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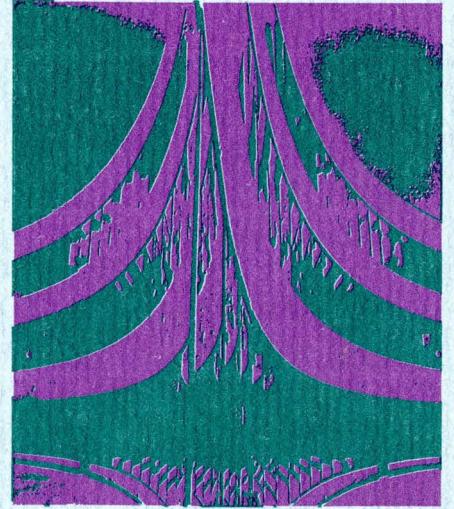
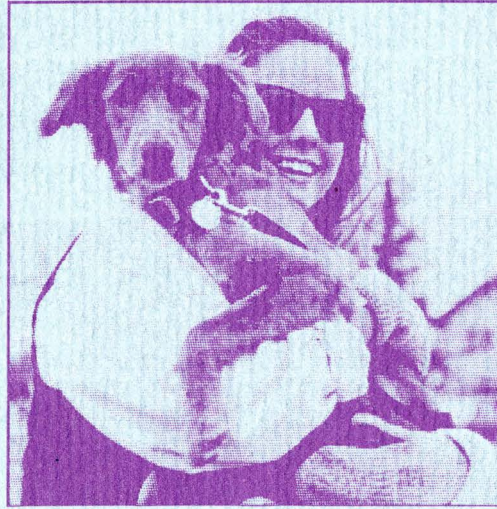
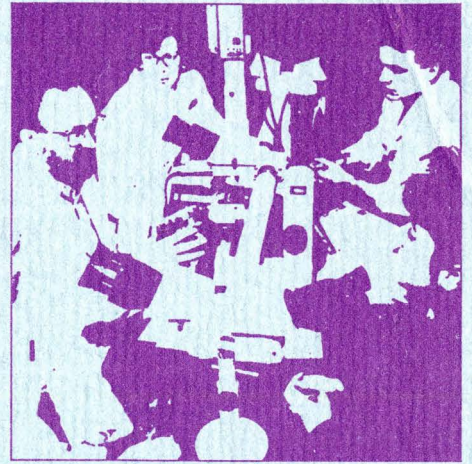
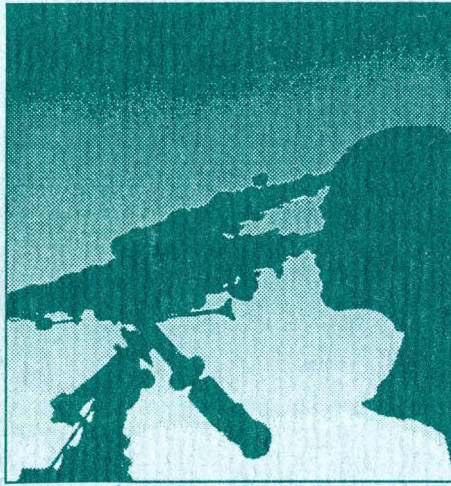
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STUDENT HANDBOOK 1992-93

ST. CLOUD STATE
UNIVERSITY

Directory Assistance

Emergency (ST. CLOUD
POLICE) 911

SCSU Security
(24-hour) 255-HELP

SCSU Security
Office 255-3453

SCSU Escort Service .. 255-4357

Central Minnesota Sexual
Assault Center 251-4357

St. Cloud Human Rights
Office 255-7215

Woman House
Shelter 252-1603

SCSU Health
Services 255-3191

SCSU Career Planning &
Placement Services 255-2151

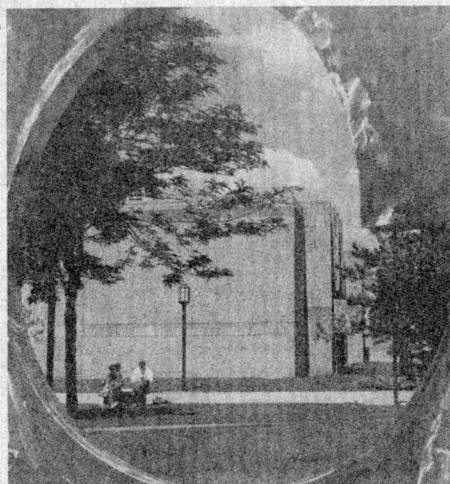
SCSU Counseling
Services 255-3171

SCSU Affirmative Action
Office 255-3143

SCSU Admissions
Office 255-2244

SCSU Records and Registration
Office 255-2111

SCSU Office of Scholarships
and Financial Aid 255-2047



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, the academic program, 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 *University 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. The university will not tolerate derogatory remarks or physical abuse because of a student's race, age, gender, or physical limitations. All students are entitled to equal treatment in the classroom, campus employment situations, and from student services.

The university is committed to providing an environment where students can pursue their studies *free from sexual and racial harassment*. Unwanted sexual advances and other verbal or physical conduct of a sexual nature which interferes with an individual's work or academic performance constitute illegal sexual harassment. Any verbal or physical conduct toward persons of color which has the effect of creating a hostile or offensive environment constitutes racism.

Considerations regarding equal opportunity, discrimination or ethical treatment apply to all persons regardless of race, religion, color, veterans status, national origin, gender, sexual orientation/affectional preference, age, marital status, physical disability, mental disability, creed 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.

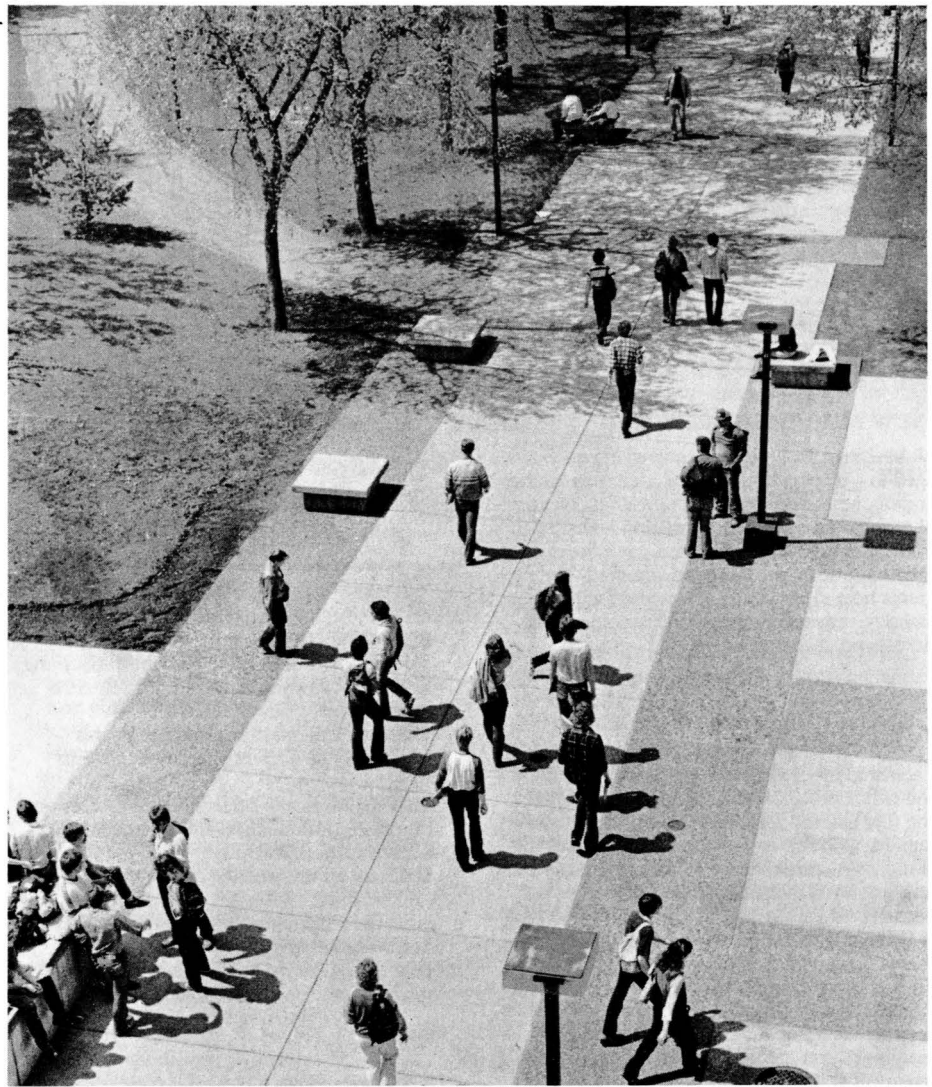
Affirmative Action or Equal Opportunity inquiries should be referred to the Affirmative Action Officer, 255-3143.

Section 504 of the Rehabilitation Act of 1973 and Title IX inquiries should be referred to the Title IX Director.

St. Cloud State University Student Handbook

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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*.

New student orientation

All freshman and transfer students are encouraged to participate in a new student registration/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.

Advising

Each student is assigned an academic adviser by the Office of Records and Registration during the first quarter. An adviser 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.

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 informed on the current general education program, as well as other general academic policies described in the *Undergraduate Bulletin*.

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. Advisee reviews class schedule and prepares tentative schedules. Advisee makes appointment with adviser.

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

Students advance register during assigned time periods by touchtone telephone. Instructions are in the class schedule.

Student will be able to change, drop or add courses by the touchtone registration process.

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.

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.

A number of resources are 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. (See page 4.)
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 101 Stewart Hall provides both vocational counseling and administers and interprets various vocational interest tests.

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 col-

lege 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 always can 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, your college degree and your life goal(s) for effective life-oriented planning.

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 use the touchtone registration system (654-5288). More specific information is contained in the on-campus class schedule booklet. 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.

Arranged course

A student who cannot take a regular course as scheduled for good reason may apply to take it by arrangement. Permission from 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.

Academic honesty

Work submitted by an individual as her/his own coursework in connection with an application for a position, promotion, tenure, salary increase, or other academic activity must be academically honest and a product of his or her own efforts. (ART II, 2.4, SUB d.2, Professional and Ethical Standards for Employees and Students).

Academic standards

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

Quarters in Attendance	Minimum Cumulative GPA
After 1 quarter	1.50
2 quarters	1.75
3 or more	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 at least half of all credits for which tuition has been paid during a given quarter.

Students who do not 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.

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.

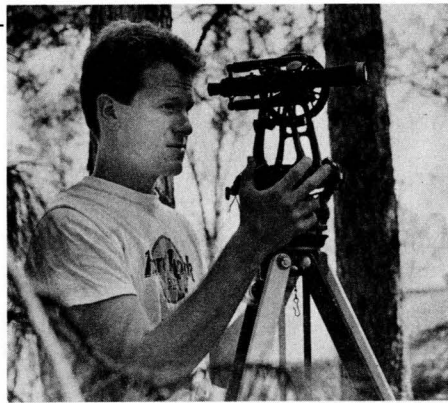
Credit by examination

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 area of the exam.
2. A student should have a "C" average for all university work taken at St. Cloud State University.

*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.



versity. 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 department chairperson. Exceptions may be made in the case of transfer students who, in the judgment 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.

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 student's permanent record. (Please note that a repeated course does not count toward financial aid requirements.)

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 will contact the department chair to obtain a grade appeals form which will be presented to the committee with a copy to the instructor. The department chair will then refer the student to a standing faculty committee and notify the faculty member of the grade appeal.
3. The student may appeal to a standing departmental faculty committee of no less than three people whose decision shall be final. Both the student and the instructor involved have a right to appear at the committee meeting and to present oral and written information. The student's written proposal will form the basis for the discussion of the appeal.

