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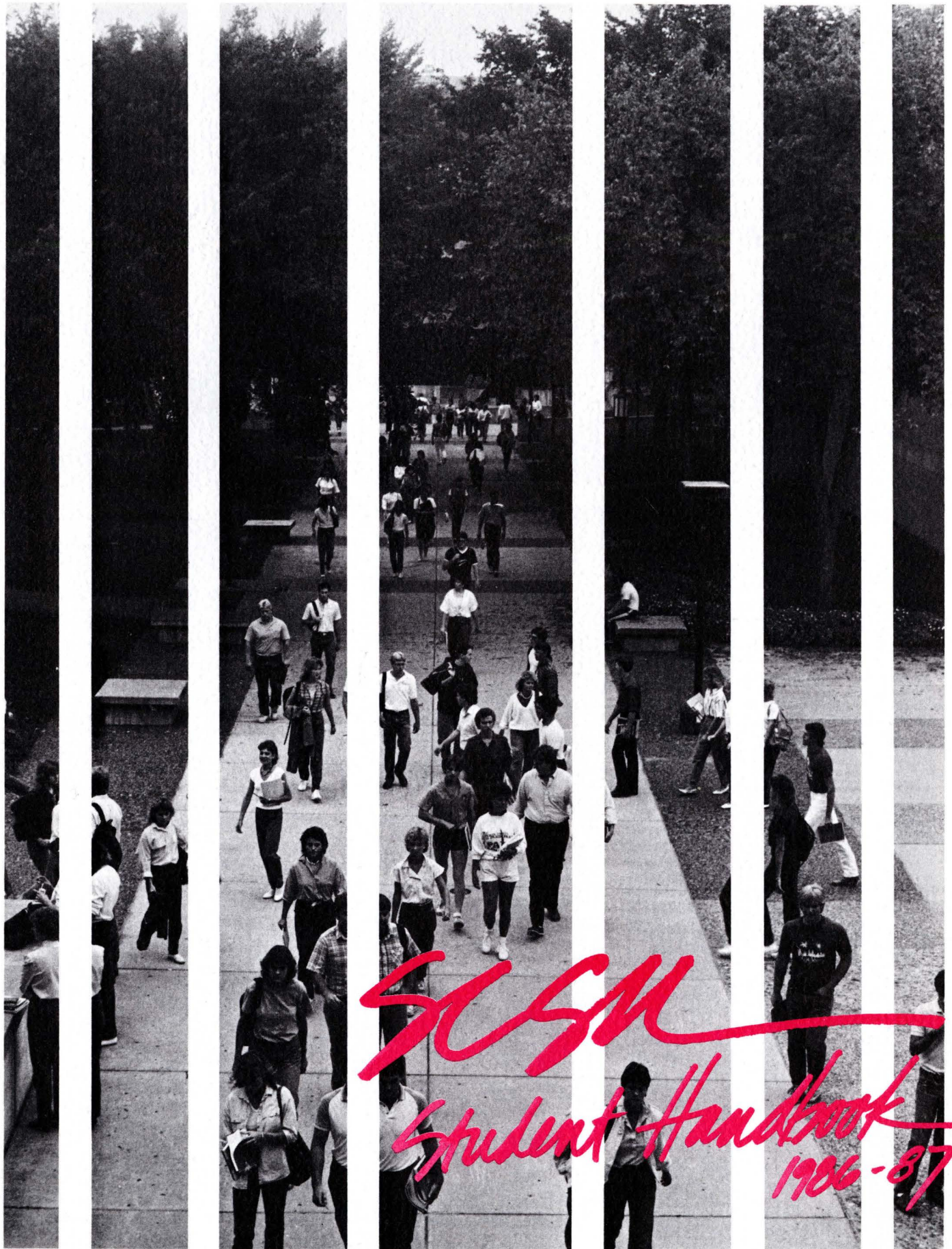
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SCSM
Student Handbook
1986-87

Student Handbook 1986-87

St. Cloud State University

Why have a handbook?

There are two main reasons. The first is 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. Such additions and/or changes may become effective immediately or after passage and will be considered as legally binding as those published here. Policy changes will be published in the *Chronicle* and publicized in other campus media.

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 Director, 255-3111.

Prepared by Information Services



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Academic Policies

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*.

ADVISING

Each student is assigned an academic adviser by the Office of Records and Registration 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 Office of Records and Registration, 117 Administrative Services Building. 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.

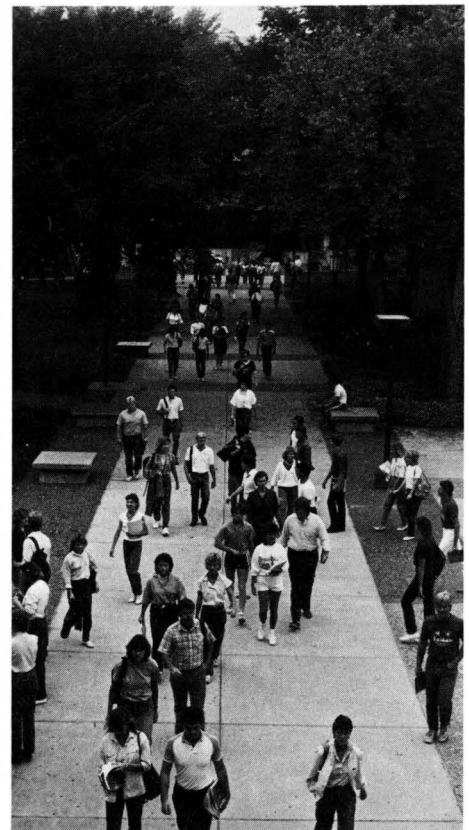
3. Assist the student in resolving problems which may be affecting her/his academic success.
4. Refer an advisee to other specific sources on campus for information and assistance the adviser cannot provide.
5. Maintain an updated file on the progress of each advisee.
6. Issue the Registration Permit 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.

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 preprofessional 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.

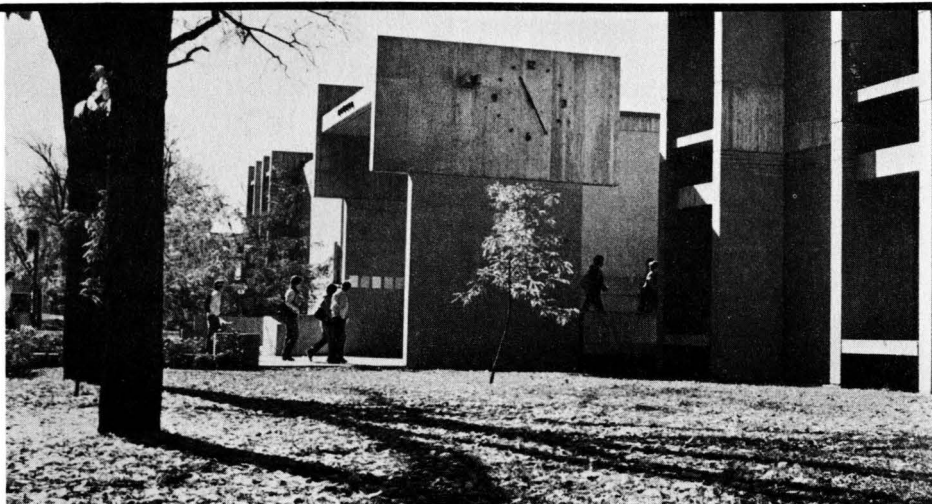
The student who finishes the General Education program should have gained an ability to write and speak effectively, an understanding of quantitative reasoning, a knowledge of the essential elements of scientific discovery and of the impact of technological innovations. In addition, the student will 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 must fulfill the following general education requirements.



APPROVED GENERAL EDUCATION COURSES

The following courses have been designated as appropriate for general education effective Fall Quarter 1984. Students are reminded that any courses designated general education in previous undergraduate bulletins which are not on this list may no longer be taken for general education credit.

I. General Requirements (14 credits)

A. Communications

1. English 162 or test (4 credits)
English 163 (4 credits)

2. Speech 161 or competency (4 credits)

B. Physical Education (2 credits)

- 111, 119, 120, 121, 122, 123, 124, 125, 126, 130, 131, 132, 133, 135, 136, 138, 139, 140, 144, 145, 150, 152, 159, 160, 180, 190, 191, 200, 201, 202, 203, 210, 212, 213, 219, 220, 222, 223, 225, 226, 228, 230, 232, 234, 235, 236, 238, 240, 264, 266, 268, 269, 270, 271, 272, 273, 274, 275, 290, 307, 308, 309

II. Distribution Requirements (48 credits)

Area A. Philosophy/Humanities/Fine Arts (16 credits)

1. Philosophy (4 credits) required of all students 101, 120, 122, 160, 220
2. Humanities/Fine Arts (12 credits required—minimum of 4 credits required in both Humanities and Fine Arts. Remaining 4 credits selected from Humanities and/or Fine Arts)

a. Humanities

American Studies 101, 102, 302, 490
English 124, 164, 290, 293, 294
Danish 131, 132 and/or French,
German, Russian, Spanish 131, 132,
133, 211, 212, 243
FORL 131, 132, 133

b. Fine Arts

Art 120, 121
Music: MUSM 100, 101, 111, 123,
125, 126, 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,
158, 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, 346, 348, 410, 412, 414, 416,
418, 420, 422, 424, 426, 428, 430,
432, 434, 438, 440, 442, 444, 446,
448

Theatre 140, 244, 260, 270, 280

Area B. Natural Science and Mathematics (16 credits)

(Select from at least 3 departments)

Biological Sciences 101, 102, 104, 106, 107
Chemistry 102, 201, 208, 215, 216
Earth Science 104, 105, 106, 109
Computer Science 169, Mathematics 121,
251, 254, 440
Astronomy 106, 107, Physics 101, 103, 208

Area C. Social and Behavioral Sciences (16 credits)

1. Social Science 104 (4 credits) required of all students

2. Social and Behavioral Sciences (12 credits)

(Select one course from at least 3 of the following 5 groups)

Group a. Sociology 160, 261, 277
Anthropology 159, 250
Area Studies (EAST 363, 364; LAST 250)
Economics 259, 273, 274, 281, 360
Political Science 101, 111, 115, 251, 291
Social Science 204, 301, 460, 470
Group b. Industrial Studies 124*, 186,
192, 285
Technology 101, 165, 175, 305, 405
Group c. Geography 101, 111, 275, 372,
379
Group d. History 101, 105, 140, 141,
200, 203
Group e. Psychology 115, 290, 315, 384

III. General Education Electives (8 credits)

Choose from any General Education Courses

Total—70 credits

These courses also can be used to fulfill the 8 credits in General Education Electives:

Business Education and Office Administration 167, 208, 216, 419; Child and Family Studies 220; Education 207, 374, 403; Health Education and Traffic Safety 125, 190, 194, 393, 481; Human Relations 201, 206; Information Media 104, 204; Special Education 403; Speech Communication 223, 226, 280, 324, 331, 375; Criminal Justice 100, 101, 201, 325; Mass Communications 220, 273; Environmental Studies 210; Minority Studies 201, Reading 120; Science 110; Communication Disorders 220, 224, 230, 468; Social Work 211; Urban Affairs 200; Women's Studies 201.

*May be used only as an elective in meeting general education requirements, Part F.

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, 209 Administrative Services Building.

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.

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. Goals can always be changed, but the more planning you put into these goals, the more successful your "academic career" will be.

Space is also 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.

ADVISEE'S GENERAL EDUCATION CHECK LIST

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.



PROCESS FOR GENERAL EDUCATION ADVISEES AND ADVISERS

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

On-Campus Class Schedule is published quarterly.

Advisers post office hours for advising. Adviser 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.

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 the *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 (if permitted by the academic department) 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 department chairperson.

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 Records and Registration, 117 Administrative Services Building. 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 "F," except when the withdrawal is due to circumstances beyond the student's control. In such a situation, the Director of Records and Registration 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 "F" (failure).

Any student who completely withdraws from this university before the end of a quarter must process her/his withdrawal through the Office of Records and Registration, 117 Administrative Services Building.

ACADEMIC COMPUTER SERVICES

Academic Computer Services, an administrative unit under Academic Affairs, serves the university as the focal point of instructional computing. The primary responsibilities of the department include:

1. providing an adequate working environment for students and faculty using instructional computing
2. supporting all curriculums using the computer as an instructional or research aid, developing and maintaining communications with all users so that needs can continually be evaluated and appropriate software acquired to address these needs.
3. conducting computer-related workshops.

Facilities located in the Engineering and Computing Center building include computer systems, timesharing terminals and microcomputers. Available computer systems include: VAX minicomputers (11/780, 11/785), a Univac 1100/82, access to the University of Minnesota Timesharing System (CDC Cyber 172), two MicroVax microcomputers and several Apple II, and IBM personal computers. Microcomputer labs also are located in five other academic buildings providing convenient access to users. Generally, user I.D.s for accessing the VAX computing systems are assigned to specific courses using the facilities, but individual faculty and students may request their own user I.D. by completing an application form.

The **Student Consulting Service** assists students in the use of the facilities and application software during all open hours. User documentation is available on request either on-line through the various computer systems or write-ups available from the Academic Computer Services office. Questions concerning departmental or university policy regarding instructional computing should be addressed to the Director of Academic Computer Services.

Hours

ACADEMIC YEAR

8:00 a.m.-2:00 a.m. Monday-Thursday

8:00 a.m.-11:00 p.m. Friday

9:00 a.m.-9:00 p.m. Saturday

Noon-Midnight Sunday

SUMMER TERMS

7:30 a.m.-11:00 p.m. Monday-Thursday

7:30 a.m.-4:00 p.m. Friday

10:00 a.m.-4:00 p.m. Saturday

2:00 p.m.-11:00 p.m. 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 grade point averages fall below the minimum level, they will automatically be placed "on trial" the following quarter of enrollment.

Attendance	Minimum Cumulative GPA
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 probation 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 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. The student must complete at least 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-F 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 Records and Registration, 117 Administrative Services Building, 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*, 1985-1987, page 27.

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 qualifications listed below may apply to take credit examinations:

1. The student should have a "B" (3.0) average for all university work taken in the subject 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 should 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 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 Records and Registration, 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 including 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 "F," 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 grade point average.

GRADE POINTS

(Formerly Honor Point Ratio)

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

COMPUTING GRADE POINT AVERAGE

See *Undergraduate Bulletin*, 1985-87, p.22, under "Computing Honor Point Ratio".

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 the instructor with whom the work will be done and the chairperson of the department. Application forms are available in the Office of Records and Registration, 117 Administrative Services Building.



MAILING POLICY OF OFFICE OF RECORDS AND REGISTRATION

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.

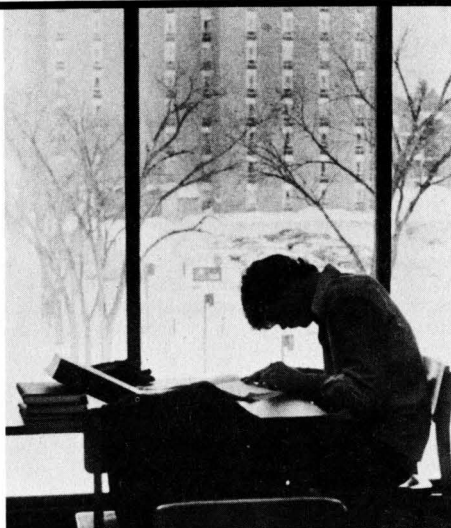
Notification of Adviser Assignment. The notification of adviser assignment will be sent to the address listed as the student's local address. If it is returned by the U.S. Postal service or the Housing Office, it will be destroyed.

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 fourth day of classes. To receive a refund for the dropped portion of their class schedule, students must drop classes no later than the third day of classes. Beginning the fourth 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 Records and Registration, 117 Administrative Services Building. The following refund schedule applies to total withdrawal from classes. Up to and including the 3rd instructional day, 100% refund; 4th through 8th instructional day, 75%; 9th through 13th instructional day, 50%; 14th through 18th instructional day, 25% refund; and thereafter no refund will be given.

Evening and Extension Classes: No refunds will be made for courses dropped unless the student withdraws officially from all of the scheduled course work for that term. State University Board regulations state that if there is notification of complete withdrawal from all classes prior to the second class meeting, 100% will be refunded; prior to the third class meeting, 75%; prior to the fourth class meeting, 50%; prior to the fifth class



meeting, 25%; and thereafter no refund will be given. To withdraw the student should immediately contact the Office of Records and Registration, 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 or 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 Records and Registration 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 Records and Registration 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 context 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 118, Stewart Hall provides both vocational counseling and administers and interprets various vocational interest tests.
4. The Career Planning and Placement Office (101 Administrative Services) 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."

Your major adviser and faculty in your major field of study can serve as a valuable resource in the development of your major program, in preparation of your 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. 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 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.

There are a number of 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: Karen Schafer, 205 Whitney House, 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 201 Whitney House.



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 *Undergraduate 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 the Continuing Studies Office in Whitney House.

PRE-PROFESSIONAL PROGRAMS

See pages 14-17 in the 1985-87 *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 Gordon Schrank/MS 228/255-3047
Engineering A-G Charles Eckroth/MS 309/255-2011/H-M Alexander McWilliams/MS 315/255-3154/N-S Wendell Pou/MS 312/255-3145/T-Z Donald Trummel/MS 318/255-4171

Fisheries Management Steven Williams/MS 267/255-4255

Forestry Thomas Clapp/MS 220/255-2288

Home Economics Vincent Johnson/MS

227/255-3045

Horticulture /Lester Lindstrom/MS 268/255-3048

Law Stephen Frank/BH 319/255-4131

Medical Records Administration Vincent Johnson/MS 227/255-3045

Medicine Gordon Schrank/MS 228/255-3047

Mortuary Science Donald Peterson/MS 277/255-3211

Nursing David Mork/MS 226/255-3035

Occupational Therapy David Mork/MS 226/255-3035

Optometry Donald Peterson/MS 277/255-3211

Pharmacy John Carpenter/MS 369/255-2052/William Nickles/MS 372/255-3198

Physical Therapy David Mork/MS 226/255-2038 or 255-3035

Veterinary Medicine Ralph Gundersen/BH 208/255-4136

Wildlife Management Alfred Grewe/BH 234/255-4135



COLLEGE OF BUSINESS

Dean: James Marmas, BB 124A

Phone: 255-3213

Associate Dean: Wayne G. Little, BB 124

Phone: 255-3212

ADMISSION TO MAJOR IN BUSINESS

To be considered for admission to a major in the College of Business, a prebusiness student must have:

1. completed MATH 131; QMIS 240, 241; ACCT 291, 292, 293(297); ECON 273, 274; MKGB 235; QMIS 150; and General Education requirements (except for General Education electives).
2. achieved an overall grade point average of 2.50.
3. achieved a grade of "C" or better in the following courses: ACCT 291 and 292, ENGL 162, QMIS 240, and MATH 131.
4. no more than 16 credits of specified upper division business courses. Courses which may be completed prior to admission to a business major include BEOA 309, MGMT 361, MGMT 371, and MKGB 320.
5. obtain an Admission to Major Program form from the Student Services Office.
6. completed the Major-Minor Program form with the assistance of major adviser.

ADMISSION TO PREBUSINESS STATUS

High school students who plan to major in a bachelor's level program offered by the College of Business must meet the requirements for admission to St. Cloud State University noted under Academic Information in the *Undergraduate Bulletin*.

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

1. Contact the Office of Records and Registration, 117 Administrative Services Building. Bring a transcript of all previous credits earned (if any). You will receive written permission for admittance to a prebusiness status.
2. Take your permission form to the College of Business, Student Services Office, BB 123. You will be registered during the interview as a prebusiness student and a personal file will be established. As a prebusiness student, you need to get a Permit to Register form from the Student Services Office each quarter until you have been admitted to a major program.

Watch for dates of advising each quarter.

ADMISSION TO MINOR PROGRAM

If you major in business you may select as a business minor Quantitative Methods & Information Systems or International Business. Students selecting a major in colleges other than the College of Business may choose one of the six minors in business: Accounting, International Business, Management, Marketing, Office Administration, and QMIS. Apply for the minor in the Associate Dean's Office, 124 Business Building. A 2.5 grade point average is required.

