passage and will be considered as legally binding as those published herein. Policy changes will be published in the *Chronicle* and publicized in such other campus media as may be available and appropriate.

Prepared by Information Services

STUDENT SERVICES	1-7
Academic Assistance	1
Atwood University Center Council	1
Bookstore	1
Career Planning and Placement	1
Child Care Center	2
Commuter Students	2
Counseling Services	2
Discrimination / Sexual Harassment	2
Escort Service	2
Financial Aid	2
Health Services	3
Intramural-Recreational Sports	4
Learning Resources Services	4
Minority Program	5
Reading Services	5
Residence Hall Living	5
Student Association Government	5
Student Life and Development Office	6
Student Records	6
University Programming	6
Use of Campus Facilities	6
Veterans' Affairs	7

ACTIVITIES AND ORGANIZATIONS	8-14
Campus Groups and Organizations	8-13
University Program Board	13
Student Organization Policies	14
Organizations' Privileges, Responsibilities	14
Activities Transcript	14

REGULATIONS	15-17
Why Regulations?	15
Specific Policies and Regulations	15-17
International Students	17
Parking	17

UNIVERSITY JUDICIAL POLICIES	17-19
-------------------------------------	-------

ST. CLOUD CITY (map)	20-21
-----------------------------	-------

ACADEMIC POLICIES	22-26
Advising	22
Student/Adviser Responsibilities	22
General Education Requirements	22
General Education Course Waivers	23
Registration, Fee Payment,	
Schedule Changes	24
Attendance, Class Drops,	
Withdrawals and Incompletes	24
Academic Computer Services	24
Academic Honesty, Standards	25
Arranged Course	25
Auditing	25
College Level Examination Program	25
Credit by Examination	25
Grading Appeals Policy	25
Independent Study	26
Mailing Policy/Admissions and Records	26
Refunds	26
Student Load	26
Admission to Major Program	26

GETTING STARTED ON MAJORS AND MINORS	27-37
Elective Studies Degrees	27
Pre-Professional Programs	27
Colleges	28-39

QUESTIONS AND ANSWERS	40
------------------------------	----

WHERE TO GET HELP	38-39
--------------------------	-------

GOAL PLANNER	inside back cover
---------------------	-------------------

STUDENT SERVICES

ACADEMIC ASSISTANCE

Assistance for those experiencing academic problems may be obtained by contacting any of the following people or services which seem appropriate to your needs.

Faculty Adviser. You will be assigned a faculty adviser to assist you in planning your quarterly class schedule and to answer any other questions you may have concerning your chosen field of study. It is wise to confer with your adviser early in the year in order to take full advantage of her/his assistance.

Counseling and Related Services Center. Stewart Hall - 118 is the headquarters for the following academic services:

1. Individual academic counseling.
2. Study skills group activity.
3. Developmental and reading improvement courses.

ATWOOD MEMORIAL CENTER

Atwood is the social and recreational center of the university community. Students, staff, faculty and visitors to the campus make Atwood a busy and exciting center of activity.

Most people at SCSU spend a lot of time in Atwood for a variety of reasons. One is food. The lower level facilities include a number of dining opportunities, from fast food to complete meals. The coffee house offers free entertainment every Tuesday night.

A commuter lounge and a large recreational center which includes bowling, billiards, foosball, darts, table tennis, and a variety of small games can also be found on the lower level. The outings equipment rental center offers a wide range of outdoor items along with an exciting program planned by the University Program Board. The upper levels contain the main desk and lounge, a walk-in delicatessen and bakery, variety store, barber shop, and a number of conference rooms. The theatre, ballroom, art gallery, music listening lounge, and activities center are all located on upper levels of the building.

The Craft Center, open year-round, is an area staffed by individuals who will help participants learn and get started with any of a wide variety of arts and crafts projects. Each quarter workshops are offered, which may include artistic instruction, dance or health concerns. Some of these are planned by the Learning Exchange, a group of student volunteers who prepare a quarterly list of free learning events.

It should be stressed that all of Atwood's facilities are open to serve the students' needs. Room reservations for conferences, movies, classes, dances and many other activities can be made by appropriate student groups. Simply contact the reservations office.

Among the newer features in Atwood are a banking service, telephone bill paying service and complete scheduling services for all campus facilities (room 118).

Room 222, the activities center, is headquarters for student programming, governance and activities. Offices for the student senate



and a number of special interest organizations are located here. In this complex are the offices and work areas of the University Program Board. Students who participate on the committees plan activities, including art exhibits, concerts, speakers and forums, films and tournaments, which provide a variety of cultural, social, recreational and educational events. Membership on these committees is open to all interested students.

Come in and enjoy Atwood; it's your facility.

ATWOOD UNIVERSITY CENTER COUNCIL

Duties: To review objectives, policies and guidelines for the usage of Atwood Memorial Center facilities and review and evaluate the operational budget for the University Center facilities.

Membership consists of:

Four students selected by the Student Senate of which at least 2 represent the University Program Board and 1 represents student employees in Atwood Center

Two alumni selected by the Alumni Board
Director of Minority Program

One Resident Director (designated by the Vice President for Student Life and Development)

One member of professional support personnel from Atwood Center

Director, Program Director and Recreation
Director of Atwood Center (ex-officio, non-voting)

University Organizations Adviser

BOOKSTORE

The bookstore is located in Stewart Hall basement. New and used textbooks, school supplies, paperbacks, greeting cards, stationery, sweat-shirts, art supplies, posters, gift and drug items are sold here. The store will special order any book in print if it is not in stock. The bookstore is open extended hours the first 2 weeks of every quarter: 8:00 a.m. til 8:00 p.m. Monday through Thursday of the first week and

8:00 a.m. til 7:00 p.m. Monday through Thursday of the second week. **REGULAR** hours are 8:00 a.m. til 4:30 p.m. Mondays through Fridays.

Additional services include a film developing service and postal station. You can buy stamps, mail your letters and packages from here.

CAREER PLANNING AND PLACEMENT

The University offers a placement service for students in all areas of study. Students are encouraged to contact the office in their freshman year to obtain information on career opportunities. Studies of the labor market are constantly being made to determine present and future employment prospects.

A primary service of the office is the assembling, maintaining, storing, and forwarding to prospective employers a set of placement credentials, which is a recognized aid in assisting the potential employer as well as the candidate for the position. The credential file consists of a personal data sheet, evaluations of student teaching or internship experiences, faculty recommendations, recommendations from former employers, and a listing of the university courses taken prior to graduation.

There is no fee, provided the student activates the placement file *before the date of graduation*. Seniors are encouraged to establish a placement file, even if they do not plan to use the service at the time of graduation, because of the difficulty in collecting the necessary personal recommendations after leaving the University. Information is kept confidential until the student activates the file and then is shared only with bonafide employers.

Most students will want to activate their file early during their senior year. Activation is accomplished by completing the necessary forms which become the essential pages in the placement credential. The major services provided upon activation include the receiving of the bi-weekly job opportunity lists, on-campus interviews, and the mailing of credentials to prospective employers to assist them in making employment decisions. The placement staff also nominates active candidates for openings received from employers who request this service.

Many additional services of the office are available to all students, whether or not they have an active file. Please drop into the Center for Career Planning and Placement and learn how they can be of service to you.

CHILD CARE CENTER

The University Child Care Center provides infant, toddler and preschool child care for student, staff, and faculty families at SCSU. The Center has a parent board of directors which recommends policies and procedures for the operation of the Center. The Center is normally open from 7:30 to 5:00 during fall, winter, and spring quarters, and is located in room B-121 Education Building. Phone: 255-3296.

COMMUTER STUDENTS

Several services are available to commuter students. Among them is a **car pool matching service** organized by the University Organizations adviser. Simply complete an application form, available in Room 222, Atwood Center, and you will be provided with a listing of other commuter students from your area who are seeking to form a car pool. *The Commuter*, a newsletter which includes information on services and upcoming events at SCSU, is distributed regularly to students living outside the St. Cloud metropolitan area. To get your name on the mailing list, contact the University Organizations adviser in the office listed above, or call 255-3004.

A **commuter lounge** is located on the second level of Atwood Center. Here students can study or relax between classes, and meet with other students. Brochures and pamphlets containing information of interest to students are available in this lounge, and a bulletin board is posted with announcements and notices of upcoming events. One section of this bulletin board also serves as a place for commuter students to leave messages for each other.

Lockers are available in Atwood Center, Stewart Hall, and the Education Building for students who live off campus. Those in Atwood Center can be rented at the recreation desk on the lower level of that building. To rent those in Stewart Hall and in the Education Building, see the secretary in Atwood Center, 142.

Commuter students having problems or concerns are asked to contact the University Organizations adviser. This staff member serves as a resource to this group of students, designs programs to meet their needs, and acts as an advocate of commuter student concerns.

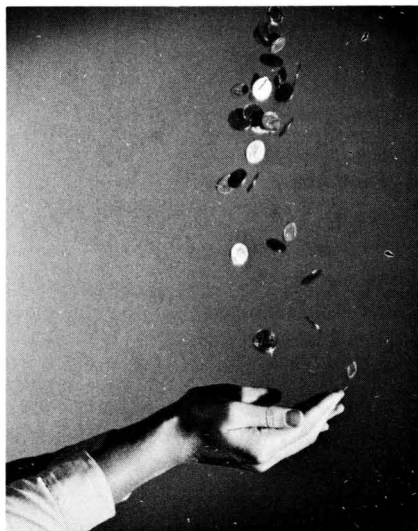
COUNSELING SERVICES

Any student enrolled in the University is eligible to use the services of this center without charge. Although an adviser might suggest the use of the center's services, it is highly recommended that the student take the initiative in seeking counseling. A full-time staff is employed to aid students in the following areas:

Educational Counseling deals with such problems as study habits, and selection of a major program of study. An evaluation of a student's success in a prospective major area is based on ability, interests, aptitude and other personal factors involved. Tests and background materials are useful tools for discovering areas of aptitude and interest, opening new insights which can make possible the student's individual choice in the matter.

Group Counseling. Students who desire to discuss common problems may contact the Counseling Service and obtain the assistance of a professional counselor trained in group process. Various groups will be initiated throughout the academic year ranging from personal growth groups to career process groups.

Personal Counseling is directed toward the student's efforts to adjust to the environment and offers an opportunity to "unlearn" some anxieties and explore possibilities for present and future personal development. Personal counseling can also help the student resolve conflicts, clarify goals and increase self-understanding. The counseling center offers relaxation training programs utilizing biofeedback equipment.



Test and Test Interpretation. Vocational and educational testing programs are available to students. Test results are routinely obtained on all students. The center provides counselors to help students understand their test scores. Available information includes scores on tests of general academic achievement, reading skills and scholastic aptitude. Other tests are administered if the student and counselor feel they would be helpful. To obtain an individual interpretation of test scores, the student can contact the receptionist in 118 Stewart Hall for an appointment.

Vocational Counseling is concerned with a career choice. It is one of the most vital and yet one of the most complex problems an individual encounters. Many students are not able to make this choice without some professional help from a well-trained counselor. In addition, the student may need to devote time to reading pertinent occupational literature and taking tests. The process involves the gathering of information related to several occupations and careful consideration of appropriate preparation for the occupations discussed. Also, we now have a computerized occupational information system which helps students obtain information on vocations and education much more rapidly.

DISCRIMINATION/SEXUAL HARASSMENT

It is the policy of St. Cloud State University to seek prompt and equitable resolution of allegations of discrimination relating to race, sex, including sexual harassment, age, marital status, physical and mental handicap. For assistance contact the Affirmative Action Office (255-3143) or Title IX Coordinator (255-3111).

ESCORT SERVICE

An Escort Service is available between 10:00 p.m. and 2:00 a.m. Requests may be made by calling 255-3453. All requests will be verified.

Financial aid

A large number of federal, state, and university financial aid programs exist to assist St. Cloud State University students who have difficulty financing their college educations. The student and his or her family, to the extent that they are able, have the primary responsibility to pay for the cost of post-secondary education. However, if the student and family are unable to finance the cost of attendance, the university stands ready and willing to assist students. Financial need does not mean financial poverty.

If a student wishes to be considered for financial assistance under the Basic Educational Opportunity (Pell) Grant, Minnesota State Scholarship/Grant, National Direct Student Loan, Supplemental Educational Opportunity Grant, and College Work-Study programs, it is necessary for the student to submit a Family Financial Statement to American College Testing (ACT) with the proper processing fee. This form may be obtained from any high school counselor or from the Financial Aids Office. This is the only needs analysis document accepted by SCSU. ACT provides information which enables the aid officer to determine each student's eligibility for assistance under these programs.

In addition to the ACT form, each student is required to submit annually an SCSU Application for Financial Assistance. This form is obtained by writing directly to the Financial Aids Office. Applications are made available usually after January 1 of each year and should be filed by April 1. Applications filed before April 1 will be given priority consideration.

GRANTS

Basic Educational Opportunity (Pell) Grant.

This program is the "floor" of all financial support. All students seeking aid are required to apply for this federal grant. Gift assistance under this program may total \$1900 per year, but not more than the calculated need or one-half of the college cost as determined by the United States Office of Education. Applications may be obtained from any high school counselor, financial aid office, or post office, generally after January 1, of each year.

Supplemental Educational Opportunity Grants.

Supplemental grants are restricted to undergraduate students who demonstrate a calculated financial need. This grant may not exceed \$2000 per year. Students may receive funds under this program until the undergraduate bachelor's degree is obtained for the first time.

Minnesota State Scholarships and Grants.

Scholarships and grants are made available to Minnesota residents not to exceed one-half of the student's demonstrated financial need, with a maximum award of \$1400. These awards are restricted to undergraduate students. Scholarship applicants must rank in the upper 25% of their high school class at the end of the sixth semester. Grants are available to needy students and are not based on academic achievement. Applications are mailed to high school seniors early each fall and also are available at any

Minnesota high school or post-secondary school. All application materials must be postmarked on or before May 1 of each year to receive priority consideration.

Minnesota Part-Time Student Grant Program. Minnesota residents who are enrolled less than full-time pursuing a course of study leading to a recognized degree are eligible to apply for these funds. These awards are based on financial need. Only students who are enrolled less than full time who do not have their tuition and fees paid by any other agency, such as welfare or employer, or who are not eligible for any other federal or state gift assistance can receive these funds. Grants under this program will only cover the cost of tuition and fees.

EMPLOYMENT

Federal College Work-Study Program. Any needy student enrolled at least half-time can obtain employment under this program. First priority is given to students with the greatest financial need. Students may work up to twenty hours per week while classes are in session. Full-time work is available during summer and vacation periods. Students are usually paid the minimum wage under this program.

Minnesota State Work-Study Program. This part-time employment program closely parallels the Federal Work-Study Program. Determination of financial need is more liberal under the state program than it is under the Federal Work-Study Program. Students are employed on and off campus under this program.

University Employment. A limited number of jobs are available at the university under this program. Financial need is not a criteria for obtaining regular on-campus employment. Information may be obtained from the Financial Aids Office or the University Student Employment Service, located in 101 Administrative Services Building.

LOANS

Guaranteed Student Loan. These loans are available from commercial lenders in the student's home community or from the State of Minnesota through a lending agency operated by the Minnesota Higher Education Coordinating Board. The maximum loan is \$2500 per year for undergraduate students. The maximum aggregate loan for undergraduate students may not exceed \$12,500. Graduate students may borrow up to \$5000 per year with an aggregate limit of \$25,000 including undergraduate loans.

This loan is no longer available to all students who do not demonstrate a calculated need. A student who is from a family where the total family income is equal to or greater than \$30,000 must demonstrate a calculated need in order to be eligible. The amount of the loan can not exceed the student's calculated need. Financial need is determined by submitting a Family Financial Statement to American College Testing (ACT).

If a student demonstrates a calculated need or is from a family where the adjusted gross income is less than \$30,000 per year the interest is paid by the U.S. Government while the student is enrolled at least half-time and for six months after the student leaves school. During the six months grace period the student is required to make minimum payments in the amount of \$50 per month plus an interest charge of 9% simple.

All students borrowing under this program are also charged a 5% origination fee on the amount borrowed.

Auxiliary Loan Program to Assist Students (ALAS). A new loan program has been established for parents, independent undergraduates, and graduate students. Any parent may borrow up to \$3000 a year to assist their son or daughter with educationally related expenses. The maximum aggregate limit is \$15,000. The limits for an independent undergraduate student is \$2500 per year and \$12,500 in total in combination with funds borrowed under the Guaranteed Student Loan Program. Graduate students may borrow up to the maximums under both the ALAS Program and the GSL Program. Repayment begins within 60 days after the disbursement of the loan. The minimum repayment is \$50 per month. The annual interest rate on this loan is 14% simple. If additional information or applications are needed, please contact any participating lending institution or the Financial Aids Office.

National Direct Student Loan. Loan funds under this program are made available to any student enrolled at least half-time who demonstrates a calculated financial need. Loan limitations for undergraduate students are \$3,000 for the first two years of study and \$3,000 for the second two years of study. Graduate students are restricted to a maximum aggregate loan of \$12,000 for undergraduate and graduate or professional study. No interest charges accrue while the student is enrolled at least half-time and during a six month grace period after the borrower ceases to be enrolled. The loan is repaid at a minimum rate of \$30 per month, plus interest which is at the rate of 5% simple. The maximum repayment period is ten years. Certain teaching cancellation benefits are available to recipients of this loan.

Emergency Short-Term Loans. Emergency loan funds are available to assist full-time students with educationally related expenses who have attended SCSU at least one quarter and have a minimum HPR of 2.0.

SCHOLARSHIPS

Scholarships. Most of the SCSU Scholarships are awarded on the basis of financial need and scholarship. SCSU Scholarships are available to freshmen as well as advanced undergraduate students. Incoming freshmen must be in the upper five percent, academically, of their high school class, and an upperclassman must have a cumulative honor point ratio of 3.5 or higher. A limited scholarship program is available to assist students from ethnic minorities who show academic promise and demonstrate a calculated financial need.

FOOD SERVICE

Two dining areas are available to students on campus throughout the year. Dining facilities in Atwood Center are open to all students and faculty. Garvey Commons accommodates all contract students.

Meal contracts may be purchased at the Business Office for off-campus students. Guests are always welcome at Garvey Commons. Information concerning serving hours and guest accommodations is available at both Garvey Commons and Atwood Center food service offices.

HEALTH & WELL BEING

HEALTH SERVICE

Location and Hours. Located on the first floor of Hill Hall, you can enter through the northeast entrance to the building. The Health Service is staffed by medical doctors, nurse practitioners, professional nurses, laboratory technicians, a pharmacist, the coordinator to the Campus Drug and Lifestyle Awareness Program, and medical secretaries.

Regular patient care hours are maintained Monday through Friday from 8:00 a.m. to 4:30 p.m. For emergency care, at times when the Health Service is not open, call 255-3191 for instructions on how to obtain needed medical care.

You are encouraged to make an appointment when appropriate.

When you do not have an appointment and develop an acute illness or injury, you will be seen and evaluated in the walk-in clinic on a first come, first served basis.

Most visits to the Health Service are covered by your payment of the Health Service fee; however, there is a nominal charge for some of the elective and more extensive procedures and medications.

A validated student I.D. must be presented when using the Health Service.

Entrance. All new entering students are required to complete a Lifestyle Assessment Questionnaire. The medical alert section of this questionnaire is kept on file at the Health Service as a permanent part of the student's clinical record. The traditional entrance physical exam is not required; however, any student may choose to have a physical exam completed by their own physician in addition to the Lifestyle Assessment Questionnaire.

Required Physical Exams. At this time, students participating in varsity sports must have a physical exam prior to the beginning of the first practice session. If you participate in more than one sport, you must receive a health clearance from the athletic department prior to subsequent athletic participation.

Student teachers must have a Mantoux test within a year prior to student teaching. Special times are arranged each quarter for these Mantoux tests, please check with the Student Teaching Office for dates and times.

Records. All medical records are confidential. If you wish to have certain information sent to another medical facility or any other area on campus, you must sign a release of information. Also if you transfer to another university you must specifically request that your health record be transferred. Upon graduation or withdrawal from St. Cloud State University, your health record remains at the Health Service for 7 years and is then destroyed. At no time does it become a part of your grade transcript or any other part of your University record.

Health Insurance. All students are encouraged to have some type of Health Insurance to help pay for costs of laboratory tests, x-rays, and emergency health care. If you do not have a private insurance health care plan, an insurance plan is offered via the University on a quarterly basis. Enrollment may be done at the time of registration or the first two weeks following registration.

STUDENT TEACHER/ INTERN HEALTH CARE

If your academic assignment is more than 30 miles away from the St. Cloud area and you are in need of medical care, you should obtain medical care as necessary using the following procedure.

1. Receive medical care necessary.
2. Pay for care received and request an itemized statement.
3. Use insurance plan for lab and x-ray work done.
4. Submit receipt of payment (#2) to Health Service along with an explanation of your reason for seeking care.

You will not be reimbursed for care received after usual office hours or on weekends as service during these times is not available to on-campus students. Routine exams and allergy injections are also your individual responsibility as are laboratory fees, x-ray costs and fees for emergency room care. The Health Service attempts to provide students assigned away from campus with comparable care to on-campus students. The final decision of reimbursement is made at the Health Service.

INFORMATION SERVICES

The University has a special office called Information Services for keeping the public informed about the activities of students and faculty through the mass media. News stories and features are sent regularly to hometown newspapers and radio and television stations. If you need to publicize an event or project of interest beyond the campus, contact the news editor in Room 207, Administrative Services Building.

As part of Information Services, a publications editor supervises the preparation of official university publications. A sports information director publicizes athletic achievements of students through an office in Halenbeck Hall. The university photographer also is a member of the Information Services staff.

INTRAMURAL-RECREATIONAL SPORTS

Intramural-Recreational Sports offers a variety of recreational activities for the university community. This unit is responsible for the organization and administration of intramurals, informal recreation, and sports clubs. Focus is on the participant-centered program philosophy, making individual recreational needs paramount.

- All of the Halenbeck, Halenbeck South, and Eastman Hall recreation facilities are available for student use with validated ID presentation. Students have access to racquetball, basketball, volleyball, indoor and outdoor tennis courts, saunas, indoor and outdoor tracks, weight training facility and swimming pools.
- A **user fee** system is employed, making recreational services available to spouses and families of students for a nominal quarterly fee.
- **Intramurals** are the structured, competitive part of the program offering season and tournament activity for men, women and co-rec teams. All major sports are offered (football, soccer, tennis, volleyball, basketball, softball, badminton, wrestling, and broomball) as well as quarterly special events.
- **Informal Recreation** is the unstructured program providing open time in the pools, gymnasiums, gymnastics room, racquetball courts, track and weightroom for individuals desiring activity.
- **Sports Clubs** are student organized co-recreational special interest groups formed to participate in practice, competition and instruction. Currently recognized clubs are soccer, rugby, volleyball, frisbee, scuba, karate, and gymnastics.
- **Equipment** is available to check out with a St. Cloud State University issued validated identification card.
- **Programs** are held in Eastman Hall, Halenbeck Hall, and Halenbeck South. Schedules of activities and events are posted quarterly and information is available by phoning 255-3325.

St. Cloud State University will not assume liability for injuries or damage which may be sustained by an individual or her/his personal equipment while he/she is participating in any or all phases of the Intramural-Recreational Sports programs.

Learning Resources

LEARNING RESOURCES SERVICES

Learning Resources Services' primary function is to provide the University with learning materials (both print and non-print) and resources. Facilities located in Centennial Learning Resources Center provide for circulation of materials, production and distribution of materials, and maintenance of extensive print and non-print collections.

Hours

ACADEMIC YEAR

7:45 a.m. - 11:00 p.m. Monday-Thursday
7:45 a.m. - 4:00 p.m. Friday
9:00 a.m. - 5:00 p.m. Saturday
2:00 p.m. - 10:00 p.m. Sunday

NOTE:

12:00 noon - 12:00 midnight
The Sunday of Final Week
7:45 a.m. - 12:00 midnight
The Monday and Tuesday of Final Week

SUMMER TERMS

7:15 a.m. - 10:00 p.m. Monday-Thursday
7:15 a.m. - 4:00 p.m. Friday
Closed Saturday
5:00 p.m. - 10:00 p.m. Sunday

HOLIDAYS

When a University Holiday falls on Monday, the LRS will follow the usual Saturday and Sunday and open Monday 2:00 p.m. to 10:00 p.m. (which are the usual Sunday hours). These hours will be posted.

Telephone

To call the Learning Resources Center dial 255-2084.

Centennial Learning Resources Center has a seating capacity of approximately two thousand, including carrels for graduate study, listening-viewing stations, and small group rooms. The laboratories, classrooms, and offices for the Center for Library and Audio-visual Education are located on the first and second floors of the north end of the building. A lecture room also is available on the first floor to accommodate group meetings for lectures and orientation related to the Learning Resources Services.

The Instructional Development division includes services of designing, developing, and producing all types of instructional materials for faculty use. Comprehensive consultation services are offered in the following areas: development, design, and utilization of all formats of instructional materials, e.g. audio, graphic, photo and T.V. The television facilities accommodate the closed-circuit instructional television to classroom, the off-air recording, and cable-interconnect with the General Television Cable system of the St. Cloud community. The Public Services division offers services



of circulation, distribution (films and equipment), government documents and maps, instructional technology services (non-print and student production), reference, periodicals and special collections.

Technical Services division carries out the acquisition and processing of these materials and sends them to the Public Services division for public use. All materials, regardless of format, are classified and cataloged in an area called Technical Processing.



Minority Program

MINORITY PROGRAM OFFICE

The Minority Program director provides specialized assistance to the minority students on campus. The director manages educational, social, cultural and academic support programs for minority students; assists in recruiting minority students; develops cultural awareness programs and activities; and advises minority students.

The Minority Program office is located in Room 222-N Atwood Center; phone 255-3003.

MINORITY STUDY CENTER AND LIBRARY

The Minority Study Center and Library provides a place and an opportunity for minority students to meet and work together on their similar concerns and needs. These students are able to gain both social and academic support from others who share their cultural background. The center sponsors a variety of activities which add a multi-cultural dimension to the University's regular programming. The minority programs aid the minority student in understanding and functioning within a majority environment. The programs also help to educate the university community and the local population to the talents, needs, and life-styles of minorities. The center offers workshops, art exhibits, films, theatrical productions, speakers, and many other cultural events throughout the year. The center is in Shoemaker Hall; phone 255-3420.

READING SERVICES

Reading courses with an individualistic approach are offered every quarter. **019 Reading and Study Skills** emphasizes time management, notetaking, test taking, and study strategies which include memory techniques and cognitive mapping. **120 Reading Rate Improvement** emphasizes the development of flexible reading rates from intensive reading to skimming and scanning. The course also stresses comprehension and vocabulary. Both courses are listed under "Reading" in the class schedule and under All-University courses in the *Undergraduate Bulletin*. Students also may make individual appointments at the Reading Center, 110 Stewart Hall, 255-2262, 255-3146.

RESIDENCE HALL LIVING

The University certainly encourages you to actively participate in residence hall life on campus. We believe it is an extension of the classroom and a valuable addition to the total educational process of a student at St. Cloud State University.

Possibly the most important concept for you to remember during your stay in a residence hall is "respect for the rights of others." You should understand that individual rights and privileges in University housing are necessarily determined by State law, University policies and due regard for the legitimate rights of other residents.

You should be aware that you also are subject to local, state and federal laws. The University regulations pertaining to residence hall living, and the methods by which both types of regulations will be endorsed, shall be published and brought to the attention of all students living in the residence halls.