If the instructor in question is a member of the faculty committee, the remaining members will choose another member to replace this instructor for the hearing of the appeal. The committee should resolve the appeal in the same quarter the appeal is made, excluding summer sessions.

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 honor point ratio. Only the faculty member who assigned the grade or the departmental faculty committee has the authority to change a grade.

4. If the faculty member involved feels the committee has been improper, she or he may appeal to the Faculty Association Ethics Committee.

Grade points

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 the *Undergraduate Bulletin*, 1991-93, page 23.

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.

College level examination program

See the *Undergraduate Bulletin*, 1991-1993, page 27.

General education requirements

The general education program is the liberal arts part of your degree. This distinguishes a college degree from a career training program. It encourages broad educational experiences, and provides the opportunity for students to explore their interests. It equals about one-third of the total credits required for the baccalaureate degree. It provides for the development of transferrable skills which apply to all career choices. Skills emphasized include communication, research methods, critical thinking, and analyzing and synthesizing information.

Students should expect their general education program to:

1. contribute to their competency in university-level academic skills;
2. allow for exploration of subjects outside the major-minor.
3. broaden their scope of knowledge and range of educational experience;
4. promote the pursuit of life-long activities that enhance personal growth and well-being;
5. develop and extend their capacity for inquiry, critical judgment and examination of human values.

The Associate in Arts degree general education requirements are identical to the baccalaureate degree general education program; associate in science degree general education program must include at least one-half of its requirements (45 credits) in general education.

General education courses are offered to all levels of the undergraduate experience, including the junior and senior years. All students are encouraged to work closely with their academic adviser to select the most appropriate general education program and to assure that the basic requirements have been met.

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

English 162 (4 credits)

Speech communication 161 (4 credits)

Distribution requirements

Humanities (8 credits)

Natural science and mathematics (8 credits)

Social and behavioral sciences (8 credits)

Total/45 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.

General education course exceptions

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. Petition forms are available from the Office of Academic Affairs, 209 Administrative Services Building.



Approved general education courses (for students enrolled beginning fall 1991)

Baccalaureate and Associate in Arts Degree

The following courses have been designated as appropriate for general education effective Spring Quarter 1992. 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 or test (4 credits)

2. Speech 161 or competency (4 credits)

B. Physical education (2 credits)

111, 115, 119, 120, 121, 122, 123, 124, 125, 126, 130, 131, 133, 135, 136, 137, 140, 144, 152, 159, 160, 190, 191, 200, 201, 202, 203, 210, 213, 219, 220, 222, 223, 225, 226, 228, 230, 232, 234, 235, 238, 266, 269, 270, 271, 273, 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, 123, 160, 220, 350,

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, 222, 302, 490

CDIS 171

English 124, 201, 202, 203, 205, 269, 270, 294

Danish 131, 132 and/or French, German, Russian, Spanish 131, 132, 133, 211, 212, 243

FORL 131, 132, 133

Japanese 131, 132, 133, 211, 212, 213

b. Fine Arts

Art 130, 131

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, 148, 175, 260, 270

Area B. Natural science and mathematics (16 credits)

(Select from at least 3 groups)

Astronomy 106, 107, 120 Physics 101, 103, 208

Biological Sciences 101, 102, 104, 106, 107, 108

Chemistry 102, 201, 208, 215, 216

Computer Science 169, Mathematics 121, 251, 350, Statistics 129

Earth Science 104, 105, 106, 109

Area C. Social and behavioral sciences (16 credits)

1. Social science interdisciplinary course (4 credits) required of all students.

Select from: 104, 204, 301, 460, 470

2. Social and behavioral sciences (12 credits)

(Select one course from at least 3 of the following 6 groups)

Group a. Sociology 160, 261, 268, 277

Anthropology 150, 159, 198, 200, 240

Area studies (EAST 363, 364; LAST 250)

AFST 250

Group b. Industrial Studies 186, 192, 193, 285

Technology 101, 105, 157, 165, 256

Group c. Geography 101, 111, 273, 275, 372

Group d. History 101, 105, 106, 140, 141, 150, 200, 203

Group e. Psychology 115, 241, 275, 325,

Applied Psychology 110, 384

Group f. Economics 201, 205, 206, 281, 360

Political Science 101, 111, 115, 232, 251, 291

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, 260, 280; Education 207, 250, 374, 403; Health Education and Traffic Safety 125, 190, 194, 393, 483; Human Relations 201, 206; Industrial Studies 124, 130; Information Media 104, 204, 260; Special Education 403; Speech Communication 223, 226, 324, 331, 375; Criminal Justice 100, 101, 201, 325; Mass Communication 220, 273, 274, 275; Environmental Studies 210; Minority Studies 201; Reading 120; Religious Studies 140; Science 110; Communication Disorders 130, 172, 220, 224, 468; Social Work 211; Soviet Studies 100; Urban Affairs 200; Women's Studies 201, Philosophy 353; Manufacturing Engineering 101.

Double counting and waivers

Unless there is a formal objection by the relevant department or program, students will be allowed the following options:

Counting courses for general education and major program credit.

Students may double count courses for the fulfillment of both departmental major or minor requirements, and the general education requirements, if the course is a general education course and part of a major-minor requirement of the *same department*. For example, a student who is majoring in economics may double count Economics 273, since this course is offered as a general education course by the economics department, and is included in the requirements for an economics major. However, a student who is majoring in accounting and not minoring in economics may not double count Economics 273 (even though it is a requirement of the business core), since it is not a general education course offered by the accounting department. The credits only will be counted once toward graduation. The art department does not allow double counting.

Waivers in General Education.

If a student completes 12 credits in a department or program and none of the courses are designated for general education, the student may waive up to eight general education credits in that department or program. If a student completes eight credits under the same circumstances, the student may waive up to four general education credits in that department or program.

The departments which do not allow waivers are:

English for the English composition requirement
Speech for the communication requirement
Social science for the 4-credit social science interdisciplinary course requirement
Physical education
Psychology

Multicultural, gender, or minority courses (MGM)

All students are required to complete 12 credits in course work designated multicultural, gender, or minority studies (MGM). A list of courses with this designation is available from the offices of Academic Affairs or Records and Registration. They also are listed in the back of the class schedule booklet. These typically will be taken as part of the 70 credits required for general education.

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.

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				
Communication disorders				
English				
Foreign language				
3. Fine arts (at least 4 credits)				
Art				
Music				
Theatre				
Area B. Natural science and mathematics (16 credits)				
1. Select from at least three of the following groups				
Biological sciences				
Chemistry				
Earth sciences				
Mathematics or computer science				
Physics and astronomy				
Area C. Social and behavioral sciences (16 credits)				
(For students enrolled prior to Fall 1990)				
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)				
a. Sociology and anthropology				
Area studies (AFST, EAST, LAST) economics, political science, social science				
b. Industrial studies, technology				
c. Geography				
d. History				
e. Psychology, applied psychology				
Area C. Social and behavioral sciences (16 credits)				
(For students enrolled beginning Fall 1990)				
1. Social science interdisciplinary course (4 credits) required of all students				
2. Social and behavioral sciences (12 credits) (Select one course from at least 3 of the following 6 groups)				
a. Sociology and anthropology, area studies (AFST, EAST, LAST), social science				
b. Industrial studies, technology				
c. Geography				
d. History				
e. Psychology, applied psychology				
f. Economics, political science				
III. GENERAL EDUCATION ELECTIVES				
(8 credits)				
These 8 credits may be selected from approved general education courses in any department.				
The complete general education program must total 70 credit hours, and include 12 credits of courses designated as multicultural, gender, or minority studies.				

Mailing policy of the records and admissions offices

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: Minnesota 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 the quarter. To receive a refund for the dropped portion of their class schedule, students must drop classes no later than the third day of the quarter. Beginning the fourth day of the quarter 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 day of the quarter, 100% refund; 4th through 8th day, 75%; 9th through 13th day, 50%; 14th through 18th day, 25% refund; and thereafter no refund will be given.

Evening and Extension Classes: If a student is registered for evening classes only and drops one of those courses before its second class meeting, he/she will receive a full (100%) refund of their tuition and fees for that course. To withdraw, the student should immediately contact the Office of Records and Registration, St. Cloud State University, 720 Fourth Avenue South, St. Cloud, MN 56301-4498; phone (612) 255-2111.

Educational Conferences with Credit Option: If an individual cancels registration five (5) working days or less prior to the event, a refund of the workshop/seminar conference fee, less a \$15 handling fee, will be issued. Tuition monies will be refunded in full with registration cancellation.

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 cashiers window, 122 Administrative Services Bldg., 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 Cashiers Office, 122 Administrative Services Bldg., for further information.

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 coursework will 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.

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.

Consult the quarterly class schedule for specific "drop-add" dates. The student is responsible for knowing these dates.

Student fee statement and class schedule

Contact: Business Office
Cash Control
Phone: 255-4174

The following is a brief explanation of items printed on your fee statement. Review each item on your statement to verify that the information printed is correct.

1. **Charges for tuition:** Tuition amount is calculated by multiplying the number of credits (see Item No. 10) times the tuition rate.
2. **Union/activity fee:** Operation of the Atwood

Center, Student Activities, Health Services and Atwood debt reduction.

3. **MSUSA fee:** Minnesota State University Student Association

4. **Special course fees:** Fees for courses that have extraordinary costs

5. **Insurance**

6. **Dormitory charges:** Questions regarding charges can be directed to the housing staff, phone 2166.

Advance Registration: Fee statements indicate the total charges including tuition, fees, and residence hall. All students, including those receiving Financial Aid, have the option of paying the total amount due or a minimum of \$100 to reserve the class schedule. Full payment of tuition and fees, or the optional \$100 minimum, must be received in the Cashiers' Office by 2:30 p.m. on the due date indicated on the fee statement or the class schedule will be cancelled.

The balance of all tuition and fee charges must be paid by the tenth class day. After the tenth class day, a late payment charge in the amount of \$25 will be imposed without exception.

General Registration: Full payment of tuition and fee charges must be paid by the tenth class day. After the tenth class day, a late payment charge in the amount of \$25 will be imposed without exception.

Payment Information: Payments may be made by cash, personal check, or money order at the cashiers' windows in the Administrative Services Building. Checks or money orders may be mailed to St. Cloud State University/ Attention Cashier/ 720 Fourth Avenue South/ St. Cloud, MN 56301-4498. No two-party checks or personal checks greater than the amount due will be accepted. Checks returned unpaid by the bank will result in immediate cancellation of the class schedule and a service charge of \$15 will be imposed.

Fee payment for financial aid recipients

Contact: Business Office
Financial Aid Disbursements
255-4012

The Financial Aid Office will issue an award letter when your financial aid application is processed. Your financial aid award will not be listed on your fee statement. Please refer to the section "Student Fee Statement and Class Schedule" regarding payment information.

Scholarships, grants, and Perkins loans are applied directly to tuition, fees, and dormitory charges after the fourth class day. You must sign the statement acknowledging aid applied, and checks will be available for aid not needed for fee statement charges in the Atwood Ballroom from 9:00 a.m. until 4:00 p.m. on the eighth and ninth class days. The actual dates will be posted outside the Business Office, 122 Administrative Services.

Bank loans cannot be released until your account is paid in full. You may write a personal check for the balance due and receive your loan check immediately. If you do not have a personal checking account, special arrangements may be made to process payment before releasing the loan funds to you. The special arrangements will cause a delay in the disbursement of the balance of your bank loan.

Due to limited cash availability, bank loan checks are not cashed on campus.

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 ever changing 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 State provides preliminary preparation in 22 professional fields, such as law and medicine. Within these programs are hundreds of career possibilities.

The degree programs currently available at SCSU are extensive 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 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

Contact: Carol Vick, Center for Continuing Studies
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 at the Center for Continuing Studies.