Requirements

A student does not need to be in a major program or have a 2.5 grade point average to take these courses: BEOA 100—Keyboarding, BEOA 101—Typewriting I, BEOA 102—Typewriting II, BEOA 167—Introduction to BEOA, BEOA 208—Survey of Business Law, BEOA 216—Consumer Education.

Students in majors and/or minors other than business may enroll in College of Business courses if they meet one of the following criteria:

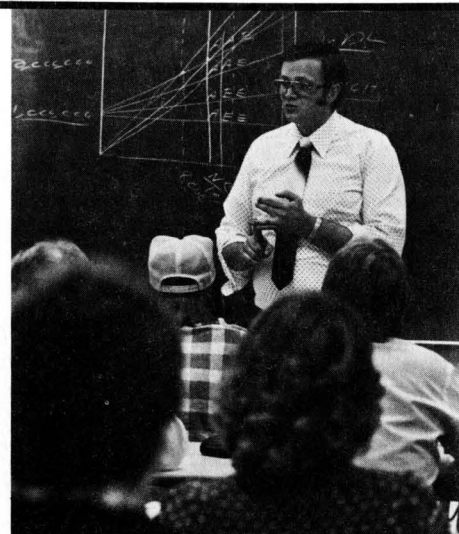
1. They are admitted to a major or minor program requiring these courses (Fall 1980).
2. For upper division courses (300-400), they have been admitted to a major program, have completed 96 quarter credits, and have a cumulative grade point average of 2.50 or higher.
3. For lower division courses (100-200), they will have been admitted to a major program.

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. If transfer students have completed pre-business requirements, they may register for MGMT 361, MGMT 371, MKGB 320, and BEOA 309. Prebusiness requirements are MATH 131; QMIS 240, 241 (except certain BEOA majors); ACCT 291, 292, 293(297); ECON 273, 274; MKGB 235; and QMIS 150, in addition to general education requirements. Transfer students should complete these requirements before taking the 300 level business courses.
5. Obtain a "Permit to Register" form from the Student Services Office (Room 123) each quarter until officially admitted to the major program.
6. 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 grade point average of 2.50 before receiving permission to take any business classes.

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.

INTERNSHIP IN BUSINESS

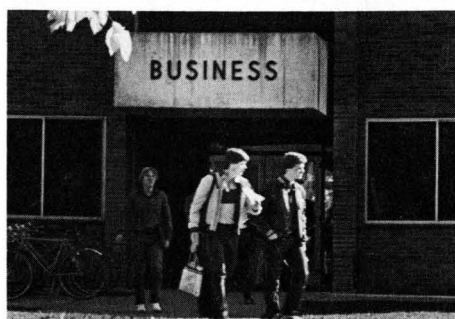
Business majors who have achieved a minimum GPA of 2.50 and who have completed at least 144 credits are encouraged to participate in the internship program in business available in each department. The program provides:

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 completing undergraduate degree requirements at SCSU.
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 grade point average (GPA) of 2.0 shall be placed on probation effective immediately at the close of the quarter (or summer term) in which the accumulative grade point average (GPA) falls below 2.0. If a student who is on probation fails to achieve an accumulative grade point average (GPA) 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. A letter petitioning for readmission to the major program should be written to the Dean of the College of Business. This letter must be written at least one quarter before desired readmittance.

RECOMMENDED PROGRAM SCHEDULING PLAN: FRESHMAN AND SOPHOMORE YEARS

Prebusiness students who plan to major in any four-year business major 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 162⁵ 4 Cr.
Social Science 104 4 Cr.
Humanities⁵ 4 Cr.

2nd Quarter

ECON 273 4 Cr.
English 163⁶ 4 Cr.
Speech 161⁵ 4 Cr.
Soc. & Behav. Sci.⁶ 4 Cr.

3rd Quarter

Philosophy⁶ 4 Cr.
Nat. Sci. & Math⁵ 4 Cr.
ECON 274 4 Cr.
QMIS 150 4 Cr.
Physical Ed.⁶ 1 Cr.

SOPHOMORE YEAR

1st Quarter

QMIS 240 4 Cr.
ACCT 291 4 Cr.
Soc. & Behav. Sci.⁵ 4 Cr.
Nat. Sci. & Math⁶ 4 Cr.

2nd Quarter

QMIS 241 4 Cr.
ACCT 292 4 Cr.
Nat. Sci. & Math⁵ 4 Cr.
Soc. & Behav. Sci.⁵ 4 Cr.
Physical Ed.⁵ 1 Cr.

3rd Quarter

ACCT 293 or 297 Cr.
MKGB 235 4 Cr.
Nat. Sci. & Math⁶ 4 Cr.
Humanities/Fine Arts⁶ 4 Cr.

- Prebusiness 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.
- This requirement could be met by demonstrating competency. Refer to the General Education section of the Student Handbook.
- Refer to the General Education section of the Student Handbook or Undergraduate Bulletin.
- Prebusiness 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 256-4 Cr.
3rd Quarter-Math 232-4 Cr.
The natural science and mathematics credits will be taken in the junior year.

COLLEGE OF EDUCATION

Dean: Kenneth Ames, EB-A113

Phone: 255-3023

**Assistant Dean: Eric Rudrud,
EB-A112**

Phone: 255-3023

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

- The Teacher Education program
- A major program of study
- 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 informational media, reading, kindergarten endorsement, or a nursery school license 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 the 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, business, music, physical education, health or speech pathology must have majors in those areas. Those wishing to obtain a nursery school license should have a major in some other field. The major does not have to be in a teaching field, although it may be.

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.

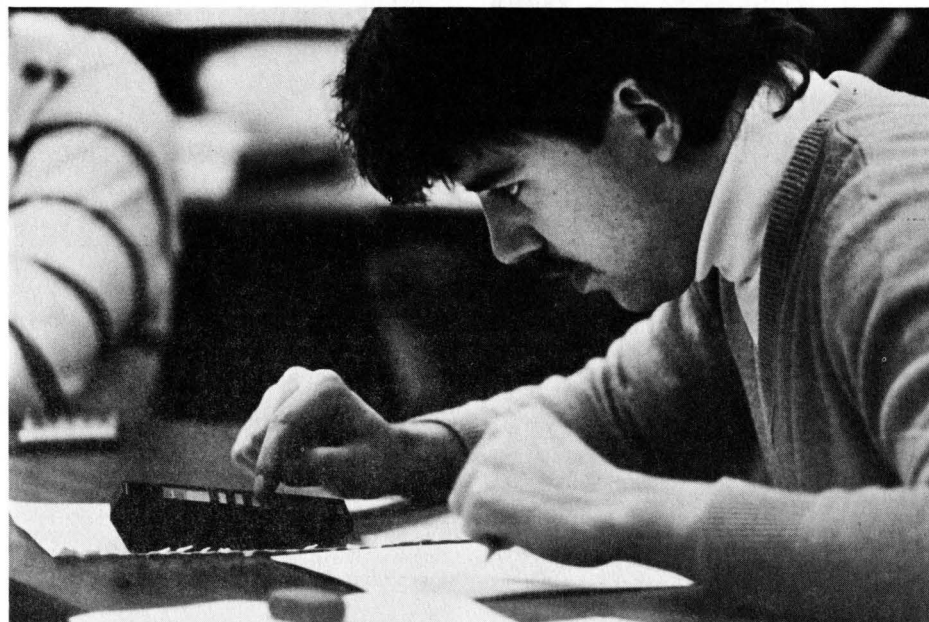
Students who wish to be recommended for Minnesota state teacher licensure must complete mandatory requirements in alcohol-drug education, human relations, and health education. Completion of Health Education 405 and Human Relations 496 and 497 will satisfy the alcohol-drug education and human relations requirement. Completion of Health Education 125 or Health Education 215 by secondary education or special area students or completion of Health Education 498 by elementary education students will satisfy the health education requirements.

APPLICATION FOR ADMISSION TO TEACHER EDUCATION.

All students preparing to teach will make application for Admission to Teacher Education and will be admitted when they have met the following requirements.

- Completed application for admission to teacher education. Application should be made when the student has completed credits equal to or more than 48 quarter hours with at least 16 quarter hours completed in residence of SCSU.
- Completed College of Education basic skills assessment battery.
- Completion of English 162 and 163 with a grade of C or better. This requirement includes transfer students who have associate degrees.
- Completion of credits equal to or more than 48 quarter hours with at least 16 quarter hours completed in residence at SCSU.
- An overall grade point average of 2.5 or better in all coursework completed.
- For secondary and K-12 education majors only: Completion of Education 221 and Psychology 262 (ED 221 and PSY 262 are co-requisite).

Each quarter one or more meetings will be held at which time students may complete the basic skills assessment battery and apply for admission to Teacher Education. Dates for these meetings will be posted in the Atwood Student Center, in the Education Building and they will be



Majors and Minors

published in the *Chronicle*. Any student unable to attend one of these meetings may make application at the College of Education Office (A-110 Education Building).

Students who meet all of the above criteria and successfully complete the basic skills assessment will be admitted to teacher education.

Students who meet all of the above criteria but do not successfully complete the basic skills assessment will be given an opportunity to improve their basic skills via the three university skill centers. Admission to Teacher Education will be contingent upon successful completion of work at the skill centers.

A student denied admission to teacher education for failure to meet the preceding requirements may request a review of that decision. This request should be made at the College of Education office, A-110 Education Building.

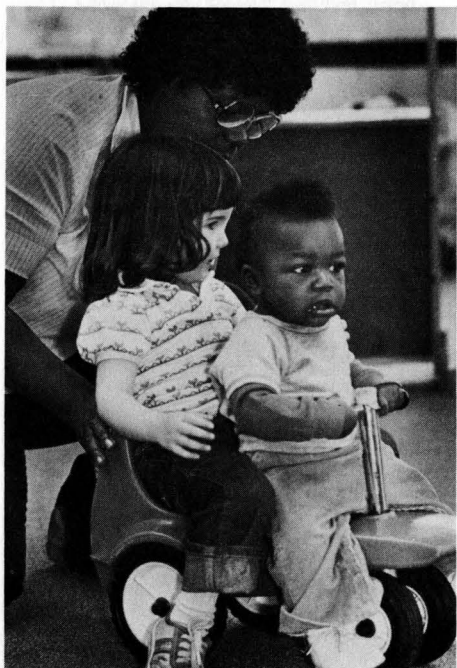
Students changing from non-teacher education major or minor bachelors degree programs must apply for admission to teacher education and the appropriate major and minor programs.

CHILD and FAMILY STUDIES

Contact (minors and licensure students): Jack Mayala, EB B124
Phone: 255-3232

The program serves students enrolling in other major areas of study. It is possible for undergraduate students to complete a program leading to a Minnesota prekindergarten teaching license. Students may major in a variety of programs closely related to child and family study, such as: psychology, elementary education, special education, sociology, etc. By successfully completing the necessary education requirements and the pre-kindergarten courses or part of a bachelor's degree program, students will be recommended for this teacher licensure.

A recommended sequence of courses would be: Freshman and Sophomore Year: CFS 220 Junior and/or Senior Year: CFS 421/360, 422/360, 315, 423, and 460 (student teaching).



HUMAN RELATIONS AND MULTICULTURAL EDUCATION (HURL)

Contact: Julie Andrzejewski, EB B118
Phone: 255-3124

The Center for Human Relations and Multicultural Education offers a minor as well as courses for teacher licensure and general education. Human Relations is a multidisciplinary field which provides self-awareness, knowledge and skills regarding human diversity, oppression and human rights, power and social control, critical analysis, equitable institutional policies and practices, egalitarian relationships and constructive social change. Specifically the topics addressed include racism, sexism, ageism, and oppression based on class, religion, disability, mental retardation, physical appearance and sexual preference.

INFORMATION MEDIA (IM)

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

The Center for Information Media 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 coursework 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 260, Technological Applications in the Learning Process enables students to examine technology as a learning tool. Included are instructional applications and utilization of technologies such as micro-computers, interactive video, and satellite communication as they apply to the learning process.

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 Information Media. 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 36-credit minor is qualified for library plus AV coordinator licensure. After two years of successful teaching in Minnesota schools, the person with library plus AV coordinator licensure qualifies for the media generalist licensure. Persons in the B.S. degree

program must complete the information media minor prior to student teaching.

Persons not concerned with licensure endorsement for Minnesota public schools are encouraged to meet with the minor adviser to plan a course of study which would most complement the major.

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. A certificate in chemical dependency also is offered; as well as graduate programs in counseling and behavior analysis. Exceptional human and animal research laboratories are available for student use.

Students are encouraged to contact the department office for an adviser and program planning.

PHYSICAL EDUCATION and RECREATION (PER)

Contact:
Physical Education: Carol Brink, HaH-200, 255-2155
Recreation: Yutaka Morohoshi, HaH-223, 255-2229

Physical Education (PE)

Freshman/Sophomore Year:
PE 101, 102, 103, 110, 131, 133, 112, 206, 248, 261 and HETS 215.

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

REC 133 & 135 are pre-requisite to all other recreation courses and must be completed prior to application for admission to recreation major.

Recreation (REC)

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

SPECIAL EDUCATION (SPED)

Contact: Sandra Reese, EB-A211
Phone: 255-2041

It is unusual for a freshman to take courses which apply directly to the comprehensive major in special education. However, it is recommended that students complete PSY 115 and PSY 262 as soon as possible.

During the sophomore year students should complete the following courses from the supportive core in the comprehensive major: PSY 362; PSY 463; ED 371; HETS 405; MATH 250; IM 468; and SPED 403. 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 from 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.

COLLEGE OF FINE ARTS AND HUMANITIES

Dean: Don Sikkink, KVAC 101
Phone: 255-3093

ART

Contact: James Roy, KVAC-111
Phone: 255-4283

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

ART 110 Drawing I
ART 101 Design I
ART 103 Color Theory 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 mandatory 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 emphasis 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, also may be taken as a General Education course.

COMMUNICATION DISORDERS (CDIS)

Contact: Gerald Powers, EB-A215
Phone: 255-2092

Students planning to major in Communication Disorders should have most of their general education requirements completed before

starting courses in the major. CDIS courses numbered 220, 224 and 230 could be taken in the sophomore year. Before taking higher numbered courses, the student major or minor must consult a departmental faculty member. Decisions about program options such as B.A. vs. B.S. and questions about certification for working in the schools and for positions in hospitals are best dealt with early.

ENGLISH (ENGL)

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

Students interested in majoring or minoring in English are invited to visit the English office (106 Riverview) 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 and 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 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 *Wheatprout Crosscurrents*, 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.

TEACHER DEVELOPMENT (ED)

Chairperson: Karen Magnus, 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-A132.

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 during the junior year. A function of this course is to aid students in planning and completing their major programs. ED 220 requires a two hour time block to facilitate a three week field experience at area schools.

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/K-12 Education Programs

Contact: Department of Teacher Development
Phone: 255-3007

Students preparing to teach at the secondary level or K-12 (Art, Music, Physical Education) 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: Field Experience Coordinator, EB-A132
Phone: 255-3063

The student teaching experience will take place in off-campus schools. This experience usually is provided during the latter part of the senior year.

All student teachers are encouraged to live in the community and participate in community and school activities, and study community life. It is the responsibility of student teachers to make their own housing arrangements and bear the expense involved during off-campus student teaching assignments.

Prospective student teachers need to make long-range plans for their total college program at an early date if they are 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 spring quarter. An announcement of the time and place for this application will be posted in most of the SCSU buildings and will be published in the SCSU *Chronicle*.



Majors and Minors



FOREIGN LANGUAGES and LITERATURE

Contact: William Langen, 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 years in high school, he/she should register for 133; and three years in high school, 211 or 212, with more than three years in high school, 211, 212, 243, or 311. Adjustments in placement on the basis of individual competence may be made during the first week or two of each quarter.

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 Costa Rica program or the Nevers program in France, each involving two quarters of foreign study. Students with a very strong background in Spanish may consider the full-year exchange program in Castellon, Spain.

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 or the equivalent as determined by the department, are prerequisite to any 300-level course. See the Undergraduate Bulletin for upper division courses.

MASS COMMUNICATIONS (COMM)

Contact: John DeSanto, SH-135
Phone: 255-3293

Freshmen who are interested in a Mass Communications major or minor, as well as others who are interested in mass communications, may take COMM 220. The course is a prerequisite for the other major courses.

Freshmen and transfer students are eligible for 200-level courses. It is strongly recommended that transfer students intending to major or minor in the department see the department chairperson prior to, or during, their first quarter on campus for advising purposes, because up to 12 credits only may transfer to the mass communications major.

All students must pass a typing proficiency test offered by BEOA certifying they can type 35 words per minute (or pass an appropriate typing course) before enrolling in COMM 240 or 272. Students must maintain an overall GPA of 2.5 and pass a departmental pretest to be admitted to a major or minor.

Students intending to major in mass communications also should consider a possible second major or minor area of study.

MUSIC (MUSE, MUSM, MUSP)

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

FRESHMAN YEAR:

1. Freshmen should take MUSM 101 and MUSM 111 fall quarter, MUSM 102 and MUSM 112 winter quarter and MUSM 103 and MUSM 113 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.

PHILOSOPHY (PHIL)

Contact: Alan 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. Suitable first courses would be PHIL 260, Introduction to Philosophical Methods, PHIL 279, Survey of Western Philosophy or PHIL 200, Contemporary Moral Problems. A major and minor in applied philosophy, an open-ended, individualized program, is available, in addition to the theoretical major and minor.

RHETORIC (RHET)

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

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 minor are both English 162 and 163, and Speech 161.

SPEECH COMMUNICATION (SPC)

Contact: Arthur Grachek, MS-129
Phone: 255-2216

Each applicant for a major first must be assigned to and meet with an adviser who will guide the applicant through the process. Requirements vary somewhat among the types of major programs available: 48 credit B.A. major; 36 credit B.A. major (only as a second major); 72 credit B.S. interdepartmental major (suggested "tracks" available in the SPC office); 48 credit B.S. major for teaching speech (SPC 452, an arranged course, must be completed prior to student teaching). 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.

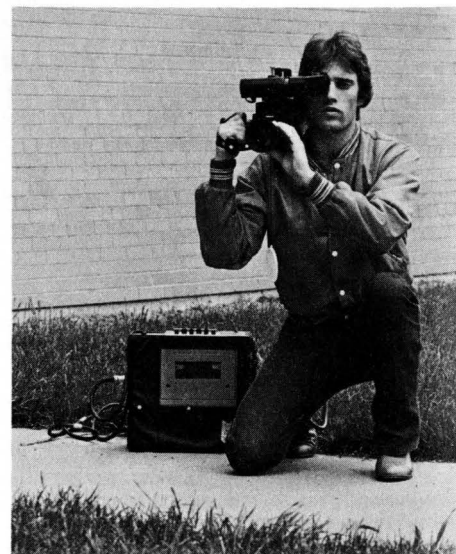
THEATRE (TH)

Contact: Dale Swanson, 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 her/his 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, and film studies.



COLLEGE OF SCIENCE AND TECHNOLOGY

Dean: Louise Johnson, MS 145

Phone: 255-2192

Assistant Dean: William Kemp

Phone: 255-2192

BIOLOGICAL SCIENCES (BIOL)

Contact:

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

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

B.S. Majors: 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 303, Chemistry 216

Spring—Biology 301 or 202, Chemistry 217 or 251

SOPHOMORE YEAR: (varies with major program)

Fall—Biology 303 or 332, Biology electives, Math 231, or 241 or 329

Winter—Biology 301 or 303, Biology electives

Spring—Biology 301 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 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: Richard E. James, 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.

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, 430 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.

COMPUTER SCIENCES (CSCI)

Contact: Ralph Carr, MS-135

Phone: 255-4260

Students planning to major or minor in Computer Science must complete MATH 241, MATH 254, CSCI 270, and CSCI 272 before applying for a major or minor program. The prerequisite for CSCI 270 is MATH 241, MATH 231, or MATH 241 is preferred. Prospective majors who did not participate in the spring advising process are urged to report to the Math Skills Center in Brown Hall basement for placement advice prior to enrolling in their first math course. MATH 254 is a corequisite course for CSCI 272. Students in all computer science major and minor programs are required to maintain a 2.5 GPA in their program courses and in all university courses. Failure to meet this requirement can lead to dismissal from the computer science major or minor program.