Specific Policies

1. Possible violations of local, state, or federal laws which occur off the campus shall be under the exclusive jurisdiction of the appropriate civil authorities, with no further disciplinary action to be taken by the University.
2. Possible violations of local, state, or federal laws which occur in the residence halls, not solved by discussion between the resident and the resident advisor or between the resident and the Director of the Residence Hall, shall be reported to the Director of Residential Life. The director shall determine by consultation with all concerned if there is a reasonable possibility that a violation has occurred and if this matter should be turned over to the appropriate civil authorities for action. If there is a reasonable possibility that a violation has occurred but it is not reported to the civil authorities, disciplinary action may be taken through established procedures as published.
3. Whenever possible, students shall be notified in advance if their rooms are to be entered for the purpose of inspecting facilities for maintenance. If students cannot be notified, or if inspection occurs during vacation periods, the head resident shall be notified before a student's room is entered. Personal items shall not be removed without consulting the resident unless the item clearly affects the safety of the residents or premises.
4. Actual searches of specific residence hall rooms shall occur only if a legal search warrant has been secured. General residence hall searches shall not occur. How-

ever, the University does reserve the right of entry of rooms to insure compliance with rules and regulations.

Enforcement Procedure

1. Enforcement of and discipline resulting from violations of rules and regulations shall whenever possible be handled within the residence hall and through the appropriate housing personnel. The use of a "Residence Hall Probation" period shall be the accepted and viable means for residence hall staff to use before further disciplinary measures become necessary. However, students living in residence halls must understand that where violations are not satisfactorily determined or violation is of such degree of frequency as to present a problem beyond normal control/authority, the student may be referred to the Associate Dean's Office and/or referred to the University Judicial Committee for further disciplinary measures.
2. It shall be understood that the students may establish their own judicial procedure if desired. Such procedure must be within adopted procedures of the University. Normal procedure may include individual Residence Hall Judicial Boards, Inter-Residence Hall Judicial Board, and University Judicial Committee.
3. The University (authorization given to the Housing Office) reserves the right to revoke an individual student's contract if said student violates any terms or conditions of the contract. This includes removal as a disciplinary/judicial procedure. The University also reserves the right not to refund any deposit or room payment made when the contract is violated and revoked.

STUDENT ASSOCIATION GOVERNMENT

A glance at the Student Senate's Constitution reveals its basic purpose — that of being the voice of the students, promoting students' rights and services, and meeting those duties for which students have major responsibility.

Each Thursday at 6 p.m., the Senate holds open meetings to discuss campus issues and pass legislation that represents the viewpoint of students.

Students will have an important role to play in the committee structure, and any interested students are invited to participate in any facet of the governance structure.

The following is a listing of all committees on which students are needed. Six are Student Senate Committees which are composed of students at large. Nine are all-university committees which are composed of administrators, faculty, and students. Students serving on both these types of committees act on behalf of the student body. The Student Senate strongly encourages any interested students to drop by the office in Atwood, Room 222A, or phone 255-3751.

Student Senate Committee List

- ☐ Legislative Affairs
- ☐ Academic Affairs
- ☐ Communications
- ☐ Student Services
- ☐ Student Activities
- ☐ Judicial Council

University Committee List

- ☐ Bookstore Fund Committee
- ☐ Financial Aids Committee
- ☐ Long Range Study Commission
- ☐ Committee on Student Mass Media
- ☐ Master Calendar Committee
- ☐ Recreational Sports Council
- ☐ University Calendar Committee
- ☐ University Safety Committee

STUDENT LEGAL ASSISTANCE CENTER

The Center is designed to provide you with legal counseling and advice about your legal problems. It serves both individual students and student groups. There is literature available regarding landlord-tenant rights, consumer laws, employment rights, how to buy a car and other student concerns. The Center is staffed by an attorney and is located in Room 152A Atwood Memorial Center. Bring in all relevant documents on your case. Find out your rights!

STUDENT LIFE AND DEVELOPMENT OFFICE

The Student Life and Development Office staff provides the functional supervision of the following major areas and programs: University Program Office, Counseling Center and Reading Center, Atwood Memorial Center, University Housing, Financial Aids Office, Student Health Service, Minority Program, Recreational Sports Office, Student Legal Assistance Center, Fraternity and Sorority program, the Orientation program, Handicapped Services, University Organizations Office and the Student Retention program.

Services include provisions and validation of a student identification system; administering the Recreation Users identification cards; administering the College Level Examination Program (CLEP); Miller's Analogy and Graduate Record testing programs; providing local phone numbers and addresses of students; and providing other information and assistance as may be required.

The Office of Student Life and Development is located in room 142 Atwood Center; phone 255-3111.

STUDENT RECORDS AND DIRECTORY INFORMATION

Pursuant to the Family Educational Rights and Privacy Act of 1974, students at St. Cloud State University are entitled to review records, files, documents and other materials containing information directly related to them which are maintained by the University. In accordance with regulations issued by the Secretary of Health, Education and Welfare, students may request a hearing to challenge the content of education records to insure that the records are not inaccurate, misleading or otherwise in violation of their rights. A student may insert in his or her records a written explanation respecting the contents of such records if suggested corrections or deletions are not made by the University.

Access and review is subject to the following conditions.

1. The University has 45 days to comply with a student's written request to review his or her records.

2. All information declared confidential by the Act or excluded from the definition of "education records" in the Act is not available for inspection.
3. After reviewing records, a student may request the unit maintaining the record to remove or modify information the student believes is misleading, inaccurate or inappropriate. If the request is refused, the student may insert in the records a written explanation respecting the contents objected to or the student may file an appeal with the office in charge of the records. This appeal will be heard by a person or committee appointed by the director of the office involved.

The Act further states that certain information can be construed to be directory information which is available to the public. These are the items the University declares to be directory information available to the public: name, address, telephone listing, date of birth, major field of study, class schedule, class status (freshman, sophomore, etc.), participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. A student has the right to inform the University that any or all of the above information should not be released without his or her prior consent. Students who wish to restrict the release of this information must complete a written request to that effect at the Admissions and Records Office. After the required written request has been made, appropriate offices will be notified so that they can begin to comply with the request as soon as possible.

Any information other than the items listed above will not be released by the University without the student's specific written permission except as provided by law.

UNIVERSITY PROGRAMMING

The Office of University Programming serves the educational process through advisement and resources for extra-curricular programs to students, staff, faculty, administration and the St. Cloud community. The office is responsible for coordination of total activities programmed through the University Program

Board. The office is staffed by full and part-time professionals eager to help. These services have been created, maintained and expanded to help communicate more effectively within the university setting. It also is hoped that these activities and services will serve to create educational experiences which can enhance opportunities for students to become involved with extra-curricular programming.

USE OF CAMPUS FACILITIES

St. Cloud State University campus facilities are primarily intended for educational use. Most are available at all times for formal class instruction as well as University sponsored educational activities that contribute to the intellectual and cultural growth of the students. However, in recognizing the University's role in the cultural and economic advancement of Minnesota, professional resources and physical facilities may be utilized if certain conditions are agreed upon in advance by groups coming on campus.

It is recommended that major University events be scheduled throughout each quarter instead of several in one week so student participation can be encouraged, yet allowing adequate study time. The Master Calendar is maintained in room 118, Atwood Center.

The purpose of the Master Calendar for St. Cloud State University is to avoid conflict of dates and facilities for activities and events outside the academic calendar through the following:

1. Coordination of all events on campus to insure fair utilization of all facilities.
2. Centralization of information about all events on campus to provide an overall view of campus utilization.
3. Reservation of dates for all academic, departmental, student, faculty and other group meetings on campus.

Sponsorship. Non-university sponsored groups may use university facilities for non-profit making ventures subject to the approval of the Master Calendar committee. University sponsorship may come from university instructional departments, a student or faculty organization or administrative office. Guidelines for sponsorship must be followed. They are:

1. The sponsoring unit considers the activity to be closely related or supplemental to its program.



2. The sponsoring unit is responsible for making scheduling arrangements through the Master Calendar office.
3. Any charges for custodial or technical services are paid by the sponsoring unit.
4. The sponsoring unit is responsible for publicizing and promoting the activity, including notification if the activity is cancelled.
5. The sponsoring unit makes provision for any special parking needs associated with the activity.
6. The sponsoring unit is responsible for any property loss or damage that occurs during use of the facility.

Priorities. Listings for use of all university buildings and facilities will be filed with the Master Calendar coordinator by all groups on campus, e.g., Homecoming, athletics, theatre and music productions, etc.

All political events, except caucuses and conventions, which are held in university facilities shall be required to:

1. Be sponsored by a recognized campus organization, such as the YDFL or YGOP.
2. Obtain approval for the use of a facility in accordance with the established priority system.
3. Agree to pay the appropriate fees.
4. Abide by the guidelines which have been established regarding use of the facilities.

The following priorities are recommended in placing dates on the Master Calendar:

On-Campus Groups. Facility Reservation Forms are available for campus groups from the Master Calendar Coordinator in 118 Atwood Center.

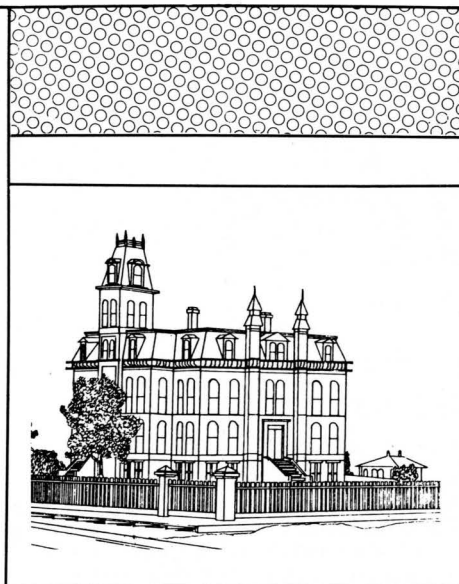
1. Academic Calendar (including registration dates, class and test schedules and commencement)
2. Annual Departmental Schedules (such as athletic events, theatre and music productions, student teaching conferences, etc.)
3. Major All-University Events
 - a. special annual events (such as Homecoming)
 - b. concerts and lectures
4. Minor all-university events and student and faculty sponsored groups will be placed on the Calendar according to the best space available for the audience and time requested.
5. Programs sponsored by campus organizations such as fund-raising activities shall not disrupt academic and co-curricular activities. (See rental policies.) Mandatory donations will be considered fund raising.

Off-Campus Groups. Facility reservation forms are available for all off-campus groups and these groups will coordinate all their activities through the Master Calendar office, 118 Atwood Center. Requests for the use of Atwood Center only may go to the Atwood Scheduling Office, room 108. Requests for the use of university facilities by non-university groups will be considered when comparable space is not available in the community and no major university functions are scheduled for use of the facilities.

An organization sponsoring events including admission charges or mandatory donation for the express purpose of profit making must gain approval according to the established guidelines.

Off-campus groups will be considered in the following priority:

1. Educational Groups - any organization meeting for educational purposes.
2. Governmental Agencies - provided the



meeting is for governmental purposes.

3. Political Groups - caucuses, conventions and other recognized activities of the democratic electoral process. (Other political activities will follow the traditional arrangement of student sponsorship, i.e., YDFL sponsoring a speaker, etc.)
4. Non-Profit Service Groups - for special large group meetings not held on a regular basis.
5. Profit Seeking Groups

Quarterly Confirmation. Student and faculty interest or membership groups must confirm reservation of facilities each quarter. If a group does not use the reserved facility regularly as reserved, the dates will be cancelled following notification by the Master Calendar coordinator's office.

Procedure/Annual Events. A tentative request for a date and facility must be made with the Master Calendar coordinator during the spring quarter for all annual events to be held during the year (June 1 through May 30). Only major events can be scheduled more than a year in advance, and regular (i.e., weekly or daily) reservations may be scheduled one quarter in advance.

A scheduling meeting will be held if conflicts for major dates exist. If a conflict between organizations cannot be resolved, the organization may appeal to the Master Calendar committee.

If a conflict in scheduling classroom space by an academic department for other than class use or by an organization cannot be resolved, the Vice President for Academic Affairs will determine if the academic department has priority.

Tentative annual events will be confirmed and dates of events will be distributed to those administrative offices involved with special services by the Master Calendar coordinator's office, 118 Atwood Center.

Facility Fees and Liability

1. All groups sponsoring fund raising activities will be charged rental fees and must make appropriate deposits as designated by established guidelines to cover such items as custodial costs, damage deposit, security measures, etc.
2. Adequate liability and public property insurance may be required of an off-campus group meeting on the campus. The univer-

sity liability is consistent with State law and University Board Rules and regulations regarding the use of campus facilities.

Facility Reservation Forms. One month in advance of a scheduled event the Master Calendar Coordinator's office will request facility reservation forms. These forms must be returned to the office two full weeks prior to the date requested for confirmation by the following special services as they apply:

1. University Program Director's Office
2. Atwood Memorial Center Office
3. Distribution section - Learning Resources Center
4. Auxiliary Services
5. Food Services
6. Information Services
7. Housing Office

If a facility requested requires no special set-up, it will be confirmed immediately by the Master Calendar coordinator.

Appeals of decision based on these guidelines may be directed to the Master Calendar committee.

VETERANS:

VETERANS AFFAIRS

The University is approved for all Veterans Administration programs relating to university-level education. Veterans with more than six months training are eligible. Veterans benefits are available for training of students under the following: Public Law 634—War Orphans Bill, Public Law 358—G.I. Bill, V.E.A.P. Application forms are available at the Office of Admissions and Records, Room 120, Administration Services Building.

Deferred Tuition and Fees for New Veterans.

New veterans wishing to defer tuition and fees at the first quarter's registration, should contact the Office of Admissions and Records, Room 120, Administrative Services Building. It is possible to defer up to 75% until the veteran's first check arrives. Contact should be made at the time of registration.

Veterans Tutorial Assistance. The Veterans Administration will reimburse a veteran up to \$76 a month (\$911 total maximum) for tutorial assistance received in any course the veteran may be in danger of failing. To arrange the assistance the veteran needing help should contact the Office of Admissions and Records, Room 120, Administrative Services Building, at the first sign of academic trouble.

Credit for Military Schools. The University will grant credit for military schools if these are listed in "A Guide to the Evaluation of Educational Experiences in the Armed Forces." The veteran should take a copy of his DD-214 to the Office of Admissions and Records, 118 Administrative Services Building, for an evaluation.

College Level Examination Program (CLEP).

The University will allow credit for the CLEP exams and courses taken through USAFI. The USAFI transcripts must be sent directly to the Office of Admissions and Records from USAFI Headquarters in Madison, Wisconsin. The University also will accept correspondence credits from any accredited university. For further information, contact the Office of Admissions and Records, 118 Administrative Services Building.

Activities & Organizations

The academic community should be a place where ideas may be freely examined, and where an individual's right to free association can be expressed. Students have varied interests, and their right to organize in order to promote common concerns should be supported.

Student organizations should be free to examine and to discuss any question of interest to their members, to hear any person of their choosing, and to support all causes by orderly means that do not disturb the essential operation of the institution.

St. Cloud State University has many types of clubs and organizations available to students. These groups represent a broad spectrum of campus life. The University recognizes the importance of extracurricular activities such as clubs and organizations, and encourages student participation in these activities and experiences.

The listing of clubs and organizations in this section provides a brief statement of each group's purpose and activities. The listing is categorized into seven areas:

1. academic/professional honoraries
2. campus communications media
3. co-curricular activities
4. departmental/professional organizations
5. Greek social organizations
6. religious organizations
7. special interest organizations

These organizations conform to federal and state rules relative to discrimination on the basis of race, color, creed, Title IX, national origin and religion. The University does not necessarily subscribe to the beliefs or principles advocated by any of these clubs and organizations.

The **University Organizations Adviser** is a staff position in Student Life and Development. The staff member serves as a resource to assist:

1. students in contacting clubs and organizations in which they have an interest
2. clubs and organizations in recruiting new members, publicizing their activities, etc.
3. students who are interested in forming new clubs and organizations
4. advisers of clubs and organizations with programs, promotions and problems
5. students and advisers with the activities transcript program

The Office of the University Organizations adviser is located in Room 222, Atwood Center. This office has:

1. a listing of all recognized clubs and organizations, their officers, advisers, addresses and phone numbers;
2. information about each club and organization.

Want to Join or Form a Club/Organization?

Contact the University Organizations Adviser, Atwood 222, for a listing of clubs and organizations, application forms, and other information.

ACADEMIC/PROFESSIONAL Honoraries

College of Business

Beta Gamma Sigma is a national scholastic honor society for students pursuing degrees in business and management. Election to membership in Beta Gamma Sigma is the highest honor that a student in business and administration can attain.

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities, to encourage scholastic achievement, social activity, and the association of students for their mutual advancement by research and practice. It promotes closer affiliation between the commercial world and the students of commerce. Eligibility consists of being a student in business or economics with an HPR of at least 2.0.

Omicron Delta Epsilon, the International Honor Society in Economics, recognizes and encourages scholastic attainments in that field.

Phi Chi Theta is a business and economics fraternity which promotes the cause of higher business education and training for all women. Any student of at least advanced freshman standing enrolled in the College of Business or Economics may join. Members involve themselves in professional activities such as speakers, tours, workshops, and community events as well.

Pi Omega Pi is an honor society which seeks to create a fellowship among teachers of business subjects, to encourage interest and promote scholarship in business education, to encourage civic responsibility, to foster high ethical standards in business and professional life among teachers of business, and to teach the ideal of service as the basis of all worthy enterprises.

College of Education

Kappa Delta Pi. This organization recognizes high academic achievement and contributions to the educational field. To become a member of Kappa Delta Pi, a student must have a 3.25 HPR, be a junior or senior, and be pursuing a B.S. degree in the teaching field.

Phi Delta Kappa is an honor society which recognizes that the continuing improvement of society is dependent upon educational programs designed to enable all of its members to attain their full mental, physical and moral potentialities. Phi Delta Kappa is open only to graduate students, however undergraduate students majoring in education may wish to consider this as a goal to attain.

Psy Chi, a national honor society in psychology, is the student arm of the American Psychological Association. Its purpose is to provide an atmosphere in which students can stretch beyond the classroom experience and deal with issues relevant to psychology.

College of Fine Arts

Sigma Alpha Iota is an international women's music fraternity which fosters interest in music, and promotes social contact among musicians. Membership is open to women with an HPR of 3.0 in music and 2.5 overall.

College of Industry

Chi Sigma Chi is an honor fraternity consisting of industrial education majors. From the profits generated by operating a concession stand at SCSU home football games, it donates to scholarships and crafts awards.

College of Liberal Arts and Sciences

Gamma Theta Upsilon is an international professional geography fraternity whose purpose is to further professional interest in geography by affording a common organization for those interested. Requirements for membership are: 1) completion of three courses in geography with a B average, 2) completion of at least five quarters of college courses, and 3) rank in the upper 35th percentile of one's class.

Lambda Iota Tau. To be eligible for membership in this honor society, a student must be a literature major or minor, have an HPR of at least 2.76, be enrolled in at least her/his seventh quarter, and present an initiation paper. It enables students of literature to discuss works



outside of a formal class setting.

The **Society of Professional Journalists, Sigma Delta Chi**, is an honor society dedicated to professionalism in the knowledge and practice of journalism, and to good fellowship. All mass communications majors and minors are encouraged to join. Information and membership requirements are available in the mass communications department.

All University

Phi Kappa Phi is a national scholastic honor society which recognizes academic achievement and good character by inviting qualified juniors, seniors and graduate students from all divisions of the University. Each year it also invites from one to four faculty members who have outstanding accomplishments to their credit.

Media

How to Keep Informed. Particularly for off-campus students, keeping informed of daily campus happenings can sometimes be a tricky thing. Sources of communication are the monthly Calendar of Events, posters and bulletin boards, the newspaper, radio and television station.

Chronicle. The twice-weekly campus newspaper, *Chronicle*, is edited and produced by students and distributed to the university community on Tuesdays and Fridays. Any students wishing to become involved in writing, editing, or producing the newspaper are encouraged to visit at the *Chronicle* office, 136 Atwood Center, any time during the academic year.

KVSC is the FM station licensed to St. Cloud State University. The station is run primarily by students and broadcasts quality news, entertainment, informational and educational programming to the St. Cloud area. Students can gain experience in all areas of broadcasting. Students are welcome to stop in at the KVSC office, Room 142, Stewart Hall for more information.

The **University Tele-Video System (UTVS)** is a student-run media organization allowing students to gain on the job experience in all aspects of television. Anyone interested in UTVS is encouraged to join, experience is not necessary. UTVS programming consists of weekly half-hour news, weather and sports programs plus a variety of entertainment programs.

Co-Curricular

The **Art Department** offers two exhibition spaces, one that showcases leading midwest artists (Kiehle Gallery) and one reserved for work by students (Union Gallery). Both galleries are in Kiehle Visual Arts Center.

The **Music Department** has many participatory groups open to students including the Concert Choir, University Chorus, Wind Ensemble, Symphony Band, Opera Theatre, University Orchestra, pep bands, Jazz Ensembles and numerous smaller vocal and instrumental ensembles.

The **Speech Communication Department** hosts an annual High School Speech Tournament.

Students active in the **Performance of Literature Organization** present on campus shows and

travel to noncompetitive interpretation festivals two to three times each year. Every other year, the organization hosts the Northern Plains Intercollegiate Interpretation Festival at SCSU. Students involved in this organization gain experience in literary study, performance and production methods, and festival management.

The **Theatre Department** offers the opportunity to all students on campus to become involved in theatre productions whether as direct participants or as audience members. Five major productions and several one-act plays are produced during the regular academic year. In addition, the Department of Theatre provides artistic leadership for Theatre L'Homme Dieu, a professional summer theatre in Alexandria, Minnesota, in which university students may become involved.

The **International Studies Office**, located on the second floor of Whitney House, provides information on overseas SCSU study programs in England, Denmark, France, Germany, Spain, Soviet Union, and Japan. Information on overseas study programs sponsored by other universities can be found posted outside the office.

International Studies I.D. cards can be obtained through the International Studies Office. Students need validation of full-time status, a photograph and \$6 to obtain an International Student I.D. card. Also available are Youth Hostel Cards which can be purchased for \$14. Again, a photograph is needed; 1½" x 2" vending machine photos are acceptable for both of the cards.

Information on how to obtain a passport, Eurailpass, Inter-Rail card, etc., is also available at International Studies, Whitney House.

Varsity Sports. Both men and women participate in varsity sports at St. Cloud State. The men's athletic director is Noel Olson. Women's athletic director is Gladys Ziemer.

Men participate in football, basketball, wrestling, baseball, golf, hockey, tennis, indoor track, outdoor track, swimming and cross country. Men have dual membership in NCAA Division II and the North Central Intercollegiate Athletic Conference.

Women's intercollegiate sports are basketball, cross country, golf, softball, swimming, tennis, track and field, and volleyball. Eligibility rules are available in the athletic directors' office in Halenbeck Hall. Women belong to the AIAW Division II, and the Northern Sun Conference.

DEPARTMENTAL/ Professional

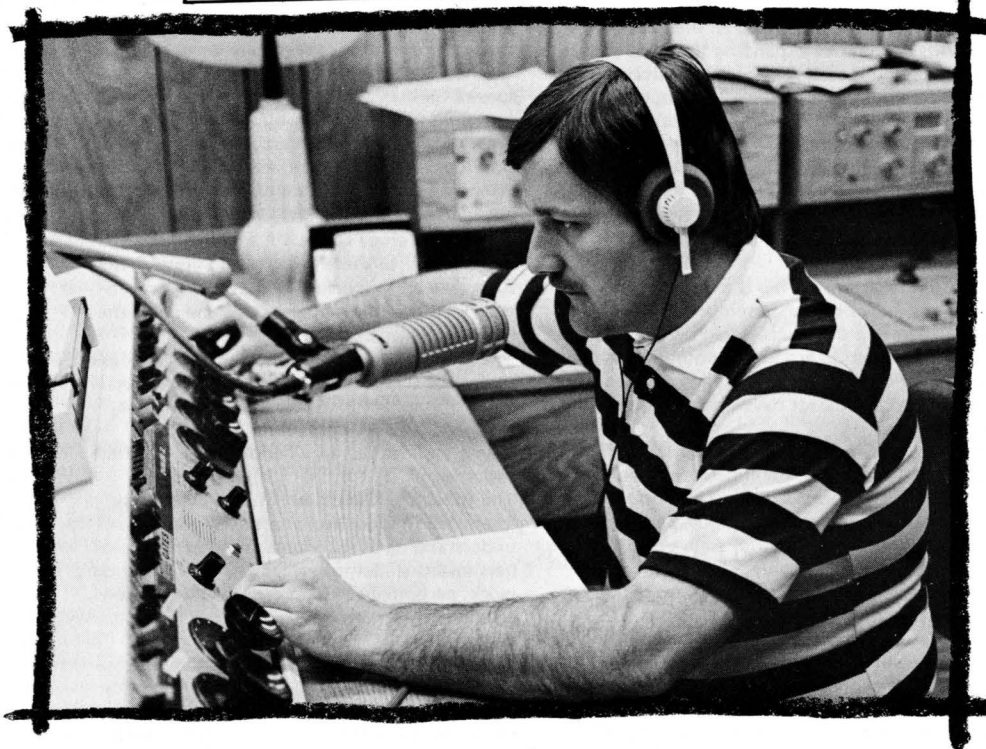
The **Accounting Club** provides its members with a current perspective of the accounting profession and additional vocational preparation by securing speakers and sponsoring occasional tours. It strives to facilitate social interaction between students, faculty and members of the accounting profession, industry, and service organizations. Open to anyone interested in the field of accounting.

Aero Club. (See SCSU Aero Club, Inc.)

The **Agency Day Planning Committee** consists of student and faculty representatives from the departments of social work, recreation, psychology, sociology, gerontology and criminal justice. It organizes the annual Agency Day, which gives SCSU students an opportunity to meet with statewide service organizations for the development of internships, employment opportunities, and for career planning preparation.

American Chemical Society - Student Affiliate Chapter. This organization exposes students to different aspects of chemistry, whether academic or industrial. Students can attend films, lectures, and participate in field trips sponsored by the club. Anyone interested in chemistry is eligible for membership.

The **Art Union** furnishes art students with space for exhibition of their work, enhances present curriculum by sponsoring guest speakers, workshops, art races and slide presentations, and provides students with information concerning competitions, shows and financial assistance. It promotes student involvement with local artists and in the visual art activities of surrounding communities via the Art Union News.



The **Biology Club** is open to all interested students devoted to expanding their experience within the biological sciences. The club will provide student tutoring, workshops, field trips, and other activities which supplement classroom experiences.

The **College of Business Executive Council** brings together representatives of each business organization from the College of St. Benedict, St. John's University and St. Cloud State University.

The **Communication Club** is a non-performance organization for speech communication majors and minors and other interested persons. Goals of the organization are to promote fellowship with other majors and minors, and to promote educational and career development opportunities.

The **Concert Choir** offers its members the opportunity to prepare and perform many different styles of choral music. The Choir performs several concerts on campus, and also participates in a concert tour each year. Membership is by audition only.

DECA aims to develop competencies in marketing and distributive education students. It provides an environment whereby student members will be encouraged in their professional and personal development.

The **Earth Sciences Club** organizes activities and field trips which extend educational opportunities for its members. It also encourages better communication between students and faculty. A major or minor in earth sciences is required for membership.

The **Economics Club** provides students with an interest in economics the opportunity to enhance their understanding of contemporary economic issues.

Forensics Activities is open to any student interested in developing speaking/communication skills (for personal improvement and/or career opportunities). Through individual coaching and team support, students prepare original public speaking and interpretive events for inter-collegiate competition, on-campus shows, and community/campus groups. Membership is open at any time during the academic year.

The **Future Art Educators** are students who plan to become art teachers. Members of this organization attend workshops, participate in field trips, and hear speakers on all subjects related to being more effective teachers.

The **German Conversation Club** is open to any student presently or previously enrolled in German classes, as well as to anyone who speaks German. The club sponsors various functions which provide opportunities to practice the German language. Examples of activities include dinners, seasonal celebrations, attending German plays and films, and performing an annual spring play.

The **Gerontology Club** offers its members the opportunity to share information via activities such as hearing speakers and attending meetings. Membership is open to anyone concerned with the issues of aging.