Bachelor of Elective Studies

Contact: Carol Vick, Center for Continuing Studies
255-3081

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 departments that indicate B.E.S. programs are available (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 at the Center for Continuing Studies.

Pre-professional programs

See the 1991-93 *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.

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

Additional information is available from the following faculty advisers:

Agriculture Thomas Clapp/MS 220/255-2288

Chiropractic Donald Peterson/MS 277/255-3211

Dentistry Gordon Schrank/MS 228/255-3047

Engineering Fields Charles Eckroth/MS 309/255-2778/Alexander McWilliams/MS 315/255-3154/Wendell Pou/MS 312/255-3145/Sneh Kalia/MS 317/255-4285/Arnold Lesikar/MS 314/255-3120/Don Trummel/MS 318/255-4171

Electrical Engineering Michael Heneghan/ECC 206/255-3252

Manufacturing Engineering Andrew Bekkala/ECC 114A/255-3255

Fisheries Management Steven Williams/MS 267/255-4255

Forestry Thomas Clapp/MS 220/255-2288

Home Economics Janet Woodard/MS 221/255-3490

Horticulture /Lester Lindstrom/MS 268/255-3048

Law Stephen Frank/BH 319/255-4131

Medical Records Administration Janet Woodard/MS 221/255-3490

Medicine Gordon Schrank/MS 228/255-3047

Mortuary Science Donald Peterson/MS 277/255-3211

Nursing Carol Pou/MS 230/255-4138

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 226/255-3035/Janet Woodard/MS 221/255-3490

Podiatry Donald Peterson/MS 277/255-3211

Veterinary Medicine Ralph Gundersen/BH 208/255-4136

Wildlife Management Alfred Grewe/BH 234/255-4135



College of Business

Dean: James M. Kelly, BB-124
Phone: 255-3213

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 ENG 162, MATH 131; BCIS 240, 241; ACCT 291, 292, 293; ECON 205, 206; and most general education requirements.
2. achieved an overall grade point average of 2.65.
3. achieved a grade of "C" or better in the following courses: ACCT 291 and 292, ENGL 162, BCIS 240, and MATH 131.
4. obtain an admission to major program form from the student services office, BB 123.
5. completed the major-minor program form with the assistance of a 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, Business Building 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 a minor program

If you major in business you may not select a business minor. Students selecting a major in colleges other than the College of Business may choose one of the five minors in business: accounting, international business, management, marketing, and BCIS. A 2.65 grade point average is required.

Requirements

A student must be admitted to pre-business or be admitted to a major and have a 2.5 GPA to enroll in Accounting 291, 292, 293; BCIS 240, and 241; Marketing 235. The major need not be offered by the College of Business. To enroll in 300- and 400-level courses offered by the College of Business a student must be admitted to a major (any major) and have completed 96 credits and have a 2.65 GPA.

Internship in business

Business majors who have achieved a minimum GPA of 2.65 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 following the completion of the internship.

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 are 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 buscore 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 are limited to those courses offered at levels no lower than the levels of comparable courses offered in the College of Business.
4. Obtain a "Permit to Register" form from the student services office (room 123) each quarter until officially admitted to the major program.
5. Transfer students with a GPA of less than 2.65, but more than 2.50, are required to complete at least 24 credits at SCSU with a GPA of at least 2.65 before being admitted to a business major. 200-level business courses may be taken to satisfy the 24-credit requirement.



6. Transfer students with a GPA of less than 2.50 will be required to complete 32 credits of non-business classes at SCSU and earn a GPA of at least 2.65 before any business classes can be taken.

A comprehensive examination may be requested to establish competence in a subject.

College of Business probation policy

Students officially admitted to a major program in the College of Business who do not maintain a cumulative grade point average (GPA) of 2.0 will 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 a cumulative 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 162 4 Cr.
Social Science 104 4 Cr.
Humanities^b 4 Cr.

2nd Quarter

English 163^a 4 Cr.
Speech 161^b 4 Cr.
Social & Behavioral Science^b 4 Cr.

3rd Quarter

Philosophy^b 4 Cr.
Natural Science & Math^b 4 Cr.
ECON 205 or 206 4 Cr.
Physical Education^b 1 Cr.

SOPHOMORE YEAR

1st Quarter

BCIS 240 4 Cr.
ACCT 291 4 Cr.
Social & Behavioral Science^b 4 Cr.
Natural Science & Math^b 4 Cr.

2nd Quarter

BCIS 241 4 Cr.
ACCT 292 4 Cr.
Natural Science & Math^b 4 Cr.
Social & Behavioral Science^b 4 Cr.
Physical Education^b 1 Cr.

3rd Quarter

ACCT 293 4 Cr.
MKGB 235 4 Cr.
Natural Science & Math^b 4 Cr.
Humanities/Fine Arts^b 4 Cr.

- a. This requirement could be met by demonstrating competency. Refer to the general education section of the Student Handbook.
- b. Refer to the general education section of the Student Handbook or Undergraduate Bulletin.

College of Education

Dean: Bernard Oliver, EB-A113
Phone: 255-3023

All students working toward a bachelor of science degree in teacher education must apply for admission to:

1. A major program of study
2. The teacher education program
3. Student teaching

Application for admission to a major program of study

The College of Education, in conjunction with other colleges at SCSU, offers a variety of programs leading to teaching licensure in Minnesota. Students interested in the following licensure fields should correspondingly contact:

Prekindergarten

Early childhood and family studies

Elementary (grades K-6)

Teacher development

Secondary (grades 7-12)

See individual departments, i.e. mathematics, biology, etc.

Middle school (grades 5-9)

Teacher development

Middle school science (grades 5-9)

Biology or chemistry

K-12 programs (art, music, physical education, health, communication disorders)

See individual departments

Special education

Special education

Media/library science

Information media

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

1. Major program of study—see individual departments
2. Teacher education—Office of the Dean, College of Education
3. Student teaching—Department of Teacher Development

Major Program of Study. All students need to apply to a major program of study before they can be admitted to teacher education. Students should contact the individual departments for requirements for admission. If students are planning to obtain a minor or another teaching endorsement (i.e., coaching, driver training, etc.), they must have a minor endorsement adviser as well as a major adviser.

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.

1. Students must have taken the Minnesota Pre-Professional Skills Tests (PPST). *See below.*
2. Students must complete an application for admission to the teacher education program. The forms are available from the dean's office, College of Education.

3. Students must have attained an acceptable overall grade point average and have minimum of 48 quarter hours with 16 of these quarter hours at St. Cloud State University.
4. Students must have completion of English 162 and 163, and Speech 161 with a grade of "C" or better.
5. The student must have been admitted to a major program.

NOTE: Students not admitted to the teacher education program because they have not met one or more of the above requirements, will be responsible for notifying the dean of the College of Education when the above requirements have been met.

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

Application for student teaching

All students must apply for student teaching through the Department of Teacher Development. Education students are required to attend student teaching orientation which is held during winter quarter, prior to the academic year in which student teaching occurs. (In other words, if you are planning to student teach during the 1992-93 academic year, you must attend the orientation during winter quarter 1991-92.)

Requirements for student teaching eligibility include admission to the major, admission to teacher education, 2.50 GPA, and completion of necessary courses.

Minnesota Pre-Professional Skills Tests (PPST)

By Minnesota law, all persons applying for initial teacher licensure in Minnesota after April 4, 1988, must show evidence of having passed the Minnesota Pre-Professional Skills Tests. The PPST is administered 6 times per year at designated test sites, of which SCSU is one. There is a fee for the test and registration forms are available in the dean's office, College of Education.

Students are encouraged to take the PPST during their sophomore year or immediately after taking ED 220 or 221. Students will not be permitted to enroll in upper division education courses without prior completion of the PPST.

Applied Psychology

Contact: Robert J. Murphy, EB-A209
Phone: 255-3131

Applied psychology is a relatively new department which is developing an undergraduate major and minor program. This program will provide students with an opportunity to gain the skills and knowledge necessary to obtain employment in a variety of social service agencies, educational settings, business, and health care facilities.

At the graduate level, the applied psychology department offers masters degree programs in community counseling, rehabilitation counseling, school counseling and behavior analysis.

Applied psychology also offers a chemical dependency certificate program at both the graduate and undergraduate levels. This certificate prepares students for positions in a wide variety of treatment settings.

Child and Family Studies

Contact: Minors and licensure students: Robin Hasslen or Jack Mayala, EB-B118
Phone: 255-3124

A minor in early childhood and licenses in pre-kindergarten, early childhood special education, early childhood family education, and parent education are offered.

The programs serve students enrolling in other major areas of study. 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 licensure courses as part of a bachelor's degree program, students will be recommended for these licenses.

A recommended sequence of courses for the minor would be:

Freshman and Sophomore Year: CFS 220 or CFS 260

Junior and/or Senior Year: CFS 421/360, 422/360, 315/360, 431/360, 423/360, 433/360 and 460 (student teaching).

Health Education and Traffic Safety (HETS)

Contact: John Palmer, EB-A124
Phone: 255-4251

The Department of Health Education and Traffic Safety provides educational activities which prevent trauma, disease and disability and prepares students to teach health classes at the K-12 level, as well as promoting education in personal wellness leading to optimum human efficiency.

Programs are designed to meet the needs of individuals and agencies associated with health and safety. The programs within the department include: health education, community health, chemical dependency certificate program, driver education licensure, and traffic safety minor.

Human Relations and Multicultural Education (HURL)

Contact: Doug Risberg, EB-B118
Phone: 255-3124

The Department of Human Relations and Multicultural Education provides education in self-awareness and skills essential for living and working in a pluralistic society. Specifically, the topics addressed by the center include racism, sexism, ageism, and oppression based on class, religion, disability, mental retardation, physical appearance, and sexual preference. Human relations and multicultural education is a multidisciplinary applied field which examines the impact of power, resources, cultural standards, and institutional policies and practices on various groups in our society and how people may be effective in creating social and institutional change. A baccalaureate minor as well as general education courses are available for those planning to enter or are already in education, government, health care, business, and industry.

The department serves as an academic and developmental resource to students, faculty, university programs, departments, administration, community institutions and organizations. Spe-

cifically, the department (1) offers a baccalaureate minor; (2) provides quality courses that fulfill the human relations certification for teacher licensure in the state of Minnesota; (3) provides courses, resources, and leadership in meeting the NCATE standard on multicultural issues for other liberal arts and professional majors and minors: women's studies, minority studies, local and urban affairs, gerontology, and educational administration; (5) provides general education courses for all St. Cloud State University students on human relations and multicultural issues.

The 24-credit minor is designed as a short or second minor; the 36-credit minor provides an option for those wishing more extensive study. Both minors are available to persons in all degree programs. Note: HURL 491 should be taken near the end of the program.

Students interested in pursuing a master's degree with a focus in human relations should make an inquiry with the graduate dean about the special studies option.

Information Media (IM)

Contact: Jeanne Hites CH-222
Phone: 255-2062

The Center for Information Media offers coursework dealing with concepts and preparation for career involvement in the world of information media. Three 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.

Information Media Minors

Two undergraduate minors are offered through the Center for Information Media. A 24-credit or 36-credit minor, for persons in a B.A. or B.S. degree program is available. A 36-credit B.E.S. minor is also available.

Students are encouraged to meet with the minor adviser to plan a course study which would most complement the major.

Courses in understanding Learning Resources Services

IM 104, Introduction to Learning Resources is offered to freshmen 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 freshmen and other new students doing research and readings related to current interests and coursework, and will give students skills to use throughout their careers.

IM 204, Research Strategies examines basic university level research while utilizing multicultural, gender, and minority content and issues in Library Learning Resources. IM 204 may be taken as a MGM general education course.