Entry into all computer science programs requires the approval of the Computer Science Admissions Committee. No student may register for courses numbered 300 or above in computer science until admitted to an appropriate major or minor.

All students who select the 52-credit computer science major are required to complete a minor subject to adviser approval.

EARTH SCIENCES (ESCI)

Contact: George W. Shurr, MS-47

Phone: 255-2009

The earth sciences of geology, oceanography/hydrology, and meteorology are the study of rocks, water, and air. These disciplines involve both outdoor field and laboratory experiences and also require a good background in chemistry, mathematics, and physics. Our degree programs prepare people for graduate studies, teaching, and employment in industry or governmental agencies.

Students who have had science and mathematics preparation in high school should begin the following core science requirements as soon as possible:

ESCI 250, 284, 340

CHEM 215, 216

PHYS 231, 232, 233 (OR PHYS 234, 235, 236)

In addition, the B.A. core includes MATH 241,

242, 243 and the B.S. core includes BIOL 201, 202, 203. Consult the *Undergraduate Bulletin* for details.

A variety of tracks and elective options allow students to design their program tailored to a variety of educational and vocational objectives. However, students should consult with department advisers as soon as possible for assistance in this program design and to take advantage of available options and opportunities.

ENVIRONMENTAL STUDIES (ENV)

Contact: John Peck, BH 209

Phone: 255-4137

Environmental Studies prepares students to understand the causes, effects, and possible solutions of various environmental problems. The program, although housed in the Department of Biological Sciences, is interdisciplinary in nature, with requirements from both the natural and social sciences.

A minor in Environmental Studies is a valuable adjunct to many of the majors offered at SCSU.

ELECTRICAL ENGINEERING (EE)

Contact: Department Office, ECC 211

Phone: 255-3252

It is assumed that prospective students are well prepared in high school mathematics (through pre-calculus), physics, chemistry, and computer studies with above average academic abilities in these areas. Students should follow the suggested curriculum as closely as possible. Any remedial work to make up for deficiencies in preparation will cause this schedule to be delayed. Deficiencies must be made up before starting pre-engineering coursework.

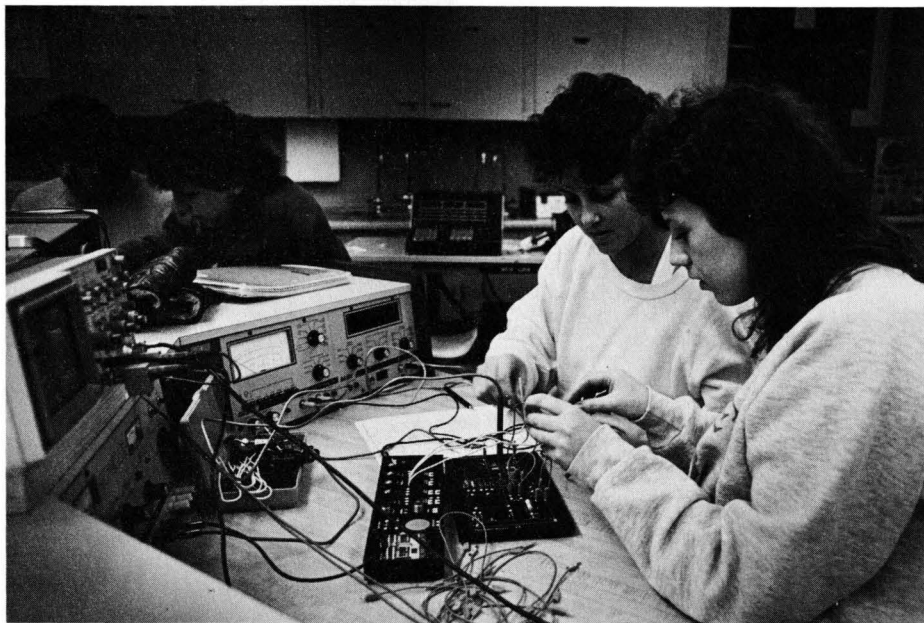
Suggested schedule for the first year:

Fall Quarter: MATH 241, CHEM 215, General electives

Winter Quarter: MATH 242, PHYS 234, General electives

Spring Quarter: MATH 243, PHYS 236, General electives

Specific information and recommendations are available at the department office.



Majors and Minors



INDUSTRIAL STUDIES (IND)

Contact: Chairperson, Headley Hall 205
Phone: 255-3235

During the first two years of his/her course of studies as a major within the Department of Industrial Studies, the student should enroll in those of the following courses which are appropriate to the particular option of the major:

- IND 110 Fall, Winter, Spring
- IND 111* Spring
- IND 112 Winter
- IND 124 Fall, Winter
- IND 134 Fall, Winter
- IND 144 Fall, Spring
- IND 151 Winter
- IND 184 ~~Spring~~ 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: Incoming industrial studies majors are encouraged to take an advanced placement drafting test to determine their drafting competency. Students not meeting the minimum standard must take IND 110.

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/technological system. Good judgment and frequent communication with a major adviser are the keys to a workable program.

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

MATHEMATICS AND STATISTICS (MATH)

Contact: Gail Earles, ECC-139
Phone: 255-3001

Students planning to major in mathematics are advised to take MATH 241—Calculus and Analytic Geometry, as soon as they have acquired the

prerequisite skills. The prerequisite for MATH 241 is proficiency in both advance algebra and trigonometry. Students who completed and returned the mathematics advising materials mailed to them in the spring receive initial course recommendations at new student registration. Those who did not participate in the spring advising process are urged to report to the Math Skills Center in Brown Hall basement for placement advice prior to enrolling in their first math course. Students majoring in mathematics generally will be required to complete a minor or to develop an area of concentration, subject to adviser approval.

MEDICAL TECHNOLOGY

Contact: Judith Torrence, MS-273
Phone: 255-3130

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.

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 two quarters.

PHYSICS and ASTRONOMY (PHYS)

Contact: Bill Dalton, MS-311
Phone: 255-2774

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

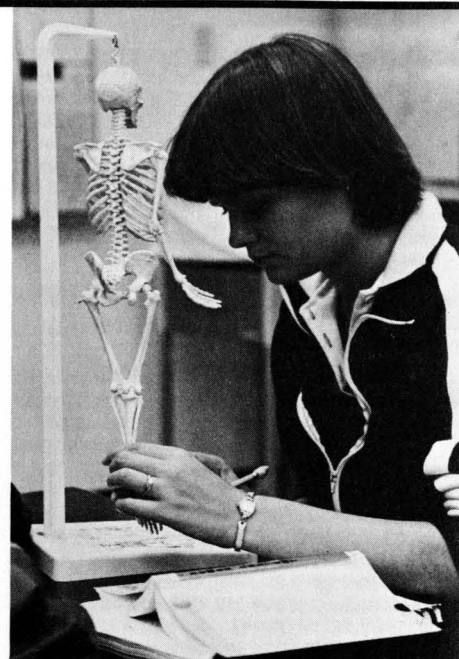
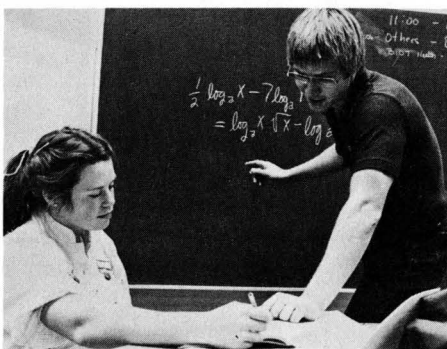
MATH 241 should be taken before PHYS 234, MATH 242 before PHYS 235, and MATH 243 before PHYS 236.

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.

TECHNOLOGY and INDUSTRIAL ENGINEERING (TECH)

Contact: Department Office, HH-107
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, ENGL 162
- Engineering Safety—TECH 151, 170, ENGL 162
- Engineering Technology—TECH 151, 170, ENGL 162
- Industrial Engineering—MATH 241, TECH 220, ENGL 162
- Photographic Engineering—TECH 151, 165, ENGL 162
- Photographic Science—MATH 241, TECH 165, ENGL 162

A.S. DEGREE PROGRAMS

- Electronics Engineering Technology—TECH 151, 170, ENGL 162
- Mechanical Engineering Technology—TECH 151, 170, ENGL 162
- Photographic Engineering Technology—TECH 151, 165, ENGL 162
- Photronics—TECH 151, 165, ENGL 162

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

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

*Prerequisite: IND 110 or demonstrated competency.

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

COLLEGE OF SOCIAL SCIENCES

Dean: Raymond Merritt, WH 101

Phone 255-4790

Assistant Dean: David Carr, WH 101

Phone 255-4790

AMERICAN STUDIES (AMST)

Contact: Eleanor Simpson, SH-104A

Phone: 255-2097, 255-2248, or 255-2140

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.

CRIMINAL JUSTICE (CJS)

Contact: Robert Prout, LH-3

Phone: 255-4101

The baccalaureate degree program in Criminal Justice emphasizes the interrelatedness of law enforcement, probation and parole, corrections, and private security within the criminal justice continuum. Consequently, if students wish to specialize in a subfield, they must first receive an exposure to the general administration of criminal justice. 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 non-directive and continue an indepth study within the general field of criminal justice.

Prior to being admitted to the major, it is recommended that the student complete CJS 101.

Scholarly expression is a necessity to function effectively in the Department of Criminal Justice at St. Cloud State University. Consequently the student should also pursue studies in English, research design, and statistics.

EAST ASIAN STUDIES MINOR (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.

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 240

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

GEOGRAPHY (GEOG)

Contact: Lewis Wixon, SH 314

Phone: 255-3160 or 255-3180

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 will find the department's regional offerings and the foreign studies minor 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 five courses is required of all minors:

SSCI 208 Introduction to Gerontology

BIOL 312 Biology of Aging

PSY 345 Psychology of Aging, Dying, and Death

SOC 350 Sociology of Age and Aging

GERO 411 Aging Policy and Programs

Sixteen 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

Director: Dena Shenk, SH 217.

Business/Industry/Natural Science majors:

John McCue, Biology, 222 Math Science.

Education/Psychology majors:

Mary Boltuck, Psychology, B240 Education Building.

Anthropology/Social Work/Sociology majors:

Linda Havir, Sociology, 109 Stewart Hall, or John Murphy, 107 Stewart Hall.

Health/Recreation/Physical Education majors:

Yutaka Morohoshi, Physical Education and Recreation, 223 Halenbeck Hall.

Fine Arts/Bachelor of Elective Studies/Social Science and other liberal arts majors not listed above:

Allen Stensland, Interdisciplinary Studies, 226B Stewart Hall.

HISTORY (HIST)

Contact: Richard Lewis, LH-B

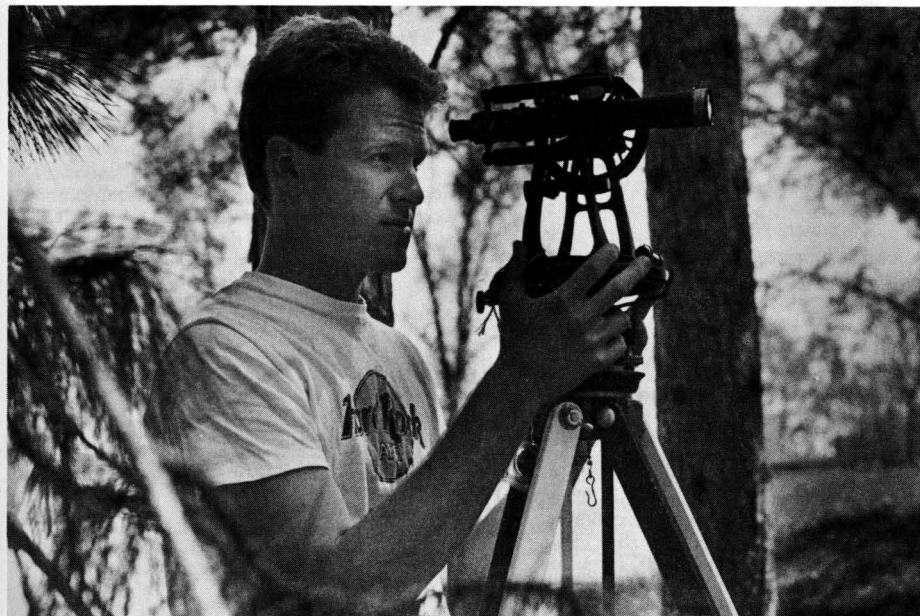
Phone: 255-3165 or 255-4832

Students intending to major in professional areas are encouraged to take History 101 or 105, topics courses are intended as an introduction to history. Students considering a history major or minor should select courses from the following: History 140, 141, 200, 203. Courses at the 300 and 400 levels generally should not be taken until 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 for history majors or minors in historical agencies, government, or business, contact Dr. Calvin Gower.



Major and Minors

LOCAL and URBAN AFFAIRS (URB)

Contact: Kent Robertson, SH 226
Phone: 255-3184

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

Any student who is interested in studying the people, economic and cultural activities, built environment, and problems of cities, suburbs, and small towns should seriously consider the Local and Urban Affairs program. The program combines the educational benefits of a broad-based liberal arts curriculum with a pre-professional career-oriented major. Most graduates have been able to secure employment upon graduation in areas such as city and regional planning, community development, transportation, housing, social services, real estate, and economic redevelopment.

It is strongly urged that before students begin taking Local and Urban Affairs courses they consult with the program director. However, the following courses are recommended for consideration during the freshman/sophomore years: PSY 125, IM 104, URB 200 (best if taken spring quarter, freshman year), SSCI 104, CSCI 169, ECON 274, plus general education courses in American Studies, Geography, Political Science, Sociology, and Speech Communication.

MIDDLE EAST STUDIES MINOR

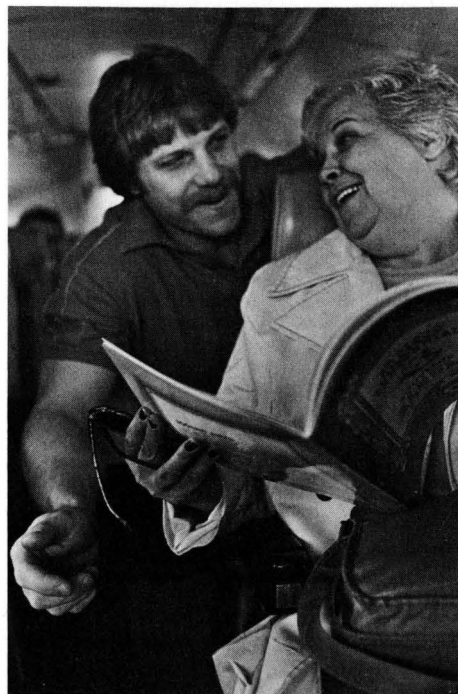
Contact: Richard Lewis, LH-B
Phone: 255-3165

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 ACADEMIC PROGRAM

Contact: Robert Johnson, EB 120
Phone: 255-3036

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

The minority studies program provides insight into the history, contributions, social/cultural development, intellectual expression and present circumstances of various racial 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 flexible and multidisciplinary program.

Students planning to minor in minority studies should contact the program director for scheduling advice.

POLITICAL SCIENCE (POL)

Contact: Janna Merrick, BH-316
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 in secondary schools.

*The following courses are suggested:

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 a required course in the minor, is suggested.

MAJOR: Freshman: POL 111 is a requirement for the major; also strongly suggested are the following General Education courses: PHIL 120 or 122, CSCI 169, PSY 115, and SOC 160. POL 282, a required course in the major is suggested. Students are also strongly advised to take ECON 273, ECON 274, and MATH 131.

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.

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.—A. Stensland

B.E.S.—A. Stensland

B.A.—A. Stensland

Social Studies adviser: W. Nunn

Social Studies Licensure: W. Nunn

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

Contact:

Sociology: John Alessio, SH-321, 255-3169

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

Social Work: Nancy Brennan, SH-105A, 255-1843

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 160 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 courses have 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.

WOMEN'S STUDIES (WS)

Contact: Patricia Samuel
Phone: 255-4140

Prospective minors should obtain from the Women's Studies Office, Education Building 120, an outline of the requirements for a Women's Studies minor. WS 201 should be taken at the beginning of the minor program. PSY 290, HURL 201, SOC 273, CJS 201 and ART 221 are appropriate courses to choose early in the program. WS 201 and 401 are required for both the 36 and 24 credit minors.

Advising

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. 118 Stewart Hall is the headquarters for the following academic services:

1. Individual academic counseling.
2. Study skills assistance.
3. Developmental and reading improvement courses.
4. Educational planning.
5. Computer-based assistance on educational programs and careers.

CAREER PLANNING AND PLACEMENT

SCSU offers a placement service for students of all majors. You are encouraged to contact this office in your freshman year for information on career opportunities. Studies of the labor market are constantly made to determine present employment prospects and employment outlook for the future.

The Center for Career Planning and Placement will assemble maintain and forward to prospective employers, a set of your placement credentials. This process is a recognized aid for both employers and candidates during an employment search. A credentials file consists of a personal data sheet, student teaching or internship evaluations, faculty recommendations, recommendations from former employers and a list of the university courses you have taken. To open a placement credentials file complete the necessary forms and register with the Center for Career Planning and Placement.

Seniors are encouraged to begin a placement credentials file three quarters before graduation. All students should establish placement credentials, even if they do not plan to use the service at graduation, because it becomes increasingly difficult to collect the necessary recommendations



after leaving SCSU. Placement credential information is confidential and is only shared with bona-fide potential employers.

This service is free if you activate your placement file before your graduation date. By activating your file you will receive a bi-weekly job opportunity bulletin and may participate in on-campus interviews. The placement staff also nominates active candidates for employment opportunities SCSU receives from prospective employers.

Many additional services are available to SCSU students, whether or not you have an active file. Drop by the Center for Career Planning and Placement, located in 101 Administrative Services, and learn how they can help you.

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 the selection of a major program of study. An evaluation of a student's success in a prospective major area is based on ability, interests, and other personal factors. Tests and background materials are useful tools for discovering interest and skill areas, which can make possible the student's individual choice in the matter.

Group Counseling. Students have the opportunity to discuss topics and issues that concern them in a group setting with the assistance of a professional counselor. At different times, throughout the academic year, groups are initiated around various themes (i.e. assertiveness, life planning, eating disorders, adult children of alcoholics, and other areas as requested).

Personal Counseling. Anything that causes you to feel anxious or uncomfortable may affect your academic performance as well as your personal interaction with others. Talking with someone about those concerns often can be helpful. With a counselor you may explore freely, and in confidence, any feelings or problems that are important to you. The counselor will help you to understand the sources of your anxieties and

assist you in working through those feelings in a productive way.

Testing and Test Interpretation. A variety of vocational and educational tests are available to students. The Center provides counselors to help students select appropriate tests and to understand their scores. Tests are administered if the student and counselor feel they would be helpful. Contact the receptionist in 118 Stewart Hall if you feel a vocational or educational test might assist you in your vocational and/or educational planning.

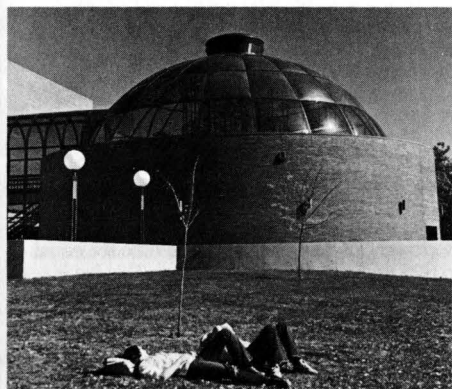
Vocational Counseling is concerned with a career choice. It is one of the most vital and yet one of the most complex problems an individual encounters. Many students are not able to make this choice without some professional help from a well-trained counselor. In addition, the student may need to devote 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.

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, Fraternity and Sorority program, the Orientation program, Handicapped Services, and the University Organizations office.

Services include provision 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 requested.

The Office of Student Life and Development is located in 106 Atwood Center, phone 255-3111.