The **Honors Club** promotes the Honors Program, advises its director, and attempts to develop a sense of intellectual community via forums, speakers, trips to intellectual and cultural events, publication of a newsletter, and other activities.

The **Industrial Education Club** allows those interested in industrial arts to obtain a deeper understanding of its related subjects. Its members award students and faculty for outstanding work, participate in field trips and discussions, attend conventions, and participate in other activities.

The **Marketing Club** is a student organization which attempts to bring each of its members closer to and familiar with the "real" world from a business and marketing point of view.

The **Math and Computer Science Club** is open to students and faculty who wish to pursue interests in mathematics and/or computer science outside the classroom. It promotes friendly relationships between students and faculty, and provides information on topics of mutual interest and exposure to the job market.

The **Minnesota Planning Association-Student Chapter** welcomes any student interested in government, planning, public administration, or local and urban affairs. It sponsors formal and informal gatherings where students meet planning professionals.

Music Educators National Conference. This association is an organization consisting of music students who will in some capacity be teaching music in the future. Its purpose is to further enrich each individual's teaching skills in music. Each month the group meets to discuss issues, to listen to speakers, and to plan activities pertaining to different aspects of music.

The **National Student Speech-Language and Hearing Association (NSSLHA)** is an organization of speech pathology and audiology stu-

dents. It provides a means for students in the major to get to know each other by planning and participating in various social and educational functions.

The **Office Education Association (OEA)** is an organization for students involved in office work, whether it be working in an office or teaching office subjects.

Opera Theatre. This group is open to any student on campus with interest and skills in the following areas: singing, set design and construction, costume and make-up, stage managing, and lighting technology. Two productions are planned each year, from full-scale productions to scenes and recitals.

The **Organization of Adult Recreation** is a program for area mentally handicapped adults, and is sponsored by the St. Cloud Student Council for Exceptional Children. Student volunteers plan and participate in activities such as picnics, movies, dances, parties, etc.

The **Performance of Literature Activities** are designed for any student interested in oral interpretation for non-competitive purposes. The group's function is to learn about literature through performance, and to provide the same opportunity for the University community through guest speakers, performance hours, and festivals. Any student interested in speech and literature may join, and one credit hour is optional for participating in any or all of the activities.

The **Public Relations Student Society of America (PRSSA)** is a student organization which is supportive of the Department of Mass Communications public relations sequence. Students are able to gain knowledge in promotional activities on and off campus which involve layout and design projects, public relations theories and activities, communications writing, and organizational responsibilities.

The **QMIS Club** encourages students interested in the area of quantitative methods/management information systems/data processing to participate in its activities which include speakers, and to attend social events.

The **Recreation Club** is open to all students interested in pursuing a career in recreation/leisure delivery systems. It sponsors and organizes various events to help students develop skills and knowledge as a part of professional preparation. Members need not be recreation majors.

The **SCSU Aero Club, Inc.** provides an economical means of obtaining a pilot's license. It is open to all SCSU students and also is used by those pursuing a career in aviation through the major and minor programs. This club is a member of the National Intercollegiate Flying Association.



Social Workers for Quality Education sponsors films, field trips, speakers and seminars. Members participate in activities dealing with issues, skills and trends in the many social work fields. The **Society for the Advancement of Management** is part of the American Management Association. The campus chapter works in cooperation with business executives in the community. Members participate in such events as meetings, conferences, seminars, panel discussions, leadership clinics, plant tours, research projects, career counseling, plus a variety of other activities that will further enhance one's managerial skills.

Society of Engineering and Technology. The objectives of this society are: the social advancement of the student's professionalism and appreciation of the engineering and technology fields, the promotion of interdepartmental relations, and the furtherance of knowledge of the engineering and technology fields. A member must be an intended major or major in either engineering technology, industrial engineering, or pre-engineering.

The **Society of Physics Students** is an organization open to any student interested in physics. Activities include talks on physics topics, group activities, and an annual picnic.

The **Sociology Club** is comprised of sociology majors and minors and other interested students. The club encourages interaction among these students by organizing social activities which help to develop a greater awareness of issues discussed in the classroom. These include informal seminars, outside speakers, field trips, research projects, as well as annual fall and spring picnics. Periodic seminars acquaint students with employment opportunities, interview techniques and resume writing.

Student Council for Exceptional Children. This association aims to give students interested in exceptional children an opportunity for dialogue with people in professions concerning handicapped children and allows them to work with these children. Members involve themselves with the community and strive to heighten people's awareness of exceptional children.

The **Student Theatre Organization** promotes theatre for all students at SCSU. Workshops and informal gatherings are arranged with professionals in the field whenever possible to benefit the students and the program. Involvement in all aspects of campus theatre production is open to all students.

The **Symphony Band** is a 75 piece band made up of both music and non-music majors. Formal concerts are given once or twice a quarter. All students are welcome to join.

Women in Communications, Inc., recognizes and promotes professionalism in all areas of communications: print journalism, electronic journalism and public relations. Membership is open to all upper division mass communications students with good academic records and a commitment to the journalism field.

Greeks

Acacia is a national fraternity whose members are committed to the personal goals of scholastic achievement, philanthropic involvement and, most of all, brotherhood.

Delta Sigma Phi is a national fraternity which strives for academic excellence, leadership training, community service and social development. Involvement includes regular meetings,

intramural sports, as well as fund raisers, philanthropies and social events.

Delta Zeta, a national sorority, strives to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in action.

Greek Council serves as a coordinating body between the fraternities and sororities at SCSU. It helps organize such events as Homecoming, Greek Week, and other various social and philanthropic activities.

Phi Epsilon Alpha is a local sorority which assists the growth of young women in their college years through social activities, philanthropies, committee responsibility, and close bonds of friendship.

Tau Kappa Epsilon, the world's largest social fraternity, provides its members the opportunity to go beyond the book and gain practical experience in organization, leadership, and the skills of working with people that will benefit them long after college. The emphasis in TKE is on the individual and his growth through active involvement and personal contribution.

Theta Chi is a national fraternity which offers young men at SCSU the opportunity to strive toward goals of personal growth, scholastic achievement, leadership development, and philanthropic involvement.

Religious

Agape' Fellowship in Christ of Chi Alpha Campus Ministries, International, provides opportunities to develop in the lives of college students the balance of the spiritual man and the intellectual man as taught from God's Word.

The **Baha'i Campus Club** promotes the teachings of Baha'v'llah through fellowship, weekly informational meetings, studying Baha'i writings, viewing films, sponsoring presentations, and supporting activities in harmony with Baha'i principles.

Campus Ambassadors is a Christian organization which seeks to offer the students at SCSU an environment in which they can find a challenge to their lives in the person and works of Jesus Christ. It offers Bible studies, retreats, fellowship, and personal counseling to give Christian students an opportunity to grow in their commitment to Jesus as Lord. For the students who don't see themselves as "religious," it offers a place in which to ask questions and discuss ideas.

Campus Crusade for Christ is committed to helping students develop a personal relationship with God, to grow in that relationship, and then to help others do so. There are various levels of involvement, and everyone is welcome.

Christian Science Organization. This group meets once a week, and is open to everyone. Meetings can include a study of the Bible, a discussion session, or a question and answer period where people unfamiliar with Christian Science can become acquainted with it.

The **Fellowship of Christian Athletes** is open to any athlete or former athlete. It is designed to try to reach youth and present to them, as well as to the athlete, the challenge of serving and following Christ.

The **Inter-Varsity Christian Fellowship** seeks to provide fellowship and Christian growth for anyone who wants it. It holds weekly meetings and small group Bible studies for more personal

interaction.

The **Latter-Day Saints Student Association (LDSSA)** helps its members become better persons socially, intellectually and spiritually. It sponsors socials, open houses, guest lectures, and other activities, and welcomes anyone interested.

The **Lutheran Student Movement** is concerned with national, state and local concerns. It provides opportunities to get to know one's Christian neighbors through fellowship retreats, Bible studies, and other social events. Everyone is welcome.

The **Newman Center Parish Council** directs the Newman Center staff, and organizes the students who choose to belong to Newman Center. Activities promoted include the Mass, seminars, study groups, peer ministry, theology credit classes, and other related activities.

Special Interest

The **Alpine Ski Club** offers films and lectures, and organizes trips to area ski resorts, as well as a spring ski trip to the mountains.

The **Amateur Radio Club** cultivates interest in amateur radio. Its activities include Morse code teaching and electronic theory classes for aspiring radio hams. An amateur radio operator's license is not required for membership.

The **American Indian Club** acts as a support group for American Indian students. It sponsors recreational and cultural activities, and explores contemporary issues in Indian affairs. Open to American Indian students and interested others.

The **American Karate Club** provides instruction in the fundamentals of Tae Kwon Do. Membership is open to anyone interested, with no prior experience necessary.

B-Sure (Black Students United for Racial Equality). The purpose of this organization is self-education through history, politics, cultural studies and any other relevant channels. The organization will make a concerted effort to disseminate in-depth perspectives of the Black way of life through art, seminars, music, languages, and by any other means which would aid the affirmation of Black contributions to the world. Membership is open to all students. The **Bowling Team** encourages dedicated college men and women to compete in a lifelong sport on an intercollegiate basis. It is a member of the Minnesota Intercollegiate Bowling Conference, and also competes at invitational and A.C.U.I. regional tournaments. Qualifications for the bowling team are done at the beginning of Fall & Winter quarter, and are open to all who wish to try out.

Campus DFL is open to all students who wish to affiliate with the DFL party. It encourages the discussion of viewpoints, works with DFL candidates for public office, and presents student concerns to the party.

The **Campus Scouts** work in cooperation with the Girl Scouts of the United States of America and under its philosophy. The organization serves others, has social activities, and promote individual and group growth. Membership is open to everyone, male and female.

Cheerleaders promote school spirit and cheer at many of the University's athletic events (Football, Basketball, Wrestling and Hockey). The squads are chosen by former cheerleaders and a group of student and faculty judges. Selection is based upon skill, enthusiasm, and leadership.

The **Chess Club** is open to anyone interested



in studying, playing, or learning the game of chess. Tournaments are held regularly.

The **Circle K Club**, an extension of Kiwanis International, is an organization dedicated to the rendering of unselfish service to society. Circle K members participate in activities which serve the campus and the community. These may include recycling projects, holiday parties for the retarded or handicapped, adoption of "grandparents" in nursing homes, and participation in Bloodmobile visits to campus.

The **College Republicans** seek to further the Republican Party philosophy at SCSU. Basically, it helps elect Independent Republican candidates at all levels of government.

The **Creative Writers Organization** promotes an appreciation of and an interest in creative writing among the University community, and helps further the skills of those students with an interest in writing poetry or prose.

The **Flying Disc Club** is open to anyone who enjoys playing frisbee as a leisure sport or in tournament competition.

The **Folk Dancers** perform authentic ethnic dances for events, organizations, and groups both on and off campus.

Friends of the Boundary Waters Wilderness—St. Cloud Chapter is an organization which helps protect the Boundary Waters Wilderness and other environmental values. Activities include guest speakers, workshops, and educational presentations. Open to anyone interested.

Gaygroup is an organization which supports gay students by providing informative discussions and presentations at meetings, as well as through informal group activities. All functions are open to all interested men and women.

The **Gymnastics Club** offers students the opportunity to participate in gymnastic exercise. Some prior experience in gymnastics is preferred.

The **Highsteppers** is a group of approximately 20 students whose main purpose is to promote school spirit by performing danceline routines at basketball half-times and various other school functions and activities. The danceline is open to anyone wishing to try out.

The **Hispanic Club** acts as a support group for Hispanic students. It sponsors recreational and cultural events and explores contemporary issues dealing with Hispanics. Membership is open to everyone.

The **International Shoto-kan Karate Association** offers instruction in the fundamentals of both

hard and soft techniques of Shoto-kan. Members are also introduced to the martial arts breathing and relaxation techniques. Open to all students and staff.

The **International Students Association** aims to improve understanding among foreign students, and between foreign students and Americans. Members are involved in various social and educational activities, and all students, regardless of nationality, are welcome.

The purpose of the **Investment Club** is to promote interest in and knowledge of investments, and to further understanding about capital markets in the United States. Membership offers a chance to learn about the rapidly changing financial environment, to have some fun, and to even perhaps make a little money. Membership is open to anyone on campus.

The **Judo Club** provides instruction in judo, and is open to anyone interested in it as a sport, a means of self-defense, or for exercise and self-discipline. No experience is necessary.

The **Juggling Club** is open to anyone with a previous background in juggling, or with an interest to learn. Biweekly meetings are held to practice and to improve techniques.

The **Karate Club** offers instruction in Japanese Shoto-kan karate. Techniques of blocking, punching, kicking, and strategies of attack and defense are studied. Open to all students and staff.

The **Malaysian Students' Association** fosters closer fellowship between Malaysian students and other communities, both socially and culturally. Membership is open to any interested persons.

The **Modern Dance Club** provides the opportunity for students interested in dance to learn various techniques and styles of dance, to explore movement, and to choreograph pieces. Activities include weekly workouts, attending workshops, and performing as a group. Emphasis is on a non-competitive learning situation.

The **Muslim Students Association** has as its purpose to provide information about the Islam religion, as well as Islamic countries, culture and people. Membership is open to all students.

The **Non-Traditional Student Association** is an organization composed of students who wish to share concerns and fellowship with those who have been away from the school setting for several years, have children at home, or are

married. Its purpose is to share experiences and educational information with such students.

Non-Violent Alternatives Opposing Registration/Draft (NOVA). NOVA is an organization which seeks to inform students and the general populace of non-violent alternatives to registration, the draft, the military service and related social issues.

The **Photo Club** is open to all students, faculty and administrators who are interested in photography. It is an educational, social and service organization with a variety of events taking place throughout the year.

The **Photo Lab** provides pictures for the *Chronicle*, as well as supplying the University community with a picture service. The staff members are all experienced photographers with a potential future in the photojournalism field. It is an excellent place to develop the talents and skills of the trade.

The **Pre-Law Club** supplies information on legal education, law school, and paralegal programs; provides contacts between students and members of the legal community; and fosters the study of law, the legal community, and the problems with which they deal.

The **Radio Guild** provides SCSU students with quality news, entertainment, and educational programming on KVSC, the University radio station. Members have the opportunity to actively participate in broadcast programming and operations.

The **Residence Hall Association (RHA)** is composed of members from each residence hall. It formulates policies, acts as a resource body to individual halls, promotes programs and activities, hears student concerns, and surveys student satisfaction with residence halls.

The **ROTC Club** is for students interested in military science and military affairs. Members must be enrolled in a military science class.

Rugby Club. With one club for men and another for women, there is the opportunity for both groups to learn and participate in the sport of rugby.

The **St. Cloud Area Environmental Council** is an organization which addresses local, state, national and international environmental concerns. It actively lobbies environmental issues on all levels of government. Membership is open to anyone interested.

The **Scuba Club** brings the sport of scuba diving to the students, faculty and staff of SCSU. Its activities include basic scuba classes, specialty classes, presentations, films, slide shows, and diving trips.

Soccer Club. Instruction and participation in the sport of soccer takes place in both the **Women's Soccer Club** and the **Men's Soccer Club**.

The **Student Senate** provides all students the opportunity to be involved with and have a voice in University affairs. Its major function is to represent the students, promoting their rights and providing them services.

The primary purpose of **Students Enjoying Sobriety** is to stay straight/sober and to help other chemically dependent people achieve sobriety. It is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem. The only requirement for membership is a desire to stay away from the use of alcohol and drugs.

The members of **Students Helping Students** attempt to become aware of and deal with the concerns of disabled students in relation to the campus community. In conjunction with Handicapped Student Services, the group plans and organizes handicap awareness activities on

campus. Membership is open to anyone interested in the area of disability, and includes both able-bodied and disabled students.

The **Sword Club** is an organization concerned primarily with giving anyone in the St. Cloud area direction in foil and sabre fencing. The instruction focuses on simple techniques and form. It is also designed to give the members opportunities for intracub sparring and participation in fencing meets.

The **Synchronized Swim Club** is for all interested students who enjoy the water in a creative way. The members present one show at the end of the year which is open to the campus and St. Cloud communities.

The **Syndrome** is a student funded magazine which stresses humorous and satirical essays. Students are invited to submit works to be considered for publication.

The **T'ai Chi Ch'uan Club** exposes students to and provides instruction in a Chinese, soft-style martial art. Students are able to develop skills for health and self-defense in T'ai Chi under the supervision of a professional instructor.

The **Tang Soo Do Karate Club** offers self-defense and traditional karate training. The style is Korean, and features a variety of kicking techniques. Beginners are welcome, as well as persons with prior training.

The **Trapshooting Club** promotes this lifetime sport by providing training in the fundamentals of gun safety and marksmanship. The club is open to anyone, and some of its members engage in intercollegiate trapshooting competition.

The **University Program Board** develops and implements programs which serve the cultural, educational, recreational, and social interests of the student body and SCSU community. Its members plan films, concerts, speakers and forums, coffeehouse entertainment, Homecoming events, Snow Week, Spring Week, the Performing Arts Series, festival series, outings, and recreational activities, to name just a few!

Vanguard is an organization of approximately 30 students whose purpose is to promote and represent SCSU. Members are active in recruitment, campus tours, college fairs, phonathons, alumni activities, community relations, special events and more! Chosen through an application and interviewing process, a student with a cumulative HPR of 2.5 or greater may apply. The **Veterans Club** promotes unity and cooperation among veterans, students, faculty, administrators, and the community. Membership is open to any veteran attending and/or teaching at SCSU.

Volleyball Club. Besides practicing and playing volleyball within the club, members participate in intramurals and the USVBA. There are separate clubs for men and women.

Wheat sprout encourages cultural growth and appreciation among SCSU students and faculty by providing an outlet for outstanding poetry, fiction, plays and visual art. Through its bi-annual publication, *Wheat sprout* provides an incentive for high-quality work and the opportunity for students to experience the process involved in submitting creations.

Women's Equality Group seeks to educate the University community on matters relating to women and men and their changing roles. It provides support for women in understanding and dealing with prejudice and opposition, and it assists them in establishing constructive channels through which they can affect social change. It strives to help all people in freeing themselves from restrictive feminine/masculine roles which prevent them from becoming complete human beings.



UPB refers to University Program Board. Soon after settling in at St. Cloud State University one begins to become aware of a multitude of events and activities which are happening on campus. There is a film series, there are occasional dances and concerts; there is a coffeehouse with outstanding performances weekly. There are art exhibits, tournaments, special stage productions including dance, mime; even touring productions. There are art sales, speakers and discussions, poets, video tapes, workshops and a complete outings program. Where does it all come from?

It is the product of efforts of the students board, and your activities fee. Housed in Atwood Center, the UPB consists of a variety of committees, composed of students, who plan and execute activities in all areas. Offices are in Room 222, as are the offices of the full time advising staff.

UPB's success is dependent upon the participation of students. There are many opportunities for involvement and participation. Students serve as program area coordinators and executive officers, as committee chairpeople and committee members. Getting started on your UPB involvement is easy. Select a committee which interests you and join. All committee membership is open to any interested SCSU student. Should your interest grow, positions

of leadership open up each winter and all applications are welcome.

UPB is an excellent way to broaden your experience—either through direct participation or by attending some of the multitude of events presented. Look over the schedule. UPB has something for everyone.

UPB is a board that is composed entirely of students; students interested in different things that UPB can offer them; fun, importance, responsibility, opportunities for advancement, experiences and benefits for future career plans.

Participation is what UPB wants from you. Time is a question easily resolved. Volunteer as much as you can spare. UPB does not expect the "impossible" out of you.

The nine different areas are broken down into smaller committees each headed by chairpersons. The areas cover almost any interest you may have. The areas are: Fine Arts, Concerts, Film and Video, Performing Arts, Outings, Public Relations, Recreation, Speakers and Forums, and Special Events.

How do you join?

Easy! Stop by the UPB office in Room 222, Atwood and ask for an application, or look for us at Main Street. *Everyone* is eligible to join a committee.



RECOGNIZED STUDENT ORGANIZATION POLICIES

Clubs and organizations publicized in this handbook and other official University publications are recognized student organizations. All recognized organizations are required to keep the following information on file and up-to-date in the University Organizations adviser's office:

1. the name of the club/organization
2. a statement of purpose
3. criteria for membership
4. a list of officers, signatures, addresses, and phone numbers
5. the name of the faculty adviser, signature, address, and phone number
6. a statement of compliance with anti-discrimination regulations
7. a copy of the constitution and bylaws, if any

Application for Recognition. Anyone seeking to form a student organization and obtain recognition must:

1. contact the University Organizations adviser for information, policies, and application for recognition forms
2. complete and return the forms to the University Organizations adviser for review by the adviser and the students' attorney as to the informational requirement and conformance with policies against discrimination.

Upon meeting the indicated requirements, the application will be submitted to the Student Senate which must approve the recognition by a majority vote.

Initial recognition may be completed at any time, and will be for the period specified. Application for renewal of recognition is made during spring quarter, with the period of recognition commencing on July 1 and continuing until June 30 of the following year. All clubs and organizations will be notified one month in advance of the deadline for renewal of recognition and of the procedure to be followed.

PRIVILEGES AND RESPONSIBILITIES OF RECOGNIZED CLUBS AND ORGANIZATIONS

Upon recognition, clubs and organizations assume the following privileges:

1. use of University facilities, equipment and services for purposes relative to the organization's goals

2. opportunity to request funds from the Student Activities Committee
3. may apply for office space in Atwood Memorial Center
4. opportunity to participate as a group in all-University events
5. permission to conduct fund raising events beneficial to the organization, provided that they comply with University regulations
6. establishment of an agency account with the Business Office in accordance with University regulations
7. use of the University name and/or mailing address in association with the student organization name
8. use of windows above east and west main entrances to Atwood Center for advertising events
9. utilization of the notices section in the *Chronicle*, as well as special display advertising rates

Upon recognition, clubs and organizations assume the following responsibilities to their members and to the University:

1. to be non-discriminatory in membership and programming
2. to in no way imply that by virtue of receiving University recognition, or by using the University name in association with the organization's name, that the University approves of or endorses any or all of the organization's activities or conduct
3. to assure that the rights of others are neither denied nor interfered with
4. to adhere to University policies and all applicable local, state and federal laws
5. to act responsibly as a member of the University community in all dealings, both on and off campus
6. to take respectful advantage of the facilities and services offered by the University
7. to respond promptly to informational inquiries from the University Organizations adviser
8. to reapply annually for recognition through the University Organizations adviser, and to notify that office of any changes in officers, adviser(s), addresses, and/or phone numbers at any time they occur during the year

Organizational Policies. In addition to the above responsibilities, recognized clubs and organizations shall acknowledge these additional policies:

1. Recognized campus organizations must restrict voting membership to SCSU students only.
2. Officers of organizations and clubs are

held responsible for the activities of the organization/club in the event that University rules or regulations are violated.

3. Organizations and/or individuals of organizations violating University rules are subject to disciplinary action in accordance with University Judicial Policy.
4. In addition to an organization failing to fulfill annual recognition requirements, the following circumstances will be cause for withdrawal of recognition by the Student Senate:
 - discriminatory practices by the organization
 - misrepresentation of purpose or intent by the organization
 - failure to report resignation of or change in adviser
 - recommendation to the Student Senate by the University Judicial Committee of revocation of official recognition of the organization as a sanction for violation of University rules
5. Academic and professional honoraries are specifically exempted from Student Senate recognition unless such organizations receive SAC funds and/or Atwood Center office space.

ROLE OF THE ADVISER

Advisers to student organizations and student programming agencies (e.g. UPB, IRHA, Minority Studies Center, etc.) shall be full-time St. Cloud State University employees during the academic year in which they serve, unless otherwise approved by the President or her/his designee. All faculty and administrative advisers shall serve without pay and shall not be provided release time from other professional duties unless otherwise indicated by the President or her/his designee.

The role of the adviser to a student organization is to represent and to protect the interests of St. Cloud State University and its students in all matters pertaining to the organization. Advisers shall provide professional expertise for their respective organizations in trend, selection, promotion, production, and evaluation of the organization's activities. In addition, the adviser serves as the University's representative at the organization's sponsored events.

Advisers shall be responsible for the following:

1. requesting and approving contracts with the cooperation and assistance of the student group
2. signing all vouchers and other forms concerning funds after ascertaining that they are being spent for the intended purpose
3. all organizational expenditures

ACTIVITIES TRANSCRIPT

Students involved with extracurricular activities should be aware that the University provides an opportunity for an official listing of participation and demonstrated leadership in such activities. Students should document their extracurricular involvement annually, and have two channels available to them for this purpose.

1. Use the official Activities Transcript Form from the Office of Career Planning and Placement to insure University verification of the information, and/or
2. Request that the adviser(s) of the club(s) or organization(s) in which you are active complete an official Activities Adviser Recommendation Form for your placement file.



REGULATIONS

WHY REGULATIONS?

The University is not a sanctuary from greater society, its laws and expectations. It also should be realized that St. Cloud State University seeks not merely to reflect society, but to challenge it. Institutional regulations are established to provide an environment conducive to human growth, to reflect the values to which the University subscribes to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they progress through college. University expectations, regulations, and practices recognize opportunities and responsibilities afforded by the age of majority to the extent that they do not infringe upon:

- the academic mission of the University,
- those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds,
- the sensibilities of others.

ALCOHOLIC BEVERAGES

St. Cloud State University does not consider the use of alcoholic beverages necessary to the process of higher education. While persons who are 19 years of age or older, under the laws of Minnesota, may consume alcoholic beverages in a legal manner, students are reminded that it is illegal to possess or consume alcoholic beverage on State property other than on those special occasions when a non-profit group may obtain a special license and permit. Students who possess or consume alcoholic beverages on State property will be subject to appropriate disciplinary action. (M.S. 624.701 LIQUORS IN SCHOOLHOUSES OR GROUNDS)*

**The abbreviation M.S. will herein refer to direct copy of Minnesota Statutes which are available in the Learning Resources Center.*

CHEATING IN THE CLASSROOM

Course instructors are expected to take reasonable measures to prevent cheating in the classroom. Where an instructor has convincing evidence of cheating, he/she may take the following action:

- Assign a failing grade to the paper, examination, report, etc. on which the student was caught cheating, or
 - Assign a failing grade for the course in which the student cheated, or
 - Assign other appropriate sanction(s).
- The student must be notified of the offense and sanction. The instructor may report the case to the Associate Dean of Students if he/she feels a more serious penalty is warranted. Any disciplinary action would follow University-Judicial Policy guidelines.

The student accused of cheating has the right to appeal to his/her adviser, department chairperson, faculty dean, Assistant Vice President for Academic Affairs, and if necessary, University President.



CONDUCT EXPECTATIONS

- Academic Integrity.** Students are expected to show integrity in meeting their academic obligations. Cheating, plagiarism, forgery, falsification of records, etc., will result in disciplinary action.
- Financial Integrity.** Students are expected to show integrity concerning the money and property of others. Passing bad checks, stealing, destroying or damaging the property of others, etc., may result in disciplinary action.
- Personal Integrity.** Students are expected to respect the rights and privileges of others. Violence and actions endangering the safety of persons and property will result in disciplinary action. Activities which lead to physical injury, intimidation, or humiliation of individuals are prohibited.

A CONDUCT STATEMENT

The philosophy involved in the creation of the regulations at SCSU is based on State University Board Regulation Section 301.

In their relations with the State University System individuals, as defined in IR 203.A, have the same legal duties and obligations as other persons and enjoy the same freedoms of speech, press, religion, peaceful assembly, and petition that other persons enjoy. In all of their dealings with these individuals, therefore, the system and the universities shall respect the rights guaranteed them by the Constitution and laws of the United States and of the State of Minnesota. Nothing in the Governing Rules or Internal Rules shall be construed to preclude the rights of the individual to petition the board for redress of grievance.