Physical Education, Recreation and Sport Science (PERSS)

Contact:

Physical Education: Robert Waxlax, HaH-200, 255-2155

Recreation: Therese Sheehan, HaH-217, 255-3103

Physical Education (PE)

A student planning to major in physical education may choose to have a teaching (B.S.) or a non-teaching major (B.A.). Other programs that are offered in the department include an athletic training minor, dance minor, elementary education emphasis, athletic coaching minor, athletic



coaching licensure, and developmental/adapted physical education licensure. It is strongly recommended that students start taking the 100- and 200-level physical education major classes in their freshman and sophomore years along with their general education courses. Interested students should see the *Undergraduate Bulletin* for required courses, contact the department office for further information, and seek a physical education faculty adviser.

Recreation (REC)

Programs offered in recreation include a non-teaching major, a recreation minor, and a therapeutic recreation minor. REC 133 and 135 are prerequisite to all other recreation courses and must be completed prior to application for admission to recreation major. Students interested in recreation should see the *Undergraduate Bulletin* for required and elective courses. They also should seek a major adviser in the recreation department.

Psychology (PSY)

Contact:

Christina McGlasson, WH-102 255-4157

The psychology department is highly committed to a strong liberal arts program. Courses span the major areas of psychology (developmental, cognitive, social, personality, abnormal, industrial, physiological, environmental, learning, and motivation) and afford a solid basis for students interested in a major or minor. An active Psi Chi/Psychology Club and the Experimental Psychology Research Group offer exceptional experience for students interested in psychological research for intrinsic reasons or in preparing for graduate school. Well-equipped facilities for basic research are available for student use.

Students are encouraged to contact the department office for further information, advising, and plans for program of study.

Special Education (SPED)

Contact: Sandra C. Reese, EB-A211

Phone: 255-2041

The major prepares one to teach in a variety of situations. Students will be licensed to teach mild/moderate mentally handicapped students (K-12) and will choose one or more K-12 licenses in the areas of moderate/severe mentally handicapped, specific learning disabilities, or emotionally/behaviorally disordered. The special education license can also be combined with other areas such as elementary or secondary education or childhood and family studies. Students planning to major in special education should have most of their general education courses completed before enrolling in major courses.

During the sophomore year students should complete the following courses needed for the comprehensive major: APSY 262, 362, 463, 497; HETS 125, 405; IM 468; MATH 250; SPED 403.

Because of the choice of licenses students should contact and work closely with an adviser in order to receive maximum benefit from the major program.

Teacher Development (ED)

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 at least one-half their general education program before entering the elementary education program, including MUS 100 plus a general education math course. Students also should take ED 220 in 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. Students are responsible for their own transportation to field experiences in schools.

Anticipated changes to take effect winter 1991-92 will be:

1. A student must have a 2.75 GPA to be admitted to the program, and
2. The PPST must be taken before students will be allowed into 300 or 400 level courses.

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 or related 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, Health, Music, Physical Education) will major and/or minor in the discipline(s) which they intend to teach. The introductory block of ED 221/103 should be taken in the sophomore year. See the *Undergraduate Bulletin* for other professional education courses and requirements. Students are responsible for their own transportation to field experiences in schools.

Student Teaching Program

Contact: Director of Professional Experiences
EB-A132

Phone: 255-4886

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. Early admission to Teacher Education is required for student teaching.

SCSU has student teaching sites in Central Minnesota, Minneapolis, northwest metro area, Arizona, northern England, and Costa Rica. One American Indian site in Minnesota presently is being developed. Common Market student teaching also is available through the Minnesota State University System campuses.

Applications for student teaching assignments for the following academic year are due during January. 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*. Students should apply for Teacher Education prior to submitting applications for student teaching.

College of Fine Arts and Humanities

Dean: Michael Connaughton, Kvac
101

Phone: 255-3093

Art

Contact: Chairperson, Kvac-111
Phone: 255-4283

Students contemplating a major or minor program in art, whether in studio, art education, or graphic design, should enroll for the following core courses in their first year:

- ART 100 Foundations of the Visual Arts
- ART 101 Basic Design
- ART 111 Beginning Drawing
- ART 102 Design II
- ART 103 Color Theory

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 strongly suggested that students contemplating a major or minor in art contact the art department to speak with a major adviser. Schedules may be planned a year in advance by taking this necessary step.

Students not contemplating a major in art but wishing to satisfy the general education requirement, should enroll in:

ART 131. Introduction to the Visual Arts. A topical introduction to the visual arts as a unique form of human communication and the appreciation of its many forms. Slide lectures, films, videos, art exhibitions. This is a general education course and it *should not* be taken by art majors or minors.

OR

ART 130. Studio Art. An opportunity for non-majors to learn and practice art techniques in a "hands-on" class. Different studio courses offered each quarter; consult the quarterly schedule. This is a general education course and it *should not* be taken by art majors or minors.

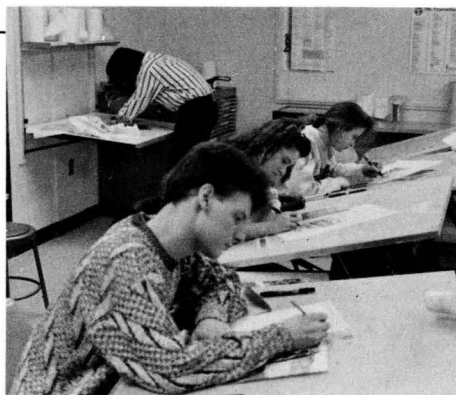
Communication Disorders (CDIS)

Contact: Chairperson, EB-A216
Phone: 255-2092

Undergraduate degrees in communication disorders at SCSU are preprofessional in nature. A master's degree is required as the minimal level of professional preparation needed for entry into the profession. Early in their college career, students planning to major in communication disorders should consult with a department faculty member to discuss degree options, scope of the curriculum, employment opportunities, teacher licensure issues, and professional standards.

During the sophomore year, CDIS students are encouraged to take CDIS 130, 224, and 322 along with APSY 262, and ED 220. In addition, CDIS students are expected to take mathematics, human biology and physical science courses within the natural sciences and mathematics area of the general education curriculum.

Students generally apply for admission to the CDIS major during the first or second quarter of the junior year. Students should adhere to the



following considerations in preparing for admission to the CDIS major:

1. The process of applying for admission to a major in communication disorders is initiated by securing the proper forms from the department secretary, at which time a departmental adviser is assigned.
2. Students should have completed 12 to 15 credits of CDIS courses before seeking admission to the major.
3. Students must have earned an accumulative grade point average of 2.75 or better in order to be admitted to the CDIS major.
4. Students must be accepted into the major before they are allowed to enroll in practicum courses.

Students who elect the Bachelor of Science degree option must apply for admission to teacher education after having been admitted to the major. For admission to teacher education, students must take the Preprofessional Skills Test (PPST) and complete appropriate forms secured from the office of the dean of the College of Education. The PPST must be taken before students can enroll in upper division (300 & 400 level classes) in the College of Education.

English (ENGL)

Contact: Chairperson, 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 chair.

Potential majors and minors are advised to take any of the 200-level courses listed in the major program.

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 offers 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 *Upper Mississippi Harvest*, 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.

Foreign Languages and Literature

Contact: Roland Specht-Jarvis BH 218
Phone: 255-4141

Students continuing a foreign language begun in high school should enter the SCSU sequence at an appropriate level as soon as possible, preferably during the fall quarter of their freshman year. Due to variations in programs and in time elapsed since previous study, a precise equivalence cannot be assigned, but as a general rule, one year of high school study may be considered to equal one quarter at SCSU. A student with previous foreign language study may not normally take the SCSU course numbered 131 in the same language without permission of the instructor; with one year of the same language in high school, he/she should register for 132; with two years in high school, for 132 or 133; with three years in high school, 211; with more than three years in high school, for 211, 212, 243, or 311. Adjustments in placement based on individual competence may be made during the first week or two of each quarter; however, to avoid schedule conflicts, a placement interview with a member of the target language faculty is recommended where uncertainty exists.

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 Toulouse program in France, each involving two quarters of foreign study.

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

NOTE: 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 the 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: Amde-Michael Habte, 125 Stewart Hall
Phone: 255-3293

Freshmen who are interested in a mass communications major or minor should take Speech 161, and English 162 and 163 as soon as possible. Any freshman may take Introduction to Mass Communications, COMM 220, 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.

Students must maintain an overall GPA of 2.5, pass a departmental pretest and a typing proficiency test to be admitted to a major or minor. The typing proficiency test is also a prerequisite to beginning reporting classes.

Students intending to major in mass communications also must choose a possible second major, minor or foreign language area of study.

Music (MUSE, MUSM, MUSP)

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

Students who are interested in pursuing a music major should consult with the music department chairperson. Four-year curriculum outlines are available in the music office to help course selection and planning.

Freshman Requirements:

1. Music Theory: required of all freshmen
MUSM 101 and MUSM 111-fall quarter
MUSM 102 and MUSM 112-winter quarter
MUSM 103 and MUSM 113-spring quarter

Students may petition to waive any course by examination.

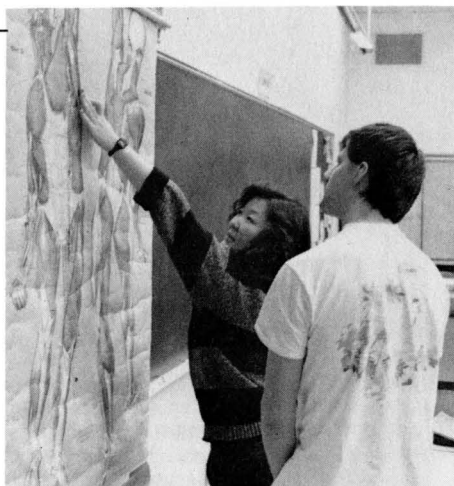
2. Music Performance:
All freshmen should participate in a major performance ensemble each quarter. They should be concurrently enrolled in private applied lessons in their major area, and private or class piano.

Philosophy (PHIL)

Contact: Al Phillips (major-minor adviser) or the department chair, BH-123
Phone: 255-2234

A major or minor in philosophy will take you through a series of courses that examine basic questions about knowledge, existence, and the meaning and value of life. The approach is analytical, so studying philosophy is an excellent major or minor for those going into business, law, medicine, or other professions. Nationally, philosophy majors do very well in professional careers.

We have majors and minors that are interdisciplinary as well as purely philosophical. This allows you to combine philosophy with almost any other major and minor. Suitable first courses would be PHIL 260, Introduction to Philosophical Methods, PHIL 279, Survey of Western Philosophy or PHIL 200, Contemporary Moral Problems.



Speech Communication (SPC)

Contact: Chairperson, MS-129
Phone: 255-2216

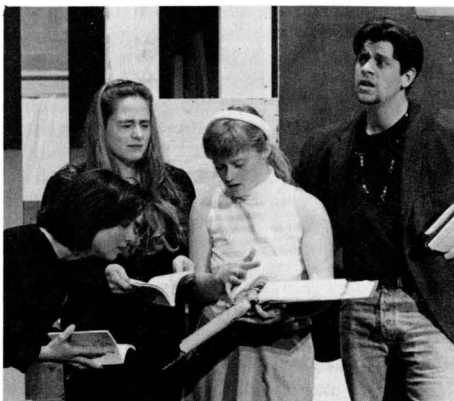
Each applicant for a major first must be assigned to and meet with an adviser who will guide the applicant through the process. Requirements vary somewhat among the types of major programs available: 48 credit B.A. major; 36 credit B.A. major (only as a second major); 72 credit B.S. interdepartmental major; 48 credit B.S. major for teaching speech (SPC 452 must be completed prior to student teaching). It is suggested that 400-level courses be taken the junior or senior year.

Theatre and Film Studies (THFS)

Contact: Lin Holder, PA-212
Phone: 255-3229

Freshman students contemplating a major or minor in theatre must complete Theatre 234, 235, and 236: Introduction to Theatre, Introduction to Drama, Introduction to Production, in her/his freshman year.