Financial Aids

There are many federal, state and university financial aid programs available for St. Cloud State University students who have difficulty financing their college education. The students and their families, to the extent that they are able, have the primary responsibility to pay for a university education. SCSU is ready and willing, however, to assist anyone who is unable to fully meet the cost of attending this university. "Financial need" does not mean "financial poverty."

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

You must submit the required application materials each year. New applications can be picked up in the Financial Aids Office and are usually available after January 1. They should be filed before April 15 for priority consideration.

GRANTS

Pell Grant. (Basic Educational Opportunity) 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 \$2100 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, usually 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. 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 Minnesota high schools and post-secondary schools.

Minnesota Part-Time Student Grant Program. Minnesota residents who are enrolled less than half-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 half 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. This program helps any need student enrolled at least half-time find employment; priority is given to students with the greatest financial need. Students work up to twenty hours per week while classes are in session and may work full time during summer and vacation periods. Students are usually paid the minimum wage under this program.

Minnesota State Work-Study Program. This program closely parallels the Federal Work-Study Program and employs students part time both on- and off-campus.

University Employment. A limited number of jobs where financial need is not a criteria are available on campus. For more information contact the Financial Aids office.

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 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 cannot 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. After 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 8% simple.

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

Parent Loans to Undergraduate Students (PLUS). A loan program has been established for parents to borrow up to \$3000 a year to assist their son or daughter with educationally related expenses. The maximum aggregate limit is \$15,000. 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 12% simple. If additional information or applications are needed, please contact any participating lending institution or the Financial Aids Office.

Auxiliary Loan to Assist Students (ALAS).

The ALAS loan enables independent, undergraduate students and graduate/professional students to finance their post-secondary education. The limits for an independent undergraduate is \$2500 per year and \$12,500 in total combination with funds borrowed under the guaranteed student loan program. Graduate students may borrow up to the maximums under both the ALAS program (\$3,000) and the Guaranteed Student Loan Program (\$5,000). The current interest rate is 12 percent simple. Repayment usually begins within 60 days of disbursement, with a five to ten year repayment period. Applications are available at the Financial Aids office or any participating lending institution.

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 \$50 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.

Short-Term Loans. These funds are available to assist students with educationally related expenses who are enrolled at least half-time and are in good standing. The maximum amount a student may borrow with a qualified co-signer is \$350. Generally this loan is to be repaid within sixty days.

Student Educational Loan Funds (SELF). SELF loans are obtained through the state lending agency operated by the Minnesota Higher Education Coordinating Board. The loan was established to help students who are ineligible for subsidized student loans, students who need to borrow more than is allowed under existing programs, and students who have limited access to other financial aid programs. The SELF loan is intended to be a final source of assistance. Before applying, students are expected to seek other sources of federal, state, institutional, or private aid for which they may be eligible.

This is a variable interest rate loan program. During the past year, the interest rate to the borrower has varied from 8.75 percent to 10.75 percent. The current interest rate can be obtained by calling the state loan agency at 1-800-652-9747. Borrowers also are charged a one-time fee equal to 6.25 percent of the loan amount. This fee is collected by the State of Minnesota. The minimum loan size is \$1,000 and the maximum loan size is \$4,000 for an undergraduate student and \$6,000 for a graduate student. While enrolled, the



student must pay the interest on a quarterly basis. After the student leaves school, the interest is paid on a monthly basis for one year. After the one-year period expires, the student pays principle and interest payments on a monthly basis. Every borrower under the SELF loan program must have a credit-worthy co-signer.

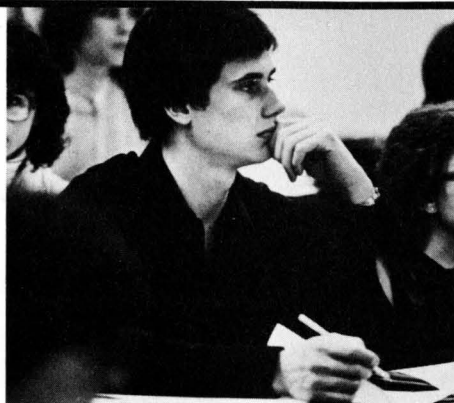
To be eligible to receive a SELF loan, a student must:

1. Be a citizen or permanent resident of the United States.
2. Be enrolled in an eligible school in Minnesota or be a Minnesota resident enrolled in an eligible school.
3. Be enrolled at least half-time in a program leading to a degree or certificate.
4. Make satisfactory academic progress as defined by the university.
5. Not be delinquent or in default of any student educational loan.
6. Have a credit-worthy co-signer.
7. Demonstrate financial eligibility as determined by the SELF loan program.

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 ranked in the upper ten percent of their high school class, and an upperclassman must have a cumulative grade point average 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.

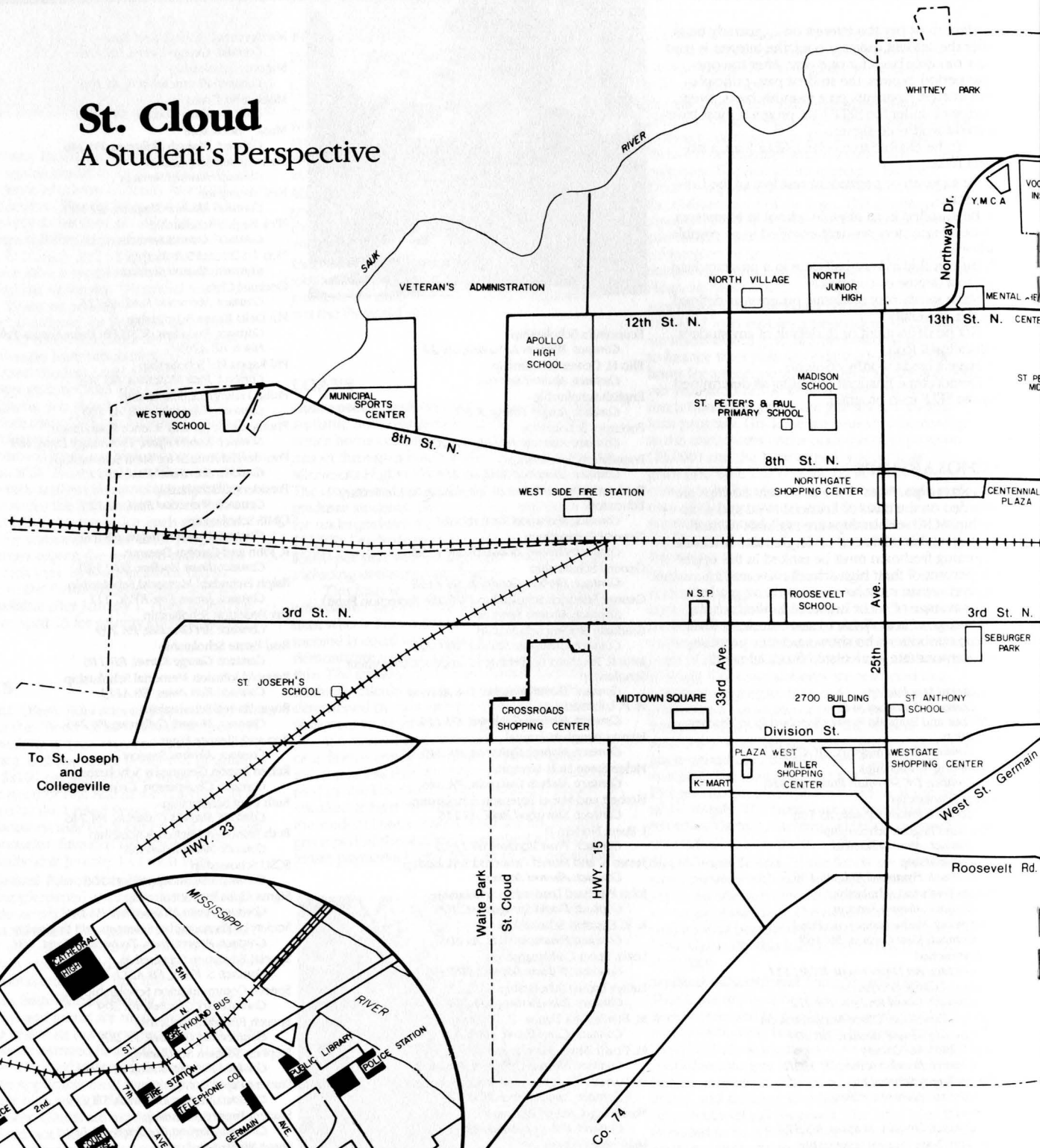
- A. Eastman Scholarship
Contact: *Financial Aids*
- A. Wilbur and Borghild Brewer Scholarship in Teacher Education
Contact: *Karen Magnus, EB A134*
- Accounting Scholarships
Contact: *Dr. Sherman Roser, BB 310*
- Adams Scholarship
Contact: *Financial Aids, AS 106*
- Alice Lund English Scholarship
Contact: *Alumni Services*
- Alliss Scholarship
Contact: *Financial Aids, AS 106*
- Alumni Freshman Scholarship
Contact: *Alumni Services*
- Anonymous Mathematics Loan Fund
Contact: *Kent Carlson, MS 168*
- Art Unmatched
Contact: *Art Department, KVAC 111*
- Business College Scholarship
Contact: *David Krueger, BB 212*
- Business Education/Office Administration
Contact: *Russell Madsen, BB 204*
- Carol Loberg 4th Cavalry
Contact: *Frank Voelker, SH 133D*
- Charles Emery Scholarship
Contact: *Alumni Services*
- Chemistry
Contact: *Douglas Magnus, MS 373*
- Clair and Doris Daggett Scholarship
Contact: *Alumni Services*
- Clarence L. Atwood Scholarship
Contact: *Alumni Services*
- Christine Rehwaldt
Contact: *Mabeth Gyllstrom, PA 246*
- D. Weisman Memorial
Contact: *Mabeth Gyllstrom, PA 246*
- David Renslow Memorial Scholarship
Contact: *Morris Kurtz, HAH 228*
- Dorothy Barker Scholarship
Contact: *Alumni Services*
- Drivers Education
Contact: *Rod Dobey, Whitney House*
- Economic Education
Contact: *Robert Hendricks, EB A132*

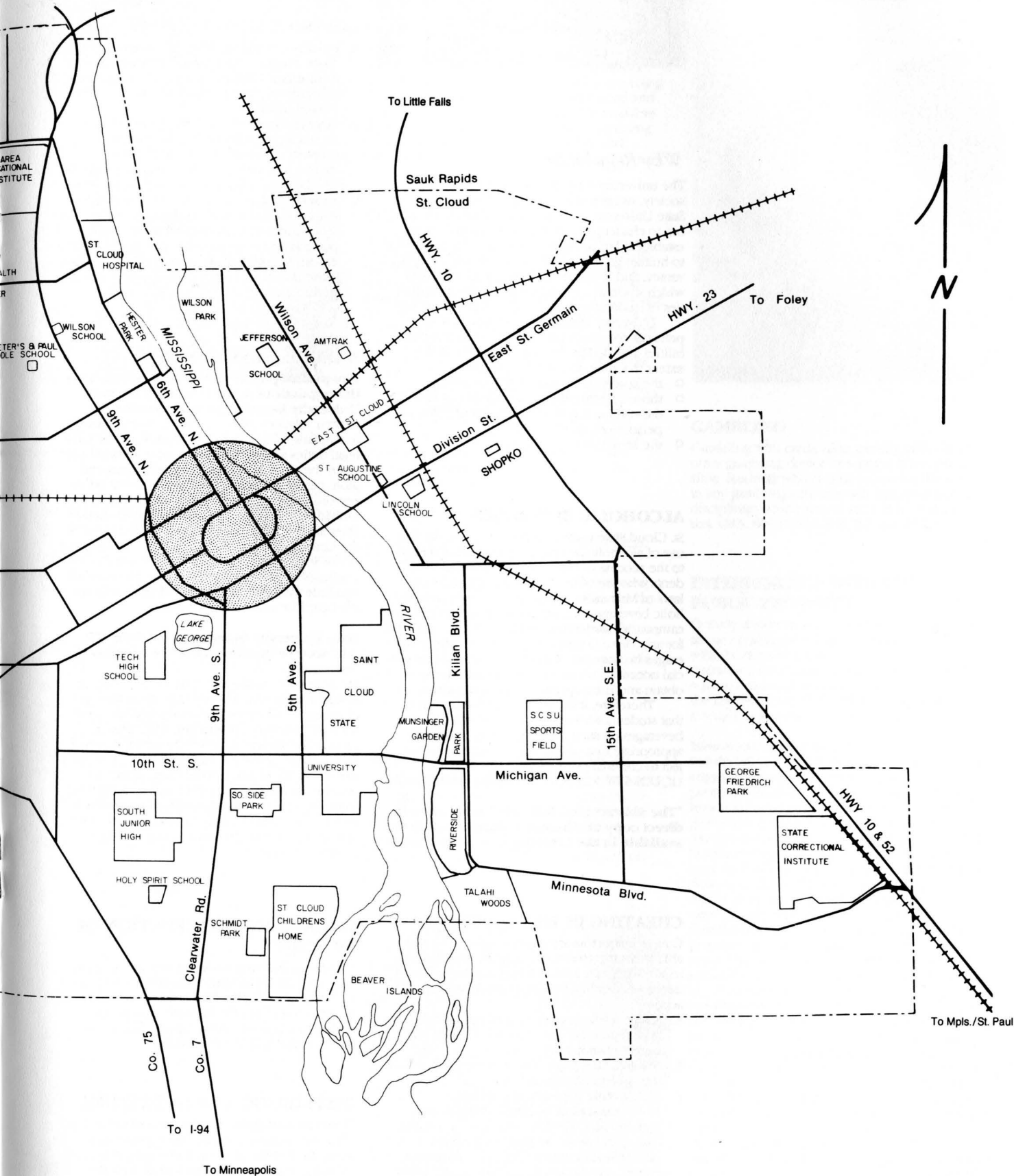


- Economics Scholarship
Contact: *William Luksetich, LH 22*
- Elio H. Gower Scholarship
Contact: *Alumni Services*
- English Scholarship
Contact: *Joseph Young, R B9*
- Forensics Scholarship
Contact: *Kenneth Haught, PA 201*
- Foundation Scholarships
Contact: *Sherwood Reid, AS 115*
- Fred and Blanche L. Sartell Scholarship in Elementary Education
Contact: *Sherwood Reid, AS 115*
- General Competition
Contact: *Herbert Goodrich, SH 119B*
- General Scholarship
Contact: *Herbert Goodrich, SH 119B*
- George Friedrich Scholarship (Wildlife Protection Fund)
Contact: *Alumni Services*
- Graduate Student Scholarship
Contact: *Graduate Studies, WH 202*
- John R. Pritchard Leadership in Student Government Scholarship
Contact: *David Sprague, 106 Atwood*
- H. P. Lohman
Contact: *Herbert Goodrich, SH 119*
- Harvey Waugh Memorial
Contact: *Mabeth Gyllstrom, PA 246*
- Helen Steen Huls Memorial
Contact: *Mabeth Gyllstrom, PA 246*
- Herbert and Mabel Sorenson Scholarship
Contact: *Sherwood Reid, AS 115*
- J. Brent Norlem II
Contact: *Fran Voelker, SH 133D*
- James A. and Muriel Grunerud Scholarship
Contact: *Alumni Services*
- John Pritchard Leadership Scholarship
Contact: *David Sprague, AC 106*
- K. K. Eastman Scholarship
Contact: *Financial Aids, AS 106*
- Lewis Royer Craftsmanship
Contact: *William Lacrotix, HH 205*
- Luther Brown Scholarship
Contact: *John Berling, CH 114*
- M. Bowle GPA Dance
Contact: *Carol Brink, HAH 200*
- M. Bowle Music Scholarship
Contact: *Mabeth Gyllstrom, PA 246*
- M. Foerster Congressional Intern Scholarship
Contact: *James Gottsball, R 108*
- Marketing/General Business
Contact: *Robert Benson, BB 304*
- Mary Ahles Adams
Contact: *Art Gracbek, PA 209*
- Mary Uhan Leopard
Contact: *Russell Schmidt, EB B125*
- Mass Communications Freshmen Scholarship
Contact: *Fran Voelker, SH 133D*
- Math/Computer Science
Contact: *Alyn Dull, MS 163*
- Maybelle Smith
Contact: *Special Education Dept., EB*
- MEA Schoolbell
Contact: *Fran Voelker, SH 133D*
- Men's Athletics
Contact: *Morris Kurtz, HAH 228*
- Management/Finance Purchasing
Contact: *Darrell Wentworth, BB 104*
- Management/Finance Real Estate
Contact: *George Karvel, BB 116*
- Minority Scholarship
Contact: *Financial Aids, AS 106*
- Monticello Times
Contact: *Fran Voelker, SH 133D*
- Music - Bookstore
Contact: *Mabeth Gyllstrom, PA 246*
- Myrl Carlsen Scholarship
Contact: *Alumni Services*
- Neil Thompson
Contact: *Eleanor Simpson, SH 109*
- Nick Begich Scholarship
Contact: *Alumni Services*
- Non-Traditional Scholarship
Contact: *Alumni Services*
- Optimist Club
Contact: *Sherwood Reid, AS 115*
- Phi Delta Kappa Scholarship
Contact: *President, SCSU Phi Delta Kappa, Edwin Hark, EB A269*
- Phi Kappa Phi Scholarship
Contact: *Jack McKenna, MS 363*
- Philip Halenbeck Scholarship
Contact: *Financial Aids, AS 106*
- Photographic Art and Science Foundation
Contact: *Robert Ryan, Technology Dept., HH*
- Presidential Awards for Merit Scholarships
Contact: *Sherwood Reid, AS 115*
- Presidential Scholarship
Contact: *Sherwood Reid, AS 115*
- QMIS Scholarship
Contact: *David Krueger, BB 212*
- R. John and Carolyn Desanto
Contact: *Fran Voelker, SH 133D*
- Ralph Heimdahl Memorial Scholarship
Contact: *James Roy, KVAC 111*
- Ray Pederson Scholarship
Contact: *Art Gracbek, PA 209*
- Real Estate Scholarship
Contact: *George Karvel, BB 116*
- Reynold Johnson Memorial Scholarship
Contact: *Ken Ames, EB A113*
- Roger Barrett Scholarship
Contact: *Mabeth Gyllstrom, PA 246*
- Ron and Eleanor Riggs
Contact: *Alumni Services*
- Ruben Parson Geography Scholarship
Contact: *Chairperson, Geography Dept.*
- Ruth Gant Scholarship
Contact: *Mabeth Gyllstrom, PA 246*
- Ruth Leinonen Marmas Scholarship
Contact: *Alumni Services*
- SCSU Scholarship
Contact: *Financial Aids, AS 106*
- Sigma Alpha Iota Scholarship
Contact: *Anita McLaughlin, PA 246*
- Society of Photographic Scientists and Engineers
Contact: *Robert Ryan, Technology Dept., HH*
- Special Education Scholarship
Contact: *S. Knox, EB A211*
- Speech Communication Scholarship
Contact: *Art Gracbek, PA 209*
- Speech Festival Scholarship
Contact: *Art Gracbek, PA 209*
- Stephen Somsen Scholarship
Contact: *Financial Aids, AS 106*
- Student Paper Competition
Contact: *Herbert Goodrich, SH 119*
- Student Paper Scholarship
Contact: *Herbert Goodrich, SH 119*
- Susan Webb Scholarship
Contact: *Sherwood Reid, AS 115*
- Teacher Development Scholarship
Contact: *Teacher Development Office, EB*
- Theatre Department Scholarship
Contact: *Dale Swanson, PA 210*
- Theatre L'Homme Dieu Scholarship
Contact: *Susan Speers, PA 217*
- Thomas M. and Susan Sweet Keller Scholarship in Student Activities
Contact: *David Sprague, AC 106*
- Women's Athletics Scholarship
Contact: *Gladys Ziemer, HAH 228*
- Women's Studies
Contact: *Patricia Samuel, WH*

St. Cloud

A Student's Perspective





Regulations

Why Regulations?