State University Board Internal Rule 302 G11 sets the parameters of the Conduct Statement. *Students who violate state laws or university or system regulations, who infringe upon the rights of others, or who practice academic dishonesty such as cheating or plagiarism, shall, after due process, be subject to university sanctions which may include probation, suspension, eviction, and expulsion. Violations of other than university regulations are also subject to sanctions external to the university. Notwithstanding any provision herein, the university may suspend, expel or evict any student whose presence poses a threat to persons or property.*

DAMAGE AND DESTRUCTION OF PROPERTY

Damaging, defacing or destroying public or private property on campus is cause for strong disciplinary action by the University. In addition, students must bear the full cost of repair or replacement of damaged property. (Also, M.S. 609.595 DAMAGE TO PROPERTY)

DISTRIBUTION OF LITERATURE

General Principle. The business of the University is free inquiry into the free expression of ideas. As students develop their capacity for critical judgment and sustain their search for the truth, they must be confronted with a wide range of ideas and be allowed to express ideas freely.

Literature dealing with ideas and/or meeting notices may be distributed and/or posted in a manner which does not disrupt normal operation of the University. Persons must contact building coordinators prior to their actions. If necessary, contact Student Life and Development for assistance or information.

Individual students and student organizations are responsible for not violating University policies and for being aware of their liabilities on matters of obscenity, libel, and discrimination. (e.g. Title IX). The source of the material and name of the organization must be stated on the information. This identification is to avoid the impression of university endorsement.

POLICY ON LITERATURE DEALING WITH IDEAS AND/OR MEETING NOTICES

Literature dealing with ideas and/or meeting notices may be distributed to individual inhabitants of the residence halls if they are individually addressed.

- A. When such literature bears the name of the intended recipient, it may be distributed through the U.S. or campus mail; or
- B. When such literature is unaddressed, it may be distributed:
 1. In the lobby at a place provided by hall officials.
 2. By asking the employee on duty at the desk of the residence hall to place the unaddressed literature in the boxes of residents. (Residents may indicate that they do not desire such literature placed in their boxes. Those not desiring this literature will have their boxes marked and will receive only personally addressed mail.)
 3. Any place in the residence hall provided it is personally handed to the recipient.

Literature dealing with ideas and/or meeting notices may be posted in the space provided for such literature on residence hall bulletin boards so long as the residence hall business and bulletins are not preempted.

DORM RULES

Rules concerning conduct in dormitories are stated in publications available in residence halls or the Housing Office itself. Disciplinary actions by the Housing Office recommending probation, suspension or expulsion may be appealed in accordance with University-Judicial Policy.

DRUGS

SCSU does not condone the illegal possession, use, provision, or sale of alcohol, marijuana or other drugs. Students who have used or are using alcohol, marijuana or other drugs may need and wish to seek counseling. Counseling (conferences are privileged) is available through the Campus Drug Program, Counseling Center in Stewart Hall and Student Life and Development staff.

FINANCIAL OBLIGATIONS

Students are expected to be responsible and punctual in meeting their contractual and financial obligations. To complete registration, students must pay all tuition and fees to the Business Office by the due date on their fee statement. Any registration completed after classes begin is considered late. The late penalty is an additional fee of \$5.00 for the first day and \$2.00 for each succeeding day beginning the fourth day of the quarter.

Tuition or fees are considered unpaid if the checks or drafts offered in payment are not honored by the bank or other depository on which they are drawn. Dishonored checks will result in immediate cancellation of class schedules. Another registration will then be necessary and late fees will apply.

FIRE ALARMS, DRILLS, AND FIRE FIGHTING EQUIPMENT

Student participation in activities which develop to a degree that elicits public alarm, disturbs the public peace, threatens or endangers personal well-being or harms public or private property is prohibited. State law prohibits tampering with fire alarms or removing fire fighting equipment. Violators will be subject to disciplinary action by the University as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

FIRECRACKERS AND FIREARMS

The use or possession of firecrackers or fireworks or the possession of firearms on campus is prohibited. Failure of students to comply with this regulation will result in suitable disciplinary action which may include referral to the University Judicial Committee and/or the civil authorities. (M.S. 624.20, M.S. 624.25)

GAMBLING

Gambling with cards, dice, gaming tables or any other gambling device or scheme is not permissible. Students who choose to involve themselves in any gambling activities will face appropriate disciplinary action and/or referral to civil authorities. (M.S. 609.75, M.S. 609.755, and M.S. 609.76)

INTERFERENCE WITH USE OF PUBLIC PROPERTY

Orderly dissent and demonstrations on-campus are acceptable providing that they do not interfere with the normal operation of the University. If operations are disrupted, steps will be taken to restore proper functioning. So far as is possible, the University will deal with such violations through its internal judicial procedures.

Minnesota State Law 624.72:

Subdivision 1. The State of Minnesota acknowledges and reaffirms the rights of its citizens to petition, peacefully and in an orderly manner, all levels and units of government for the redress of grievances of whatever nature, but also affirms that functions and, proceedings of governmental bodies and agencies must remain free from organized or calculated confusion, disturbance or delay, and that to this end rules and regulations for the governance of public property and business lawfully promulgated must be observed.

Subdivision 2. As used in this section "public property" means any building or other property owned by or in control of the state or any of its political subdivision or of the Board of Regents of the University of Minnesota.

Subdivision 3. For the purpose of protecting the free, proper and lawful access to, egress from and proper use of public property, and for the purpose of protecting conduct of public business therein or thereon, free from interference or disruption or the threat thereof, the

legislature or any public officer, agency or board having supervision thereof may to that end promulgate reasonable rules and regulations.

Subdivision 5. Whoever, intentionally, or through coercion, force or intimidation, denies or interferes with the lawful right of another to the free access to or egress from or to use or remain in or upon public property or in like manner interferes with the transaction of public business therein or thereon may be sentenced to imprisonment for not more than one year or a fine of not more than \$1,000 or both.

INTERNATIONAL Students

Regulations of the Immigration and Naturalization Service require that all foreign students who attend United States universities on student visas complete a minimum of twelve (12) credits in each academic quarter and maintain the minimum grade point average established by the university. The St. Cloud State University standards for minimum grade point average are published in the *Undergraduate and Graduate Bulletins* respectively. (Policies established by individual departments for continued registration in a major program may exceed the minimum standards for satisfactory status in the university.)

Following the first quarter in which a foreign student fails to maintain satisfactory status in the university (minimum number of credits and/or minimum grade point average), the University will issue a written warning to the student indicating that the individual has failed to meet the regulations of the INS and the policies of the University and is officially out-of-status. The student will be informed that if he/she should become out-of-status in any subsequent quarter, the student will be reported to the INS in accordance with the requirements of statute.

A student who becomes "out-of-status" a second time will be reported to the INS and will be denied the right to further registration at the university. The student will be informed in writing of this action.

Students who do not enroll at the University, or who register for less than the required (12) credits will be reported immediately to the INS as out-of-status and will be denied the right to further registration at the University.

The University provides two advising services to international students: academic and non-academic advising.

A. Academic Advising. The International Student Academic adviser assists with course schedules, academic performance, and with English proficiency. International students must see the Academic Adviser before reducing their course loads below 12 credits in a given quarter. Office hours are posted. No appointment necessary. Riverview 9

B. Non-Academic Advising. The International Student coordinator counsels international students with matters concerning the U.S. Immigration and Naturalization Service, financial aid for F-1 students (non-immigrant), housing, and other non-academic concerns. Office hours are posted. No appointment necessary. Lawrence Hall 12

LOUD SPEAKERS AND AMPLIFIER POLICY

Use of loud speakers and amplifiers out-of-doors may occur when authorized by the Vice President of Student Life and Development or her/his designee.

PARKING

Students are urged to leave cars at home if possible. Parking is limited on the campus and in the immediate area. The *Metro Transit* provides excellent bus service and members of the university community are urged to ride the bus.

Students parking is available daily in Lots C, K, M and the south part of N lot. Overnight parking is allowed *ONLY* in C, K. Signs posted at the entrances to all campus lots provide detailed information about parking hours, etc.

Fee parking is available to vehicles on a daily basis in the lot west of Garvey Commons.

Each quarter from the first day of registration through the closing of the quarter, no student parking is allowed in areas posted for faculty and staff. This rule is in effect weekdays between 7 a.m. and 3 p.m. Prohibited areas also include areas designated as visitor parking, delivery areas, sidewalks, lawns, fire lanes, and handicap areas *at all times*.

Regulations are enforced daily. Violators are subject to the jurisdiction of the Municipal Court of St. Cloud. Vehicles may be towed at the owner's expense for continued violations.

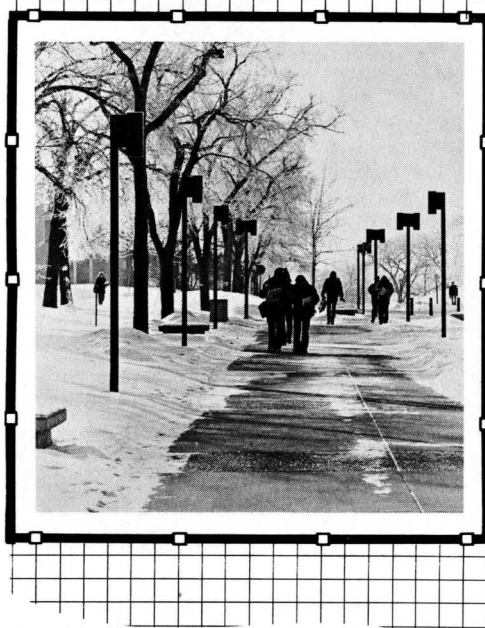
Other vehicles such as motorcycles, motorbikes and motor scooters are subject to the same regulations as automobiles. They must be properly licensed. Excessively noisy motorcycles are not allowed on campus. Motorcycles may be parked in any student parking lot or in the city streets where parking is allowed. If they are parked elsewhere, such as behind classroom buildings, etc., they will be ticketed. Driving on sidewalks, University ground, etc., is prohibited.

Footpowered bicycles must be properly licensed to operate in the city. Bicycle parking racks are located alongside most campus buildings. Bicycles must be parked in the racks.

Responsibility for any vehicle parked on University property is at the risk of the owner. It is advisable to keep cars locked at all times.

SEXUAL BEHAVIOR

Students who develop problems in the area of sexual behavior, including deviant conduct, are recommended to counseling services. Extreme or aggressive misconduct may result in disciplinary action.



SMOKING

Smoking is not permitted in University academic buildings except in a few specifically designated areas. Signs in the buildings indicate whether smoking is permitted.

In areas where smoking is permitted, students are expected to place cigarette butts in the receptacles provided. (M.S. 229F.38)

SOLICITATION POLICY

Individuals and members of all organizations are required to respect the right of all University personnel and students to be free from physical assault and/or forceful verbal or physical contact. Written complaints of an organization's or individual's misconduct will be forwarded to the office of Student Life and Development for handling in accordance with University Judicial Policy. Solicitation and exchange of informational ideas by lawful means is not meant to be excluded by this policy, but such activities should respect each individual's privacy and freedom.

Commercial Solicitation. There shall be no solicitation by salespeople, agents, or peddlars for the sale of goods or services to students or staff on any portion of the SCSU campus except as provided.

1. Display and sale of goods to authorized representatives of the University for university purposes,
2. Showing of instructional materials used in schools and colleges, and
3. Ticket sales for campus functions.

Students are not allowed to use their residence hall rooms or university offices and spaces for any commercial purposes whatsoever.

University JUDICIAL Policies

(SUBJECT TO AMENDMENT)

General Principles. The University has an obligation to clarify those standards of behavior which it considers essential to its educational mission and to its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, with the student being free as possible from imposed limitations that have no direct relevance to her/his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness.

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. In the exceptional circumstance when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of penalties. Disciplinary proceedings should be instituted only for violations of standards of conduct that have been formulated with significant student participation and for violation of State University Board regulations which have been published in advance through the various means of communication including, specifically, this handbook. Students should also be made aware that they are subject to local, state and federal laws, whether on or off campus.

The administration of discipline should guarantee procedural fairness to a student charged with misconduct. Procedures in disciplinary cases may vary in formality and in the sanctions which may be applied upon the gravity of the offense. However, the jurisdictions of judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures—including the student's right to appeal a decision—should be clearly formulated and communicated in advance. In all situations, procedural fair play requires that the student be informed of the nature of the charges, that a fair opportunity be given to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

Specific Policies

- A. Students charged with a serious violation of institutional regulations or with an infraction of civil law shall be informed of the Judicial Policy of this university which shall be printed each year in the *Student Handbook*. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or to acquire information about a student's conduct.
- B. Pending action on the charges, the status of

a student shall not be altered or the right to be present on the campus and to attend classes suspended, except for reasons relating to the physical or emotional condition and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property. In these exceptions, the decision shall be made by the President after consultation with persons professionally competent to make these judgments.

- C. Institutional authority should never be used to merely duplicate the function of general laws, and only where the institution's interest as an academic community is distinct and clearly involved should the special authority of the institution be asserted.
- D. Possible violations of local, state, or federal laws which occur off the campus shall be under the jurisdiction of the appropriate civil authorities.
- E. Possible violations of local, state, or federal laws which occur on the campus and are not resolved by discussion between the student and the appropriate agencies shall be reported to the Vice President of Student Life and Development. The vice president shall determine by consultation with all concerned if there is a reasonable possibility that a violation has occurred and if this matter should be turned over to the appropriate civil authorities for action. If there is a reasonable possibility that a violation has occurred but it is not reported to the civil authorities, disciplinary action may be taken only under Part F of this policy.
- F. Possible violations of university regulations not resolved by discussion with the university authorities and the student concerned shall be reported to the chairperson of the University Judicial Committee for action by the committee. This committee shall determine guilt or innocence in cases of violation of university regulations and shall determine punishment if the student is found to be guilty. The committee shall also have appellate jurisdiction from residence hall judicial boards.
- G. The University Judicial Committee shall consist of five administrative appointees of the President (Associate Dean of Students, Director of the Counseling Center, Director of Residential Life, Residence Hall Director and Special Assistant to the President and six student justices (Student Senate Judicial Council). This committee shall elect its own officers and publish its own rules, but the following procedures shall be included:

The student charged with a violation shall receive, in reasonable time before the hearing, (four days, unless both the student and the Judicial Committee agree to less time) a copy of the current judicial policy, a written statement concerning the charges, and a listing of the date, time, and place of the hearing. If a student does not appear before the committee at the established time, the committee may, if a majority so decides, try the student in absentia.

1. HEARING

- a. The committee shall provide the student with a closed hearing¹ based on a written

statement of charges, processed through the Office of Student Life and Development.

- b. An open hearing may be held on the request of the student, provided that the request is supported by at least two members of the University Judicial Committee.
- c. The chairperson shall be responsible for providing members with a written statement of charges.
- d. If two or more students are facing the same or related charge(s) for actions based on the same incident or closely related incidents, all of the students may be included in one hearing, at the discretion of the committee.
- e. Although the hearing is conducted in a relatively informal manner, the following principles and procedures have been developed to protect the rights of all individuals concerned, and to provide for an orderly pattern for conducting the hearing. (See "Procedural Format for University Judicial Committee Hearings.")

2. MEMBERS

- a. Any member of the committee shall be excused in case of conflict of interest or prior prejudice.
- b. The student against whom charges have been filed has the right to challenge one member of the committee without cause, which means that this member will not serve on the committee for that case.
- c. The student may challenge any additional member for cause. The request will be granted only through the majority vote of the Committee members present.
- d. There must be at least five committee members present. There must be at least three students and two administrative appointees present.

3. CHARGES

Prior to the hearings, and with allowance of at least four days for preparation of a defense, unless both the student and the Judicial Committee agree to less time, the student is provided with a written statement which includes the following:

- a. The general charge or charges to be presented.
- b. The specific actions on which the charges are based.
- c. The date, time, and place of hearing. Note: If a student does not appear before the committee at the established time, the committee may, if a majority so decide, try the student in absentia.
- d. A copy of the *Judicial Committee Procedures and Hearing Format*.

4. REPRESENTATION

- a. The student may select counsel to assist in the defense.
- b. In the event that the student is represented by an attorney, the committee reserves the right to secure similar representation.

5. STATEMENTS

- a. The student may make a statement on her/his behalf, or remain silent.
- b. On request of the student, other persons may make statements in the student's behalf, provided that such persons have direct, specific knowledge of events and facts to the issue or character reference.
- c. The person or persons preferring the charges may make statements.
- d. On the request of those who prefer the charges, other persons may make statements, provided that such persons have direct specific knowledge of events, and facts related to the issue.
- e. The committee may request specific persons to present oral statements.
- f. Both the student and the committee members may question each individual.
- g. Persons making statements usually will be present only while making their statements and being questioned about the statements.
- h. If a determination of guilt is decided by the committee, character references on behalf of the student charged may be made.

6. PROOF

- a. The burden of proof will rest with the person(s) bringing the charge.
- b. The decision in the case will be based solely on evidence brought before the committee. Such evidence will pertain to only the case being heard.
- c. If a determination of guilt is made, a student's previous record may be used by the committee to determine punishment.
- d. Illegally acquired evidence will not be accepted for consideration. The committee may determine the admissibility of evidence by majority vote.

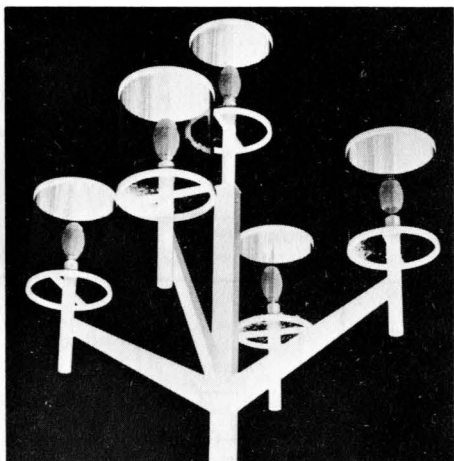
7. DECISION

- a. The committee will meet in executive session while reaching a decision.
- b. Guilt or innocence will be determined by a 2/3 vote of the committee members present—voted by secret ballot.
- c. Action may take the form of a warning, restriction of certain privileges, disciplinary probation, withdrawal of the

¹A closed hearing is one in which attendance is closed except to the following persons:

- a) Students charged with a violation and, if wished, counsel of their choosing who shall be present during the entire hearing.
- b) The persons bringing the charges and if they wish counsel of their choosing who shall be present during the entire hearing.
- c) Those persons offering testimony for and against the student charged, but only during their individual testimony.
- d) The official recorder.

An open hearing is one which other people may attend, but participation is limited to observing and listening, unless invited to participate by the Committee.



student from the teaching program, suspension, or expulsion from the University. Such decisions shall be determined by a majority vote of the members present.

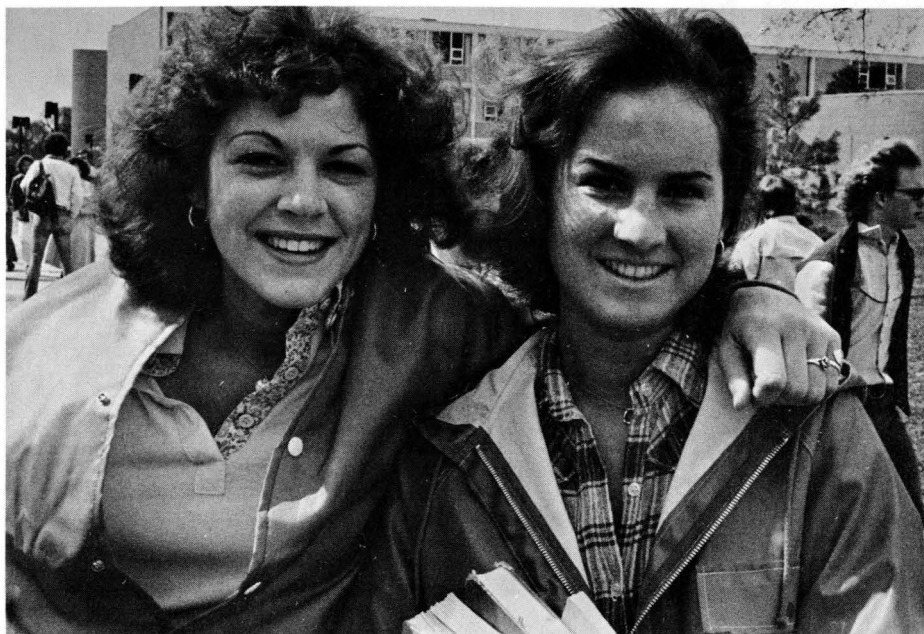
- d. The decision will be presented orally to the student by the chairperson.
- e. A similar oral statement of the decision will be furnished to the Vice President for Student Life and Development.
- f. Written summaries of the entire proceedings will be made, including a summary of evidence presented to the committee, major statements made for and against the student charged, and the final decision of the committee. This summary should be signed by the student charged and the chairperson of the Judicial Committee. The summary will then be furnished to the following:
 - One copy for each student charged with a violation.
 - One copy for the official record of the University Judicial Committee.
 - One copy for the Vice President for Student Life and Development.
 - No additional copies will be made unless the President of the University grants specific approval of such action.

8. IMPLEMENTATION

- a. The Vice President for Student Life and Development has the responsibility for carrying out the details of the decision.
- b. Records will be kept in accordance with the university policy on student records.

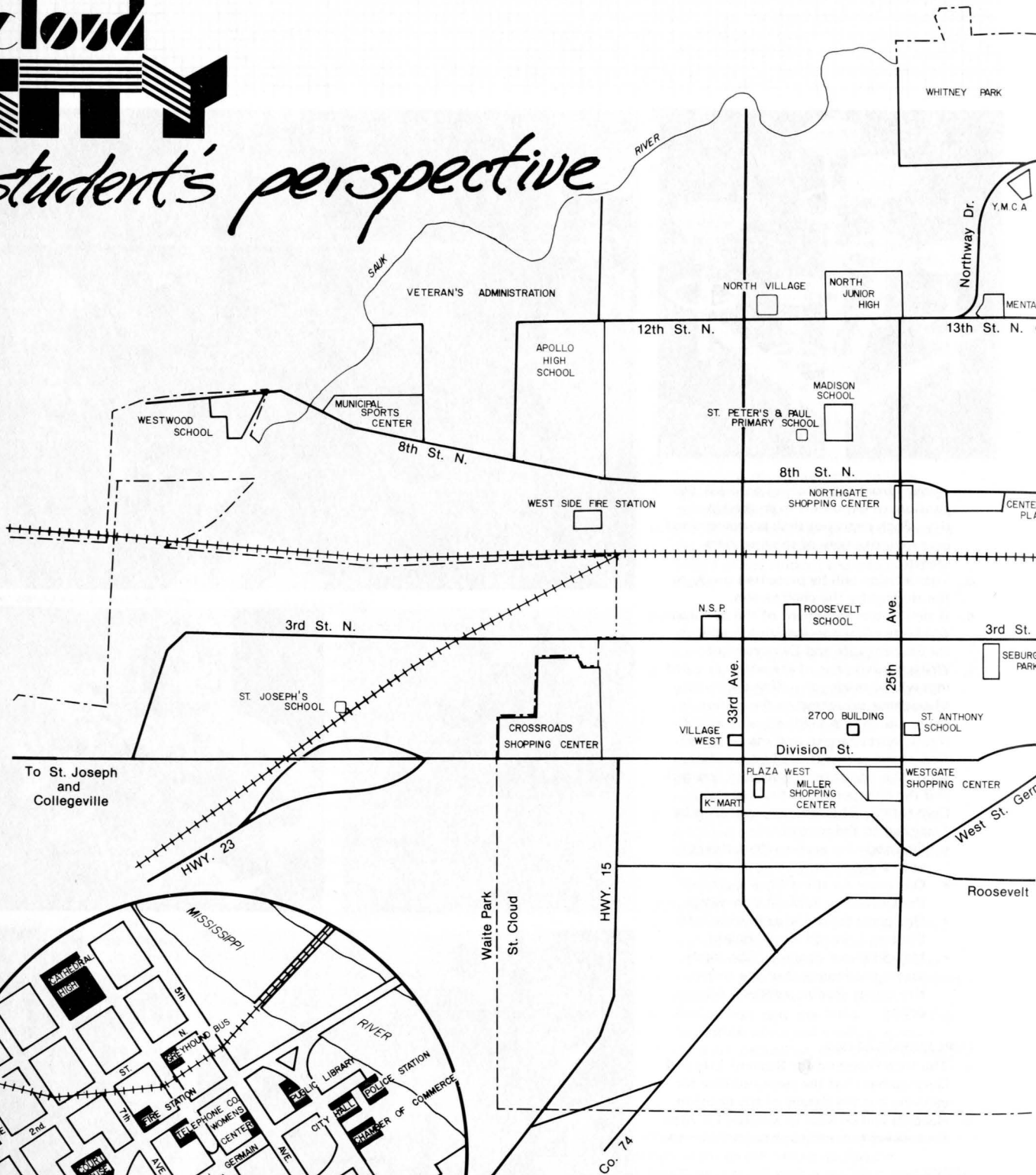
9. APPEAL

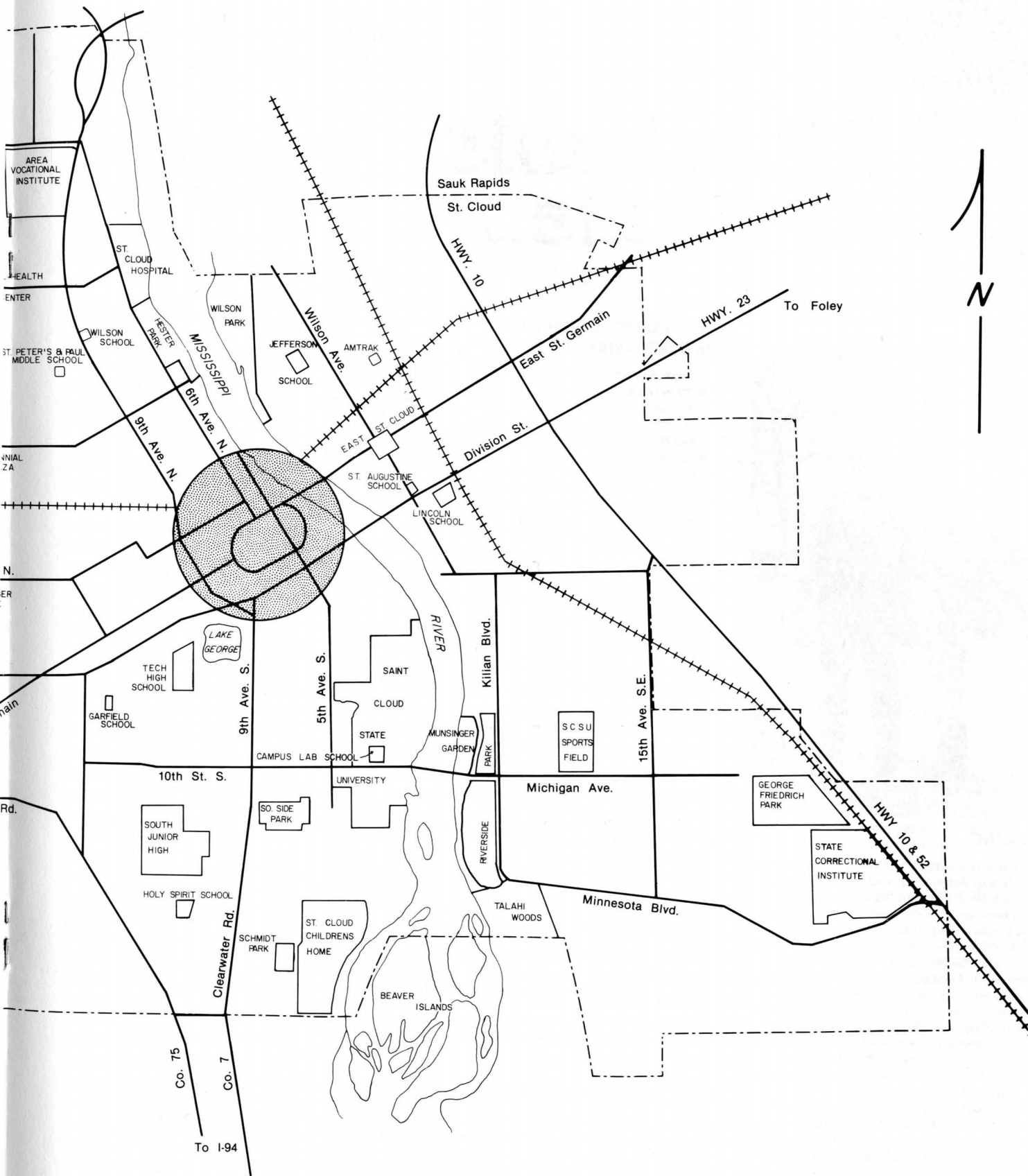
- a. Although the decision of the committee is considered to be binding, the student and/or plaintiff may appeal to the President of the University. In cases involving punishment by suspension of more than one quarter or expulsion from the University, a further appeal may be made to the State University Board. This appeal is subject to State University Board Rules and Regulations.
- b. The President may request the submission of further evidence prior to making the decision.