Upon completion of THFS 234, 235, and 236 and the university requirement of 32 credits, the student then should 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 select an adviser in the Department of Theatre and Film Studies and pursue studies in all phases of theatre with optional specialization in acting, directing, costuming and design. The department also offers a minor in film studies. A brochure is available in the department office.



College of Science and Technology

Dean: G. Richard Hogan, MS-145
Phone: 255-2192

Biological Sciences (BIOL)

Contact:

Freshmen: John Cronn, MS-270, 255-3207
David DeGroot, MS-225, 255-3065
Patricia Hauslein, MS-222, 255-3005
Keith Knutson, MS-269, 255-2194
Standley Lewis, BH-239, 255-4284
John Peck, BH-209, 255-4137
Transfers: Wayland Ezell, MS-219, 255-3456
B.S.(Teaching) majors: (A-K) David Kramer, MS-223, 255-3009; (L-Z) Patricia Simpson, MS-224, 255-3012

FRESHMAN YEAR: (varies with major program)
Fall—Biology 201, Chemistry 215, Math 131 or 132

Winter—Biology 202, Chemistry 216
Spring—Biology 202 or 203

SOPHOMORE YEAR: (varies with major program)

Fall—Biology 303 or 332, biology electives
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. Some programs require additional courses in chemistry, math, etc. Consult the *Undergraduate Bulletin* for specifics.

Biology sequences may be started in winter or spring quarters or in summer terms. Mathematics requirements should be taken as early as possible.

Biotechnology

Contact: Denise McGuire, MS 272
Phone: 255-4975

Biotechnology is an exciting new field which uses genetic material of natural organisms to produce products for the medical, agricultural, and food industries. To prepare for careers in biotechnology, students must understand the basic biology and chemistry of microorganisms, plants, and animals. This degree program prepares students for graduate studies, research, teaching or employment in industry.

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

BIOL 201, 202, 203
CHEM 215, 216, 217
MATH 241, 242, 243

Specific information and recommendations are available at the departmental office.

Chemistry (CHEM)

Contact: Jack F. McKenna, 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 either CHEM 102 or CHEM 201 in preparation for CHEM 215.

The chemistry department offers an American Chemical Society approved program.

Students planning to apply to medical school may elect the chem-med option.

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

Students who intend to major in chemistry should consult with a departmental representative during their first quarter.

Computer Sciences (CSCI)

Contact: Annette Schoenberger, ECC-139B
Phone: 255-4966

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 131. 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 prerequisite 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 60-credit applied computer science major are required to complete a compatible minor subject to adviser approval.

Students interested in computer literacy should contact the department concerning the microcomputer studies minor.

Earth Sciences (ESCI)

Contact: Ivan Watkins, MS-46
Phone: 255-3260

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. SCSU degree programs prepare students 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:

Math 241, 242, 243 (for all B.A. and B.S. meteorology majors)
Physics 234, 235, 236 (for all BA and BS meteorology majors)
ESCI 240, 250, 284
CHEM 215, 216

For B.S. (teaching) students, the core includes: BIOL 201, 202, 203, and the physics sequence is replaced by PHYS 231, 232. 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.

Electrical Engineering (EE)

Contact: Bruce W. Ellis, ECC-211
Phone: 255-3252

Electrical engineering is an exciting technical field with work in electronics, computers, control and communications systems, and computer aided design. Entering students should be well prepared in high school mathematics (through precalculus), physics, and chemistry, with above average academic abilities in these areas. Courses are available for students without the above background, but those students will be delayed in entering the program.

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 235, EE 155, general electives

Specific information and recommendations are available at the department office.

Environmental Studies (ENV)

Contact: Director, S. L. Cohn, MS-271
Phone: 255-4912

Environmental studies prepares students to understand the causes, effects, and possible solutions of various environmental problems, such as air and water pollution as well as hazardous waste disposal. 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 requires 36 hours to include 20 hours of required core courses, the balance being approved electives. Suggested sequence is BIO 101 and an introductory chemistry course during the freshman year. ENV 210 should be completed during the sophomore or junior year. It is strongly recommended that ENG 163 and IM 140 be completed prior to enrolling in ENV 210. The environmental studies minor is a valuable supplement to a variety of majors, not only for personal awareness, but especially for obtaining unique qualifications demanded by future employers.

Industrial Studies (IND)

Contact: Chairperson, HH-216
Phone: 255-3235

During the first two years of her/his course of studies as a major within the industrial studies department, the student should enroll in the following:

OPTION 1—TECHNOLOGY EDUCATION*

IND 111
IND 112, 124, 134, 144, 151, 184, 224, 234, 244, 284

OPTION 2—INDUSTRIAL/TECHNICAL

IND 110, 111, 112, 124, 134, 144, 184, 151 or MATH 131; TECH 170; MCS 267

OPTION 3—TECHNICAL TRAINING IN INDUSTRY

IND 110, 111, 112, 124, 134, 144, 184, 151 or MATH 131; TECH 170; MCS 267

*NOTE: Incoming industrial studies majors in option 1 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 judgement 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*).

Manufacturing Engineering (MFGE)

Contact: Ahmed ElSawy, ECC-211
Phone: 255-3252

Manufacturing engineering is interdisciplinary in nature covering courses in mechanical, electrical, materials, and industrial engineering. Manufacturing engineers work in industry to improve the productivity, quality and manufacturability of products. Entering students should be well-prepared in high school mathematics (through pre-calculus), physics, and chemistry with above-average academic abilities in these areas. Courses are available for students without the above background, but it will take them longer time to fulfill the requirements for admission to the major.

FRESHMAN YEAR:

Fall quarter—MATH 241, CHEM 215, PHYS 234, general electives
Winter quarter—MATH 242, CHEM 216, PHYS 235, general electives

Spring quarter—MATH 243, CSCI 274, PHYS 235, general electives
Students should contact the department for information about the current curriculum requirements.

Mathematics (MATH) and Statistics (STAT)

Contact: Howard A. Bird, ECC-139
Phone: 255-3001

Students planning to major or minor in mathematics and/or statistics 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 advanced 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 mathematics and statistics department office, ECC 139, for placement advice prior to enrolling in their first math course. Students majoring in mathematics and/or statistics generally will be required to complete a minor, a second major, 12 credits of foreign language, 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 the supporting area of 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 131

Students interested in nuclear medicine technology should take the same courses as medical technology students for the first two quarters.

Physics (PHYS), Astronomy (ASTR) and Engineering Science (ENGR)

Contact: Bill Dalton, MS-308 or R. Schoenberger MS-311, or Mark Nook, MS-313
Phone: 255-2011

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, Astronomy, and Engineering Science offers several tracks or specializations within the physics major. Prospective students should meet with the major adviser for further information.



Technology (TECH)

Contact: Department Office, HH-216
Phone: 255-2107

Students planning to major in any of the programs in the technology department must complete certain courses before applying for admission to the major. Students should contact the department for current curriculum requirements. It is in the student's best interest to have an adviser from within the department and to seek an appointment with this adviser as soon as possible. During their first quarter students should enroll in ENGL 162 or SPC 161, the first math requirement (see note below), and at least one TECH class, preferably TECH 101, 165, 270 or IND 110, depending on the major.

NOTE: Students who completed and returned the mathematics advising materials mailed to them in the spring receive initial math course recommendations at new student registration. Prospective majors who did not participate in the spring advising process are urged to report to the Math Skills Center in Lawrence Hall for placement advice prior to enrolling in their first math course. TECH 124 has a prerequisite of IND 110 or demonstrated competency and requires permission of the instructor to register.



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: William Morgan, SH-341
Phone: 255-2140 or 255-2248

American Studies offers B.A. and B.S. majors and minors. The B.A. can be pursued either as a traditional liberal arts degree, or with a specific focus such as heritage preservation. The B.S. is designed for students seeking social science licensure.

As an interdisciplinary field, American Studies explores the diversity of American culture from the perspectives of art and architecture, literature, popular culture, social thought, and family heritage. Topical general education courses (101, 102, 302, 490) include: immigration, rural America, family heritage, Black experience, "the Sixties", urban heritage, American dream, Mothers and Daughters, and music and American culture.

A degree in American studies can lead to careers in teaching, business, writing and research, the media, historical preservation, and museum and historical society positions. Its liberal arts emphasis makes the American studies major an appropriate pre-professional degree.

General education offerings include: 101, 102, 302, 490.

Criminal Justice (CJS)

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

Criminal justice is a decision-making process that incorporates the management and control of crime and criminal offenders. The objective of the criminal justice program at St. Cloud State is to prepare individuals for professional careers at the federal, state, and local levels. These areas include law enforcement, courts, corrections, juvenile justice, and private security.

The baccalaureate program in criminal justice emphasizes the relations between law enforcement courts, probation and parole, corrections, juvenile justice, and private security. Students may specialize in subfields (law enforcement, court services, etc.) but first must study the general administration of criminal justice. After comprehensive study, the student may pursue the specialization through independent study, formal instruction, internships, individual research, and seminars.

East Asian Studies Minor (EAST)

Contact: Alton Wolfer, SH-362 or SH-365
Phone: 255-4935 or 255-2248

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.

East Asian Studies is an interdisciplinary study of China and Japan. The courses included in the program are drawn from several depart-

ments and colleges of the university. Opportunities are available to complete a substantial part of your coursework in a SCSU international program at Nankai University, Tianjin, People's Republic of China. The East Asian Studies minor is of particular value to students interested in pursuing majors with an international dimension.

Economics (ECON)

Contact: Michael D. White, SH-386
Phone: 255-3163

FRESHMAN YEAR:
Mathematics 131

SOPHOMORE YEAR:
Economics 205 and 206
BCIS 240 or STAT 229

The major program in economics has three tracks: economics, business economics, and public sector and not-for-profit economics. The economics track is a traditional liberal arts major; the other tracks are more narrowly focused, providing students with intensive training in specific uses of economic analysis in business or the public and not-for-profit sectors. Students intending to major in economics should consult with the department chairperson early in their college career.

Geography (GEOG)

Contact: C. W. Harper, SH 359
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, travel and tourism 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: Gerontology Director or Undergraduate Coordinator SH-365A

Phone: (leave a message at 2248)

A core of five courses is required of all minors:
SSCI 208 Introduction to Gerontology
BIOL 412 Biology of Aging
PSY 345 Psychology of Aging, Dying, and Death
SOC 350 Sociology of Age and Aging
GERO 411 Aging Policy and Programs

Students also must have an internship in an appropriate aging-related setting. Sixteen credit hours of electives are selected from a list of courses offered in departments throughout the university. Students must choose substantive

electives from majors other than their own. Occasionally, other courses may be selected as electives with the permission of the minor adviser.

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

Students considering a minor in gerontology should meet with the undergraduate coordinator.

History (HIST)

Contact: Edward J. Pluth, SH-283
Phone: 255-3165 or 255-4832

The history department offers a B.A., B.S., and B.E.S. major and minor. The department offers a variety of courses including many appropriate to the international studies and international business programs.

Students intending to major in professional areas are encouraged to take History 101, 105, 106, 140, 141, 150, 200, or 203 as part of general education. These topics and survey 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, 202, 203.

Courses at the 300 and 400 levels generally should not be taken until the sophomore year or later. Students who plan to seek licensure to teach history need to carefully plan their program and should consult early with the history department. Consult the department for changes or for career information.

For information on internships for history majors or minors in historical agencies, government, or business, contact Don Hofsommer, director of public history.

Local and Urban Affairs (URB)

Contact: Kent Robertson, SH-333
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 preprofessional 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, interested students are encouraged to enroll in URB 200 during their freshman or sophomore year.

Middle East Studies Minor

Contact: Alauddin Samarrai: SH-280
Phone: 255-4985 or 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-B120
Phone: 255-4928

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 and ethnic 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: Homer Williamson, BH-311
Phone: 255-4128

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: POL 101, 111, 251,

MAJOR

Freshman: POL 101, 111, 201, 251,

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 212

For further information contact Orville Schmidt, BH-312, 255-4129.