The university is not a sanctuary from greater society, its laws and/or expectations. St. Cloud State University seeks not only to reflect society, but to challenge it. Institutional regulations are established to provide an environment conducive to human growth, to reflect the values of the university, and to recognize both the proximity in which students live and 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 by students necessary to the process of higher education. While students who are of legal drinking age under the laws of Minnesota may possess or consume alcoholic beverages in a legal manner away from the campus, all students are reminded that it is illegal for anyone to possess or consume alcoholic beverages on State property other than on those special occasions when a non-profit group may obtain and use a special license and permit.

Therefore, it is the policy of the university that students who possess or consume alcoholic beverages on state property will be subject to appropriate disciplinary action and may be subject to criminal prosecution. (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:

- A. Assign a failing grade to the paper, examination, report, etc. on which the student was caught cheating, or
- B. Assign a failing grade for the course in which the student cheated, or
- C. 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 her/his adviser, department chairperson, faculty dean, Assistant Vice President for Academic Affairs, and if necessary, University President.

CONDUCT EXPECTATIONS

- A. 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.
- B. 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.
- C. 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 right 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.

RESIDENCE HALL RULES

Rules concerning conduct in residence halls are stated in publications available in residence halls or the Housing Office. 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 is available through the Campus Drug Program, Counseling Center in Stewart Hall and Student Life and Development staff. All counseling is confidential.

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.

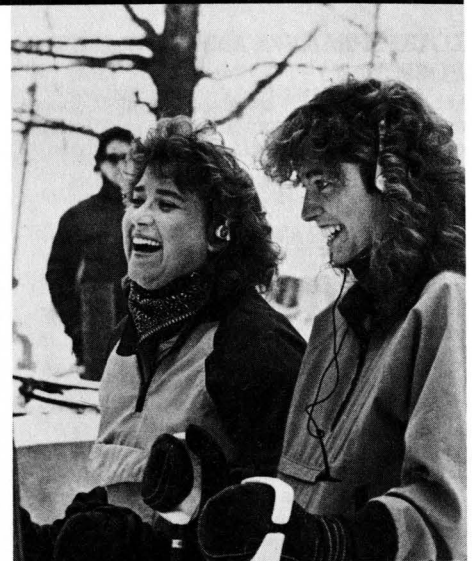
Tuition or fees are considered unpaid if the checks or drafts offered in payment are not honored by the bank or other depository on which they are drawn. Dishonored checks will result in the immediate cancellation of class schedules. Another registration will then be necessary and late fees will apply.

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 wellbeing 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 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 4. 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.

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 a designee.

SEXUAL BEHAVIOR

Students who develop problems in the area of sexual behavior can be referred to Counseling Services. Extreme or aggressive misconduct may result in disciplinary action.

SMOKING

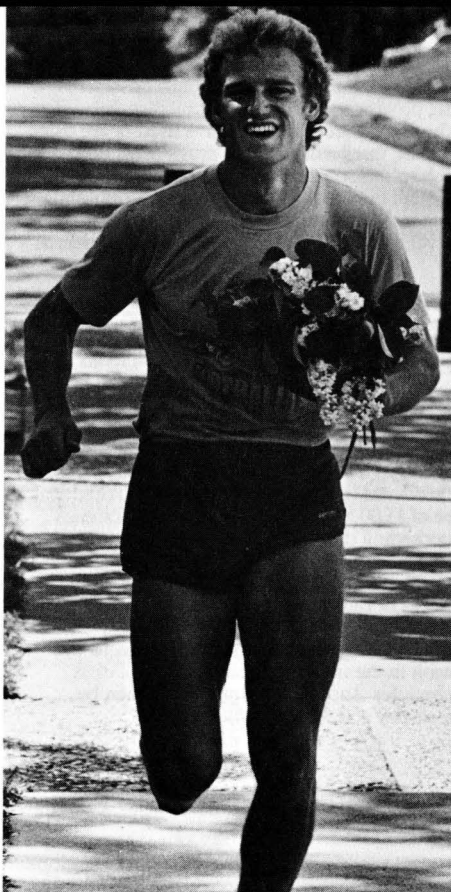
Smoking is not permitted in university academic buildings except in a few specifically designated areas. Signs in the buildings indicate whether smoking is permitted. In areas where smoking is permitted, students are expected to place cigarette butts in the receptacles provided. (M.S. 229F.38)

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 peddlers 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

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.

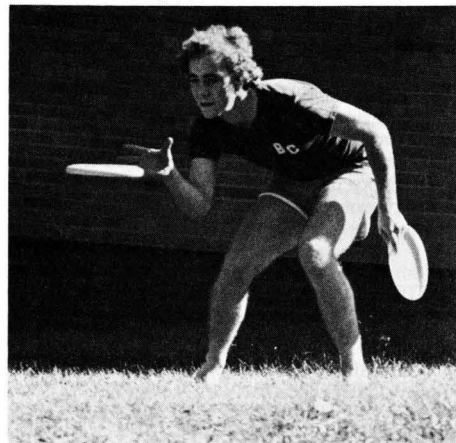
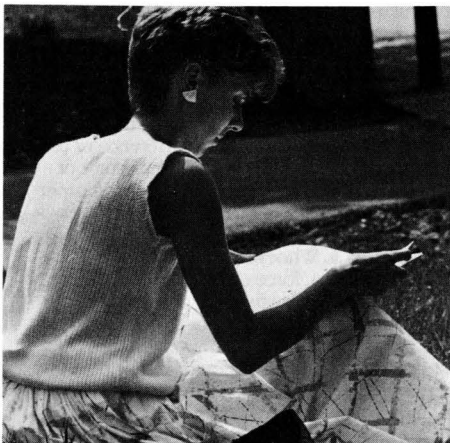
In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. In the exceptional circumstance when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed 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 also should 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, disciplinary responsibilities of institutional officials, and 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 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 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 or 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

- The committee shall provide the student with a closed hearing* based on a written statement of charges, processed through the Office of Student Life and Development.
- 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.
- The chairperson shall be responsible for providing members with a written statement of charges.
- 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.
- 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

- Any member of the committee shall be excused in case of conflict of interest or prior prejudice.
- 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.

- The student may challenge any additional member for cause. The request will be granted only through the majority vote of the committee members present.
- 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:

- The general charge or charges to be presented.
- The specific actions on which the charges are based.
- 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.
- A copy of the Judicial Committee Procedures and Hearing Format.

4. REPRESENTATION

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

5. STATEMENTS

- The student may make a statement on her/his behalf, or remain silent.
- 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.
- The person or persons preferring the charges may make statements.
- 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.
- The committee may request specific persons to present oral statements.
- Both the student and the committee members may question each individual.
- Persons making statements usually will be present only while making their statements and being questioned about statements.
- If a determination of guilt is decided by the committee, character references on behalf of the student charged may be made.

6. PROOF

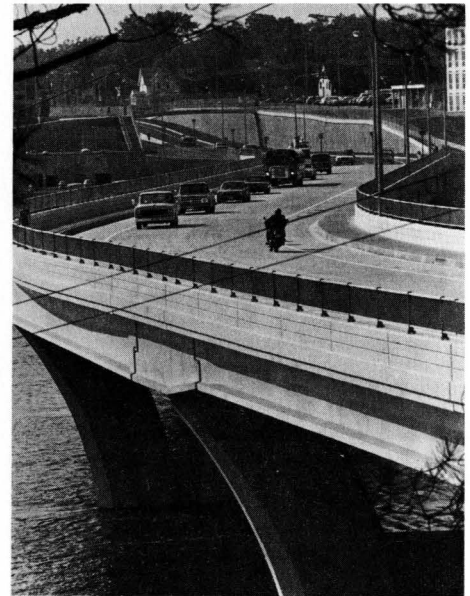
- The burden of proof will rest with the person(s) bringing the charge.
- The decision in the case will be based solely on evidence brought before the committee. Such evidence will pertain to only the case being heard.
- If a determination of guilt is made, a student's previous record may be used by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

7. DECISION

- The committee will meet in executive session while reaching a decision.
- Guilt or innocence will be determined by a 2/3 vote of the committee members

present—voting by secret ballot.

- Action may take the form of a warning, restriction of certain privileges, disciplinary probation, withdrawal of the student from the teaching program, suspension, or expulsion from the university. Such decisions shall be determined by a majority vote of the members present.
- The decision will be presented orally to the student by the chairperson.
- A similar oral statement of the decision will be furnished to the Vice President for Student Life and Development.
- 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

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

9. APPEAL

- 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.
- The President may request the submission of further evidence prior to making the decision.

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

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

Facilities

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, maintained in Atwood Center, is there to avoid conflict of dates and facilities for activities and events outside the academic calendar through the following:

- coordination of all events on campus to ensure fair utilization of all facilities;
- centralization of information about all events on campus to provide an overall view of campus utilization;
- reservation of dates for all academic, departmental, student, faculty and other group meetings on campus.

PROCEDURE/ANNUAL EVENTS

The following are the criteria for use of university facilities:

- A proposed activity must be consistent with the purpose of the university.
- A proposed activity must not interfere with or distract from the normal operation of the university.
- A proposed activity must not be in violation of state and federal laws, St. Cloud City ordinances, or State University regulations.
- A proposed activity must be free from the possibility of damage to university property beyond normal wear and tear.
- A proposed activity must be free from the danger of physical harm to participants and spectators.



GUIDELINES FOR GENERAL FACILITIES USE

Reservations for use of all university facilities excluding athletic areas (i.e. Halenbeck, Eastman, Selke), dormitories and Atwood Center must be made through the Master Calendar Office in Atwood Center at least one week prior to requested date. Reservation is confirmed when the requesting party has received a goldenrod copy of the Reservation Request form (prepared by the Master Calendar Office) with the appropriate confirming signature(s).

Regulations pertinent to student organizations include: "Student organizations using SCSU facilities to sponsor the presentation of contracted performers and artists shall supply the Atwood reservationist and Master Calendar reservationist with a copy of the performer/artist contract rider or facsimile document that covers the specific personnel and physical resources expected of SCSU for the successful execution of the contract. The contract rider or facsimile document must be received by the Reservation office (Atwood or Master Calendar) ten calendar days prior to the scheduled appearance date. The contract rider or facsimile document will become part of the reservation file for that activity.

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 Office, Atwood Center.

PRIORITIES

Programs sponsored by campus organizations such as fundraising activities shall not disrupt academic and co-curricular activities. Mandatory donations will be considered fundraising.

FACILITIES AND LIABILITIES

All groups sponsoring fundraising activities may be charged rental fees and must make appropriate deposits as designed by established guidelines to cover such items as custodial costs, damage deposit, security measures, technical support personnel, etc.

University departments/units are required to pay appropriate rental fees when the event being conducted requires an admission charge, registration fee, or mandatory donation. These departments/units will be required to pay the services of all technicians required to satisfactorily conduct the event.

Reserving groups required to pay rental fees will be allowed the use of the reserved facility for ONE rehearsal free of charge. Should additional rehearsals be required, the reserving group will be required to pay full rental fees for use of the facility.

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 SERVICE

SCSU Health Services believes that to function well in a university setting students must be physically and mentally healthy. Good health, which includes social and mental adjustments as well as physical well-being, is essential to personal development and academic success.

The provision of traditional medical care, assessment, emergency care and treatment of illness and injury is one of two major components of SCSU's Student Health Services. Healthy lifestyles are encouraged through the Health Promotion Programs, the second major component of Health Services. Individual lifestyles are assessed and students are encouraged and assisted in developing and maintaining healthy habits through health counseling and health education, both individually and in groups. These activities are consistent with the goals of higher education to improve student capabilities to function productively both in college and throughout life.

All current SCSU students may use the services; a validated student ID is required to indicate current student status. Medical Insurance Coverage is not a prerequisite to using Health Services. There is no charge for office visits; however, there may be charges for lab tests, medications and special procedures.

Pre-entrance requirements: All new entering students are required to complete a Personal Health Profile. The medical alert section is kept on file in each student's confidential medical record. The traditional pre-entrance physical exam is no longer required by Student Health Services.

Medical 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 medical record be transferred. Upon graduation or withdrawal from SCSU, your medical record remains at the Health Service for seven years and is then destroyed. At no time does it become part of your grade transcript or any other part of your university record.

STUDENT TEACHER/INTERN HEALTH CARE

If your academic assignment is more than 30 miles 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 Services along with an explanation of your reasons 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 also are your individual responsibility as are laboratory fees, x-ray costs and fees for emergency room care. Health Services attempt 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.

Services:

Emergency Care

- Accident or Injury
- Acute or Severe Illness - Other conditions requiring immediate treatment

Appointment Services

- Gynecological Exams (Pap and Pelvic)
- Required physical Exams

Laboratory

- Urinalysis
- Throat Culture
- Pregnancy Test
- V.D. Tests
- Other Tests

TB Screening

Self-Care

- Cold Clinic
- Throat Culture Express Lane

Allergy Injections

- Hours: 8:30-11:30 a.m.
- 1:30-2:30 p.m.

Pharmacy

- Hours: 8:30 Noon
- 1:15-4:15 p.m.
- Reduced Rates on Most Items
- Prescription Medication
- Over-the-Counter Medicines
- Contact Lens Supplies
- Information

Eating Disorders

- Confidential Intake Interview
- Referral
- Support groups

Campus Drug Program

- Chemical Dependency Assessments
- Peer Discussions
- Printed Information
- Alternative Bars
- Street Drug Analysis
- Support Groups
- Speakers Bureau
- Services for Concerned Persons

Lifestyle Awareness Program

- Personal Health Profile
- Aerobic Tone-up Classes

- Quit Smoking Classes
- Weight Care Classes
- Skin Fold Testing
- Stress Management Classes
- Choices (Contraceptive) classes
- Health Aide Program
- First Aid Classes
- CPR Classes
- Blood Pressure Screenings
- Referrals
- Minor Illness/Injury Care
- House Calls
- Provide Educational Programs

Health Education

- Free Printed Information
- Consultation-Wellness Visits
- Special Events and Programs
- Contraception Education Classes
- Student Health Advisory Committee (SHAC)

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 health insurance, an insurance plan is offered through the University on a quarterly basis. Enrollment must be done at the time of registration or the first two weeks following registration.

READING CENTER

Reading and study courses with an individualistic approach are offered every quarter. **110 Reading/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, 255-4742, 255-4743.

Services

BOOKSTORE

The campus bookstore, located in Stewart Hall basement, stocks new and used textbooks, school supplies, art supplies, computer supplies, leisure reading and reference books, as well as greeting cards, stationery, imprint-wear, posters and gifts.

Also available in the bookstore is a postal sub station, where you can buy stamps or mail your letters and packages; a complete for-cash text buy-back service; and a special order book service.

The bookstore is open extended hours at the beginning of each quarter: Monday-Thursday of the first week, 8 a.m.-8 p.m.; Monday-Thursday of the second week, 8 a.m.-7 p.m.

REGULAR hours are: Monday-Friday, 8 a.m.-4:30 p.m.

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 officer in 209 Administrative Services, phone: 255-3143 (or Title IX Coordinator, 255-2890).

ESCORT SERVICE

An Escort Service is available during evening hours. Requests may be made by calling 255-3453. All requests will be verified.



Information

INFORMATION SERVICES

Information Services keeps the entire community informed about the activities of SCSU students and faculty through the mass media. They regularly send news stories and features to hometown newspapers, and radio and television stations. If you want to publicize an event or article of interest beyond campus, contact the news editor in 207 Administrative Services Building.

Information Services also prepares and publishes all official university publications, such as the *Undergraduate Bulletin*, *University Directory*, and the handbook you are reading. The staff includes a sports information director, located in Halenbeck Hall, and the university photographer.

STUDENT RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 entitles SCSU students to review university records, files, documents and other materials containing information directly related to them. 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. Students may insert in their records a written explanation concerning 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 Office of Records and Registration. After the required written request has been made, appropriate offices will be notified so 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.

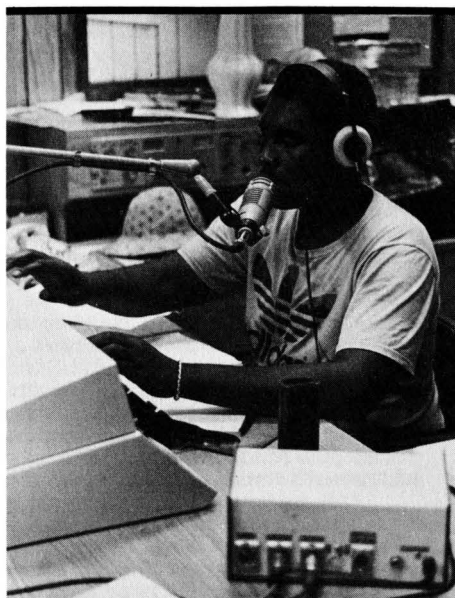
MEDIA

Keeping informed. SCSU students can keep themselves up-to-date of the variety of activities happening both on and off campus through event calendars, posters, bulletin boards, newspapers, and radio and television stations.

Chronicle. SCSU's bi-weekly campus newspaper, *Chronicle*, is edited and produced by students and distributed to the SCSU community on Tuesdays and Fridays.

KVSC/FM. KVSC, 88.1 FM, is staffed by the SCSU Radio Guild, and provides regularly scheduled non-commercial broadcasting to the St. Cloud community.

UTVS The University Tele-Vision System is a student-run media organization with daily half-hour news, weather and sports programs plus a half-hour sports show and an entertainment program.



Housing

(off-campus)

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.

Student parking is available daily in Lots C,K,M,A, and the south part of N Lot. Overnight parking is allowed only in A and K. Signs posted at the entrances to all campus lots provide detailed information about parking hours.

Fee parking is available to vehicles on a daily basis in O lot.

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 areas for the physically challenged at all times.

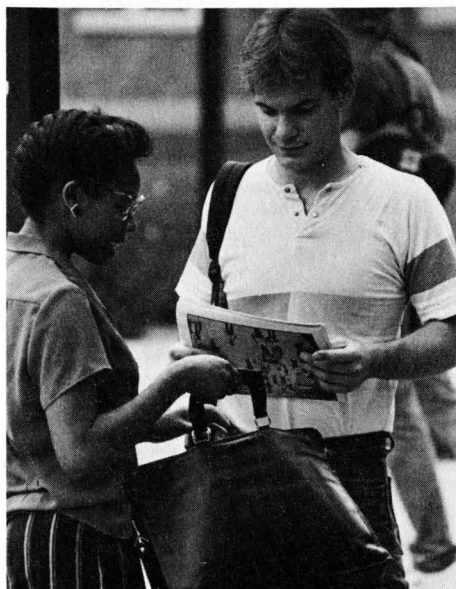
Regulations are enforced daily. Violators are subject to the jurisdiction of the Municipal Court of St. Cloud. Vehicles may be towed at the owner's expense for continued violations.

Other vehicles such as motorcycles, motorbikes and motor scooters are subject to the same regulations as automobiles. They must be properly licensed. 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. Excessively noisy motor vehicles are not allowed on campus.

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 vehicles locked at all times.

If you have car trouble, in any of the parking lots on campus, please phone Security, at 3453 to inform them of your trouble.



OFF-CAMPUS HOUSING

Students who want to live off campus have several options for single or shared living, including houses with apartments, "open" houses (usually older homes that are entirely occupied by students), or new apartment complexes—all within walking distance from SCSU.

The SCSU Housing Office, located in Carol Hall, maintains an updated list of such housing. You may also want to read the classified ads in the *Chronicle*, or in the *St. Cloud Daily Times*, as well as checking bulletin boards on campus. There are also services in St. Cloud that will find an apartment for you for a fee (see the Yellow Pages).

CITY RESIDENCY

Although your stay at SCSU may be temporary, you are expected as a resident of St. Cloud to maintain the area as your own hometown or city. There is concern among St. Cloud residents that some SCSU students are careless with trash, community property and the property and rights of others. Please do not contribute to a negative image of students. *You can make a difference!*

(on-campus)

RESIDENCE HALL LIVING

The university encourages you to actively participate in residence hall life on campus. 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 methods by which both types of regulations will be endorsed, are 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 adviser 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 hall director 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. However, the university reserves the right of entry of rooms to ensure 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 or 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 Residential Life 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.