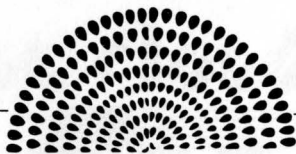


st. cloud CITY

a student's perspective

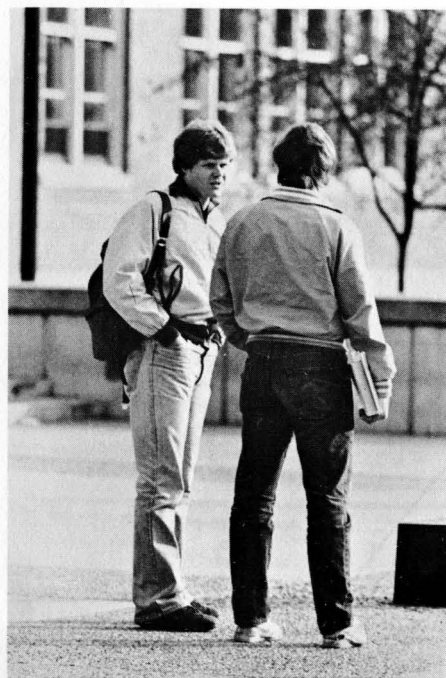






This section of the *Student Handbook* has been developed to assist you in analyzing your own needs and objectives as a student, to identify available opportunities at St. Cloud State University for achieving these objectives and to obtain appropriate advice at each step of your progress toward your educational goal. The material is intended to supplement and reinforce the *Undergraduate Bulletin*.

Academic Policies



ADVISING

Each student is assigned an academic adviser by the Office of Admissions and Records during the first quarter. An adviser usually is assigned who is familiar with the academic requirements of the student's intended major, as well as the General Education requirements. If the student has not yet selected a major, an adviser is assigned who is familiar with the General Education requirements. A student may change her/his academic advisers and/or intended major in the Administration Services Building, Room 117. A permanent major adviser is assigned the student after official admission to a major program of study. This usually is done near the completion of the sophomore year.

The adviser will assist the student in securing information about programs of interest throughout the university and will help and advise the student in planning a course of study until the student enters a major field of study. Until students are admitted to a major program, they must have the adviser's approval on their Quarterly Course Selections Form before they will be permitted to register.

The advising relationship requires a sharing of responsibilities between the student and adviser.

THE STUDENT-ADVISEE HAS THE RESPONSIBILITY TO:

1. Provide the adviser with some indication as to why he/she is attending St. Cloud State University, enabling the adviser to offer appropriate guidance.
2. Read the appropriate section in the *Undergraduate Bulletin* in order to be informed about academic policies and the General Education program at this university.
3. Visit her/his adviser at least once a quarter, and plan that visit far enough in advance of registration to allow for ample discussion regarding the student's progress toward stated goals.
4. Keep the adviser informed as to program changes made through the "drop/add" and "withdrawal" procedures.

THE FACULTY ADVISER HAS THE RESPONSIBILITY TO:

1. Be thoroughly informed on the current General Education program, as well as other general academic policies described in the *Bulletin*.
2. Assist the student in securing information about programs of interest throughout the University and advise the student in planning a course of study until the student enters a major field of study.
3. Assist the student in resolving problems which may be affecting her/his academic success.
4. Refer an advisee to other specific sources on campus for information and assistance the adviser cannot provide.
5. Maintain an updated file on the progress of each advisee.
6. Issue the Registration Permit after consultation with the advisee.
7. Post enough office hours before registration to accommodate all assigned advisees.

NEW STUDENT ORIENTATION

All freshmen and transfer students are encouraged to participate in a new student orientation program prior to their first quarter of enrollment. Specific information is mailed to each student before the beginning of the quarter for which he or she has been admitted. The programs help to acquaint each student with the campus, university services, registration procedures, and academic advising. Other recreational, social, and informative sessions are a part of each quarter's orientation program.

PRE-PROFESSIONAL PROGRAMS

Students are responsible for knowing both the requirements in their program here at the University and the admission requirements of the particular professional school they plan to attend. It is very important for pre-professional students to get their program started with the proper courses. Because of their brief stay and very intensive schedule, proper advising is a must and advisers should be consulted as soon as possible for needed assistance.

GENERAL EDUCATION REQUIREMENTS

St. Cloud State University has a historic policy which requires all students to complete a general education program constituting approximately one-third of their four-year baccalaureate degree. This policy is in keeping with State University Board guidelines. Board guidelines also require that the Associate in Arts degree General Education requirements must be identical to the baccalaureate degree General Education program and that an Associate in Science degree General Education program must include at least one-third of its requirements (32 credits) in General Education.

The student who finishes the General Education program should have gained an ability to write and speak effectively, an understanding of quantitative reasoning, a knowledge of the essential elements of scientific discovery and of the impact of technological innovations. In addition, the student will have made an acquaintance with those modes of humanistic thought and expressions reflected in the arts, philosophy and religion. Finally, upon completing the General Education program the student should have a grasp of the development of one's own culture and the cultures of those men and women who live in societies far removed from that of the student.

Specific detailed General Education requirements for the following degrees are in the *Undergraduate Bulletin*. These general requirements are:

Associate in Science Degree: All students working toward an A.S. degree must meet the following general education requirements.

Communications/8 credits
English 162 (4 credits)
Speech Communication 161 (4 credits)
Distribution Requirements/24 credits
Humanities (8 credits)
Natural Science and Mathematics (8 credits)
Social and Behavioral Sciences (8 credits)
Total/32 Credits

Associate in Arts and Baccalaureate degrees:

All students working toward an A.A., B.A., B.Mus., B.F.A., or B.S. degree, and who have completed and passed less than sixteen quarter hours of course work at St. Cloud State University as of September 1, 1980, must fulfill the following general education requirements (Students who had completed more than sixteen quarter hours at St. Cloud State University as of September 1, 1980, will continue to fulfill the 68-hour General Education requirement published in earlier *Undergraduate Bulletins*).

General Education Courses

I. GENERAL REQUIREMENTS

(14 credits)

Writing Skills (8 credits)

ENGL 162*

ENGL 163*

Speech Skills (4 credits)

SPC 161*

Physical Education (2 credits)

PE 111, 119, 120, 121, 122, 123, 125, 126, 130, 131, 132, 133, 136, 138, 139, 140, 144, 145, 150, 152, 159, 160, 180, 190, 200, 201, 202, 203, 210, 212, 213, 219, 222, 223, 225, 226, 228, 230, 231, 232, 234, 235, 236, 238, 240, 241, 242, 243, 245, 250, 264, 266, 268, 269, 270, 271, 272, 273, 274, 275, 276, 290, 307, 308, 309

II. DISTRIBUTION REQUIREMENTS

(48 credits)

Philosophy/Humanities/Fine Arts

(16 credits)

1. Philosophy (4 credits)

2. Humanities (at least 4 credits)

American Studies

English

Foreign Language

3. Fine Arts (at least 4 credits)

Art

Music

Theatre

AMST 101, 102, 302, 490

ART 120, 121

DAN 131, 132

ENGL 124, 164, 290, 293, 294

FREN 131, 132, 133, 211, 212, 243

GERM 131, 132, 133, 211, 212, 243

MUSM 100, 101, 123, 124, 125, 130, 229

MUSP 101, 102, 103, 104, 106, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 138, 140, 142, 144, 146, 148, 151, 152, 153, 154, 155, 156, 157, 160, 162, 164, 167, 169, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 238, 240, 242, 244, 246, 248, 258, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 338, 340, 342, 344, 246, 348, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 438, 440, 442, 444, 446, 448

PHIL 101, 120, 122, 160, 220

RUSS 131, 132, 133, 211, 212, 243

SPAN 131, 132, 133, 211, 212, 243

TH 140, 244, 260, 270, 280

Natural Science & Mathematics

(16 credits)

1. Select from at least three departments

Biology

Chemistry

Earth Sciences

Mathematics and Computer Science

Physics and Astronomy

BIOL 101, 102, 104, 106, 107

CHEM 102, 201, 208, 215, 216

CSCI 169

ESCI 104, 105, 106, 109

MATH 121, 251, 254, 440

PHYS 103, 207, 208

ASTR 106, 107

Social & Behavioral Sciences

(16 credits)

1. Social Science (4 credits)

SSCI 104*

2. Select three of the 5 groups (12 credits)

a. Sociology and Anthropology

Area Studies (Middle East, Latin America, etc.)

Political Science

Economics

Social Science

b. Industrial Education or Technology

c. Geography

d. History

e. Psychology

ANTH 250

EAST 363, 364

ECON 259, 273, 274, 281, 360

GEOG 101, 111, 275, 372, 379

HIST 101, 105, 140, 141, 200, 203

IND 124, 186, 192, 285

POL 101, 111, 115, 202, 251

PSY 115, 290, 384

SOC 260, 261, 273, 277

SSCI 104, 204, 301, 460, 470

TECH 101, 165, 175, 305, 405

III. GENERAL EDUCATION ELECTIVES

(8 credits)

The classes listed below, and also the classes listed above fulfill this requirement.

** BEOA 167, 208, 216, 419

CJS 100, 101, 201, 325

COMM 220, 273

DTS 290, 393, 481

ECFS 220

ED 207, 374, 403

ENV 210

HLTH 125

HURL 201

IM 104, 204

LAST 250

SCI 110

SPC 223, 226, 275, 280, 324, 331

SPED 401

SSPA 220, 230, 324, 468

URB 200

WS 201

*These classes are required General Education courses

**Do not meet General Education elective requirements for business majors

GENERAL EDUCATION COURSE WAIVERS

Limited exceptions to the General Education program requirements may be approved whenever it can be determined that the program objectives would be better achieved through an alternate selection of courses. Exceptions from the distribution requirement may be granted for students in the area in which their major or minor is located through the substitution of other designated General Education courses. Petition forms are available from the Office of Academic Affairs.

STUDENT'S GOAL/TIME PLAN

The advising process will be more effective if both student and adviser have a clear idea regarding the student's immediate and long range goals. Immediate goals only extend for a short length of time; for example, "to try out college level work to see if I can handle it." Long range goals would encompass the normal four-year degree, including the area in which you wish to major for that degree.

Space also is provided for some type of life-goal beyond the academic degree. There should be a relationship between your major and college degree and your life-goal(s) for effective life-oriented planning.

Before meeting with the adviser, the student should think about these goals, and summarize them as well as possible in the space provided on the back inside cover. Immediate goals may not extend beyond the first few quarters. The goals can always be changed, but the more planning you put into these goals, the more successful your "academic career" will be.

PROCESS FOR GENERAL EDUCATION ADVISEES AND ADVISERS

Advisers receive a mailing regarding registration from the Office of Admissions and Records.

Quarterly On-Campus Class Schedule is published.

Advisers post office hours for advising. Advisee reviews class schedule and prepares tentative schedules. Advisee makes appointment with adviser.

Consultation between student and adviser.

After both are satisfied as to courses selected, the adviser signs registration permit for students not yet admitted to a major program of study.

Students advance register during assigned time periods. Instructions are in the Class Schedule.

Student receives schedule prior to end of quarter.

Student attends general registration at beginning of quarter to change, drop, or add courses. Students not yet in a major, who have not pre-registered, must secure the signed registration permit from their General Education adviser to attend general registration.

Advisers and advisees are reminded that all selections on this sheet must be selected from approved General Education courses. No more than 8 credits may be taken in any one department for General Education credit.

	Tentative Selection	Course Taken	Credits	Grade
I. GENERAL REQUIREMENTS				
(14 credits)				
Writing Skills (8 credits)				
ENGL 162	_____	_____	_____	_____
ENGL 163	_____	_____	_____	_____
Speech Skills (4 credits)				
SPC 161	_____	_____	_____	_____
Physical Education (2 credits)	_____	_____	_____	_____
II. DISTRIBUTION REQUIREMENTS				
(48 credits)				
Area A. Philosophy/Humanities/ Fine Arts (16 credits)				
1. Philosophy (4 credits)	_____	_____	_____	_____
2. Humanities (at least 4 credits)	_____	_____	_____	_____
American Studies				
English				
Foreign Language				
3. Fine Arts (at least 4 credits)	_____	_____	_____	_____
Art				
Music				
Theatre				
Area B. Natural Science & Mathematics (16 credits)				
1. Select from at least three departments				
Biology	_____	_____	_____	_____
Chemistry	_____	_____	_____	_____
Earth Sciences	_____	_____	_____	_____
Mathematics and Computer Science				
Physics and Astronomy				
Area C. Social & Behavioral Sciences (16 credits)				
1. Social Science (4 credits)				
SSCI 104	_____	_____	_____	_____
2. Select three of the 5 groups (12 credits)				
a. Sociology and Anthropology	_____	_____	_____	_____
Area Studies (Middle East, Latin America, etc.)	_____	_____	_____	_____
Political Science				
Economics				
Social Science				
b. Industrial Education or Technology				
c. Geography				
d. History				
e. Psychology				
III. GENERAL EDUCATION ELECTIVES				
(8 credits)				
These 8 credits may be selected from approved General Education courses in any department	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

The completed General Education program must total 70 credit hours.

REGISTRATION, FEE PAYMENT, SCHEDULE CHANGES

The following regulations govern late registration, late start in classes, and late payment of fees:

1. The University calendar establishes the dates of registration and the beginning of classes. (See *Undergraduate Bulletin*.)
2. Students must begin attending classes at the next meeting after registering. Classes missed at the beginning are counted as absences.
3. Registration for any course work shall not be considered as completed until all tuition charges and fees for the period of instruction have been paid.

Students who have not completed their registration before classes begin may register within a period no longer than specified below upon payment of a late registration fee of \$5 beginning the fourth day and \$2 for each succeeding class day.

Regular Quarter: Five class days

Summer Term: Four class days

Registration through the tenth class day of a regular quarter may be permitted in exceptional cases by obtaining approval of the instructor.

A change of program after the third day of classes requires a "drop-add" form and payment of a \$2 fee. Consult the quarterly class schedule for specific "drop-add" dates. The student is responsible for knowing these dates.

ATTENDANCE, CLASS DROPS, WITHDRAWAL AND INCOMPLETES

Students are expected to be in class whenever the class is scheduled to meet. Each instructor is responsible for the attendance policy in her/his classes.

To drop a class a student must obtain a "drop-add" form from the Office of Admissions and Records. Failure to follow this procedure will result in a failing mark for the course. Courses dropped before the drop deadline are marked "W" (withdrawn). Courses dropped after the drop deadline are marked "E," except when the withdrawal is due to circumstances beyond the student's control. In such a situation, the Director of Admissions and Records may approve a mark of "W."

When a student who is otherwise doing satisfactory work in a course is unable, for reasons beyond her/his control, to complete all course requirements during the term, he/she may be given an "I" for incomplete. The incomplete must be removed by the student within one quarter, except an incomplete given spring quarter must be removed by the end of the following fall quarter. If it is not removed within one quarter, the incomplete is changed to "E" (failure).

Any student who completely withdraws from this university before the end of a quarter must process her/his withdrawal through the Office of Admissions and Records.

ACADEMIC COMPUTER SERVICES

Academic Computer Services is an administrative unit under Academic Affairs. The primary responsibilities of the department include:

1. providing an adequate environment for students and faculty using the instructional computer facilities.

2. supporting all curriculums using the computer as an instructional aid by providing consulting and programming services.

3. conducting computer-related workshops.

Facilities located in Brown Hall Basement include keypunches, time-sharing terminals, and remote-job-entry terminals for student use. Available computer systems include the Minnesota Timesharing System, the University of Minnesota Timesharing System, a Univac 1100/80A, a PDP-11/60 minicomputer, and several Apple II microcomputers.

STUDENT CONSULTING SERVICES assists students in the use of the facilities and provides debugging assistance on many computer languages and statistical software packages. Consultants are normally available daily from 9:00 a.m. to 9:00 p.m. **TECHNICAL SERVICES** provides information on departmental policy, equipment utilization policies, timesharing user numbers, reference manuals and *Users' Guide*, statistical programming, keypunch service, and tours.

Hours ACADEMIC YEAR

7:30 a.m. - 2:00 a.m. Monday-Thursday
7:30 a.m. - 11:00 p.m. Friday
9:00 a.m. - 11:00 p.m. Saturday
12:00 p.m. - 12:00 a.m. Sunday

SUMMER TERMS

7:30 a.m. - 7:30 p.m. Monday-Thursday
7:30 a.m. - 4:00 p.m. Friday
10:00 a.m. - 4:00 p.m. Saturday
Closed Sunday

Changes in this schedule will be posted in the Academic Computer Center.

ACADEMIC HONESTY

Work submitted by an individual as her/his own in connection with an application for a position, promotion, tenure, salary increase, *coursework*, or other academic activity must be academically honest and a product of his or her own efforts. (SUB Internal Rule 310-C-2, Professional and Ethical Standards for Employees and Students).

ACADEMIC STANDARDS

Academic Trial Quarter Requirements. Whenever students' cumulative honor point ratios fall below the minimum level, they will automatically be placed "on trial" the following quarter of enrollment.

Attendance	Minimum cumulative HPR
After 1st quarter	1.50
2nd quarter	1.75
3rd quarter	2.00
Beyond 3rd quarter	2.00

Students "on trial" must earn at least a "C" average during the trial quarter. They will not be allowed to advance register for the next term. A mark of incomplete must be removed before the student is allowed to enroll for another quarter. A student on academic proba-

tion who withdraws from more than one course during the probationary quarter is subject to suspension.

If students fail to obtain a "C" average during the trial quarter, they will be dismissed for one quarter. The dismissal period will be one year for all additional suspensions.

Normal Academic Progress Requirements. All students must maintain normal academic progress. Normal progress is defined as satisfactory completion* of more than half of all credits for which tuition has been paid during a given quarter.

Students who fail to meet this requirement will be placed on academic probation the next quarter of enrollment. They will not be allowed to advance register for the next term. The student must complete more than half of the credits for which tuition has been paid in the probationary term or be dismissed for one quarter. The dismissal period will be one year for all additional suspensions.

**Satisfactory completion shall be defined as a grade of "D" or higher on an A-E scale or "S" on an S/U scale. For normal progress requirements, a "W" or an "I" is considered to be unsatisfactory completion of the course.*

ARRANGED COURSE

A student who cannot take a regular course as scheduled for good reason may apply to take it by arrangement. Permission of the instructor of the course and the department chairperson must be obtained on the application form available in the Office of Admissions and Records, or from the department chairperson.

AUDITING OF CLASSES

A student who wishes to attend class sessions of a course but does not wish to receive credit for it may register as an auditor. The same registration procedure is followed and the same fees charged as for credit courses. Auditors must attend class but do not have to take examinations. Auditors who fail to meet the attendance requirements may receive a mark of U (Unsatisfactory) rather than a mark of V (Auditor). Courses are not counted as part of load or toward graduation.

COLLEGE LEVEL EXAMINATION PROGRAM

See *Undergraduate Bulletin*, 1981-1983.

CREDIT BY EXAMINATION

A student may earn a maximum of 48 quarter hours of credit by examination. Entering freshmen are eligible to take examinations for credit if they have a "B" average in high school in the area to be examined and for all high school work. Requests for exceptions will be considered when test scores or other evidence suggests greater ability than the high school record indicates.

All other students who meet the qualifica-

tions listed below may apply to take credit examinations:

1. The student must have a "B" (3.0) average for all university work taken in the subject area of the exam.
2. A student should have a "C" average for all university work taken at St. Cloud State University. If a transfer student has taken less than two full quarters at St. Cloud, he/she must have a "B" average for all university work taken.
3. Students may not take examinations at a level below that of courses already taken in an area. For example, a student who has completed a 200-level course in a specific subject area cannot take an examination for credit in a 100-level course in the same area without the special approval of the Dean. Exceptions may be made in the case of transfer students who, in the judgement of the Assistant Director of Admissions and Records and the chairperson of the department involved, have not had previous opportunity to cover the material in the 100-level course.
4. Students having completed 112 or more quarter hours may not receive credit by examination in courses at the 100 or 200 level.
5. A student may not take an examination in a course more than once.

Credit received by examination counts toward residence, general education, major and minor requirements. Examinations are graded on a Satisfactory/Unsatisfactory basis. Only "Satisfactory" grades are entered on the student's permanent record.

Examinations for credit may be requested in any course. The final authority for determining whether a student may take a course by examination rests with the department chairperson involved.

Students are not required to take the examination in the same quarter in which they apply. For example, students are encouraged to apply in the spring quarter for examinations to be taken in the fall, thus permitting the use of summer for reading and preparation.

Application forms are available in the Office of Admissions and Records, 117 Administrative Services Building.

GRADING APPEALS POLICIES

1. A student who considers a grade to have been determined on an improper basis, shall, within two weeks of the beginning of the next quarter (not counting summer terms) confer with the instructor.
2. Should step 1 not produce mutually satisfactory results, the student, the instructor and the department chairperson shall confer. (If the department chairperson is the instructor in question, the Dean shall hold the conference.)
3. Should step 2 not produce mutually satisfactory results, the student may appeal to a departmental faculty committee whose decision shall be final. The instructor involved shall appear at the committee meeting. If the instructor in question is a member of the faculty evaluation committee, the remaining members shall choose another member to replace this instructor for the

hearing of the appeal.

If the contested grade is "E," the committee may let it stand or change it to "W" or "S".

If the contested grade is a passing grade, the committee may let it stand or change it to "S", meaning that the course would be counted toward graduation requirements but not computed in the student's honor point ratio.

HONOR POINTS

Honor points are earned as follows: For each credit of "A", 4 honor points; "B", 3; "C", 2; "D", 1; "E", 0. A student's honor point ratio is figured only on work taken at St. Cloud State University. Transfer credits are not used in calculating the honor point ratio.

COMPUTING HONOR POINT RATIO

See *Undergraduate Bulletin*, 1981-83.

INDEPENDENT STUDY

Recognizing the diversity of interest, preparation and talent among its students, St. Cloud State University desires to individualize education as much as possible. This program permits a student to earn from one to four hours of credit for individual study in an area or topic not offered in a regular course.

In working out the arrangements for this special study, the student should consult with and receive the approval of her/his adviser, the instructor with whom the work will be done, and the chairperson of the department. Application forms are available in the Office of Admissions and Records, 117 Administrative Services Building.

MAILING POLICY OF OFFICE OF ADMISSIONS AND RECORDS

Grade Reports. The student has the option of having the final grade report sent to either of two addresses (permanent or local). The grade report will be sent to the address selected by the student. If it is returned by the U.S. Postal Service or the Housing Office, it will not be forwarded without a written request signed by the student. The grade report will be destroyed at the end of the next quarter.

Change of Grade Report. The change of grade report will be sent to the address the student has requested the final grade report be sent. If it is returned by the U.S. Postal Service or the Housing Office, it will be destroyed.

Notification of Adviser Assignment. The notification of adviser assignment will be sent to the address listed as the student's local address. If it is returned by the U.S. Postal Service or the Housing Office, it will be destroyed.

REFUND OF TUITION AND FEES

On-Campus Classes: State University Board regulations stipulate students are responsible for paying tuition and fees for those courses and credits for which they are enrolled at 8:00 a.m. the first day of classes. To receive a refund for the dropped portion of their class schedule, students must drop classes no later than the day

before classes begin. Beginning the first day of classes, unless the student's class schedule is reduced by the University, no refund will be issued for dropping courses. For further information refer to the quarterly class schedule.

Students withdrawing completely from the University must process a withdrawal form in the Office of Admissions and Records, 117 Administrative Services Building. The following refund schedule applies to total withdrawal from classes. Up to and including the 5th instructional day, 80% refund; 6th through 10th instructional day, 60% refund; 11th through 15th instructional day, 40% refund; 16th through 20th instructional day, 20% refund; and thereafter, no refund will be given.

Evening and Extension Classes: No partial refunds will be made for courses dropped by a student unless he/she withdraws officially from the whole of her/his course work. State University Board regulations state that if there is notification of total withdrawal from classes prior to the first class meeting a full refund will be given. Prior to the second class meeting, 80%; prior to the third class meeting, 60%; prior to the fourth class meeting, 40%; prior to the fifth class meeting, 20%; thereafter, no refund will be given. If a student must withdraw, he/she should immediately contact the Office of Admissions and Records, St. Cloud State University, St. Cloud, Minnesota 56301; Telephone 612-255-2111.

Short Courses: No refunds will be made for short courses (duration of less than five weeks of a quarter or less than two and one-half of a summer session).

Special Fees: Students not eligible for refund of tuition, student union fees, student activity fees, may be eligible for refund of other special fees. Fees collected to support high-cost classroom activities may be refunded at the discretion of the instructor. Students should contact the Office of Admissions and Records for further information.

Amounts of \$1 or Less: Amounts of \$1 or less will not be refunded.

Appeal Procedure: An appeal procedure has been established for those students whose request for a refund of tuition and fees has been denied. Students wishing to appeal should contact the Office of Admissions and Records for further information.

REPEATING COURSES FOR IMPROVEMENT OF GRADE

Students may repeat courses at their own discretion in an effort to improve grades. In such cases, no additional credit will be allowed. The highest grade earned will be the student's official grade for the course, however, both grades will remain on the students permanent record. (Please note that a repeated course does not count toward financial aid requirements.)

STUDENT LOAD

The *normal* course load is 16 credits per quarter. An undergraduate student enrolled for 12 credits or more (6 credits in a summer term) is considered a full time student. The maximum allowable load without special permission is 20

credits.

Students who wish to enroll for more than the established maximum must secure permission from their adviser and college dean. Students who have not selected a major program of study must secure permission from the Assistant Vice President for Academic Affairs. A student's load includes the total of all courses carried, including correspondence, extension, and any other college course taken concurrently with those at St. Cloud State University.

UNDECIDED MAJORS

Many students attending St. Cloud State University will not have decided on a major prior to attending the University or even during their first two years. The process of selecting a major should be a serious endeavor and should not be hurried. On the other hand, students also will find the best advice about a major by utilizing the resources of a particular college, department, or center.

There are a number of resources available to aid the student who is undecided as to a major:

1. The general education program with its multi-disciplinary content gives the student exposure to various areas that might lead to a major.
2. Current instructors, an assigned academic adviser, college and departmental internship directors, and individual faculty or a department provide excellent resources to discuss possible majors and career fields.
3. The Student Counseling Center in Room 118, Stewart Hall provides both vocational counseling and administrators and interprets various vocational interest tests.
4. The Career Planning and Placement Office (Administrative Services 101) and the Student Counseling Center are equipped with the Minnesota Occupational Interest System (MOIS). MOIS is a computerized system that provides information on approximately 300 occupational classifications representing a majority of the jobs currently in the Minnesota Occupational structure. Information on each occupation includes the predicted employment outlook, data entry and training requirements, duties, required skills, working conditions, salaries, advancement potential and related fields. MOIS also has individual self-assessment of occupations, a listing of resources to explore occupations in more detail, and educational institutions that provide training in various occupations.