3. B.A. in public administration for students who intend to major/minor in public administration. The following courses are suggested:

MINOR:

Freshman: POL 111 a required course in the minor, is suggested.

MAJOR:

Freshman: POL 111, ENG 162, 163, and SPC 161 are requirements for admission to the major; also strongly suggested are the following general education courses: PHIL 120 or 122, CSCI 169, PSY 115, and SOC 160. POL 212, a required course in the major is suggested. Students also are strongly advised to take ECON 205, ECON 206, and MATH 131.

For further information contact Patricia Bodelson, BH 314, 654-5164 or Homer Williamson, BH-311, 255-4128

4. Pre-Law

Freshman: POL 111

For further information, contact Robert Becker, BH-313, 255-4130, or Stephen Frank, BH-319, 255-4131.

Psychology (PSY)

Contact:

Christina McGlasson, WH-102, 255-4157

The psychology department is highly committed to a strong liberal arts program. Courses span the major areas of psychology (developmental, cognitive, social, personality, abnormal, industrial, physiological, environmental, learning, and motivation) and afford a solid basis for students interested in a major or minor. An active Psi Chi/Psychology Club and the experimental psychology research group offer exceptional experience for students interested in psychological research for intrinsic reasons or in preparing for graduate school. Well-equipped facilities for basic research are available for student use.

Students are encouraged to contact the department office for further information, advising, and plans for program of study.

Social Science (SSCI) and Social Studies (SST)

Contact: Allen Stensland, Chair of Interdisciplinary Studies, SH-365

Phone: 255-3014

Students interested in majoring or minoring in social science B.A. or B.E.S. programs might wish to take Social Science 104, a general education course, as soon as possible as an introduction to the field. Students may then explore the field by taking 100-level or 200-level psychology, social science, or sociology. Students seeking admission to one of these major or minor programs must have a 2.0 average in courses taken in these fields.

Students intending to major or minor in the social science or social studies B.S. teacher education programs should take Social Science 104, a required general education course as soon as possible. Students must have a 2.5 average in order to be accepted into these programs. All students taking these programs as part of licensure to teach social studies in Minnesota secondary schools should consult with William Nunn (SH-393, 255-2056) as soon as possible.

Sociology (SOC) and Anthropology (ANTH)

Contact:

Sociology: John Murphy, SH-262A, 255-2294

Anthropology: John Murphy, SH-262A, 255-2294

Transfer students: Bill Paschall, SH-260, 255-2177

FRESHMAN YEAR:

It is advisable that students wishing to major or minor in sociology take Sociology 160 during their freshman year. This course has been identified as a general education course; the course is open to freshmen.

Students who wish to major in anthropology are advised to take Anthropology 150 during their freshman year. Anthropology 150 has been identified as a general education course. Prospective anthropology majors should take Anthropology 267 as soon as practicable.

SOPHOMORE YEAR:

Students majoring in sociology and anthropology and students planning on attending graduate school should take Sociology 278. Sociology 278 is a required course in sociology.



Anthropology majors and minors also can take other 200- or 300- numbered courses for which the prerequisite courses have been taken. Anthropology majors are expected to take a field school in archaeology, socio-cultural anthropology or an internship in museology or applied anthropology.

Sociology majors electing a general sociology track should also take Sociology 201 during their sophomore year. Please note that additional courses students should take depends upon whether the student elects a general, applied, or interdepartmental track. All students are urged to consult with their advisers to decide which courses they should take. In general, prospective sociology majors may take other 200- or 300-numbered courses for which the prerequisite courses have been taken.

Women's Studies (WS)

Contact: Pat Samuel

Phone: 255-4928

Prospective minors should obtain an outline of the requirements for a women's studies minor, from the women's studies office, Education Building B120. WS 201 should be taken at the beginning of the minor program. PSY 290, HURL 201, and SOC 273, are appropriate courses to choose early in the program. WS 201 and 415 are required for both the 36 and 24 credit minors. WS 491 is required for 36 credit minor.



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.

Academic Learning Center. Free tutorial help is available to all students. Focus is on helping students improve their study strategies and test taking skills. Specific assistance is provided with selected general education courses. 101 Stewart Hall; phone 255-4993.

Academic Learning Center

Reading and study courses with an individualistic approach are offered every quarter.

Reading 110 Reading/Study Skills emphasizes study strategies (approaches for organizing information to increase comprehension and recall), notetaking, test taking, and ideas for decreasing procrastination.

Reading 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*. The center is located in 101 Stewart Hall; phone 255-4993.

Free Individual Tutoring is available for students who want help in their other courses. Make appointments at the Academic Learning Center in 101 Stewart Hall.

Career Planning and Placement

The university offers a career planning and placement service for students in all areas of study.

The Center for Career Planning and Placement provides services designed to aid students and alumni in exploring and understanding the variety of career alternatives open to them; making career decisions and planning their career strategy; learning job search skills necessary to achieve their goals; increasing their opportunities to make direct and indirect contact with local and national employers.

Students are encouraged to contact this office in their freshman year. Counselors in the Center for Career Planning and Placement advise students on career trends and opportunities which can aid students in choosing a major or career. Studies of the labor market are constantly being made to determine present and future employment prospects.

In addition to career advising, the Center can help students throughout their career planning and placement process by providing a wide variety of services. These services include; instruction in resume and cover letter writing,

interviewing and job search skills; career and job fairs; job opportunity listings; Alumni-Student Career Connection (a career advisory network); employer contacts and information; career library; on-campus interviewing program; credential referrals; salary information; etc. There is no charge for these services.

A primary service available to students is the assembling, maintaining, storing and forwarding to prospective employers, a set of placement credentials which is a recognized aid in assisting candidates during their job search and employment process. Students are encouraged to activate their file during the last quarter of their junior year. Candidates who activating a file are then eligible to interview on-campus, receive the *Employment Bulletin* (job listings), be referred to employers seeking qualified candidates (candidate referrals) and have their credential file sent out to prospective employers. There is no charge for this service, if the student activates her/his file prior to graduation. Alumni may activate (or reactivate) their file for a nominal fee.

Please stop in the Center for Career Planning and Placement and discover how helpful they can be to 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 counseling process may 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, educational, and personality 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 103 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, a computerized occupational information system is available, which helps students obtain information on vocations and education much more rapidly.

Student Life and Development

The Student Life and Development office staff provides the functional supervision of the following major areas and programs: University Program office, Counseling Center and Academic Learning Center, Atwood Memorial Center, University Housing, Office of Scholarships and Financial Aid, Student Health service, Minority program, Recreational Sports office, fraternity and sorority program, the Orientation program, Handicapped Services, the University Organizations office, and the Women's Center.

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.

Women's Center

The university Women's Center opened in October of 1989 to address important needs of women on campus, with a focus on safety issues and equal educational opportunities. The Women's Center provides information and referral on services for women and on women's issues, advocacy and support in areas of sexual harassment and sexual assault, and educational programs. The Center works closely with student groups, community organizations, and the university as a whole to increase awareness of critical issues facing women and to promote equality for women on campus and in society.

The Women's Center is located in Colbert House North, phone 255-4958.

Financial Aid

Many federal, state, and university financial aid programs are available for St. Cloud State University students. If a student wishes to be considered for need-based financial assistance it is necessary for the student to submit a Family Financial Statement to American College Testing (ACT) with the proper processing fee.

This form may be obtained from any high school counselor or from the Office of Scholarships and Financial Aid. This is the only needs analysis document accepted by SCSU. ACT provides information which enables the aid officer to determine each student's eligibility for assistance.

In addition to the ACT form, each student is required to submit annually the required application materials made available through the Office of Scholarships and Financial Aid. Applications are generally available after January 1 of each year.

To receive any grant, loan, or work assistance a student must be enrolled in a degree or certificate program.

Grants

Pell Grant. This program is the "floor" of all financial aid. All students seeking aid are required to apply for this federal grant. Gift assistance under this program may total \$2,400 per year.

Supplemental Educational Opportunity Grants. Supplemental grants are restricted to undergraduate students who demonstrate a calculated financial need. Students may receive funds under this program until the undergraduate bachelor's degree is obtained for the first time.

Minnesota State Grant. Grants are made available to Minnesota residents who demonstrate financial need. These awards are restricted to undergraduate students.

Minnesota Part-Time Student Grant Program. Minnesota residents who are enrolled in 3-5 credits and are pursuing a course of study leading to a recognized degree or certificate are eligible to apply for these funds. These awards are based on financial need. Only students who are enrolled in 3-5 credits and who do not have their tuition and fees paid by any other agency, such as welfare or employer and who are not eligible for any other federal or state gift assistance can receive these funds.

Employment

Federal College Work-Study Program. Students with financial need may be able to obtain employment under this program. Students are assigned a job and generally work 11-15 hours per week.

Minnesota State Work-Study Program. This part-time employment program closely parallels the federal work-study program. Students are employed on and off campus under this program.

University Employment. A limited number of jobs are available at the university under this program. Financial need is not a criteria for obtaining regular on-campus employment. Information may be obtained from the University Student Employment Office, located at 101 Administrative Services Bldg., or by contacting the particular department where employment is desired.

Loans

Stafford Loan. These loans are available from commercial lenders. A student in the first or second year of an undergraduate program may borrow up to \$2,625 per academic year. A student beyond the second year, who has not successfully completed the undergraduate program, may borrow up to \$4,000 per academic year. The maximum aggregate loan for undergraduate students may not exceed \$17,250. Graduate students may borrow up to \$7,500 per year with an aggregate limit of \$54,750 including loans received at the undergraduate level.

This low interest loan is available to students who demonstrate a calculated need. The amount of the loan cannot exceed the student's calculated need. Financial need is determined by submitting a family financial statement (FFS) to American College Testing (ACT).

Stafford loan interest rate is 8% through the first four years of repayment, at which time it goes to 10%. Interest on this loan 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 month grace period the student is required to make minimum payments in the amount of \$50 per month.

All students borrowing under this program are also charged a one-time origination fee on the amount borrowed.

Parent Loans for Undergraduate Students (PLUS). This federal loan program has been established for parents to borrow up to \$4,000 a year to assist their son or daughter with educationally-related expenses. The maximum aggregate limit is \$20,000 for each eligible student. These loan limits do not include amounts borrowed by a student in the Stafford or SLS programs. Repayment begins within 60 days after the disbursement of the loan. The minimum repayment is \$50 per month. The interest rate for PLUS loans is set annually at the Treasury bill rate plus 3.75% with a 12% cap. Parent borrowers may request that principal payments be deferred while a student is in school. If additional information or applications are needed, please contact any participating lending institution or the Office of Scholarships and Financial Aid.

Supplemental Loans for Students (SLS). The SLS loan enables independent students to finance their post-secondary education. Eligible students may borrow up to \$4,000 a year with an aggregate loan maximum of \$20,000. These loan limits do not include amounts borrowed under the Stafford or PLUS programs. The interest rate for SLS loans is set annually at the Treasury bill rate plus 3.75% with a 12% cap. Student borrowers may request that principal payments be deferred while a student is in school. Applications are available at the Office of Scholarships and Financial Aid or any participating lending institution.

Perkins Loans. This 5% loan is available to students who are enrolled at least half-time and demonstrate a calculated financial need. No interest charges accrue while the student is enrolled at least half-time and during a nine-month grace period after the borrower ceases to be enrolled. The loan is repaid at a minimum rate of \$90 plus interest every three months. Certain teaching and voluntary service cancellation benefits are available to recipients of this loan.

Short-Term Loans. These funds are available to assist students 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. Contact the Office of Scholarships and Financial Aid for more information on this loan program.