ATWOOD MEMORIAL CENTER (the "Campus Living Room")

Atwood Center is the social, recreational and cultural focus of the campus community. Each day 10,000 students, staff, faculty and campus visitors make Atwood a busy and exciting area of activity. Atwood provides the daily amenities and support services a university community needs to function, including: a main desk and sundries shop, business office, reservations, print shop, music listening lounge, recreation center and rental center, food service, barbershop and bookstore.

The Atwood Main Desk is the university information center for any and all questions. Students can cash checks here as well as buy candy, gum, newspapers and magazines from the Sundries Shoppe.

The Atwood Reservationist schedules and maintains the "Master Calendar" for approximately 6,000 campus events each year. Recognized student organizations, academic departments and off-campus groups may reserve any one of Atwood's fifteen meeting rooms, the ballroom or theater, as well as space in other campus buildings (provided classes are not scheduled) at this scheduling office. The Atwood Reservationist is located directly behind the Main Desk (phone 255-3822). Contact them for specific guidelines and policies.

Recognized student groups may rent the Atwood car or van from the Atwood Business Office, Room 109, adjacent to the Main Desk area.

The Atwood Print Shop offers coin-operated printing for 5 cents per page or custom printing and binding of thesis work and term papers for students. The Print Shop also will make posters, buttons, flyers and "table tents" for you or your group.

The Atwood Recreation Center offers bowling, table tennis, pocket billiards, table soccer, darts, and video and pinball games. A variety of other table games are available to SCSU students, staff and faculty free of charge. Also located on the lower level is the Outings Equipment Rental Center, which offers a wide range of outdoor items along with an exciting outings menu planned by the University Program Board.

The Music Listening Lounge has 15 stations for private headphone listening to a variety of records. Adjacent to it is the Gallery Lounge, where monthly exhibits of touring visual arts are on display.

The Atwood food service offers a full line of culinary delights, including the Snack Bar, Sandwich Bar, Grille, Deli, Gretel's Bake Shop, table service dining in the Valhalla Room and full-service catering.

Other support services in Atwood Memorial Center include automated teller banking machines, phone bill paying service, community information, campus mail and U.S. mail drop.

Room 222, the activities center, is the headquarters for student programming, governance and organizational activities. Offices for the student senate and a number of special interest organizations are located here, as well as the offices and work areas of the University Program Board. Students on these committees plan activities - art exhibits, concerts, speakers and forums, films and tournaments - which provide a variety of cultural, social, recreational and educational events for the SCSU community. Membership on these committees is open to all interested students. (See the "Room 222" section of this handbook.)

The Library

LEARNING RESOURCES SERVICES

The primary function of Learning Resources Services is to provide the university with learning materials (both print and non-print) and resources. Facilities located in Learning Resources 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.-6:00 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 finals week

7:45 a.m.-12:00 midnight the Monday and Tuesday of finals week

SUMMER TERMS

7:15 a.m.-9:00 p.m. Monday-Thursday

7:45 a.m.-4:00 p.m. Friday

Closed Saturday

5:00 p.m.-9:00 p.m. Sunday

HOLIDAYS

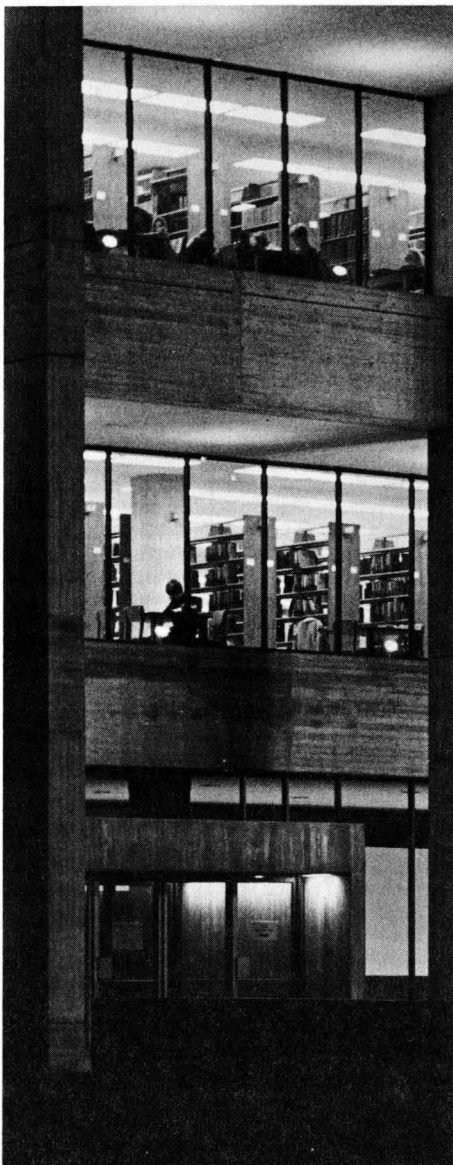
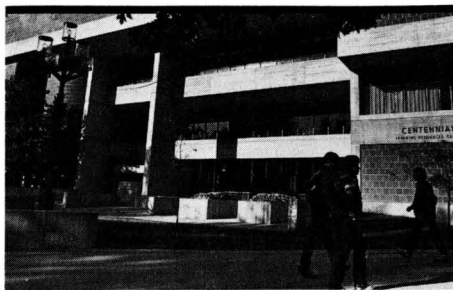
Changes in hours due to holidays or university free days will be posted.

Phone: 255-2084.

Centennial Learning Resources Center has a seating capacity of approximately one thousand four hundred, including carrels for graduate study, listening-viewing stations, and small group rooms. The laboratories, classrooms, and offices for the Center for Information Media are located on the first and second floors on 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 television cable system of the St. Cloud community.

The **Resources and Information Division** offers the services of circulation, distribution (films and equipment), government documents and maps, instructional technology services (non-print and student production), reference periodicals, special collections, and acquisition and processing of these materials.



Non-Traditional Students

Do you find yourself in this category? About 12% of all SCSU students do not fit the description of "typical" students, that is, those who enroll at the university immediately after graduation from high school, attend four consecutive years and graduate at age 22. A growing segment of the student population is older, has experimented with employment or other educational opportunities, or has completed military obligations. Many are women with children, who now wish to improve their employability, or older adults who wish to enrich their lives. A number of students are employed full-time and commute from distances of fifty miles or more. SCSU endeavors to welcome all students and offers a number of services especially for those who find themselves in various non-traditional situations.

For further information, contact Dorothy Soukup, Non-Traditional Students Coordinator, SH 118, phone: 3171.

CHILD CARE CENTER

St. Cloud State University's Campus Child Care Center provides quality child care services to the children of SCSU students, staff and faculty. The primary purpose of the program is as a service to the student population, and the Center is administratively assigned to the Office of Student Life and Development.

The center came into existence in 1980 because of student demand for such a service. It is our aim to provide the best possible care for children enrolled here as well as serve as a model of excellence for other child care facilities in the community.

In a time when the need and demand for quality child care is rising, the Campus Child Care Center provides model programming for the needs of full-day child care, including activities appropriate for individual and age group differences.

The Center is located in the south wing of the Engineering and Computing Center. 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. Students who complete an application form, available in Room 222H Atwood Center, will be provided with a listing of other commuter students from their area seeking to form a car pool. Permit Parking is available on a first come, first served basis for a limited number of commuting students. See the University Organizations adviser, 222H Atwood Center, for details.

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 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 stu-

dents 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 106 Atwood Center.

Commuter students having problems or concerns are asked to contact the University Organizations adviser who will provide resource information and a list of faculty/staff contacts.

VETERANS AFFAIRS

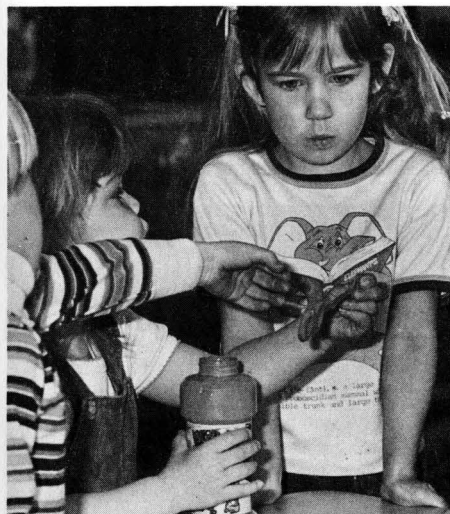
The university is approved for all Veterans Administration programs relating to university-level education. Veterans with more than six months training are eligible. Veterans benefits are available for training of students under the following: Public Law 634-War Orphans Bill, Public Law 358-G.I. Bill, V.E.A.P. Application forms are available at the Office of Records and Registration, 120 Administrative 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 Records and Registration, 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 \$84 a month (\$1008 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 Records and Registration, 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 Experience in the Armed Forces." The veteran should take a copy of his DD-214 to the Office of Records and Registration, 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 Records and Registration. The university also will accept correspondence credits from any accredited university. For further information, contact the Office of Records and Registration, 118 Administrative Services Building.



SCSU Diversity

STUDY ABROAD /INTERNATIONAL STUDENTS

The Center for International Studies, located in 116 Administrative Services, administers SCSU's study abroad programs in the following countries:

China
Costa Rica
Denmark
England
France
Germany
Japan

These programs, open to all SCSU students, are designed to provide students with academic course work in a foreign setting. The programs offer students an opportunity for unique experiential learning over a six-month period, while continuing academic work toward a degree. Most of the course work abroad falls into the university's general education program. The cost of the programs is similar to the average on-campus cost, including round-trip transportation. All SCSU financial aid monies can be used on the programs. Students interested in participating should plan a year in advance, and consult with the Center for International Studies on specific program requirements.

Just as it encourages American students to go abroad, the Center welcomes to the campus students from other countries, providing a wide range of support services to them, including:

An Orientation Program
Academic Advising
Non-Academic Advising
Immigration Assistance
A Hospitality Program
Activity support and

support for the International Students Association, a group of international and American students who come together regularly for social and co-curricular activities.

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.)

Any student unable to satisfactorily complete 12 credit hours should see the International Student Coordinator as soon as possible. Reports must be made on a quarterly basis to the Immigration and Naturalization Service on whether a student is maintaining full time (i.e. 12 credit) status.

If a student fails to complete 36 credit hours in an academic year he/she also is considered out-of-status and will be denied the right to further registration at St. Cloud State University until reinstated by the Immigration Service.

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

- A. Academic Advising. Special advisers assist newly arrived international students with course schedules, academic performance, and academic and career advice. The adviser also must be consulted before pre-registration each quarter. Office hours of the advisers may be obtained from their department secretary.
- 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 is necessary. Go to 116 Administrative Services.

MINORITY PROGRAM OFFICE

Specialized educational, social, cultural and academic support programs are available for minority students through the Minority Program Office. The Minority Program director assists in recruiting and advising minority students, as well as develops cultural-awareness programs and activities.

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

A special section of Orientation 121 is offered for entering minority students. Check the class schedule for time and place.

CULTURAL CENTER STUDY AND LOUNGE

The Cultural Center Study and Lounge is a place for minority students to meet and work together on their similar concerns and needs, and gain both social and academic support from others who share their cultural background. The center sponsors a variety of multi-cultural activities, which adds a unique dimension to SCSU's regular programming. These programs can aid a minority student in understanding and functioning within a majority environment. They also help the entire community become aware of the talents, needs and lifestyles of minorities. Some of the events the cultural center sponsors throughout the year include: workshops, art exhibits, films, theatrical productions and guest speakers.

The Cultural Center Study and Lounge is located in the Education Building, phone 255-3420.



Room 222

(Atwood Center)

UNIVERSITY PROGRAMMING

The Office of University Programming serves the educational process through advisement and resources for extra-curricular programs presented to the SCSU community. All activities programmed through the University Program Board are coordinated through this office, which is staffed by full and part-time professionals eager to help. These services have been created, maintained and expanded to help program events more effectively within the university setting. These activities and services can serve to create educational experiences which enhance opportunities for students to become involved with extra-curricular programming.

UPB

The **University Program Board**, better known as just UPB, is the primary sponsor for the multitude of events and activities happening on the SCSU campus.

UPB is comprised of a group of volunteer students and a full-time advising staff who work together to bring quality entertainment to the SCSU community. The board consists of nine programming areas: concerts, films, fine arts, outings/recreation, performing arts, coffeehouse, advertising, speakers and forums, and special events.

UPB encourages you to be a committee member as well as attend the programs it sponsors—both are excellent ways to broaden your experiences. UPB members only volunteer as much time as they can spare, so why not take this opportunity to have a hand in how your student activity fee is being spent? To help enrich the cultural, extra-curricular pursuits at SCSU as a committee member, simply stop by the UPB office, located in 222 Atwood Center, and fill out an application.

ATWOOD CENTER COUNCIL

Duties: To advise the Director of Atwood Memorial Center on the policies and guidelines for usage of the University Center and to review and evaluate the operational budget.

Membership consists of:

One student senator appointed by Student Senate and one UPB student appointed by UPB.

One alumnus selected by the Alumni Board.
One graduate student selected by the Graduate Office.

Director of the Minority Culture Center or his/her designee.

University Organizations Adviser.

One Residence Hall Director (designated by the Student Life & Development Vice President).

One Atwood representative (selected by Atwood staff).

One faculty representative (chosen by the Faculty Association).

Director and Assistant Director of Atwood Memorial Center - ex-officio

STUDENT ASSOCIATION GOVERNMENT

Each Thursday at 6 p.m., the Senate, comprised of twenty-seven elected student representatives, holds open meetings to discuss campus issues and pass legislation that represents the viewpoint of students.

The following is a listing of all committees on which students are needed. Six are Student Senate Committees which are comprised of students at-large. Nine are all-university committees which are comprised 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 222A Atwood Center, or phone 255-3751.

Student Senate Committees:

Legislative Affairs
Academic Affairs
Urban Affairs
Student Services
Campus Affairs
Judicial Council

University Committees:

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

UNIVERSITY ORGANIZATIONS DIRECTOR

The University Organizations Director serves as a resource to assist:

1. students in contacting clubs and organizations in which they have an interest
2. clubs and organizations in defining goals and objectives, recruiting new members, planning and publicizing activities, and solving problems.
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 Student Development Transcript (SDT) program.

The Office of the University Organizations director is located in 222H 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;
3. resource materials for clubs and organizations.

The student organization handbook *Cutting Red Tape* includes information about policies, application procedures, and privileges and responsibilities for all recognized SCSU student organizations. Copies of the manual are available in 222H Atwood Center.

Want to join or form a club or organization?

Contact the University Organizations director, 222H Atwood Center for application forms and other information.

Activities and 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 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. 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.

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 with a GPA of at least 2.5.

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 outstanding contributions to the educational field. To become a member of Kappa Delta Pi, a student must have completed 64 credit hours, have a 3.00 GPA, and be pursuing a B.S. degree in the teaching field. Activities include programs and speakers relevant to education and other social functions.

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.

Psi Chi, a national honor society in psychology, is the student branch 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. Students with a 3.0 GPA are eligible for membership.

COLLEGE OF FINE ARTS AND HUMANITIES

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 a GPA of 3.0 in music and 2.5 overall. Performance opportunities and an annual scholarship are offered.

Sigma Delta Pi, the national Spanish honor society, has as its main purpose to honor superior achievement among students of Spanish. Membership is by invitation; eligibility requires the completion of at least three years of college Spanish, including 4 or more quarter credits of literature, with an average grade of 3.0 or better. An initiation ceremony is held each year; other activities related to Hispanic culture also may be sponsored.

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.

COLLEGE OF SCIENCE AND TECHNOLOGY

Chi Sigma Chi, the honor society for Industrial Arts majors of high academic and professional standing, provides members with the opportunity to participate in a variety of activities to enhance their professional, social, and recreational interests.

Phi Lambda Upsilon is an honor society which recognizes outstanding scholarship of students majoring in chemistry or other applied fields. Membership is limited to juniors and seniors.

COLLEGE OF SOCIAL 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 upper 35th percentile of one's class.

Rho Chi Sigma (local chapter: Alpha Delta) promotes scholarships, friendship, and services in the rehabilitation counseling and services professions. Active membership consists of rehabilitation counseling graduate students demonstrating academic excellence. Activities include programs, speakers, and projects relevant to the field of rehabilitation.

ALL-UNIVERSITY Organizations

Phi Kappa Phi is a national scholastic honor society which recognizes academic achievement in all scholastic disciplines. Juniors, seniors, and graduate students are invited to join on the basis of academic standing and character. Up to four faculty members who have outstanding accomplishments to their credit are invited to become members each year. Fellowship awards are given to the top ranking senior in each college and to our nominee for a national fellowship.

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

The Accounting Club provides its members with a current perspective of the accounting profession and supplementary 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. The club has established services for students including income tax preparation assistance, a tutoring service and a management advisory service. It is open to anyone interested in the field of accounting.

The Administrative Management Society (AMS) allows students who are entering an administrative office management field to keep current on business trends, practices and innovations in a variety of office management-related fields. The student group is affiliated with the parent organization at the national level. The club brings in speakers on topics of management and the office environment and other business related topics, holds fund raisers and social activities. Membership is open to all full-time College of Business students.

Adult Children of Alcoholics is a support group for adults whose parent(s) are alcoholics. The **SCSU Aero Club** promotes aviation education through meetings, speakers, films, safety seminars and displays, and provides an economical means of obtaining pilot certificates. It is open to all SCSU students who are interested in aviation, even if not involved in flight training, and also serves those pursuing a career in aviation through the major and minor programs. This club is a member of the National Intercollegiate Flying Association.

The purpose of the **Aerobics Club** is to get in shape and have fun doing it. Interested men and women meet four times a week for exercise.

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 Agency Day Planning Committee consists of student and faculty representatives from all academic departments specifically including: social work, recreation, psychology, sociology, gerontology and criminal justice. It organizes the annual Agency Day, providing SCSU students and community members an opportunity to meet with statewide public service organizations for the development of internships, employment opportunities, and for career information. Further information is available through the Center for Career Planning and Placement.

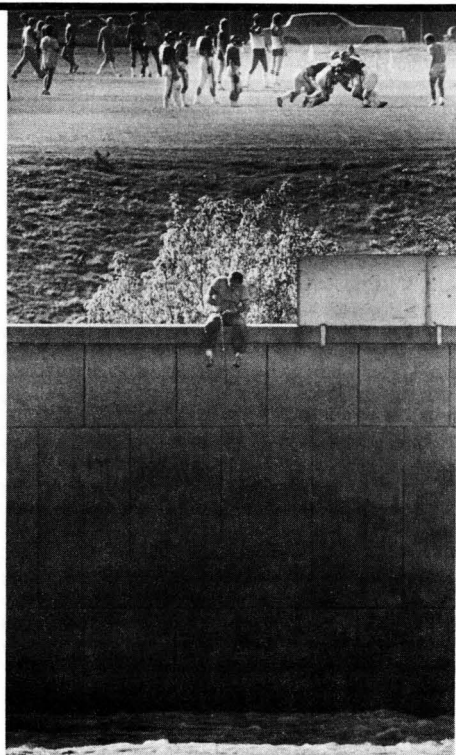
The Alpine Ski Club offers films and lectures, and organizes trips to area ski resorts, as well as a spring ski trip to the mountains. All students are welcome.

The Altered State Players perform topical satire, improvisation and music in a professional type atmosphere with weekly performances in the Atwood Center Showboat. Membership is by audition.

The Amateur Radio Club cultivates student interest in amateur radio and assists members in obtaining an amateur radio operator's license. The club station radio KQMA is available for use by licensed members. Activities include classes in Morse code and electronic theory and participation in contests in amateur radio communications.

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 American Marketing Association, SCSU Collegiate Chapter strives to advance the discipline of marketing and enhance the personal development of its members. Besides gaining



Activities and Organizations

experience, information, and valuable business exposure, members have the opportunity to personally interact with top marketing professionals at AMA professional chapter conferences, seminars, and workshops. Open to all members of the Marketing Association.

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 Association of Computing Machinery (ACM) promotes a greater interest in computing machinery and its applications. Together they sponsor speakers, field trips and tours, social gatherings, and fundraisers.