APPLICATION FOR ADMISSION TO MAJOR PROGRAM OF STUDY

Major advising begins after a student is accepted into a major. This advising is under the control and supervision of the academic department of the student's major field. Each college has its own procedure for making application for a major program. Consult the section of this handbook entitled, "Getting Started on Majors and Minors." Students should realize the valuable resource that major advisers and faculty in the major field provide in the development of their major program, in preparation of the career placement file and in looking for employment following graduation.

Getting Started on Majors and Minors

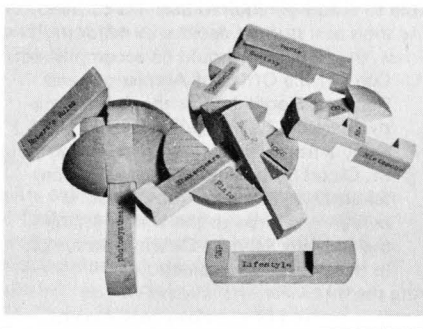
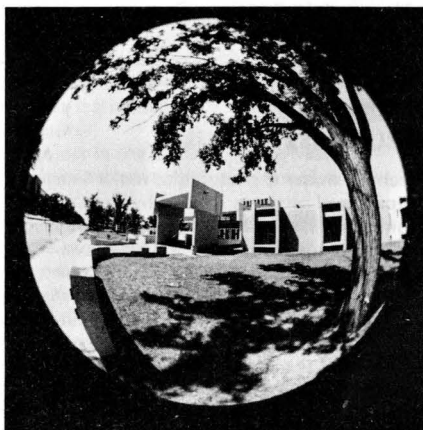
St. Cloud State University offers a number of academic programs not available at many other colleges and universities. And new programs are being added regularly to help prepare students for everchanging career opportunities.

The student may select from three two-year associate degrees, five four-year bachelor's degrees, three master's degrees, a specialist degree, a fifth year program in teacher education, and a sixth year program. In addition, St. Cloud provides preliminary preparation in 18 professional fields, such as engineering, law, and medicine. Within these programs are hundreds of career possibilities.

The degree programs currently available at St. Cloud are evidence that the university is large enough to offer students many academic sequences in the depth required for completion without the inconvenience and expense of transferring to another institution.

Students who expect to become candidates for an A.A., A.E.S., A.S., B.E.S., B.F.A., B.S., B. Mus., or B.A. degree may apply for admission to a major program of study when they have completed 32 credits, including at least 12 at St. Cloud State.

There are a number of real advantages to entering a major early. Declaring a major gives students some protection against changes in the program that might require more time in school and it provides the students with the expert advice of a major adviser who understands both the program and career possibilities in the area. Admission to a major program is a significant factor in increasing your chances of successfully completing college. Your major department also will be better able to plan its course offerings and allocate its resources if it knows who its majors are and what courses they need. Students admitted to a major program also enhance their registration priority for some courses and they no longer need to get a permit to register each quarter.



ASSOCIATE IN ELECTIVE STUDIES DEGREE

Contact: Delaine Halberg, Whitney 201 255-3081.

The Associate in Elective Studies (A.E.S.) degree provides students an opportunity to develop and design their own two-year programs of study. The degree may be earned by the completion of 96 quarter credit hours of self-selected courses.

1. Requirements for the A.E.S. degree:
 - a. Completion of any 96 credits with a 2.00 (C) average.
 - b. Meet the residence requirement of St. Cloud State University as outlined in the *Undergraduate Bulletin*.
 - c. No more than 48 credits in any one discipline will be applicable toward the A.E.S. degree.
2. Who is eligible:

Students who meet the admission requirements of St. Cloud State University, or who, if currently or previously enrolled, have a 2.00 (C) average are eligible to apply for admission to the Associate in Elective Studies degree program. Application forms are available in Whitney House 201.

BACHELOR OF ELECTIVE STUDIES DEGREE

This degree program provides students an opportunity to develop and design their own programs of study. It allows students maximum latitude in planning their degree programs to meet their educational and vocational goals.

The degree requires:

1. Completion of 192 quarter credits with a 2.00 (C) average.
2. Earn at least 48 credits in upper division (300-400) courses.
3. No more than 96 credits can be earned in any *one* discipline.
4. No major or minor program is required; however, students may complete majors and minors in a limited number of departments (see below).
5. Meet the residence requirement of St. Cloud State University.

The B.E.S. degree *does not require* the student to complete a major or minor program of study; however, some departments and programs offer them in one of two ways: (a) major and/or minors with the completion of *any* 48 credits (major) or *any* 36 credits (minor) *in that discipline*; or (b) students may present a self-selected pattern of courses to a department or program for an approved 48 credit major or 36 credit minor.

See the University *Bulletin* for departments that participate in major/minor programs under B.E.S.

Students who meet the admission requirements for St. Cloud State University and students enrolled either previously or currently who have a 2.00 (C) average are eligible to apply for admission to the B.E.S. program. Additional information and application forms are available in Whitney House 201.

PRE-PROFESSIONAL PROGRAMS

See pages 13-16 in the 1980-81 *Undergraduate Bulletin* for pre-professional programs of study designed for those students who plan to transfer to a professional school rather than graduate from St. Cloud State University. Additional information is available from the following faculty advisers:

- Agriculture/Thomas Clapp/MS 220/255-2288
- Dentistry/David Mork/MS 226/255-3035
- Engineering/A-L Bruce Ellis/MS 310/255-2011/M-Z Wendell Pou/MS 312/255-3145
- Fisheries Management/Steven Williams/MS 272/255-2230
- Forestry/Thomas Clapp/MS 220/255-2288
- Home Economics/David Kramer/MS 223/255-3009
- Horticulture/Thomas Clapp/MS 220/255-2288
- Law/Stephen Frank/BH 319/255-4131
- Medical Records Administration/David Mork/MS 226/255-3035
- Medicine/Standley Lewis/MS 225/255-4269
- Mortuary Science/Donald Peterson/MS 277/255-3211
- Nursing/David Mork/MS 226/255-3035
- Occupational Therapy/David Mork/MS 226/255-3035
- Optometry/Charles Eckroth/MS 308/255-3252
- Pharmacy/John Carpenter/MS 373/255-3031/William Nickles/MS 372/255-3198
- Physical Therapy/David Mork/MS 226/255-3035
- Veterinary Medicine/John Peck/BH 209/255-4137
- Wildlife Management/Alfred Grewe/BH 234/255-4135

BUSINESS



Dean: James Marmas, BB 124A

Phone: 255-3212

Associate Dean: Wayne Little, BB 124A

Phone: 255-3213

ADMISSION TO PRE-BUSINESS STATUS

High school students planning to major in a bachelor's level program offered by the College of Business must rank in the upper half of their high school graduating class, or have a composite score of 19 or higher on the ACT, or have a combined score of 82 or higher on the PSAT, or have a combined score of 820 on the SAT, or have participated in an admissions interview. A transfer student planning to major in a bachelor's level program offered by the College of Business must have a cumulative honor point ratio of not less than 2.50 to be eligible to enroll in required business courses.

As soon as a student decides to major in business, the following should be accomplished:

- ☐ Contact the Office of Admissions and Records, Room 117, in the Administrative Services Building.
- ☐ Bring a transcript of credits earned at St. Cloud State University, or if a transfer student, an evaluation of credits being transferred to the University to the Student Services Office, Room 123, in the College of Business.

During the interview, the student will be properly registered as a pre-business student and a personal file will be established. The student will be advised at that time of the courses required to be completed before admission to a major program in the College of Business. As a pre-business student, it is necessary to obtain a "Permit to Register" form from the Student Services Office prior to the pre-registration dates for any quarter and the summer terms, until admission to a major program has been completed.

ADMISSION TO MAJOR IN BUSINESS

A pre-business student may be admitted to a designated major in the College of Business after:

- ☐ Completing those courses required by the appropriate department for the freshman and sophomore years (pre-business program). This information is available in the Student Services Office of the College of Business.
- ☐ Achieving the required minimum overall honor point ratio of a 2.50.
- ☐ Achieving a grade of "C" or better in the following courses: ACCT 291 and 292, ENGL 162, QMIS 140, and MATH 131.
- ☐ Obtaining an Admission to Major Program Form from the Student Services Office and is referred to the respective department chairperson for assignment to a major adviser.
- ☐ Completing the Major-Minor Form with the assistance of the major adviser.
Admission to a major program is not complete until the Major-Minor Program Form is on record in the Office of Admissions and Records and the Office of the Dean.
- ☐ No more than 16 credits of specified upper division business courses may be completed prior to admission to a business major. Courses which may be counted include BEOA 309, GMF 361, GMF 371, and MKGB 320.



ADMISSION TO MINOR PROGRAM

The student with a major in business may not elect a business minor except in the area of Quantitative Methods and Information Systems. A student with a major program in a college other than the College of Business who desires a minor program in business may declare the minor at the time of application for admission to a major program if at that time the student has met the required minimum honor point ratio of a 2.50 in all courses work completed. The student desiring to pursue a minor program in business should then initiate an application and have the minor program approved in the Office of the Associate Dean (Room 124) in the College of Business. Majors in the College of Business are not required to complete a minor in order to fulfill the requirements for a degree.

COLLEGE OF BUSINESS TRANSFER POLICY

In addition to the general requirements of the University, the following special requirements apply to transfer students seeking degrees in the College of Business.

1. Transfer of credit for business and related courses to be applied to the business core and to the major program shall be limited to those courses completed with grades of "C" or higher.
2. Transfer of business and related courses from two-year institutions to be applied to the business core and to the major program shall be limited to such courses as the College of Business offers at the lower division level (freshman and sophomore years).
3. Transfer of business and related courses from baccalaureate degree granting institutions to be applied to the business core and to the major program shall be limited to those courses offered at levels no lower than the levels of comparable courses offered in the College of Business.
4. Students may register for the first quarter for the following courses: MGMT 361, MGMT 371, MKGB 320, and BEOA 309 providing the general education requirements outlined in the Pre-Business program and providing the following courses (or their equivalents) have been completed: MATH 131: QMIS 140, 141 (except certain BEOA majors); ACCT 291, 292, 293; ECON 273, 274, MKGB 235, and QMIS 250. If a transfer student has not completed the pre-business requirements, that student must see the Associate Dean of the College of Business before enrolling for business courses at the 300 level.
5. Obtain a "Permit to Register" Form from the Student Services Office (Room 123) each quarter until officially admitted to the major program.

A comprehensive examination may be requested to establish competence in a subject. A transfer student who has completed an Associate of Arts degree from an accredited college in a college transfer program may enroll in specified 300 level courses for one quarter.

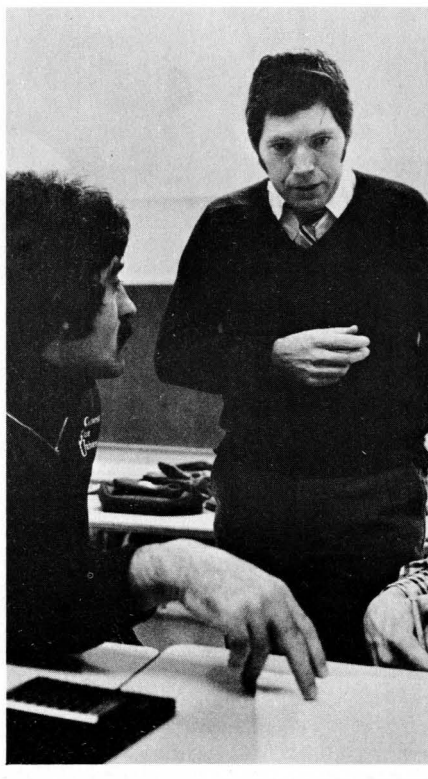
Students transferring to SCSU with less than a 2.50 grade point average who wish to major in business must complete 48 credits of coursework outside the College of Business AND achieve a minimum honor point ratio of 2.50 before receiving permission to take any business classes.

INTERNSHIP IN BUSINESS

Business majors who have achieved a minimum HPR of 2.50 are encouraged to participate in the internship program in business available in each department.

The program provides:

1. An opportunity to work under a carefully planned and approved program for a quarter of the academic year with a participating firm or organization.
2. Students an opportunity to identify with the business world while yet undergraduate students in the University.



3. The business community an opportunity to cooperate with the College of Business in preparing students for opportunities after graduation.
4. All majors in the College of Business a unique experience during their senior year.

The programs are available for any quarter during the academic year and also during the summer period. Majors in the College of Business are urged to arrange an interview with advisers at their earliest convenience so that their total program includes provision for participation in the internship program during the first or second quarter of their senior year of study. The student must spend at least one quarter in residence at St. Cloud State University with full-time status following the completion of the internship.

COLLEGE OF BUSINESS PROBATION POLICY

Students officially admitted to a major program in the College of Business who do not maintain an accumulative honor point ratio (HPR) of 2.0 shall be placed on probation effective immediately at the close of the quarter (or summer term) in which the accumulative honor point ratio (HPR) falls below 2.0. If a student who is on probation fails to achieve an accumulative honor point ratio (HPR) of 2.0 in the next quarter of University work (full summer term), that student will be suspended from the major program in the College of Business. Students who are in suspended status from their major program in the College of Business may petition for permission to reapply for a major program.

RECOMMENDED PROGRAM SCHEDULING PLAN: FRESHMAN AND SOPHOMORE YEARS

Pre-business students who are planning to major in public accounting, private/industrial accounting, business teacher education, office administration, secretarial science, management, finance, insurance & real estate; marketing, general business; or quantitative methods and information systems should try to complete the following suggested course scheduling plan in their freshman and sophomore years:

FRESHMAN YEAR

1st Quarter

Math 131 4 Cr.
English 162^b 4 Cr.
Social Science 104 4 Cr.
Humanities^c 4 Cr.

2nd Quarter

QMIS 140^a 4 Cr.
Speech 161^b 4 Cr.
Engl. 163^b 4 Cr.
Humanities^c 4 Cr.

3rd Quarter

QMIS 141^a 4 Cr.
Philosophy^c 4 Cr.
Nat. Sci. & Math^{c/d} 4 Cr.
Soc. & Behav. Sci.^c 4 Cr.

SOPHOMORE YEAR

1st Quarter

ACCT 291 4 Cr.
ECON 273 4 Cr.
Soc. & Behav. Sci.^c 4 Cr.
Nat. Sci. & Math^{c/d} 4 Cr.
Physical Ed.^c 1 Cr.

2nd Quarter

ACCT 292 4 Cr.
ECON 274 4 Cr.
Soc. & Behav. Sci.^c 4 Cr.
Nat. Sci. & Math^{c/d} 4 Cr.
Physical Ed.^c 1 Cr.

3rd Quarter

ACCT 293 4 Cr.
MKGB 235 4 Cr.
QMIS 250 4 Cr.
Nat. Sci. & Math^{c/d} 4 Cr.

- a. Pre-business students who plan to major in business teacher education, office administration and secretarial science will follow a modified schedule in consultation with the Student Service Office.
- b. This requirement could be met by demonstrating competency. Refer to the General Education section of the Student Handbook.
- c. Refer to the General Education section of the Student Handbook or Undergraduate Bulletin.
- d. Pre-business students planning to major in (1) quantitative methods and information systems or (2) private/industrial accounting should plan to take the following courses in lieu of the natural sciences and math credits recommended in the sophomore year:

1st Quarter - Math 231 - 4 Cr.

2nd Quarter - Math 257 - 4 Cr.

3rd Quarter - Math 232 - 4 Cr.

The natural science and mathematics credits will be taken in the junior year.

EDUCATION

All students working toward a Bachelor of Science Degree in teacher education must apply for admission to:

1. a major program of study
2. the Teacher Education Program
3. student teaching

APPLICATION FOR ADMISSION TO A MAJOR PROGRAM. Students interested in applying for a major program of study involving a department in the College of Education should apply in the appropriate departmental office. Students who plan to pursue a minor in library science and audio-visual education, reading or the kindergarten endorsement must have a minor or endorsement adviser as well as a major adviser.

GENERAL REQUIREMENTS. Students preparing to teach in elementary school must major in elementary education. Students who wish to specialize in secondary school teaching (Grades 7-12) must major in a teaching field. Students preparing to teach special education must have a major in special education. Those preparing to teach in grades K-12 in special areas such as art, industrial arts, music, physical education, health or speech pathology must have majors in those areas.

All teacher education programs require a core of professional education courses, including student teaching or internship. Teacher education students should check with their advisers concerning: 1) the required core for their major including any prerequisites and 2) the planning of the time and sequence of the core in the program being pursued.

Students who wish to be recommended for Minnesota State teacher licensure must complete mandatory requirements in alcohol-drug education, health education, and human relations. Completion of Health Education 405 (formerly 301), Health Education 125 (secondary and special areas) or Health Education 498 (elementary), will satisfy the health and alcohol-drug education requirements. Completion of Human Relations 496 and 497 will satisfy the human relations requirement.

APPLICATION FOR ADMISSION TO TEACHER EDUCATION

All students working toward a Bachelor of Science Degree in teaching must be admitted to the Teacher Education Program before they can go student teaching.

Application for and admission to the teacher education program involves the following steps:

Each quarter, meetings are held to give the student an opportunity to apply for admission to teacher education. The time and place for the meetings is published in the *Chronicle* and posted outside the College of Education Office. Application for admission to teacher education normally should be made during the quarter the student is taking the introductory course, ED 220, 221, or SPED 401. Requirements for admission include admission to a major program of study, satisfactory completion of PSY 262 and the introductory course, completion of SPC 161, Eng. 2 162, 163 with no mark below C and an overall honor point ratio of 2.0 or more. These requirements



Dean: Kenneth Ames, EB-A113
Phone: 255-3023
Associate Dean: Sue Lail, EB-A112
Phone: 255-3023

must be met by all transfer students regardless of previous degree status.

The application for admission to teacher education will be evaluated the quarter the student applies. If the student does not satisfactorily meet all of the requirements the student will be notified.

Students must meet the following requirements to complete the Teacher Education Program:

- a. A 2.25 honor point ratio in their major(s) and no grade less than C in professional education at the time of admission to teacher education and when they apply for student teaching.
- b. A 2.25 honor point ratio in their major(s) and in professional education before graduation.
- c. An honor point ratio of 2.00 in their minor(s), the communication sequence, and overall at the time of admission to teacher education.

In cases where there is a question regarding eligibility for admission to teacher education, the student will be interviewed by a student-faculty committee.

Students changing from non-teacher education major or minor bachelors degree programs must apply for admission to the appropriate major and minor programs and to teacher education.

HEALTH, PHYSICAL EDUCATION and RECREATION (HPER)

Contact:

Health: Frank Osendorf, HaHS-310, 255-2185

Physical Education: HaH-208, 255-3150
Recreation: Yutaka Morohoshi, HAH-223 255-2229

HEALTH EDUCATION (HLTH)

Freshman Year:

HLTH 206, 210, 215
CHEM 201

PHYSICAL EDUCATION (PE)

Freshman Year:

PE 101, 102, 103, 110, 112, 131, 133 or 151.

Sophomore Year:

PE 206, 248, 261 & HLTH 215 are to be taken any quarter in the freshman or sophomore year where they will fit best in the program.

It is recommended that all physical education majors lacking skills in archery, badminton, golf, tennis and swimming take PE 232, 230, 238, 275, 136 and 138 before the spring quarter of their sophomore year.

RECREATION (REC)

Freshman Year: REC 133 & 135

Sophomore Year: REC 212, 233 & 235

See the Undergraduate Bulletin for related programs, and required and elective courses.



LIBRARY & AUDIOVISUAL EDUCATION (IM)

Contact: Doreen Keable, CH-127
Phone: 255-2062

The Center for Library and Audiovisual Education offers course work dealing with concepts and preparation for career involvement in the world of information media. Two General Education courses as well as two undergraduate minors are offered to enrich and broaden the student's skills in using resources both on campus and in other libraries.

Courses in Understanding Learning Resources

IM 104, Introduction to Learning Resources, is offered to freshman and new students and deals with library and audiovisual materials in the Learning Resources Services of St. Cloud State University. This General Education course is especially valuable to freshman and new students doing research and readings related to current interests and course-work and will give students skills to use throughout their careers.

IM 204, Information Resources in Society, is a General Education course dealing with information sources in libraries, media centers, and community resources (public, regional, school, and academic libraries).

IM 275, the Media Profession, introduces students to the media profession, its needs and requirements. Students who are thinking about information media as a minor are especially encouraged to take this 2 credit course, but everyone is welcome to enroll to learn more about this field.

Information Media Minors

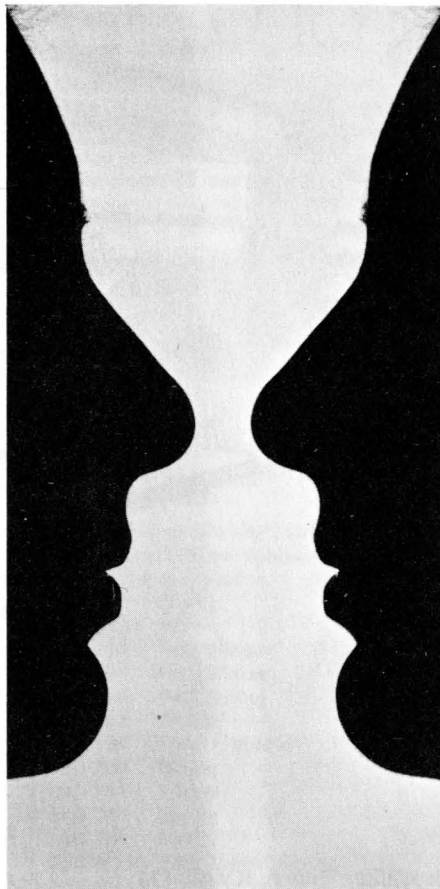
Two undergraduate minors are offered through the Center for Library and Audiovisual Education. A 24-credit minor, for persons in either a B.S. or a B.A. degree program, is available as well as a 36-credit minor for persons in a B.S. degree program. For persons in education, both of these minors qualify the individual for licensing endorsements with the Minnesota State Department of Education. A person with the 24-credit minor is qualified for the library certification whereas the person with the 36-credit minor is qualified for library certification plus AV coordinator certification. After two years of successful teaching in Minnesota schools, the person with library plus AV coordinator certification qualifies for media generalist certification.

Students thinking of the possibility of getting a minor in information media are encouraged to discuss the program's potentials with the undergraduate adviser. Persons in the B.S. degree program must complete the information media minor prior to student teaching.

PSYCHOLOGY (PSY)

Contact: Terry Peterson, EB A-216
Phone: 255-4157

The Psychology Department offers a program to majors and minors which includes a core and distribution of required courses. These courses are designed to provide an



overview of the major areas and issues within psychology. Students are then encouraged to study one of the following areas in-depth: psychological services, behavior analysis, developmental psychology, cognitive psychology, educational psychology, social psychology or experimental psychology. Internships in applied settings are also available.

Students are encouraged to contact the Department Office for an adviser and program planning.

SPECIAL EDUCATION (SPED)

Contact: Stanley Knox, EB-A212
Phone: 255-2041

There will probably be no courses during the freshman year which apply directly to the comprehensive major in special education. However, it is recommended that students complete PSY 121 and PSY 262 as soon as possible.

During the sophomore year the students should complete the following courses from the supportive core in the comprehensive major:

ED 371; HLTH 405; PSY 362; IM 468; MATH 250; and SPED 401. Additional courses in the major may be completed.

Students planning to major in special education should note the admission requirements in the bulletin. These requirements are different than those for many other majors.

During the junior year all courses in the

comprehensive major must be completed with the exception of SPED 423, 424, 425, 426, 455, 456, and 457. These courses will be completed during the senior year.

TEACHER DEVELOPMENT (ED)

Chairperson: Russell Schmidt, EB-A132
Phone: 255-3007

Elementary Education Program

Students intending to major in elementary education are requested to contact the Teacher Development Advising Center, EB-A 132.

Students are encouraged to complete their general education program before entering the elementary education program and are encouraged to take ED 220 in the last quarter of their sophomore year or as a first quarter junior. A major function of this course is to aid students in planning and completing their major programs. ED 220 should be scheduled to allow one free hour immediately following the scheduled class hour. This block of time will be used for daily field experiences in the public schools for three weeks during the quarter.

Elementary education majors are not required to take a minor. They may select one as an option in consultation with an adviser. Study in minor fields is encouraged. See the *Undergraduate Bulletin* for additional information.

Secondary Education Program

Contact: Eugene Bjorklund, EB-A281
Phone: 255-3285

Students preparing to teach at the secondary level will major and/or minor in the discipline(s) which they intend to teach. The introductory block of ED 221/PSY 262 should be taken in the sophomore year. See the *Undergraduate Bulletin* for other professional education courses and requirements.

Student Teaching Program

Contact: Larry Putbrese, EB-A133
Phone: 255-3063

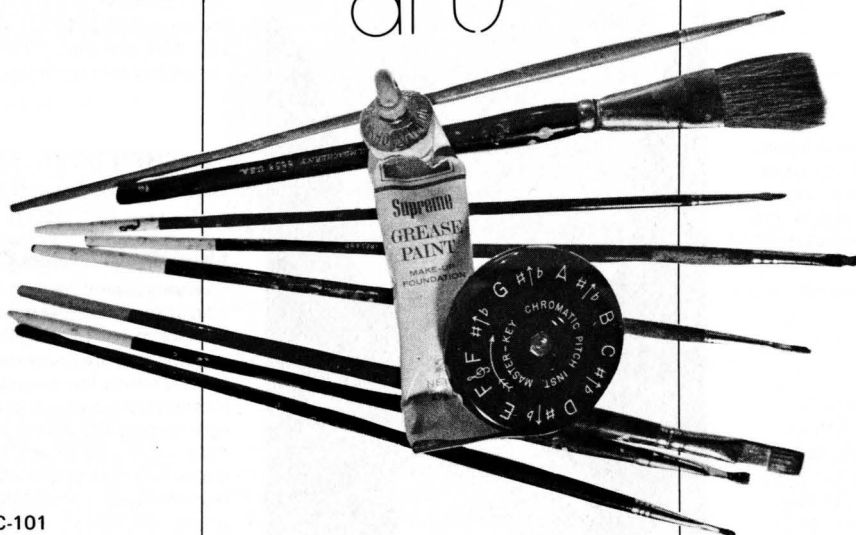
The student teaching experience will take place in off-campus schools. This experience is usually provided during the first or second quarter of the senior year. All students usually complete at least one quarter of course work after student teaching.

Student teachers are encouraged to live in the community and participate in community and school activities. Some schools recommend approved housing during the assignment; however, it is the responsibility of the student teacher to make her/his own housing arrangements and bear the expense involved.

The prospective student teacher needs to make long-range plans for her/his total college program at an early date if he/she is to receive maximum benefits from the student teaching experience.

Applications for student teaching assignments for the following academic year are made during the first week of the spring quarter. Watch for announcements in the SCSU Chronicle.

FINE arts



ART

Contact: James Roy, KVAC-101
Phone: 255-4283

Students contemplating a major or minor program in art should enroll in the following core courses:

- Art 110 Drawing I
- Art 111 Drawing II
- Art 101 Design I
- Art 102 Design II
- Art 222 Theory of Art

These are the prerequisites for all 200 level studio courses and must be successfully completed prior to applying for a major or minor program.

In selecting other courses, the student should be guided by the course numbering system and by the prerequisites as specified in the *Undergraduate Bulletin*. It is advisable to consult with the major adviser and plan a tentative program a year in advance.

Students not contemplating a program in art and wishing to satisfy the General Education requirement, should enroll in **Art 120-Studio Humanities**. Different studio emphases are offered each quarter. Please consult the quarterly schedule.

Art 121-Humanities, a lecture-discussion course dealing with humanity as it reveals itself through the visual arts, may also be taken as a General Education course.