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 1990 and 1991 calendar years, the SELF loan interest rate ranged from 7.25 to 9.5 percent. The current interest rate can be obtained by calling the state loan agency at 1-800-657-3866. The minimum loan size is \$1,000 and the maximum loan size is \$4,000 for a 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.

Private non-university scholarships

These are scholarships given by church and high school organizations, private businesses, and non-profit private organizations. If you have received a private scholarship, you should notify the Office of Scholarships and Financial Aid, since it may affect your total aid package. The donor of the scholarship is encouraged to send the check directly to the Business Office. If the award is \$750 or more, it is generally divided over the academic year to assist the student with budgeting. If you have any questions about your private non-university scholarship, or if the donor mails the check directly to you, check with the staff in the Business Office, 123 Administrative Services Bldg., when you come to campus.

SCSU scholarships

SCSU offers scholarships to incoming freshman and transfer students as well as continuing undergraduate and graduate students. Generally, incoming freshmen must be ranked in the upper ten percent of their high school class, and continuing students must have a cumulative grade point average of 3.5 or higher.

Many of the scholarships available at SCSU have an application deadline of April 1.

Information and applications for specific scholarships can be obtained from the Office of Admissions, AS-115, the Alumni and Foundation Center, and the various departments on campus. A complete listing of scholarships and the awarding criteria for each scholarship is available in the Office of Scholarships and Financial Aid, AS 106.

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.

AIDS policy

St. Cloud State University will follow the policies and recommendations of the Center for Disease Control of the U.S. Public Health Service and the Minnesota State Department of Health, will work in cooperation with local health authorities to prevent the spread of AIDS, and promote through education the prevention of AIDS.

Purpose: To assist the university community in responding to the medical, legal, social, and ethical questions posed by AIDS, St. Cloud State University guidelines are developed to:

1. Protect individual rights of confidentiality and freedom from discrimination.
2. Minimize the risk of acquiring AIDS.
3. Maintain an active, ongoing educational program that can provide accurate, up-to-date information to all members of the university community.

General Guidelines

Current medical information indicates that AIDS is not easily transmitted. It has not been shown to be spread through casual contact, but is transmitted via blood or body fluids; a) during intimate sexual activities, b) from infected mother to infant, c) by transfusion of infected blood or blood products, and d) shared use of intravenous needles contaminated by infected IV drug users. Individuals coming in contact with blood must take appropriate health care precautions.

There is no current evidence that students or employees who are infected with AIDS, ARC, (AIDS related complex), or have a positive HIV antibody test spread the infection by casual, ordinary contact. Current knowledge indicates that they do not pose a health risk to other students or employees in an academic setting.

The SCSU AIDS committee of faculty, staff, administrators, and students is responsible for establishing university policy, and reviewing and making recommendations regarding requests for special accommodations or restrictions for members of the SCSU community with AIDS, ARC, or positive HIV antibody status.

The above information is derived from the latest epidemiological data currently available and is the basis for the following guidelines:

- Guidelines concerning the handling of confidential medical information about students or employees with AIDS, ARC, or positive HIV antibody status follow the general standards for maintaining confidentiality, (i.e.: no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, parents, or anyone else, except as required by law, without the expressed written permission of the patient in each case). This position with respect to health records is supported by an amendment to the Family Education Rights and Privacy Act of 1974. The duty of physicians and other health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, threatening circumstances.
- Individuals who have an AIDS, ARC, or positive HIV antibody status, whether they are symptomatic or not, will be allowed regular classroom attendance and will be allowed to perform their usual duties in an unrestricted manner as long as they are physically able.
- There is no current medical justification for restricting access of students, or employees with AIDS, ARC, or positive HIV antibody status to student unions, theaters, restaurants, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, or other common areas.
- Initial admission of students or employment decisions for those applying to attend or work at the university will not include consideration of the existence of AIDS, ARC, or a positive HIV antibody status.
- Individual requests for special considerations or accommodations, as a result of AIDS, ARC, or HIV infection will be reviewed and recommendations made by appropriate members of a subcommittee of the SCSU AIDS committee. The selection of the subcommittee will be determined by the nature of the request to ensure confidentiality.
- The university will not undertake programs of required screening/testing of students or employees for antibody to HIV.
- Regular medical follow-up for those who have AIDS, ARC, or a positive HIV antibody status will be encouraged and will be available to students at the student Health Service. Students' medical follow-up will be coordinated with their private physician and other medical resources as appropriate. Employees will be encouraged to continue follow-up medical care with their private physicians.
- SCSU currently follows the safety guidelines proposed by the U.S. Public Health Service for the handling of blood, body fluids, and used needles or equipment. Since the identity of those who may be contagious usually is not known, safety procedures are implemented wherever blood or body fluids are handled.
- Individual departments, where there is an increased chance of injury or contact with blood or body fluids, will develop departmental guidelines. These guidelines will be consistent with the university guidelines. Departments identified at this time that have or will need to develop departmental guidelines are:



Health Services
Industrial arts
Residential Life
Maintenance/custodial
Child Care Center
Medical Technology program
Athletics/trainers
Biology/chemistry
Adult Fitness Lab
Security

Other departments may be identified at a later time and will be notified by the AIDS committee of the need to develop departmental guidelines. Any or all SCSU departments may develop departmental guidelines. These guidelines will be consistent with the university guidelines. Assistance in developing departmental guidelines can be obtained at Health Services. All departmental guidelines will be submitted to the SCSU AIDS committee for approval.

- The best currently available medical information does not support the existence of a risk to those sharing rooms with infected individuals. There may be, in some circumstance, reasonable concern for the health of any student with a weakened immune system, whether the student might be exposed to certain contagious diseases (i.e.: measles, chicken pox) in a close living environment. On a case-by-case basis, the administrative director and medical director of health services along with the director of residential life, upon consultation with public health authorities as needed may recommend that a student with AIDS, ARC, or positive HIV antibody status, seek special housing arrangements for her/his own protection. There is no justification for excluding students with AIDS, ARC, or positive HIV antibody status from residential on-campus housing. Prevention of transmission is best accomplished through the education of students and staff regarding behaviors known to transmit the virus.
- All individuals are urged to observe measures and practices to prevent possible transmission of the HIV. Infected individuals must take responsibility to strictly observe such measures. Infected individuals should advise their medical, dental, and eye-care professionals of their condition to prevent transmission when seeking regular health care. Any person with a positive HIV antibody status whose personal behavior and/or medical condition poses imminent risk to the campus community will be evaluated on an individual basis, consistent with established university policies, to determine if limitations in contacts, activities or continuation at the university are in the best interest of the student or employee and the university community.

Portions of this document have been taken from AIDS policies of the University of North Dakota and the University of Minnesota.

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, all students are reminded that their behavior must be appropriate.

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

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

Cheating in the classroom

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

- Assign a failing grade to the paper, examination, report, etc. on which the student was caught cheating, or
- Assign a failing grade for the course in which the student cheated, or
- Assign other appropriate sanction(s). The student must be notified of the offense and sanction. The instructor may report the case to Student Life and Development 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.

Copyright violation notice

Students should be aware that copyright laws exist and are posted on campus copy machines. Individuals are responsible for copyright violations should copyright laws be ignored when utilizing campus copy machines and not the university.

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 the Office of 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.

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, Health Services (Hill Hall). All counseling is confidential.

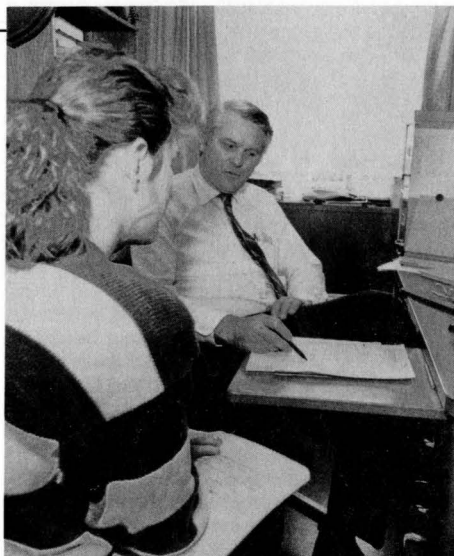
Financial obligations

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 published due dates. 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



well-being or harms public or private property is prohibited. State law prohibits tampering with fire alarms or removing fire fighting equipment. Violators will be subject to disciplinary action by the university as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

Firecrackers and firearms

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

Gambling

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

Interference with use of public property

Orderly dissent and demonstrations on campus are acceptable providing 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 subdivisions 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 for student life and development or a designee.

Racism and racial harassment policy

Harassment of students and employees on the basis of race, national origin and other protected characteristics is prohibited by state and federal laws and the Minnesota State University System board rules and regulations.

If you feel you have been subjected to racism and racial harassment you should:

1. Report the incident as soon as possible. It is important that steps be taken quickly so that racism and racial harassment will not continue to occur. It should be understood that in order to be covered by the State University System grievance procedure, the incident must be reported no later than 90 days after its occurrence. If the act has criminal implications, it is particularly important that it be reported immediately.
2. Keep careful records. Record the facts in a journal or on a tape recorder. Record dates, times, places, witnesses (including their names and addresses), and the nature of the harassment.
3. Contact university or city officials who can help you. You may bring witnesses, or ask a friend, faculty or staff member to accompany you.
4. If necessary, file a formal complaint or grievance.

For a complete copy of the Racism and Racial Harassment Policy, contact the Affirmative Action Officer, 209 Administrative Services Building, 255-3143.

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. Likewise, some actions requiring residence hall discipline may also be referred to the University Conduct Officer for consideration of further discipline if so deemed.

Sexual assault policy

Sexual assault, including acquaintance rape, will not be tolerated at St. Cloud State University. The university is committed to a campus environment which is free from the emotional and physical threat of sexual assault.

Sexual assault has been defined in detail in the Minnesota criminal statutes, and is included in the SCSU Sexual Assault Policy. Sexual assault is defined as sexual contact without the victim's consent. The SCSU Sexual Assault Policy includes definitions and institutional procedures which will assist in:

- providing clear and concise procedures for the reporting of a sexual assault. If you or someone you know has been sexually assaulted, immediately contact the Central Minnesota Sexual Assault Center at 251-4357 to receive support, advocacy and legal information; campus security at 255-4357; and, the St. Cloud Police at 911. In addition, the university Women's Center (255-4958) will assist victims in any way possible, through support, advocacy on campus, and information and referral.
- providing a process for on-going assessment and appropriate responses to correct unsafe campus conditions.
- providing a range of programs and services which educate SCSU community members on the potential of sexual assault and the development of effective response patterns to sexual assault.
- providing campus resources which will act in an advocacy and/or supportive role with sexual assault victims.

It is very important to report all sexual assault in the campus community to the director of the SCSU Women's Center. The director of the SCSU Women's Center is the person in charge of collecting and analyzing accounts of sexual assault in the campus community, and developing a network of referral resources responsive to the needs of sexual assault victims.

Regarding release of information, publicizing sexual assaults is necessary so that the campus community can make informed judgments and take appropriate preventable measures. Confidentiality will be protected and support for victims will be provided in every possible manner.

The complete SCSU Assault Policy is contained in the campus Procedures Manual. Sexual assault is a violation of the state criminal code and the SCSU Student Code of Conduct. Violators could face disciplinary action under both judicial systems. For more information, or a copy of the entire policy, contact the Women's Center director at 255-4958.

Sexual behavior

No one should pressure, psychologically or physically manipulate or force another to engage in unwanted sexual activity. Aggressive sexual behavior may result in disciplinary action.

Smoking

Effective January 1, 1989, smoking is not permitted in all university academic and administrative buildings. Smoking is permitted in specifically designated areas in Atwood Center and residence halls. In these areas where smoking is permitted, students are expected to place cigarette butts in the receptacles provided. (M.S. 144.411-144.417).