The Association of Non-Traditional Students (ANTS) is an organization comprised 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.

The Association of Student Advertisers (ASA) is the college chapter affiliated with the American Advertising Federation (AAF). The purpose of ASA is to encourage advertising as a career and enhance the quality of advertising education. ASA is open to all students interested in the advertising industry.

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

The Baptist Student Union (BSU) desires to lead students to commitment to Jesus Christ as Lord and Savior, and to help them grow and mature in their Christian lives through Christian

fellowship, Bible study and Christian ministry. The BSU is open to all students.

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

The Bowling Team offers college men and women the opportunity to compete in the country's largest participative sport on an intercollegiate basis. The team is a member of the Minnesota Intercollegiate Bowling Conference. The team also competes in invitationals and the Association of College Unions-International Region 10 tournament. Qualifications for the team are held at the beginning of the fall quarter. A 2.0 grade point average and a course load of 12 credits hours must be maintained.

The Brower Society (Anthropology Club) aims to educate the public as to the goals and rewards of the field of anthropology. Members pay a \$2 annual fee which helps support the Hatcher Museum. Activities include attending conferences and lectures, as well as trips to sites.

Campus Advocates Against Sexual Assault (CAASA) provides counseling and crisis intervention of victims of sexual assault and offers educational programming on sexual assault.

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. Also, it seeks to help the student become involved in a local church. 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 an interdenominational Christian organization that is committed to helping students develop a personal walk with God through Bible study and prayer, and training them in how to communicate their faith to others. There are various levels of involvement, and everyone is welcome.

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.

Cheerleaders promote school spirit and cheer at many of the university men'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.

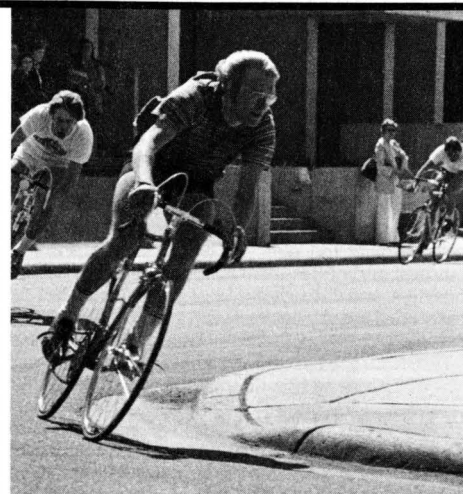
Chemistry Club is open to students and faculty interested in chemistry or related sciences. The club promotes good relations between students and faculty and provides information on science related topics and career opportunities through tours, speakers, and social events.

Chess Club provides the opportunity to play and learn the game of chess at weekly meetings and sponsors monthly club tournaments.

Chi Sigma Rho provides an opportunity for social interaction, structured group activities and philanthropies for women interested in sorority life.

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.

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, business management, advertising, or newspaper production are encouraged to visit the Chronicle office, 136 Atwood Center, any time during the academic year.

The College of Business Executive Council (COBEC) brings together representatives of each business organization from the College of St. Benedict, St. John's University and St. Cloud State University who coordinate activities from which people who use the Business Building may benefit. Membership is open to any person.

The College Republicans seek to further the Republican Party philosophy at SCSU through sponsoring speakers, encouraging voting and holding caucus training sessions. Members work to elect Independent Republican candidates at all levels of government and have an opportunity to develop their personal political skills.

Communication Disorders Club (formerly Speech Pathology) is an organization of students pursuing the study of communication disorders. It provides a means for students in the major to get to know each other through social and educational functions.

The Council for Exceptional Children (CEC) promotes awareness and understanding of exceptional children and their needs, service to these children, and professional growth and communication among individuals dealing with children.

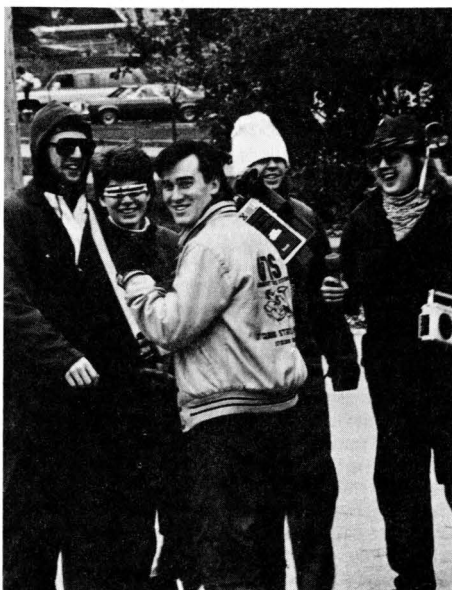
SCSU Council of Organizations provides an avenue of enhanced communication and interaction among recognized student groups and serves as a central body to coordinate all-university student activities.

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 Criminal Justice Association is comprised of students within the Center of Criminal Justice Studies who have completed a minimum of 12 credits. Members provide the center with input on matters concerning curriculum, faculty performance, and the functional process of the center. Activities include lectures, tours, field trips, seminars, panel discussions and weekly meetings.

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

The Dance Club provides the opportunity for the campus to express themselves via the art of dancing. The club sponsors dances on campus.



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 fundraisers, philanthropies and social events.

Delta Zeta, a national sorority, offers a college woman opportunities to make life-long friendships by providing a support group in which to grow, and a community in which to build leadership skills. Its atmosphere promotes moral and scholastic excellence.

The **Earth Science Club's** purpose is to enhance the academic and social experiences of interested persons. They sponsor speakers, field trips, and social engagements.

Easyriders Bicycle Club. This club's primary purpose is to promote all aspects of bicycling in the St. Cloud area. It sponsors club rides and workshops year around and advocates the safe, enjoyable use of bicycles for recreation as well as for means of transportation. It is open to all interested students.

The **Economics Club** was organized to provide a forum of discussion for students interested in economic issues. The club schedules speakers, holds social gatherings and sponsors a tutoring service for students enrolled in Economics 259, 273, and 274. All students are welcome.

Electronics Club provides a forum through which students in electrical engineering, photo-electronics and technology can share their ideas. Activities include tutorial support, job market information sharing, and participation in seminars, workshops and field trips.

The purpose of the SCSU **Fencing Club** is to teach and increase skill in fencing and develop physical coordination. Members share a willingness to participate in fencing matches on campus and at other schools.

The **FolkDancers** perform ethnic folkdances from many countries in traditional costumes. It hopes to promote understanding and knowledge of other cultures by performing for schools, nursing homes, and any other group. The club is open to anyone who wants to dance. Members are required to attend two full practice sessions a week.

The **French Club** helps to expand students' knowledge about the French language and culture and enables them to socialize and converse. It is open to all French students and anyone interested in becoming involved. Activities include movies, slide shows, cultural parties, dinners featuring French cuisine and sponsoring speakers.

Future Art Educators. The purpose of the FAE is to provide support and information and share ideas and activities with other art education students. The club sponsors guest speakers and members attend conferences and workshops. All education majors or those interested in art are invited to participate.

The **SCSU Gay/Lesbian Support Group** is organized to provide social and emotional support for SCSU gay/lesbian students. It provides an educational forum regarding pertinent issues and encourages more effective communication and understanding among gay/lesbians and between the gay and non-gay community.

The **German Club** furthers fluency among German students through weekly meetings. Any German speaking person is encouraged to join. The **Graphic Design Guild** promotes campus and community awareness of the organization, and professionalism of the members of the guild. This organization is open to anyone interested in the graphic design field. Activities sponsored include speakers, design shows, workshops and seminars.

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.

Ground Zero Minnesota is a non-partisan organization that works to educate the American people about the threat of nuclear war and to involve them in efforts to prevent it. Club projects include panel discussions, town meetings, networking with other peace groups, and providing resource materials and a pool of speakers.

The **Gymnastics Club** is organized for gymnasts who would like to practice working together to improve their skills.

The **Health Aides Organization** provides facilitation of health care to residence hall students when the health service office isn't open. It is open to students who are certified in standard First Aid and CPR.

The purpose of the **Health Professions Club** is to exchange ideas and to share information regarding potential health related careers, to bring people together for various seminars, meetings and presentations, and to provide opportunities for community service in health care settings.

The **Highteppers** 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 all students registered at SCSU with competitive try-outs held every fall.

The **Honors Club** welcomes all students involved in the Honors Program. The Club, and its adviser, encourage creativity in the students involved by allowing them to arrange curriculum, plan cultural outings, and publish a club newsletter. Above all, it enables students to interact with others who share their interests and goals.

Industrial Studies Club (ISC) allows students interested in the field of industry to obtain an understanding of industrial methods and procedures. The club takes field trips, has guest speakers and studies new ideas in industry. It hosts the Central Minnesota High School Industrial Arts competition, Minnesota Industrial Arts convention and provides a scholarship for outstanding craftsmanship.

The **Institute of Electrical and Electronic Engineers (IEEE)** SCSU Chapter meets to disseminate knowledge of the theory and practice of all aspects of electrical engineering, electronics and allied fields and to further the professional development of its student members. Membership is open to undergraduate and graduate students majoring in electrical engineering, electronics and related disciplines who carry at least 50% of a normal full-time academic program in these areas. Activities include tours, speakers and special projects.

AISEC (International Association of Students in Economics and Business Management) aims to develop outstanding and effective international leaders and managers. Activities

include meetings, speakers and special programs to promote growth toward career goals. Any interested SCSU student is eligible for membership.

International Careers Organization (ICO) aims to promote international awareness, particularly in the area of professional careers dealing with cross-cultural relations. Through its activities ICO is open to all students who are interested in an international career or wish to become better informed citizens of the world.

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

The **Inter-Varsity Christian Fellowship** seeks to help students mature spiritually, intellectually and socially. Staff and students meet regularly in large and small group settings.

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 **Japanese 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.

KVSC/FM contributes to the public service commitment of the university by providing regularly scheduled non-commercial broadcasting to the metropolitan St. Cloud community. KVSC is staffed and managed by SCSU Radio Guild which is open to any student. Stop in at the KVSC office, 142 Stewart Hall for more information.

Kappa Phi Omega is a local sorority that gives women the opportunity to work towards their goals of personal and social growth and academic achievement. Also provided are opportunities for experience in leadership, friendships, and philanthropic involvement.

Lutheran Student Fellowship provides student fellowship, activities of worship, retreats, Bible studies and a variety of other student planned events.

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

The **Marketing Club** is a large student organization affiliated with the American Marketing Association which attempts to bring each of its members closer to and familiar with the "real" world from a business and marketing point of view. Its activities range from guest speakers and tours to fundraisers, community services and social events.

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 **Micro Byters** is open to students and faculty who are micro computer users and enthusiasts, to help increase computer awareness on campus. It provides a forum for computer-related issues, low



Activities and Organizations

cost computer products to its members, and quality consultation and tutoring services for students, student groups, and organizations dealing with microcomputers. The club conducts fundraisers to purchase equipment which benefits SCSU students.

The **Micro-Tech Club** is used to help student members gain knowledge in the area of computers. Membership is limited to 25-30. The group distributes diskettes on campus.

The **Minnesota Academy of Sciences** promotes unity among the sciences by having students of all disciplines meet together to hear speakers and go on field trips related to modern science issues of today.

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 and share information.

The **Music Educators National Conference** 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 purpose of the **Muslim Students Association** is to present Muslim culture to all students and faculty. They have meetings regularly and sponsor cultural activities. All students and faculty are welcome.

The **National Student Speech-Language and Hearing Association (NSSLHA)** is an organization of students pursuing the study of Communication Disorders. 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 **Newman Center 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.

Non-Violent Alternatives Opposing Registration/Draft (NOVA). This organization functions as an education center for members and the university community. Channels for discussion include films, speakers, workshops, panels and debate forums. New members and visitors are welcome.

The **Organization for 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 and parties.

Outdoor Adventure Club provides low cost wilderness experience for any interested SCSU student. BWCA trips, rock climbing, cross country skiing, backpacking and various break trips are planned.

The **Performance of Literature Activities** explores the potentials and demands of literature in performance through showcases, workshops, productions and intercollegiate festivals. All students are encouraged to participate; no prior experience is necessary.

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.

Majors and minors in philosophy are given the opportunity to discuss relevant issues in their field through participation in the **Philosophy Club**. The group meets weekly and makes occasional field trips.

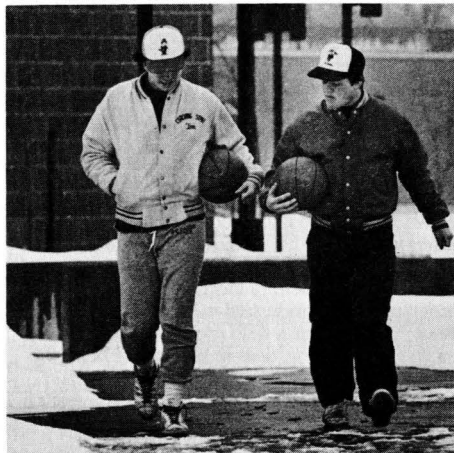
The **Photo Club** is open to all students, faculty and administrators who are interested in photography. It is an educational, social and service organization with a variety of events taking place throughout the year.

The **Pre-Law Club**, also known as **Phi Alpha Delta** has been organized to further students' knowledge about law schools and the legal field.

The **Professional Prose Writers' Association** provides a career-oriented club to bring together, educate, and assist students who wish to pursue a career in the professional and business world producing technical prose. It provides career contacts, speakers, seminars and meetings.

The **Public Affairs Club** gives students the opportunity to hear both sides of important issues. It sponsors forums on various issues to help students become better informed. The club is open to anyone interested.

The **Public Relations Student Society of America (PRSSA)** is a student-run nationwide organization which acquaints students with professional people, methods, issues and ethics of public relations. PRSSA provides activities, inspiration, and meetings as a professional complement to the academic program for students pursuing public relations careers.



The **QMIS Club**, representing the Department of Quantitative Methods and Information Systems, is open to all students interested in the area of quantitative methods/management information systems/data processing to participate in its activities. Students with similar interests share experiences and activities which include tours, sponsoring speakers, fundraisers, and social events.

The **Racquetball Club's** purpose is to provide members with at least one game a week with various partners. Members should provide their own equipment, i.e., racquet, balls, eye gear, etc. Activities include a league that plays once a week and tournaments.

The St. Cloud **Real Estate Association** helps to educate the students in the knowledge and opportunities of real estate. Membership is open to all students interested in the area. The organization consists of weekly meetings, and involving speakers, tours and movies.

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 **Residence Hall Association (RHA)** is comprised 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. Major activities

include refrigerator rentals, Welcome Week, theme dances, Parents' Weekend and fundraisers. 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 only criteria for membership is a desire to learn and have fun while working with others. Fund raisers and an annual tournament are sponsored.

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. **Semper Fidelis Club** is set up to inform all interested students of available Marine Corps Officer programs and provide comradery for these students through meetings and social events.

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. Activities include lectures, films, and tournaments.

The **Social Work Club** 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 (SAM)** 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, and 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, appreciation of the engineering and technology fields, the promotion of interdepartmental relations, and the furtherance of knowledge of the engineering and technology fields. SET participates in various activities including: tours, speakers, films, tutoring services, student advising and social functions. A member must be an intended major or major in either engineering technology, industrial engineering, or pre-engineering.

The **Society of Physics Students**, a national organization, is designed to serve the interests of physics students. Members need only an interest to participate in student and faculty organized presentations and discussions, colloquiums, student projects, and social gatherings.

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.

Spanish Club provides the opportunity for students with an interest in Spanish at any level to participate in Spanish-related activities and to practice conversational Spanish outside the classroom.

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

The **Strategic Games Club** provides a creative, intellectual energy release for students. Activities sponsored include the following strategic games:

Dungeons and Dragons, Traveller, strategic board games, and more. All students are invited to join. The **Student Assistance Center**, a combination of the Student Employment Service and Student Legal Service, assists students in finding jobs in the St. Cloud area. It also provides information regarding summer employment and a reference for students having legal difficulties.

Members of **SAID Students Aware and Involved with Disabilities** 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 physically challenged students.

Students for a Non-violent World and Jokes

Besides provides humor as an alternative to aggression. They present the use of humor to combat violent or aggressive situations.

The **Student Middle School Association** provides information and support to members who are interested in becoming teachers of early adolescents. Membership is open to past and current participants of the early adolescent block. Activities include fundraisers to help support members' travel to the Annual Conference of National Middle School Association.

The **Student Senate** is the elected representative body of the students of SCSU. It provides an open forum for the discussion of student concerns both in and outside the university. The senate approves policies and allocations of student activities money set aside for student use. Services include the Student Book Exchange, Student Employment Service, Campus Child Care Center, and other projects throughout the year.

Student Unity in the C.D. Program was formed to provide communication, education, and comradery among students and others interested in the field of chemical dependency. Club activities include information sessions, guest speakers, and social events.

The purpose of the **Sword Club** is to promote fencing in St. Cloud and Central Minnesota. Activities include recreational fencing, skill development, and training for competition. Membership is open to anyone interested in fencing.

The **Synchronized Swim Club** is open to all students who enjoy creativity within the aquatic medium. Synchronized swimming involves the use of water stunts (gymnastic-type movements) and dance techniques choreographed to selected musical arrangements. Members present an annual show at the end of the year which is open to the public. In addition, members compete informally in figure and routine competition with other colleges and/or universities.

The St. Cloud **Tang Soo Do Club** is open to anyone who wants to learn the traditional martial arts. It meets twice a week and provides tournaments, tests and clinics.

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.

The purpose of **Traditional American Indians Making Educational Advancements** (TAI-ME) is to promote cultural and educational awareness of Native American peoples by supplying educational, informational, and social support. Activities

sponsored are cultural sharing programs, awareness programs, chapter house and a traditional spring celebration and POW WOW.

The **Traditional Tae Kwon Do Club** provides instruction in Korean Karate which includes self-defense, exercise, flexibility training and mental discipline. Beginners classes include basic blocking, kicking and punching techniques. Advanced classes include advanced techniques with combinations, as well as training for competition. Open to anyone interested.

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.

Ultimate Frisbee Club provides a very competitive team sport played with a frisbee. Membership is open to any SCSU student.

United Ministries in Higher Education (UMHE) is an ecumenical ministry of caring, community, worship, and peacemaking. The student group typifies its ministry as "active acceptance". Worship is offered through Word and Sacrament, fellowship groups, Bible study, retreats, recreation, shared meals, and special interest groups. UMHE is an arm of the following denominations: United Methodist, Presbyterian, U.C.C., Episcopal, Disciples, and Moravian. Any student is eligible for membership.

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, the Performing Arts Series, festival series, outings, and recreational activities, to name just a few.

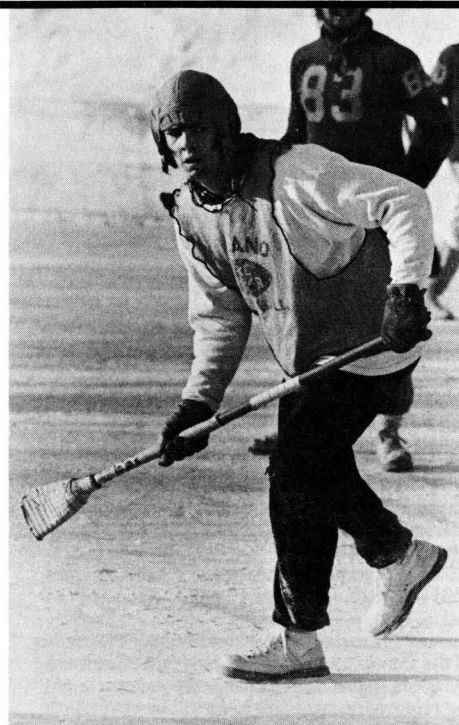
The **University Tele-Vision System** (UTVS) is a student-run media organization allowing students to gain on the job experience in all aspects of television. Anyone interested in UTVS is encouraged to join, experience is not necessary. UTVS programming consists of daily half-hour news, weather and sports programs plus a half hour sports show and an entertainment program. The **Urban Studies Association** welcomes students interested in developing their professional contacts and knowledge in planning, administration and urban-related issues. Activities include statewide conferences, field trips to local cities and towns, and special seminars and discussion groups.