Dean: William Bunch, KVAC-111
Phone: 255-3093

APPLICATION FOR MAJOR PROGRAM. Students wishing to major in a department of the College of Fine Arts should apply at the Office of the Dean. Before applying a student must have completed 32 quarter hours of credit with an honor point ratio of 2.0 or above. Transfer students must complete at least 12 of the 32 quarter hours at St. Cloud State University. Students should also satisfy any departmental prerequisites for admission to a major such as specific course work, presentation of a portfolio, and performance as described below.

MUSIC (MUSE, MUSM, MUSP)

Contact: Kenton Frohrip, PA-240
Phone: 255-3223

FRESHMAN YEAR:

1. Freshmen should take MUSM 101 fall quarter, MUSM 102 winter and MUSM 103 spring quarter during the freshman year. Any course may be waived upon examination. Students must petition to take the examination.
2. Musical Performance: Students are required to take applied music 9 quarters for a Bachelor of Science major. A Bachelor of Music major requires the student to study privately each quarter. Freshmen should make application for private lessons during their first quarter. All music students should perform in a major performing organization during their first quarter.
3. A four-year outline of courses for the music major is available in the Music Office (PA-238).
4. Students who are in doubt concerning a music major should consult with the chairperson at the Department of Music.

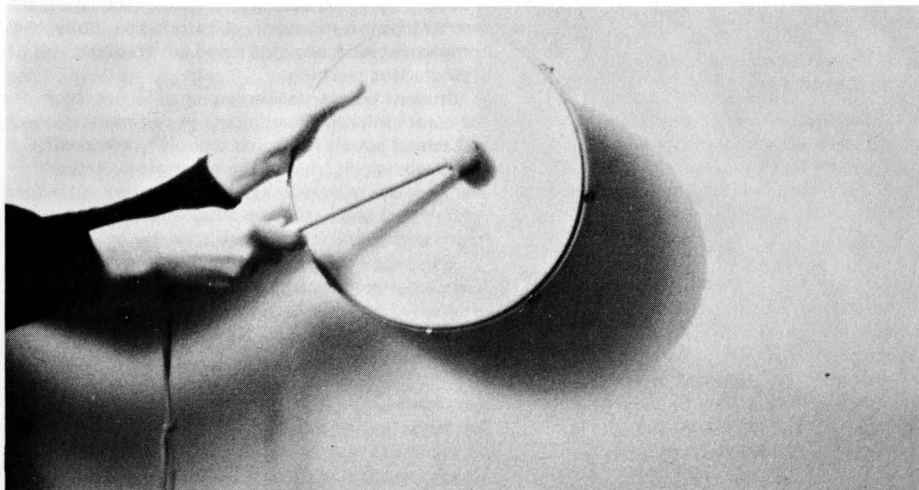
THEATRE (TH)

Contact: Dick Cermele, PA-210
Phone: 255-3229

Freshman students contemplating a major or minor in theatre must complete Theatre 234, 235, and 236, Theatre Arts I, II & III, in her/his freshman year. Other theatre courses recommended for freshmen include:

- TH 240 Stage Make-Up
- TH 244 What People Wore
- TH 250 Voice Production for the Actor

Upon completion of Theatre 234, 235, and 236 and the University requirement of 32 credits, the student should then make formal application for admission to the department, where this academic work and production participation will be carefully evaluated by the staff. If accepted, he/she will be assigned an adviser and pursue studies in all phases of theatre with optional specialization in acting, directing, costuming and design, dramatic literature and film studies.



INDUSTRY

Dean's Office: HH-216

Phone: 255-3137

ADMISSION TO MAJOR PROGRAM.

Students interested in a major program in the College of Industry should make application for admission in the Dean's office as soon as they have completed 32 quarter credits (16 for two-year programs) with at least a 2.00 honor point ratio, except for technology and industrial engineering programs which require at least a 2.25 honor point ratio. Industrial Education must also have a 2.00 honor point ratio in major courses and a 2.00 honor point ratio in other than major courses. Transfer students must have been in residence one quarter.

INDUSTRIAL EDUCATION (IND)

Contact: William Lacroix, HH-205

Phone: 255-2128

Students planning to major in industrial education should enroll in the following courses during the first two years:

IND 111*	Spring
IND 112	Winter
IND 124	Fall, Winter
IND 134	Fall, Winter
IND 144	Fall, Spring
IND 151	Winter
IND 184	Winter, Spring
IND 224	Winter
IND 234	Winter
IND 244	Spring
IND 284	Fall
TECH 170	Fall, Winter, Spring

*Prerequisite: IND 110 or demonstrated competency.

NOTE: All incoming industrial education majors are required to take an advanced placement drafting test to determine their drafting competency. Students not meeting the minimum standard must take IND 110 with the four credits to be counted toward the major.

In scheduling classes, the sequence suggested by course numbers should be adhered to as much as possible. This is particularly important where specific courses are related to a common industrial area/cluster. Good judgment and frequent communication with a major adviser are the keys to a workable program.

Students considering the industrial education major should determine at an early date the elected option (see the *Undergraduate Bulletin*).

TECHNOLOGY and INDUSTRIAL ENGINEERING (TECH)

Contact: Robert D. Ryan, HH-106
Phone: 255-2107

Students, other than industrial engineering and photographic science and instrumentation majors, who have not had a full year of physics in high school must take Physics 211. Students who have not had high school higher algebra must take Mathematics 130. Courses in a specific area should be taken in sequence.

Those enrolling in the department should register for their first quarter as follows:

B.S. DEGREE PROGRAMS

Aviation--TECH 101, 151
Engineering Safety--TECH 151, 170
Engineering Technology--TECH 151, 170
Industrial Engineering--MATH 241, TECH 220
Photographic Engineering--TECH 151, 165
Photographic Science--MATH 241, TECH 165

A.S. DEGREE PROGRAMS

Electronics Engineering Technology--TECH 151, 170
Mechanical Engineering Technology--TECH 151, 170
Photographic Engineering Technology--TECH 151, 165

Freshman and sophomore courses are offered on a regular basis. The courses are offered according to the following schedule: (subject to change)

Fall	Winter
101, 151, 155,	101, 114, 151,
165, 166, 170,	152, 165, 166,
175, 220, 265,	170, 220, 265,
267, 271, 272	266, 271, 272
Spring	Summer
101, 114, 152,	101, 151, 165,
155, 165, 166,	166, 170, 175,
170, 175, 220,	220, 271, 326,
266, 267, 271,	345
272	

Check with the department chairperson or freshman adviser for other classes, special cases or schedule change.

TRAFFIC SAFETY MINOR PROGRAM

Contact: Howard Matthias, WH-1

Phone: 255-4251

Contact: Rod Dobey, WH-1

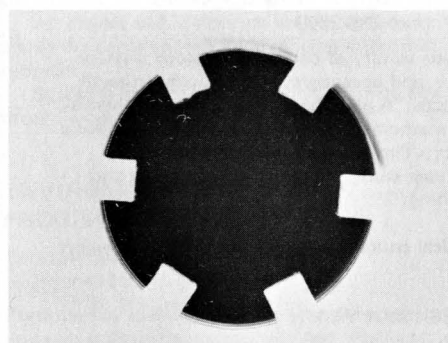
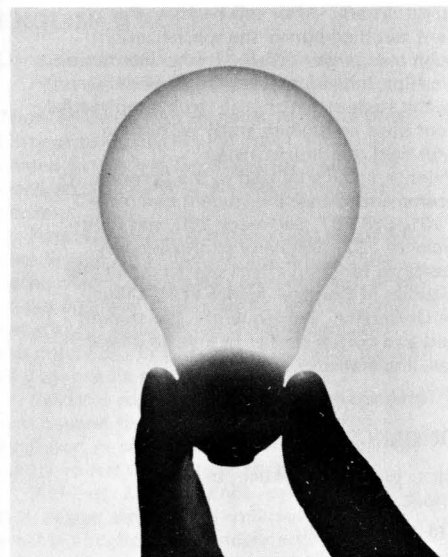
Phone: 255-4252

The Center for Driver Education and Safety offers basic and advanced courses for students interested in pursuing a career in traffic and transportation safety related fields. Such opportunities are provided within the Traffic Safety Minor program. Options for students minoring in traffic safety include the following areas of emphasis: police traffic services, fleet safety supervision, transportation studies, driver education, and elective studies. Students wishing to minor in traffic safety must complete at least 30 credits of designated courses. For those seeking driver education teacher licensure, a minimum of 16 credits is required.

All courses that are offered in this program are listed in the *Undergraduate Bulletin*.

Special workshops/seminars are conducted for interest areas such as motorcycle instruction, emergency driving, engineering, POST, alcohol and drugs, school bus driver training, winter driving and other specialty areas. Practical experiences are provided for the student through a diversified internship program with business, government, and industry.

The traffic safety field complements the backgrounds of those majoring in urban affairs, criminal justice, education, economics, and business. One's employability can be increased by entering this interesting and challenging field.



INTERNSHIP IN INDUSTRY

College of Industry majors are encouraged to participate in the internship program. The program provides:

- ☐ An opportunity to work in industry, gaining a variety of experiences.
- ☐ An opportunity of earning university credits toward a degree, undergraduate or graduate, while being employed.
- ☐ An opportunity of accumulating experience toward vocational teaching licensure at a rate of two hours credit for each hour worked.

The programs are available for any quarter during the academic year and also during the summer session. The student anticipating participation in the internship program should arrange to see the director of the internship program in the College of Industry well in advance of the quarter that he/she desires to intern.

Liberal arts and sciences

AMERICAN STUDIES (AMST)

Contact: Eleanor Simpson, SH-104C
Phone: 255-2097 or 255-2248

FRESHMAN YEAR:

AMST 101 and 102

Students in the B.S. program should take Social Science 104.

SOPHOMORE YEAR:

American Studies 201, and other 200-level courses selected from the list of courses available for the American studies program (see adviser).

Students intending to teach in Minnesota may take 200-level courses listed in the *Undergraduate Bulletin* as required for Social Studies licensure.

BIOLOGICAL SCIENCES (BIOL)

Contact:

Freshman: John McCue, MS-222,
255-3005

Transfers: Charles Rehwaladt, MS-219,
255-2284

B.S. Majors: John Coulter, MS-224,
255-3012 or David Kramer, MS-223,
255-3009

FRESHMAN YEAR: (Varies with major program)

Fall - Biology 201, Chemistry 215, Math 131
or 132 (Math 130 if needed)

Winter - Biology 202 or 203, Chemistry 216

Spring - Biology 203 or 202, Chemistry 217 or
251

SOPHOMORE YEAR: (Varies with major program)

Fall - Biology 301 or 332, Biology electives,
Math 231 or 241 or 329

Winter - Biology 301 or 303, Biology electives

Spring - Biology 303 or 332, Biology electives

See the *Undergraduate Bulletin*. Students should consult a major adviser or contact the Department of Biological Sciences prior to or during their first term on campus.

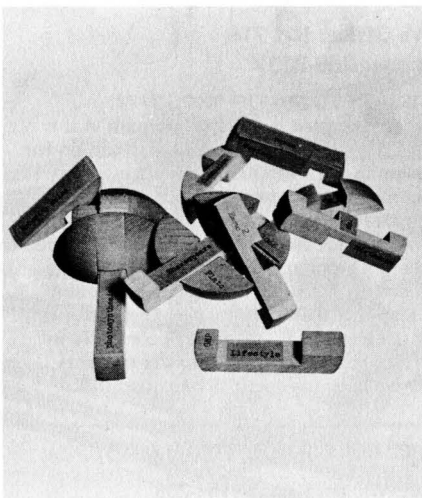
Biology sequences may also be started in winter or spring quarters or in summer terms. Mathematics requirements should be taken as early as possible. Chemistry 291 may be substituted for Chemistry 251.

CHEMISTRY (CHEM)

Contact: John Carpenter, MS-373
Phone: 255-3031

Students who have had a year of college preparatory chemistry in high school and intend to major in a science field, should enroll in Chemistry 215 rather than Chemistry 102 during their freshman year. Students preparing to enter science fields who have not had chemistry in high school should take Chemistry 201 in preparation for Chemistry 215.

The following sequence of courses is recommended for students who intend to major in chemistry.



Dean: Louise Johnson, WH-101

Phone: 255-2192

APPLICATION FOR MAJOR PROGRAM.

Students interested in a major program in a department in the College of Liberal Arts and Sciences should make application for admission in the Associate Dean's Office as soon as they have completed 32 credits and achieved an honor point ratio of 2.0. Transfer students must have completed at least 12 of the 32 credits at St. Cloud State University.



FRESHMAN YEAR:

Chemistry 215, 216, 217

Math 241, 242, 243

SOPHOMORE YEAR:

Chemistry 291, 292, 293, 325

Physics 234, 235, 236

JUNIOR YEAR:

Physical Chemistry, Chemistry 425, 426,
427, 428, 429 are strongly recommended for
the junior year.

SENIOR YEAR:

Chemistry 434, 440, 490

Electives

The chemistry department offers an American Chemical Society approved program. Students who intend to major in chemistry should try to consult with the department chairperson during their first quarter.

CRIMINAL JUSTICE STUDIES (CJS)

Contact: Robert Prout, LH-3
Phone: 255-4101

The baccalaureate degree program in Criminal Justice Studies emphasizes the interrelatedness of law enforcement, corrections, and the administration of justice within the criminal justice continuum. Consequently, if students wish to specialize in a subfield (law enforcement, corrections, or the administration of justice), they must first receive an exposure to

the total system. After this balance, the student can then pursue the specialization through independent study, formal instruction, internships, individual research, and seminars. Also, the student can choose to be nondirective and continue an indepth study within the general field of criminal justice.

Prior to being admitted to the program, it is recommended that the student complete CJS 101, CJS 287, Sociology 260, and Political Science 282. Scholarly expression is a necessity to function effectively in the Center for Studies in Criminal Justice at St. Cloud State University. Consequently, the student should also pursue studies in English, research-design, and statistics.

ECONOMICS (ECON)

Contact: William Luksetich, LH-22
Phone: 255-4291

FRESHMAN YEAR:

Mathematics 131

SOPHOMORE YEAR:

Economics 273 and 274

Accounting 291 and 292

QMIS 140

It is advisable for students intending to major in economics to consult with the department chairperson early in their college career.

EARTH SCIENCES (ESCI)

Contact: Garry G. Anderson, MS-46
Phone: 255-2009

A wide variety of courses in geology, meteorology, and oceanography are taught in earth sciences. A good background in basic chemistry, mathematics, and physics is required for a major. The courses prepare students for graduate study, industrial employment and teaching.

Typical courses taken by earth sciences majors are:

FRESHMAN YEAR:

Math 241, 242, 243

Physics 231 or 234, 232, or 235, 233 or 236

Earth Science 105 or 106 or 109

SOPHOMORE YEAR:

Chemistry 215 or 216

Earth Science 284, 285

Any earth sciences courses may be taken if you are admitted to the major program or if permission from a departmental member is obtained.

EAST ASIAN STUDIES MINORS (EAST)

Contact: William Nunn, SH-205-D
Phone: 255-2061

A 30 credit B.A. or B.S. minor may be completed at SCSU or through a cooperative arrangement with the College of St. Benedict, St. John's University and St. Cloud State University.

ENGLISH (ENGL)

Contact: James Gottshall, R-106
Phone: 255-3061

Those students who are thinking of the possibility of being English majors or minors are invited to visit the English office (106 River-view) and to talk with the department chairperson.

Potential majors and minors are advised to take English 164 (the optional third course in the freshman composition sequence), or any of the 200-level courses listed by the English department as satisfying General Education requirements. English 124 is intended for non-English majors or minors.

Students are reminded to take the composition courses (English 162, 163) during their first year, or to avail themselves of the opportunity to test out of these courses.

Although a minor is not required with the B.S. degree, which leads to licensure for teaching English in secondary school, the English department strongly recommends that a minor in another area be taken with a view to increasing employment possibilities.

Students interested in the B.A. should inquire about the newly revised 48 credit program with emphasis in a particular area: writing, literature, linguistics, or creative writing. The department also offers a rhetoric minor in conjunction with the departments of Philosophy and Speech Communication, and a 32 credit creative writing minor, which may be taken in conjunction with the English major or with another major. Creative writers may also take part in the publication of *Wheatsprout*, the campus literary magazine.

All majors and minors are invited to inquire about the department's wide-ranging internship program.

Students in both the B.A. and B.S. programs should work closely with their advisers.

ENVIRONMENTAL STUDIES PROGRAM (ENV)

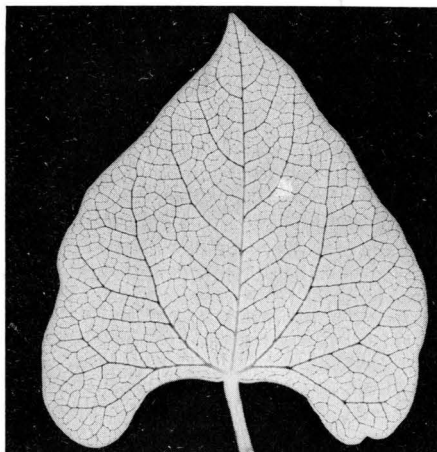
Contact: John N. Phillips, BH-109
Phone: 255-4112

Freshmen or sophomores who have decided upon an environmental studies major or minor, as well as those who are interested in the field, but are not yet definitely decided on a major or minor should take Environmental Studies 210 in addition to, or as part of the General Education requirements. The environmental studies major has two emphasis areas, natural science and social science. Up to 24 credits from another major may be counted toward the environmental studies major, from the list of courses. To plan a course program best suited to their individual needs, entering students should consult with the Director of the Environmental Studies Program.

FOREIGN LANGUAGES and LITERATURE

Contact: James O'Neill, BH-212
Phone: 255-4141

Students continuing a foreign language begun in high school should, if possible, begin their



sequence in the fall quarter of their freshman year. A student with one year of language in high school should register for 132 of the same language in the St. Cloud program; with two or three years in high school, he/she should register for 211; and with four years in high school, 311. During August or the first week in each of these courses tests will be given to ascertain correct placement, and at that time changes may be made on the basis of individual competence.

All students who intend to major in a foreign language which they have not previously studied in high school should note the following:

1. For a Bachelor of Science degree in secondary education, the student should begin foreign language studies fall quarter of the freshman year.

It is sometimes possible to begin in winter quarter with 131 and complete the sequence by doubling up 212 and 243 in spring quarter of the sophomore year. A student considering this plan should check first to see if the necessary courses in a particular language will be available and must have the consent of the instructor.

The course numbering system is similar for all languages. Students with at least two years of German, Spanish or French in high school may wish to inquire about the Ingolstadt Program in Germany, the Castellon Program in Spain or the Nevers Program in France, each involving two quarters of foreign study.

2. For a Bachelor of Science degree with a major in elementary education and a minor in a foreign language, the student must begin foreign language studies no later than winter quarter of the sophomore year.
3. For a Bachelor of Arts degree with a major in a foreign language the student must begin foreign language studies no later than winter quarter of the freshman year.

NOTES: 131-132-133-211-212 form a sequence and must be taken in that order. As explained above, the student's previous experience with the language determines where he/she enters the sequence.

243, required of all majors and minors under Plan A (see *Undergraduate Bulletin*), is open only to students with at least four years of the language in high school or four quarter credits at the 200-level in college.

Twelve-quarter credits at the 200-level, or four years in high school, are prerequisite to any 300-level course. See the *Undergraduate Bulletin* for upper division courses.

GEOGRAPHY (GEOG)

Contact: Lewis Wixon, SH 314
Phone: 255-3160

This department offers a wide variety of topical and regional courses which provide the opportunity for further development of student interests.

In both major and minor programs, students can emphasize one or more of several specialties, such as urban and regional planning, outdoor recreation, physical environment, area studies, or cartography and air photo interpretation. In general, courses are offered which are appropriate for students in any program of study who have an interest in their physical and cultural environment. Students participating in any of the University's International Studies programs, i.e., Denmark, England, USSR, etc., will find the department's regional offerings to be of special value.

FIRST YEAR:

Any 100- and 200-level geography courses

SECOND AND SUBSEQUENT YEARS:

Any 200-, 300-, and 400-level geography courses fulfilling major or minor requirements.

GERONTOLOGY (GERO)

Contact: Dena Shenk, SH 217
Phone: 255-3014 (or leave a message at 2248)

A core of 4 courses is required of all minors:
SSCI 208 Concepts and Issues in Aging
BIO 412 Biology of Aging
PSY 345 Psychology of Aging, Dying, and Death
SOC 350 Sociology of Age and Aging

Twenty credit hours of electives are selected from a list of courses offered in departments throughout the university. A maximum of eight credits may be selected from any one of the departments as electives and students must choose electives from majors other than their own. Occasionally, other courses may be selected as electives with the permission of the minor adviser after consultation with the Gerontology Steering Committee.

A Bachelor of Electives Studies (B.E.S.) also is available with a Gerontology minor.

Gerontology Advisers

Business/Industry/Natural Science majors:
John McCue, Biology, Math Science 222.
Education/Psychology majors: Mary Boltuck, Psychology, Education Building B240.
Anthropology/Social Work/Sociology majors:
Linda Havir, Sociology, Stewart Hall 109, or John Murphy, SH 107.
Health/Recreation/Physical Education majors:
Yutaka Morohoshi, Health, Physical Education and Recreation, Halenbeck Hall 223.
Fine Arts/Bachelor of Elective Studies/Social Science and other liberal arts majors not listed above: Allen Stensland, Interdisciplinary Studies, Stewart Hall 226B.

Liberal arts and sciences

HISTORY (HIST)

Contact: David Overy, LH-B
Phone: 255-3165

Students considering a history major or minor should select courses from the following: History 140, 141, 200, 201, 202, 203. The wide variety of special topical regional, national, and period courses at the 300 and 400 levels should generally not be taken before the last quarter of the sophomore year or later.

Major/Minor advisers are: A-D - Calvin Gower; E-H - John Massmann; I-L - Paul Vaughter; M-R - Dale Peterson; S-Z - Edward Pluth.

Transfer students advisers are Edward Gambill and David Overy.

For information on internships in historical agencies, government, or business for history majors or minors, contact Dr. Calvin Gower.

LOCAL and URBAN AFFAIRS (URB)

Contact: James Kelley, SH 226-C
Phone: 255-3184

The Program offers the following options: B.A. major; B.E.S. major; and B.A. minor.

Any student who is concerned about people and communities and would be interested in applying those interests and abilities should consider the Local and Urban Affairs program. Whether one comes from a rural community or from a large metropolitan area, there are options available in this program. Career areas open include: city and regional planning, transportation planning, economic and industrial development, public administration, community and social services, consumer protection, comprehensive health planning, services to the aged, community relations, and recreation planning to name but a few.

It is strongly urged that before students begin taking any of the local and urban affairs courses they consult with the program director. However, the following courses are recommended for consideration:

FRESHMAN YEAR: Psy 125, Career Planning, IM 104, Introduction to Learning Resources, plus any of the following: an American studies course; ECON 273; a geography course; CSCI 169; a political science course; SSCI 104; a sociology or anthropology course; a speech communication course.

SOPHOMORE YEAR: URB 200; plus any additional course work from the above categories.

MATHEMATICS (MATH) and COMPUTER SCIENCES (CSCI)

Contact: Kent Carlson, MS-168
Phone: 255-3001

Ordinarily, the first course that a Mathematics Major or Minor will take is Math 241, Calculus and Analytic Geometry I. Students who have completed high school advanced algebra and trigonometry with grades of B or better should enroll in Math 241. Students who have not taken the advanced algebra in high school should take Math 130, Intermediate Algebra

and those who have not taken trigonometry in high school should take Math 134, Trigonometry. Grades of C or better should be obtained before enrolling in Math 241. Students who have taken high school advanced algebra and trigonometry but did not receive at least an average grade of B may take Math 130 or Math 134, whichever is appropriate, or may take Math 140, Precalculus Mathematics. Again, a grade of C or better should be obtained before enrolling in Math 241.

Students planning to major or minor in Computer Science should have some programming experience such as that offered in CSCI 169 or equivalent before enrolling in required computer science courses. The Mathematics and Computer Science department requires that CSCI 270, 280, or CSCI 270, 280 and 301, be completed with at least a 3.0 average before a major application is submitted. Math 131, or equivalent is prerequisite to CSCI 270.

All students majoring in mathematics or computer science will generally be required to complete a minor or to develop an area of concentration, subject to adviser approval.

MEDICAL TECHNOLOGY

Contact: Judith Torrence, MS-273

Students take the first two or three years at St. Cloud State University with major emphasis in the areas of chemistry and biology with supporting areas of physics and mathematics. Clinical experience is obtained at an affiliating hospital. A 2.9 HPR is required for application to the clinical phase.

Freshmen should take the following:
Biology 201, 303, 344 or 332
Chemistry 215, 216, 217
Mathematics 132

Students interested in Nuclear Medical Technology should take the same courses as Medical Technology students for the first year.

MIDDLE EAST STUDIES MINOR

Contact: Alauddin I. Samarrai, LHL-40
Phone: 255-3054

The multidisciplinary Middle East Studies program provides students with one of two options:

Option A is especially designed for those interested in a humanistic approach to understanding the Middle East.

Option B provides the student with courses which concentrate on the economic and business aspects of the area.

See the *Undergraduate Bulletin* for a complete description of the program.

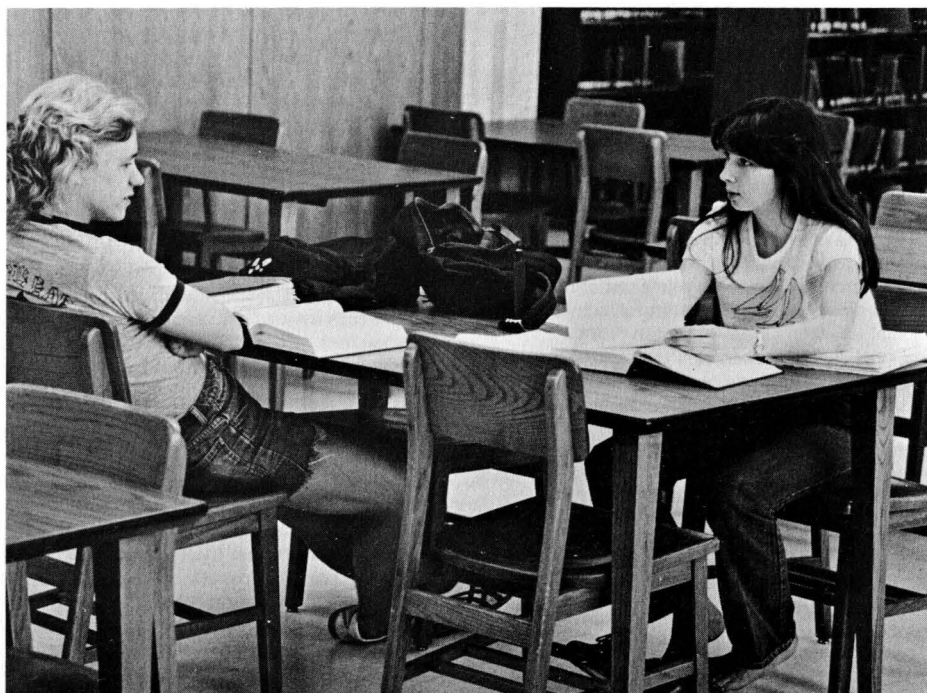
MINORITY STUDIES

Contact: Edward Pluth, LH-32
Phone: 255-2001

Students may obtain minors in Minority Studies on the B.A. and B.S. (Non-teaching degrees).

The minority studies program provides the student with an insight into the history, contributions, social/cultural development, intellectual expression and present circumstances of various minority groups in American society. As a minor, the program is designed to be attractive and useful to students from various disciplines and with varying educational and vocational needs and interests. The minority studies minor is a multidisciplinary program, allowing for some flexibility within its framework.

Students planning to minor in minority studies should complete Sociology 260 and Anthropology 267 during their freshman-sophomore years. These courses are prerequisites for some courses in the minor. Course work in the minor should begin during the sophomore year.



PHILOSOPHY (PHIL)

Contact: George Yoos, BH-108,
or Al Phillips, BH-112
Phone: 255-2234

If you are interested in a philosophy major or minor, you are invited to drop by for further information and help in planning a program of courses. The first courses to take would be PHIL 260, Introduction to Philosophical Methods, PHIL 279, Survey of Western Philosophy or PHIL 200, Contemporary Moral Problems; all three are *new* courses. We offer a new major and minor in Applied Philosophy, an open-ended, individualized program. This is recommended for the student who is taking philosophy as a second major or minor.

PHYSICS and ASTRONOMY (PHYS)

Contact: Mike Garrity, MS-316
Phone: 255-3274

The following courses should be started in the Freshman year, assuming the student has adequate preparation from high school in physics and mathematics.

Mathematics 241, 242, 243
Physics 234, 235, 236

The Department of Physics and Astronomy offers several tracks or specializations within the physics major. Prospective students should meet with the major adviser for further information.

POLITICAL SCIENCE (POL)

Contact: Evan Jones, BH-315
Phone: 255-2162

The Political Science Department offers:

1. B.A. Degree for students who intend to major or minor in Political Science.

The following courses are suggested:

MINOR: Freshman: 111, 251

MAJOR: Freshman: POL 111, 251,
115, 101, or 282

For further information, contact any member of the Political Science Department.

2. B.S. major/minor for students who intend to teach Political Science.* We suggest the following courses:

Freshman: POL 111, 251

Sophomore: POL 282

For further information contact John Kilkelly, BH-317, 255-4200.

*New certification requirements effective 7/1/79-Contact department.

3. B.A. in Public Administration for students who intend to major/minor in public administration. We suggest the following courses:

MINOR: Freshman: POL 111

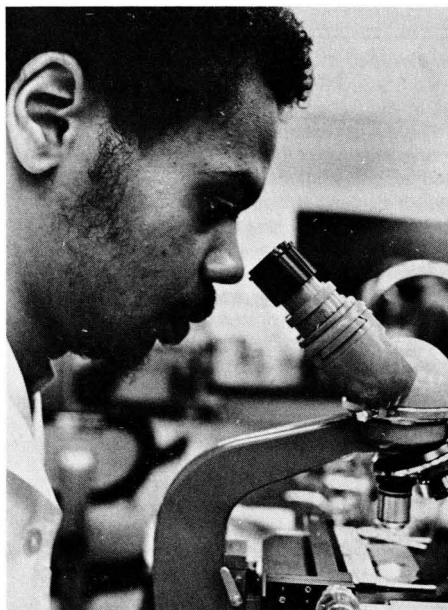
MAJOR: Freshman: POL 111

For further information contact Homer Williamson, BH-311, 255-4128.

4. Pre-Law

Freshman: POL 111

For further information, contact Stephen Frank, BH-319, 255-4131.



RHETORIC (RHET)

Contact: George E. Yoos, Director
Rhetoric Program, BH-108
Phone: 255-2234

Rhetoric Staff Members: Philip Keith,
R-103; Arthur Grachek, PA-209; Scott
Bryce, SH-133; Richard Dillman, R-1C;
Robert Kendall, PA-211

If you are interested in developing high level writing and speaking skills, you are invited to discuss the value of the rhetoric program with a rhetoric staff member. The rhetoric minor is an adjunct minor of value to most academic, professional, and career programs. The introductory course to the minor is RHET 201, Rhetoric and Discourse Analysis. Prerequisites for the course are both English 162 and 163 and Speech 161.

SOCIAL SCIENCE (SSCI) and SOCIAL STUDIES (SST)

Contact: Alton Wolfer, SH-205
Phone: 255-2248

Students interested in majoring or minoring in social science or social studies should take Social Science 104, a required general education course, as soon as possible. Students may then explore the field by taking 100-level or 200-level courses in anthropology, economics, geography, history, political science, psychology, social science, or sociology. Students seeking admission to a major or minor program must have a 2.0 average in courses taken in these fields.

Students intending to teach in Minnesota may choose from the 200-level courses listed in the *Undergraduate Bulletin* as required for Social Studies licensure.

Social Science advisers:

B.S. - L. Hott

B.E.S. - A. Stensland

B.A. - G. Haniff

Social Studies adviser: W. Nunn

Social Studies Licensure: K. Redd

SOCIOLOGY (SOC), ANTHROPOLOGY (ANTH) and SOCIAL WORK (SOC)

Contact:

Sociology: Bill Paschall, SH-119A
255-3426

Anthropology: Richard Lane, SH-113E,
255-3010

Social Work: Nancy Brennan, SH-334B,
255-2219

Transfer Students: Bill Paschall, SH-119A,
255-2177

FRESHMAN YEAR:

It is advisable that students wishing to major or minor in sociology or social work take Sociology 260 during their freshman year. This course is a prerequisite for both majors, and it also has been identified as a general education course. The course is open to freshman.

Students who wish to major in anthropology are advised to take Anthropology 250 during their freshman year. It has also been identified as a general education course.

SOPHOMORE YEAR:

Students majoring in sociology, anthropology and social work should take Sociology 278, which is a required course in the three majors.

Anthropology majors and minors can also take other 200 or 300 numbered courses for which the prerequisite courses have been taken.

Social work majors should take Social Work 211 plus other 200 or 300 numbered courses for which the prerequisite course has been taken.

Sociology majors should also take Sociology 283 during their sophomore year plus other 200 or 300 numbered courses for which the prerequisite courses have been taken.

SPEECH COMMUNICATION (SPC)

Contact: Arthur Grachek, PA-202
Phone: 255-2216

Each applicant for a major first must be assigned an adviser, then submit a statement of rationale for the selected program, which then will be evaluated by the department faculty. The general education requirement SPC 161 (or exemption) must be completed before taking any other departmental course (exception must be approved by department chairperson). It is suggested that 400-level courses be taken the junior or senior year. The B.S. major or minor must complete SPC 452, Teaching of Speech, prior to student teaching. SPC 452 is offered as an arranged course.

WOMEN'S STUDIES (WS)

Contact: Patricia Samuel
Phone: 255-4140

Prospective minors should obtain from the Women's Studies Resource Center, Lawrence Hall 16, a descriptive sheet giving the design of the revised women's studies minors now in effect. WS 201 should be taken at the beginning of the minor program. PSY 270, SOC 273, and HIST 356 are appropriate courses to choose early in the program. WS 201 and 401 are required for both the 36 and 24 credit minors.

Where to get help

Campus Drug Program. Educational and clinical services for individuals with alcohol and other drug use problems, and their concerned others, are provided by the Campus Drug Program. Educational services are offered to individuals and groups through peer discussion, printed information, public speaking, street drug analysis, alternative bars, and media campaigns. Clinical services consist of assessment/screening for possible problems, consultation, and referral for treatment when appropriate. DIRECTOR: Marlene Beecroft, Health Service, phone 3191.

Career Planning and Placement. The services of the Center for Career Planning and Placement are yours to use *free of charge* if you complete the registration materials before your graduation day. After you graduate, you are immediately considered an alumnus and the fee for the same services becomes \$25.00. The fee is waived any subsequent year during which you complete an additional degree or program.

Major Functions:

1. For Freshmen, Sophomores, Juniors:
Career planning, advise major/minor selections, how to improve your odds while at SCSU, occupational library.
2. For Seniors:
Establishing placement file, how to produce your resume, how to interview successfully, employer background materials, occupational library, on-campus employment interviews, bi-weekly job opportunity bulletin, how to contact the world of work.

DIRECTOR: Walt Larson, AS 101, phone 2151.

Counseling Center.

- Offers help in:
- General Counseling
 - Interpersonal Relations
 - Relaxation Techniques
 - Choosing a Major
 - Choosing a Career

DIRECTOR: Willard Kalash, SH 118, phone 3171.

Financial Aids. All students receiving financial assistance from the federal and state governments are required to maintain satisfactory academic progress. Before altering your credit load, it would be beneficial to consult with Financial Aids Office personnel to determine the impact of adjustments in credit load in relation to eligibility for future aid.

The Financial Aids Office administers federal and state grants, federal and state work programs, federal and state loans, as well as a large number of university scholarships. DIRECTOR: Frank Loncorich, AS 106, phone 2047.

Foreign Student Advising Program. Responsible for advising all incoming international students. Directs the English as a foreign language program.

DIRECTOR: Joseph Young, R B9, phone 3041.

Handicapped Student Services. As part of St. Cloud State University's response to Section 504 of the Rehabilitation Act of 1973 this service has as its objective the provision of services leading to the academic success of handicapped students. Specific services available for students are consultation, classroom adaptation, signing, test reading, booktaping, note taking, classroom scheduling, etc. For the faculty, services include consultation, information, test adaptation, student tutorial assistance, and classroom scheduling. For all, the services help break attitudinal barriers, increase awareness and increase accessibilities. DIRECTOR: Pat Potter, AC 142, phone: 3111.

Health Service. A validated I.D. is required to receive service. The Health Service offers:
Medical Assessment and Treatment
Lifestyle Awareness Program
Health Aides-carefully trained students who may be contacted through the main desk in any dorm for medical problems occurring after working hours.
Campus Drug Program
Self-care cold clinic
Information literature
Pharmacy
DIRECTOR: Ramona Yunger, Hill Hall, phone: 3191.

Departments, Centers & Programs

		Building Room	Phone
Accounting	Quentin Gerber	BB 310	3038
Allied Health	David Mork	MS 226	3035
Applied Statistics	Kent Carlson	MS 168	3001
Art	James Roy	KVAC 101	4283
Arts Administration	Dale Swanson	PA 208	3221
Aviation Technology	Robert Ryan	HH 106	2107
Biological Sciences	Wayland Ezell	MS 275	2037
Business Education and Office Administration	Marilyn Stinson	BB 204	3248
Center for Continuing Studies	Terrance MacTaggart	WH 201	3081
Chemistry	John Carpenter	MS 373	3031
Center for Studies in Criminal Justice	Robert Prout	LH G3	4101
Center for Driver Education and Safety	Howard Matthias	WH-B	4251
Comprehensive Science	Douglas Magnus	MS 363	2020
Early Childhood and Family Studies	Jacob Mayala	EB B124	3232
Earth Sciences	Garry Anderson	MS 51	2009
East Asian Studies	William Nunn	SH 205E	2056
Economics	William Luksetich	LH 20	4291
Educational Administration		EB B118	2160
Elective Studies	Delaine Halberg	WH 201	3081
Elementary Education	Russell Schmidt	EB B125	2198
English	James Gottshall	R 108	3061
Environmental Studies	John Phillips	BH 109	4112
Foreign Languages and Literature	James O'Neill	BH 213	4142
Geography	Lewis Wixon	SH 316	3160
Gerontology	Dena Shenk	SH 217	3014
Health, Physical Education and Recreation	Ray Collins	HaH 227	2156
History	David Overy	LH B	3165
Honors Program	Robert Earles	MS 160	2186
Human Relations	Douglas Risberg	EB A131	3224
Industrial Education	William Lacroix	HH 205	2128
Interdisciplinary Studies	Alton Wolfer	SH 205B	2248
International Programs	Robert Frost	WH 203	4287
American Studies	Eleanor Simpson	SH 104C	2097
Latin American Studies	Dale Peterson	LH 8	4294
Local and Urban Affairs	James Kelley	SH 226	3184
Library and Audiovisual Education	John Berling	CH 114	2022
Management and Finance	Darrell Wentworth	BB 104	3225
Marketing and General Business	William Rodgers	BB 304	2057
Mass Communications	John DeSanto	SH 135B	3293
Mathematics and Computer Science	Kent Carlson	MS 168	3001

Housing Office. Responsible for on-campus housing for over 3,000 students. Maintains a listing of available off-campus rental units. DIRECTOR: Michael D. Hayman, Carol Hall, phone: 2166.

Lifestyle Awareness Program. Offers students extensive lifestyle assessment, consultation about lifestyle improvement strategies, and a variety of health enhancement programs. Participation in LAP activities is voluntary.

Non-Traditional Students and Evening Programs. An on-campus contact point for older students who are particularly dependent on part-time and/or evening options. The office provides initial academic counseling and orientation to the University as well as information

on services and programs that may be of interest to the non-traditional student. DIRECTOR: Delaine Halberg, WH 201, phone: 3081.

Orientation. Introduction to College 121 is a one credit (S-U grading) course which is counted as a general elective. The course meets for ten (10) one-hour class sessions early in each quarter. Students acquire necessary exposure to the Learning Resources, basic study skills and time management, a philosophical basis for general education, as well as an acquaintance with services available to students.

DIRECTOR: Pat Potter, AC 142, phone: 3111.

Reading Center. Helps students learn how to:

- Organize time
- Increase note-taking skills
- Devise study strategies, including cognitive mapping, notecards, memory techniques, and charting information
- Prepare for tests
- Enhance concentration
- Develop flexibility in reading rate
- Increase reading rate through efficient reading and vocabulary strategies

To use the center, students may enroll in either Reading 019 or Reading 120. Students not enrolled in reading classes may also receive individual help.

DIRECTORS: Margaret Rauch, SH 110, phone 2262, and Ceil Fillenworth, SH 110, phone 3146.

Speech Anxiety Reduction Program. Registration occurs during the first and second week of each quarter.

DIRECTOR: Joanna Pucel, PAC 271, phone 2958.

Speech Language and Hearing Clinic. Testing, consultation and therapy for problems in verbal communication (articulation/pronunciation, stuttering, voice, language and hearing) DIRECTOR: Mary Weise, Room EB-A216, phone 2092.

Student Employment Service. This is a service for students which was organized by students, because they felt a need for this kind of assistance and no office on campus was staffed or funded at the level which would provide the degree of service they expected. Funds obtained from the student activities fee via the student activities committee provide for the basic service. The primary focus of the service centers on listing positions available for students who want either part-time work during the school year or summer employment. The position announcements are posted in rooms 8 and 10 (follow the red arrows) of the Career Planning and Placement Office. DIRECTOR: Lawrence Anderson, AS 101, phone 3756.

Student Legal Assistance Center. The attorney will:

- Educate students on their rights and responsibilities
- Provide legal counseling for individual students and student organizations

DIRECTOR: William Marczewski, AC 152, phone 3128.

Veterans' Information. Application forms and information are available from the Veterans' Clerk in the Office of Admission and Records. The veteran may also contact the Veterans' Administration at Fort Snelling in St. Paul with the toll free number (1-800-692-2121). See Veterans clerk, AS 120, phone 2111.

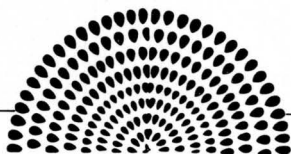
Writing Skills Center. Offers individual help in getting started, organizing, writing grammatical sentences, punctuating, and spelling. Students bring samples of work; appointments are advised.

DIRECTOR: Lorraine Perkins, R 1A, phone 2031.

		Building Room	Phone
Medical Technology	Judith Torrence	MS 273	3130
Minority Studies	Edward Pluth	LH 32	2001
Music	Kenton Frohrip	PA 240	3223
Nuclear Medical Technology	Judith Torrence	MS 273	3130
Philosophy	George Yoos	BH 123	2234
Physical Therapy	David Mork	MS 226	3035
Physics and Astronomy	Bruce Ellis	MS 310	2011
Political Science	Evan Jones	BH 315	2162
Public Administration	Homer Williamson	BH 311	4128
Psychology	Terrance Peterson	EB A216	4158
Quantitative Methods and Information Systems	Ming-te Lu	BB 210	2174
Religious Studies	James B. Anderson	EB B118	2160
Secondary Education	Eugene Bjorklun	EB A281	3285
Social Science	Alton Wolfer	SH 205B	2248
Social Studies	Alton Wolfer	SH 205B	2248
Social Work	Claude DelZoppo	SH 334D	2294
Sociology and Anthropology	Claude DelZoppo	SH 334D	2294
Special Education	Stanley Knox	EB 211	2041
Speech Communications	Arthur Grachek	PA 209	2216
Speech Science, Pathology and Audiology	Martin Kammermeier	EB A215	2092
Statistics	Kent Carlson	MS 168	3001
Student Teaching	Floyd Perry	EB 153	2115
Technology	Robert Ryan	HH 106	2107
Theatre	Ronald Perrier	PA 210	3229
Women's Studies	Pat Samuel	LH 16	4140

PRE-PROFESSIONAL PROGRAMS . . .

Pre-Agriculture	Thomas Clapp	MS 220	2288
Pre-Dentistry	David Mork	MS 226	3035
Pre-Engineering	Bruce Ellis	MS 310	2011
Pre-Fisheries Management	Steven Williams	MS 272	4255
Pre-Forestry	Thomas Clapp	MS 220	2288
Pre-Home Economics	David Kramer	MS 225	3009
Pre-Horticulture	Thomas Clapp	MS 220	2288
Pre-Law	Stephen Frank	BH 319	4131
Pre-Medical Records Admin.	David Mork	MS 226	3035
Pre-Medicine	Standley Lewis	MS 225	4269
Pre-Mortuary Science	Donald Peterson	MS 277	3211
Pre-Nursing	David Mork	MS 226	3035
Pre-Occupational Therapy	David Mork	MS 226	3035
Pre-Optometry	Charles Eckroth	MS 308	3252
Pre-Pharmacy	John Carpenter	MS 373	3031
Pre-Physical Therapy Program	David Mork	MS 226	3035
Pre-Veterinary Medicine	John Peck	BH 209	4137
Pre-Wildlife Management	Alfred Grewe	BH 234	4135



Q&A

FREQUENTLY ASKED QUESTIONS REGARDING ADVISING

ACADEMIC RECORDS

Where do I get official information on the status of my academic record?

Room AS 120, Academic Records.

ADVISER

What if I can't find my adviser?

Chances are you didn't start early enough. Advising is part of a faculty member's job, but you must cooperate by making appointments, and making them early. Don't drop in the afternoon of the day before registration and then complain if you miss your adviser. Again, if you come consistently during office hours, and don't find your adviser, or if you cannot come during those posted hours, either call your adviser or check with the department chairperson.

Is it ever advisable to change advisers?

You should change advisers if you are unable to see your present adviser, or if you and your adviser agree that a person in another area will better help you. In that case, be sure to get permission of the person you are asking to serve as your new adviser.

How do I change my adviser?

If you are not admitted to a major, you may change your adviser by filling out a form at the Office of Admissions and Records. A change in the major adviser must be done in the departmental office.



CREDIT LOAD

Is there a minimum load?

No. But to receive financial aid you must plan to follow the guidelines established by the Financial Aids Office.

Can I fool the Financial Aids Office by signing up for a minimum load and then dropping courses?

No. The record will indicate that you are not making the required progress, and you will jeopardize your financial aid.

GENERAL EDUCATION

Why do I have to take General Education? I already know what I want to major in.

This university, as do most institutions granting four-year baccalaureate degrees, has a commitment that students who receive an undergraduate degree shall have basic communication skills and broad exposure to a wide variety of academic areas.

Can I test out of General Education? How?

You can't "test out" of General Education. However, the English and Speech departments have criteria which enable you to substitute other General Education courses for the basic course. Some departments offer examinations which, if passed, allow you to get the credits without formally taking the course. You also may go to Student Life and Development Office to sign up for CLEP tests which, if passed, allow credit for some courses.

Can I make exceptions to the General Education requirements in my own program?

Should you and your adviser believe an exception to the University requirements is warranted, after reading the General Education section of the bulletin carefully, you may submit a request for a change to the Assistant Academic Vice President.

Are University Electives and General Education Electives the same?

No. General Education Electives are those 8 credits of General Education classes you select to complete your 70 hours of General Education. Those classes must have General Education designation. University Electives are courses that can be taken from any department, and that suffice to complete your 192 hours for graduation.

HONOR POINT RATIO

How do I check my HPR (Honor Point Ratio) for accuracy?

Compute your HPR according to the procedure indicated in the *Undergraduate Bulletin*. If it is in error or you have questions about it, contact Room AS 120, Academic Records.

MAJOR

When do I apply for a major?

Requirements are established by each college, and may be found in the *Undergraduate Bulletin*.

Is a minor advisable or necessary?

Some programs require a minor, some don't even allow time for one. Consult with your major adviser or the dean of your college. If you have time it's a good opportunity to broaden your interests.

Is it advisable to postpone applying for a major until I'm absolutely sure about my future?

Generally it is advisable to be in contact with advisers in major departments as early as possible to assure the best ongoing advice in course selection. *Don't postpone applying because you think it is a decision that can never be changed.* However, selecting a major is without a doubt your most important academic decision, so give it some thought, and don't let others rush you.

NON-TRADITIONAL STUDENTS AND EVENING PROGRAMS

What kind of degrees can I take in the evening?

The evening program provides educational opportunities to part-time students who cannot attend during the day. Students may now complete an Associate of Arts degree, Elective Studies degrees, a Speech Communication Major and selected minors toward a BA degree program.

What is elective studies?

It provides students the opportunity to develop an individualized degree program. It is, therefore, best suited to individuals who are self-directed and are comfortable in designing a program that will meet their unique needs and goals. The degree also may be helpful to many students who transfer to SCSU from other institutions with many credits that do not easily fit into traditional majors available on this campus. These students may build individualized degree programs on their prior background. The Elective Studies degree is available both at the Associate and Baccalaureate levels. To gain admission to Elective Studies, students must have an HPR of at least 2.0 and write a rationale for their individualized plan.

Whom do I contact for information about these programs?

The Director of Evening Programs and Coordinator of Non-traditional Students, WH 201, phone 255-3081.

REGISTRATION

Must my adviser approve my schedule?

Your adviser must sign your registration form and be aware of your ongoing program. Ultimately, the classes you choose and complete are of your choice and are your responsibility. Students planning to major in a department in the College of Business have their registration forms signed in the office of the college dean.

Which students get priority in registering for classes?

Students are assigned classes at advance registration based on the total credits completed at the time of registration.

How can I be sure to get the courses I want?

Sometimes you can't. Occasionally an instructor or a chairperson will give you special permission if you have a particular need.

TUTORING

Where can I get tutorial help for a particular class?

Check with the instructor or the department chairperson. If they are unable to get help for you, the dean or associate dean of the particular college might have suggestions.

Goal Planner

First Quarter:

Second Quarter:

Third Quarter:

Fourth Quarter:

Fifth Quarter:

Sixth Quarter:

Seventh Quarter:

Eighth Quarter:

Ninth Quarter:

Tenth Quarter:

Eleventh Quarter:

Twelfth Quarter:

LIFE GOAL:

Campus Compass

WHAT	WHO	WHERE	Phone	WHAT	WHO	WHERE	Phone
Academic Difficulty	Faculty Adviser	SH 118	3171	Identification Card	Student Life and Development Office	AC 142	3111
	Counseling Services			Illness or Injury	Health Services	HiH	3191
	Student Life and Development Office	AC 142	3111	After Hours Emergency			
Academic Requirements	College Dean's Office			Life Style Assessment (LAP)			
	Faculty Adviser			Lost and Found	Mail Room	AS 103	2005
	Registrar	AS 118	2111		General Office	HH	3137
Activities, Clubs, etc.	Student Activities	AC 222	2205		Main Desk	AC	2202
Address of Student	University Directory			Loan Payments	Business Office	AS 123-A	4214
	Student Life and Development Office	AC 142	3111	Loans, Application	Financial Aids Office	AS 106	2047
Address of Alumnus	Alumni Office	AH	4241	Major, Assistance in Choice	Counseling Services	SH 118	3171
Application for Major Program	College Dean's Office			Married Housing	Graduate Office	AS 116	2113
	College of Business	BB 124	3212	New Student Orientation	Director of Housing	CRH	2166
	College of Education	EB A113	3023		Student Life and Development Office	AC 142	3111
	College of Fine Arts	KVAC 111	3093	Pay Checks	Departments		
	College of Industry	HH 216	3137	Payroll	Business Office	AS 122	4174
	College of Liberal Arts & Sciences	WH 101	2192	Personal Problems	Counseling Services	SH 118	3171
Banquet Facilities	Main Desk, Atwood Center	AC	2202		Student Life and Development Office	AC 142	3111
Brochures, Pamphlets	Main Desk, Atwood Center	AC	2202	Parking	Auxiliary Services	AS 121	2266
Publicity Announcements	(Distribution Point)			Physically Handicapped Services	Student Life and Development Office	AC 142	3111
Bulletin: Undergraduate	Academic Records	AS 120	2111	Physical Examination	Health Services	HiH	3191
Bulletin: Graduate	Graduate Office	AS 116	2113	Placement (Career Planning)	Placement Office	AS 101	2151
Calendar, Official	Undergraduate and Graduate Bulletin			Posters, Flyers, Duplicating, etc.	Print Shop	AC 153	3759
Calendar of Activities	Student Activities	AC 222	2205	Probation (see Trial Quarter)	Undergraduate Bulletin		
Cashier, Fee Payment	Business Office	AS 123	4174	Publicity	Information Services	AS 207	3151
Change of Address	Academic Records	AS 120	2111	Reading Difficulty	Reading Center	SH 110	2262
Career Planning	Placement Office	AS 101	2151	Recreation: Bowling, Billiards, Table Tennis, Cards, etc.	Games Area	AC	2278
Change of Course	Adviser			Recreation User I.D. Cards	Student Life and Development Office	AC 142	3111
	Registration			Refunds	Registrar	AS 118	2111
Change of Major Undergraduate	College Dean's Office (See above, Application for Major Program)			Rooms for Student meetings	Atwood Center (Main Desk, for Atwood Reservations Only)	AC	2202
Class Schedule	Admissions and Records	AS 118	2111	Scholarship Forms	Financial Aids Office	AS 106	2047
Counseling:				Scholastic Achievement, Certificate of	Academic Affairs	AS 209	3143
Academic	Adviser			Scholastic Standings	Adviser		
Financial	Financial Aids Office	AS 106	2047	School Supplies	Academic Records	AS 120	2111
Personal	Counseling Services	SH 118	3171	Speech Difficulty	Bookstore	SH Bsmt	2139
	Student Life and Development Office	AC 142	3111		Speech-Language and Hearing Clinic	EB A216	2092
Vocational	Placement Office	AS 101	2151	Student Publications	Chronicle Office	AC 136	2449
	Counseling Services	SH 118	3171	Student Teaching	Coordinator of Student Teaching	EB A153	2115
Credit-By-Examination	Registrar's Office	AS 117	2111	Study Skills	EB A134	3007	
Degree Requirements	College Dean's Office			Testing	Reading Center	SH 110	2262
	Adviser			Textbooks	Counseling Services	SH 118	3171
	Registrar	AS 118	2111	Transcript of Grades	Bookstore	SH Bsmt.	2139
Employment	Student Employment	AS 101	3756	Travel Information	Academic Records	AS 120	2111
Entrance Test Results	Counseling Services	SH 118	3171	Trial Quarter (Probation)	Student Activities	AC 222	2205
	Graduate Office	AS 116	2113	Veterans' Information	Admissions and Records	AS 118	2111
Escort Service	Campus Security	AS 121	3453 or 3166	Vocational Information	Academic Records	AS 120	2111
				Withdrawal from College	Placement Office	AS 101	2151
Financial Assistance, Application	Financial Aids Office	AS 106	2047	Work-Study	Admissions and Records	AS 118	2111
General Education	Academic Affairs Office	AS 209	3143		Financial Aids Office	AS 106	2047
	Faculty Adviser						
	Student Handbook						
Grades	Academic Records	AS 120	2111				
	Adviser						
Graduate Fellowship	Department Chairperson						
Guaranteed Student Loan Application & Payment	Financial Aids Office	AS 106	2047				
Health Aides	Health Services	HiH	3191				
Hearing Difficulty	Speech-Language and Hearing Clinic	EB A216	2092				
	Health Services	HiH	3191				
Hospitalization	Director of Housing	CRH	2166				
Housing							

TELEPHONE NUMBERS:

Off Campus - 255 must be dialed and then the last four numbers.
On Campus - Only the last four numbers need to be dialed.