Vanguard is the promotional arm of SCSU. It represents the offices of President, Alumni and Development, and Admissions. Members are active in recruitment, campus tours, college fairs, phonathons, alumni activities, community relations, special events and more! The approximately 20 members are chosen through an application and interviewing process.

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 provides individuals who are interested in playing volleyball a chance to play and gain experience. Any students interested in volleyball may join. The club hopes to sponsor a team in the City League session of volleyball.

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 effect social change. It strives to help all people in freeing themselves from restrictive feminine/masculine roles which prevent them from becoming complete human beings.



INTRAMURAL-RECREATIONAL SPORTS

SCSU students can enjoy a variety of recreational activities on campus through intramurals, informal/open recreation, sports clubs, and other special sporting events and programs.

With a valid I.D. you can play racquetball, basketball, volleyball, badminton, indoor and outdoor tennis, indoor and outdoor track, swimming, saunas and much more, at Halenbeck Hall North, Halenbeck Hall South and Eastman Hall. Eastman Nautilus Center is open to students and faculty/staff for a quarterly membership fee. A user-fee system is also available for spouses and families of students.

Intramural Sports are structured, competitive recreational programs with more than 30 different individual and team activities; participation is free to students, faculty/staff.

Informal/Open Recreation is unstructured, open time in the pools, gymnasiums, racquetball courts, track and outdoor playing fields.

Special Events are one-time novelty activities for the campus community, from mud volleyball and "fun runs," to "all-nighters" - just to name a few!

Special Programs include aerobic exercise programs, children's programs, master milers and others.

Sports Clubs may be instructional, recreational, competitive, intellectual or a combination of the above. Currently recognized clubs include: men's and women's rugby, men's and women's volleyball, racquetball, aerobics, soccer, karate and floor hockey. Other clubs can be formed with enough student interest.

Equipment is available with a valid SCSU I.D. from Eastman Hall, Halenbeck Hall and Halenbeck South. Activity/event schedules are posted quarterly; phone 255-3325 for more information.

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 she/he is participating in any of the Intramural-Recreational Sports programs.

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: JoAnne Kane, 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. 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:
Individual and group counseling
Choosing a major
Choosing a career
DIRECTOR: Robert Bayne, SH 118, phone: 3171.

Financial Aids. All students receiving financial assistance from the federal and state government 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. Special advisers assigned to all new international students on Orientation Day each quarter. Advise students through their first year.
COORDINATOR: Lynn Gottshall, AS 116, phone: 3287.

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 106, phone: 3111.

Health Service. Because the Health Service is funded by currently enrolled students, a validated I.D. is required to receive service. The Health Service offers:

Individual medical evaluation and treatment

Group sessions for:

Weight control
Stress management
Quit smoking
Healthy sexuality, including contraception
Aerobics
CPR
Anorexia and Bulimia
Adult children of alcoholics
Evaluation for and information re: drug/alcohol use and abuse.
Physical fitness testing.
Street drug identification and analysis.
Personal and printed information for health concerns and for class assignments on health related topics.
Health coordinators - carefully trained students who may be contacted through the main desk in any residence hall for assistance with minor illness or injury and referral.

Departments, Centers & Programs

		Building Room	Phone
Accounting	Lawrence Sundby	BB 310	3038
Allied Health	Wayland Ezell	MS 262	2039
American Studies	Eleanor Simpson	SH 104A	2097
Anthropology	Priscilla Herbison	SH 334	2294
Art	James Roy	KVAC 111	4283
Aviation Technology	Jane Downey	HH 106	2107
Biological Sciences	Wayland Ezell	MS 262	2039
Business Education and Office Administration	Marilyn Stinson	BB 204	3248
Chemistry	Richard James	MS 358	3031
Child and Family Studies	Pamela Mattick	EB B118	2169
Communication Disorders	Gerald Powers	EB A216	2092
Computer Science	Ralph Carr	ECC 139B	3001
Criminal Justice Studies	Robert Prout	LH G3	4101
Earth Sciences	Garry Anderson	MS 41	3260
East Asian Studies	William Nunn	SH 205E	2056
Economics	Michael White	LH 22	3163
Educational Administration		EB A131	2160
Electrical Engineering	J. Michael Heneghan	ECC 211	3252
Elective Studies	Carol Vick	WH 209	3081
Elementary Education	Karen Magnus	EB A132	3007
English	James Gottshall	R 106	3061
Environmental Studies	John Peck	BH 209	4137
Evening Program	Carol Vick	WH 209	3081
Field Experiences (Student Teaching)	Jerene Mortensen	EB A132	3063
Foreign Languages and Literature	William Langen	BH 228	4141
Futures Studies	Kathleen Redd	SH 205	2248
Geography	Carmen Harper	SH 314	3160
Gerontology	Dena Shenk	SH 217	3014
Graduate and Continuing Studies	Wayne Gildseth	WH 202	3081
Health Education and Traffic Safety	John Palmer	WH 1A	4252
Physical Education and Recreation	Carol Brink	HaH 200	2155
History	Ed Pluth	LH B	3165
Honors Program	Dennis Nunes	AS 209	3143
Human Relations and Multicultural Education	Julie Andrzejewski	EB B118	3124
Industrial Studies	William Lacroix	HH 205	2107
Information Media	John Berling	CH 214	2062
Interdisciplinary Studies	Alton Wolfer	SH 205B	2248
International Business Programs	Abdalla Hanafy	BB 301	2277
International Relations	Ghulam Haniff	SH 106A	2094
International Studies	Joseph Navari	AS 116	4287
Latin American Studies	Dale Peterson	LH 8	4904
Local and Urban Affairs	Kent Robertson	SH 226	3184
Management and Finance	Darrell Wentworth	BB 104	3225
Marketing and General Business	Robert Benson	BB 304	2057
Mass Communications	Fran Voelker	SH 135	3293
Mathematics and Statistics	Gail Earles	ECC 139D	3002
Medical Technology	Judith Torrence	MS 273	3130
Middle East Studies	Richard Lewis	LH B	4832
Minority Student Program	Robert Broadus	AC 222	3003
Minority Studies	Robert Johnson	EB 120B	3036



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

Health Promotion Program. Offers students extensive lifestyle assessment, consultation about lifestyle improvement strategies, and a variety of health enhancement programs. Participation in H.P. activities is voluntary.

Evening Programs. An on-campus contact point for older students who are particularly dependent on 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 evening student.
EVENING PROGRAM COORDINATOR: Carol Vick, WH-201, phone: 3081

Non-Traditional Students. The office provides initial orientation to the University as well as

information on services and programs designed specifically for full and part-time students who meet any of the following criteria:

- 25 years or older or
- veteran or
- married or
- parent

COORDINATOR: Dorothy Soukup, SH 118, phone: 255-3171

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 106, phone: 3111.

Reading Center. Shows how students learn to:

- Organize time
- Increase notetaking skills
- Devise study strategies, including cognitive mapping, note cards, 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 110 Reading/Study Skills or 120 Reading Rate Improvement. Students not enrolled in reading classes may also receive individual help.
DIRECTORS: Margaret Rauch, SH 110, phone: 4743, and Ceil Fillenworth, SH 110, phone: 4742.

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

DIRECTOR: Joanna Pucel, MS

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 and Legal 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 students activities fee via the student activities committee provide for the basic service. The primary focus of the service is on listing positions available for the students who want either part-time work during the school year or summer employment. The Student Employment and Legal Services Center is located in 101 Administrative Services Bldg., phone: 3756.

Veterans' Information. Application forms and information are available from the Veterans' Clerk in the Office of Records and Registration. 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 free individual help in getting started, organizing, writing grammatical sentences, punctuation, and spelling. Students bring samples of writing; half-hour appointments are advised. The center is open to students writing papers for any department.
DIRECTOR: Judith Kilborn, R1, phone: 2031.

		Building Room	Phone
Music	Kent Frohrip	PA 240	3223
Nuclear Medical Technology	Judith Torrence	MS 273	3130
Philosophy	John Dienhart	BH 123	2234
Physical Education	James Stanek	HaH S314	2155
Physical Therapy	Vincent Johnson	MS 227	3045
Physics, Astronomy and Engineering Science	Charles Eckroth	MS 324	2011
Political Science	Evan Jones	BH 315	2162
Psychology	Marilyn Jensen	EB A216	4157
Public Administration	Homer Williamson	BH 311	4128
Quantitative Methods and Information Systems	David Kreuger	BB 210	2174
Recreation	Yutaka Morohoshi	HaH 223	2229
Religious Studies	Richard Corliss	BH 106	4110
Rhetoric	George Yoos	BH 108	2234
Sciences	David Kramer	MS 223	3009
Secondary Education	Karen Magnus	EB A132	3007
Social Science	Alton Wolfer	SH 205B	2248
Social Studies	Alton Wolfer	SH 205B	2248
Social Work	Priscilla Herbison	SH 334	2294
Sociology and Anthropology	Priscilla Herbison	SH 334	2294
Special Education	Sandra Reese	EB A211	2041
Speech Communication	Arthur Grachek	MS	2216
Statistics	Gail Earles	ECC 139D	3002
Teacher Development	Karen Magnus	EB A132	3007
Technology and Industrial Engineering	Jane Downey	HH 106	2107
Theatre	Dale Swanson	PA 202	3229
Women's Studies	Pat Samuel	EB 120C	4140

PRE-PROFESSIONAL PROGRAMS

Pre-Agriculture	Thomas Clapp	MS 220	2288
Pre-Chiropractic	Donald Peterson	MS 277	3211
Pre-Dentistry	Gordon Schrank	MS 228	3047
Pre-Engineering	C. Eckroth/W. Pou	MS 312	2011/3145
	A. McWilliams/D. Trummel	MS 315/318	3154/4171
Pre-Fisheries Management	Steven Williams	MS 267	4255
Pre-Forestry	Thomas Clapp	MS 220	2288
Pre-Home Economics	Vincent Johnson	MS 227	3045
Pre-Horticulture	Lester Lindstrom	MS 268	3048
Pre-Law	Stephen Frank	BH 319	4131
Pre-Medical Records Admin.	Vincent Johnson	MS 227	3045
Pre-Medicine	Gordon Schrank	MS 228	3047
Pre-Mortuary Science	Donald Peterson	MS 277	3211
Pre-Nursing	Carol Pou	MS 230	4138
Pre-Occupational Therapy	Vincent Johnson	MS 227	3045
Pre-Optometry	Donald Peterson	MS 277	3211
Pre-Pharmacy	J. Carpenter/W. Nickles	MS 369/372	2052/3198
Pre-Physical Therapy Program	Vincent Johnson	MS 227	3045
Pre-Podiatry	Donald Peterson	MS 277	3211
Pre-Veterinary Medicine	Ralph Gundersen	BH 208	4136
Pre-Wildlife Management	Alfred Grewe	BH 234	4135

Questions & Answers

Frequently asked questions regarding advising

ACADEMIC RECORDS

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

120 Administrative Services Building, Records and Registration.

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.

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 Records and Registration, 117 Administrative Services Building. 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.

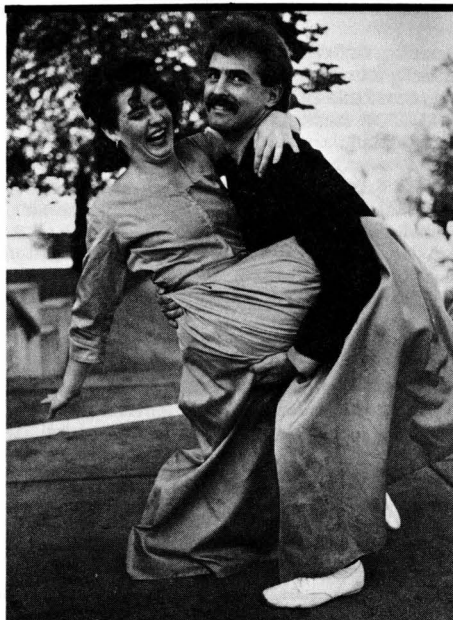
GENERAL EDUCATION

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 the 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 in 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 Office of Academic Affairs.

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.

GRADE POINT AVERAGE

(formerly Honor Point Ratio, HPR)

How do I check my GPA (Grade Point Average) for accuracy?

Compute your GPA according to the procedure indicated in the *Undergraduate Bulletin*. If it is in error or you have questions about it, contact Room AS 120, Records and Registration.

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.

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 a GPA of at least 2.0 and write a rationale for their individualized plan.

Whom do I contact for information about these programs?

The Office of Continuing Studies, Whitney House. 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.

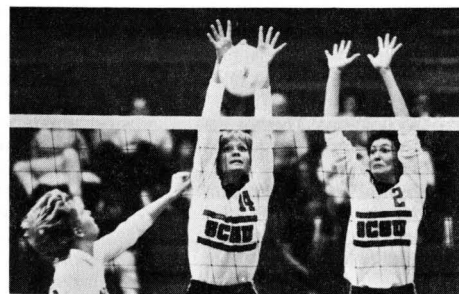
How can I be sure to get the courses I want?

Sometimes you can't. Occasionally an instructor or a chairperson will give you special permission if you have a particular need. Evening only students should use the evening schedule registration form for advance registration. Call the Continuing Studies Office (255-3081) to be put on the evening mailing list.

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	Illness or Injury	Health Services	HiH	3191
	Counseling Center			Insurance	Student Life and Development	AC 106	3111
	Student Life and Development Office	AC 106	3111	(payment)	Health Services	HiH	3191
Academic Requirements	College Dean's Office			Legal Assistance	Cashier's Office	AS 123	4174
	Faculty Adviser				Student Employment and Legal Service	AS 101	3756
	Records and Registration	AS 118	2111	Lockers in Halenbeck-men	Locker Room	HaH	2633
Activities, Clubs, etc.	University Organizations	AC 222	3004	Lockers in Halenbeck-women	Locker Room	HaH	2631
Address of Student	University Directory			Lockers in Stewart Hall	Student Life and Development	AC 106	3111
	Student Life and Development	AC 106	3111	Lost and Found	Mail Room	AS 103	2005
Address of Alumnus	Alumni Services	AH	4241		Main Desk	AC	3822
Application for Major Program	College Dean's Office			Loan Payments	Business Office	AS 123-A	4214
	College of Business	BB 124	3212	Loans, Application	Financial Aids	AS 106	2047
	College of Education	EB A113	3023	Maintenance Emergencies	Maintenance	HM	3166
	College of Fine Arts and Humanities	KVAC 111	3093	Major, Assistance in Choice	Counseling Center	SH 118	3171
	College of Science and Technology	HH 216	2192	Married Housing	Graduate Studies	WH 102	2113
	College of Social Sciences	WH 101	4790	Meals for off-campus students	Residential Life	CRH	2166
Banquet Facilities	Main Desk, Atwood Center	AC	3822	New Student Orientation	Business Office (Residence Hall Accounts)	AS 123-A	4010
Barber Shop/Style Shop	Head Shop	AC 158	2338	Notary Public	Student Life and Development	AC 106	3111
Brochures, Pamphlets	Main Desk, Atwood Center (Distribution Point)	AC	3822		Administrative Affairs	AS 205	2286
Publicity Announcements	Records and Registration	AS 120	2111		Business Office	AS 122	0121
Bulletin: Undergraduate	Graduate Studies	WH 102	2113		Career Planning and Placement	AS 101	2151
Bulletin: Graduate	Undergraduate and Graduate Bulletin				Records and Registration	AS 118	2111
Calendar, Official	University Program Board	AC 222	2205	Off-Campus Classes	Student Life and Development	AC 106	3111
	Admissions	AC 115	2243	Pay Checks	Continuing Studies	WH 209	3081
Calendar of Activities	Academic Affairs	AS 209	3143	Personal Problems	Departments		
Campus Tours					Business Office	AS 122	4005
Cancelling Classes (by faculty)	Business Office	AS 123	4174	Parking	Counseling Centers	SH 118	3171
Cashier, Fee Payment	Records and Registration	AS 120	2111	Physically Handicapped Services	Student Life and Development	AC 106	3111
Change of Address	Career Planning and Placement	AS 101	2151	Physical Examination	Auxiliary Services	AS 121	2266
Career Planning	University Organizations	AC 222	3004	Placement (Career Planning)	Student Life and Development	AC 106	3111
Car Pooling (students)	Adviser			Posters, Flyers, Duplicating, etc.	Health Services	HiH	3191
Change of Course	Records and Registration	AS 117	2111	Probation (see Trial Quarter)	Career Planning and Placement	AS 101	2151
Change of Major Undergraduate	College Dean's Office (See above, Application for a Major Program)			Publicity	Print Shop	AC 153	3759
Class Schedule	Records and Registration	AS 120	2111	Reading Difficulty	Undergraduate Bulletin		
Conferences/Lectures/Workshops	Continuing Studies	WH 204	3081	Recreation: Bowling	Information Services	AS 207	3151
Counseling:				Billiards, Table Tennis, Cards, etc.	Reading Center	SH 110	4743
Academic	Adviser			Recreational Facilities (pools, indoor track, etc.)	Games Area	AC	3773
Financial	Financial Aids	AS 106	2047	Recreation User I.D.	Recreational Sports	HaHS 120	3305
Personal	Counseling Center	SH 118	3171	Cards	Student Life and Development	AC 106	3111
Vocational	Student Life and Development	AC 106	3111	Refund Appeals	Records and Registration	AS 118	2111
	Career Planning and Placement	AS 101	2151	Rooms for Student meetings	Atwood Center (Main Desk, for Atwood Reservations Only)	AC	3822
Credit By-Examination	Counseling Center	SH 118	3171	Scholarship Forms	Financial Aids	AS 106	2047
Degree Requirements	Records and Registration	AS 117	2111	Scholastic Achievement, Certificate of Scholastic Standings	Academic Affairs	AS 209	3143
	College Dean's Office			School Supplies	Adviser		
	Adviser			Speech Difficulty	Records and Registration	AS 120	2111
Drop/Add Classes	Records and Registration	AS 118	2111	Student Publications	Bookstore	SH Bsm. 251-0061	
Employment (student)	Student Employment and Legal Service	AS 101	3756	Student Schedules	Speech-Language and Hearing Clinic	EB B237	4143
(workstudy)	Financial Aids	AS 106	2047	Student Teaching	Chronicle Office	AC 136	4086
Entrance Test Results	Counseling Center	SH 118	3171	Study Skills	Student Life and Development	AC 106	3111
Escort Service	Graduate Studies	WH 102	2113	Tenant Help	Records and Registration	AS 120	2111
	Security/Information	SI	4357	Testing	Coordinator of Field Experiences	EB A153	2115
Evening Classes	Continuing Studies	WH 209	3081	Textbooks	Reading Center	SH 110	4743
Facility Reservations for off-campus groups	Reservations Secretary	AC 108	3822	Tours - Campus	Student Employment and Legal Service	AS 101	3756
Fee Statements/Tuition Payment	Cashier's Office	AS 123	4174	Transcript of Grades	Counseling Center	SH 118	3171
Financial Assistance, Application	Financial Aids	AS 106	2047	Travel Information	Bookstore	SH Bsm. 251-0061	
General Education	Academic Affairs	AS 209	3143	Trial Quarter (Probation)	Admissions	AS 115	2243
	Faculty Adviser			Veterans' Information	Records and Registration	AS 120	2111
Grades	Student Handbook			Vocational Information	University Program Board	AC 222	2205
	Records and Registration	AS 120	2111	Withdrawal from College	Records and Registration	AS 118	2111
Graduation Applications	Adviser			Work-Study	Records and Registration	AS 120	2111
Undergraduate	Records and Registration	AS 120	2111		Career Planning and Placement	AS 101	2151
Graduate	Graduate Studies	WH 102	2113		Records and Registration	AS 117	2111
Graduate Fellowship	Department Chairperson				Financial Aids	AS 106	2047
Guaranteed Student Loan Application & Payment	Financial Aids	AS 106	2047				
Health Aids	Health Services	HiH	3191				
Hearing Difficulty	Speech-Language and Hearing Clinic	EB B237	4143				
Hospitalization	Health Services	HiH	3191				
Housing	Residential Life	CRH	2166				
Identification Card	Student Life and Development	AC 106	3111				

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.