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

Code of Conduct

The code of conduct governing the behavior of students of St. Cloud State University insures the basic rights of individuals and reflects the practical necessities of the community. The code of conduct also prohibits and limits acts which interfere with the basic purposes, necessities, or processes of the university, or with the rights of its members.

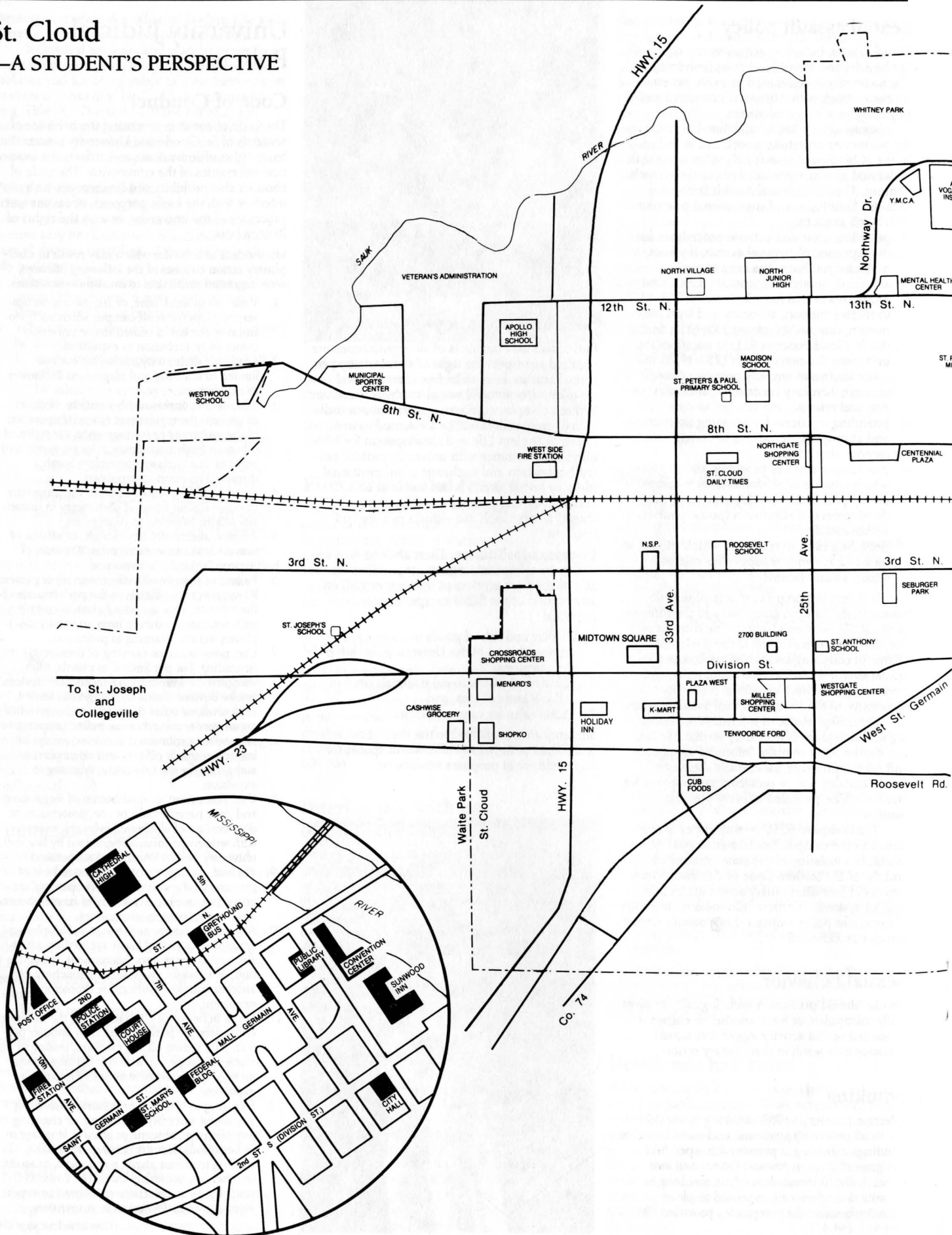
Misconduct or behavior which may result in disciplinary action consists of the following offenses, with suggested minimum to maximum sanctions.

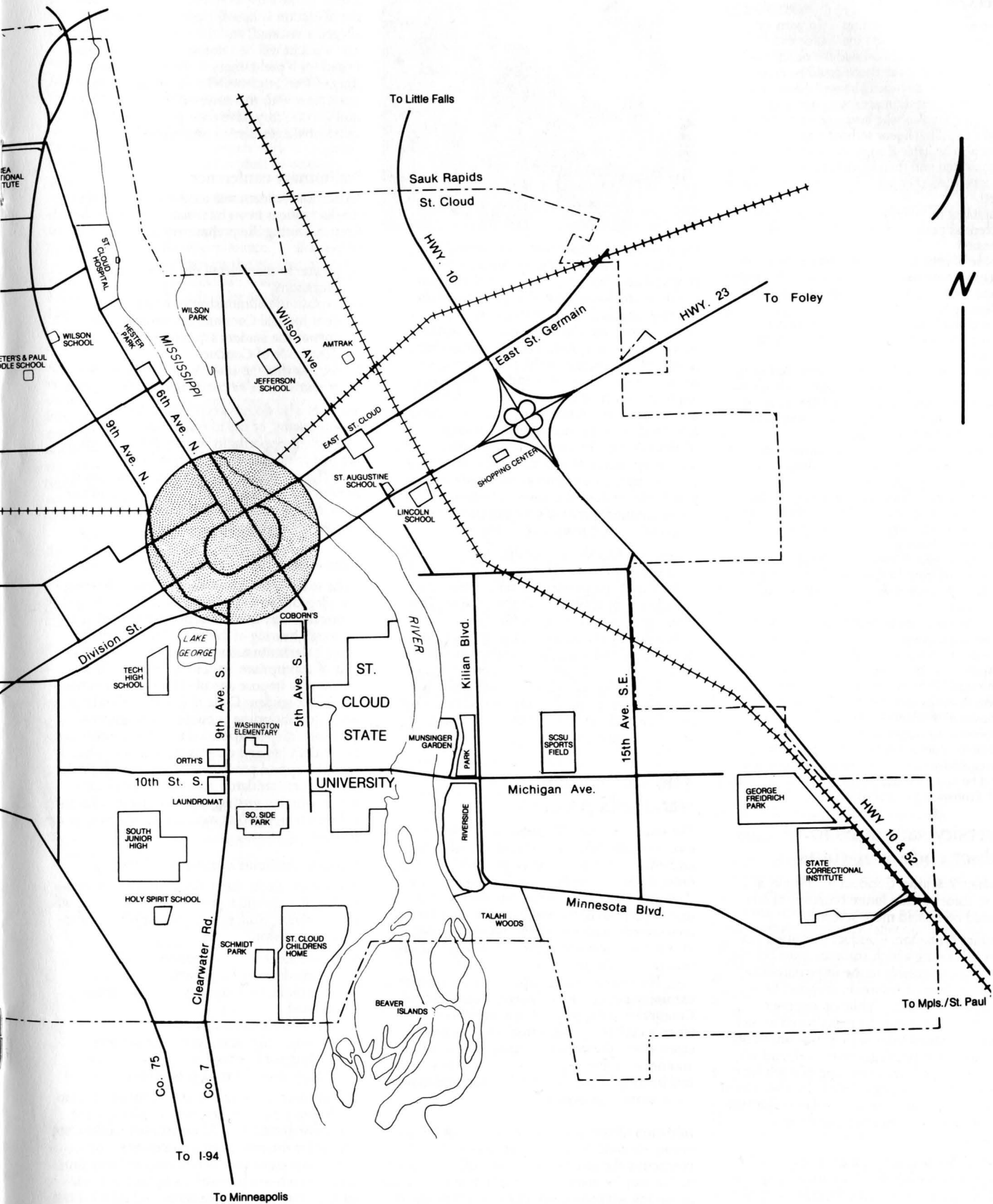
1. Violation of local, state, or federal law on university property or off campus when such violation of the law is related to the university community: Probation to expulsion.
2. Academic dishonesty, including but not limited to cheating and plagiarism: Probation to expulsion.
3. Actions that unreasonably interfere, obstruct, or prevent the regular and essential operation of the university or infringe upon the rights of others to freely participate in its programs and services. (i.e.: unlawful assembly, bomb threats): Probation to expulsion.
4. Furnishing false information to the university or other similar forms of dishonesty in university affairs: Warning to suspension.
5. Forgery, alterations, destruction, or misuse of university documents, records, ID cards, or papers: Probation to expulsion.
6. Failure to comply with directions of, or present ID to university officials in the performance of their duties. This includes failure to comply with sanctions resulting from university disciplinary action: Warning to probation.
7. Use, possession, or carrying of firearms, (including, but not limited to pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, handbills, dangerous knives, explosives, or other dangerous weapons while on university owned or controlled property, or at university sponsored activities, except by law enforcement officers and other persons authorized by the university: Warning to expulsion.
8. Use, possession, or distribution of illegal drugs and drug paraphernalia or use, possession, or distribution of alcoholic beverages, except with written permission permitted by law and university policy: Warning to suspension.
9. Theft of, damage to, or unauthorized use of property of the university, or property of the university, or property of any of its members or visitors: Warning to suspension.
10. Any willful attempt or threat to inflict physical, emotional, or sexual harm, racial slurs, offensive verbal statements, harassment, intimidation, or unlawful unconsenting touching of another without justification: Probation to expulsion.
11. Prank behavior or conduct which threatens or endangers the health or safety of another person. (i.e.: setting off fire crackers, pulling of fire alarm, or tampering with fire fighting equipment, careless use of matches): Probation to expulsion.
12. Engaging in brawling or fighting; disturbing any lawful assembly or meeting; or engaging in any offensive, obscene or abusive language or in boisterous or noisy conduct reasonably tending to arouse alarm, resentment, or anger in others on university-owned or controlled property, or at university-sponsored or supervised activities: Probation to suspension.

(Continued on page 24)

St. Cloud

—A STUDENT'S PERSPECTIVE



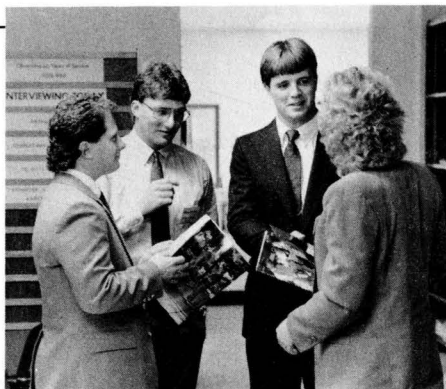


Code of Conduct, cont'd.

13. Parties and large gatherings—if a party or group of people disturb the "peace and decency" of a neighborhood the occupants and/or owner of the house could be accused of keeping a "disorderly house." Additionally, a host or organization accepting donations or charging for alcoholic beverages served may be guilty of selling liquor without a license and may also be liable if someone served becomes intoxicated and their behavior results in injury or loss to another person: Probation to suspension.
14. Gambling for money or other things of value, except as permitted by law: Probation to suspension.
15. Abuse of computer facilities, using the equipment without permission, or using the equipment for non-academic recreational purposes: Warning to probation.
16. Use of loud speakers and amplifiers out-of-doors without prior approval: Warning to probation.
17. Smoking and use of all other controlled substances are prohibited in all state-owned buildings except for a few specified areas (use of tobacco only), which are clearly designated by signs: Warning to probation.
18. Violations in the course of a demonstration or protest may be subject to disciplinary action: Probation to suspension.
19. Failure to meet financial obligations to the university: Warning to restricted registration.
20. Unauthorized entry into or use of university facilities: Warning to suspension.
21. Failure to follow university policies: distribution of literature; sexual assault; racial harassment; residence halls, athletics: Probation to expulsion.
22. Solicitation is prohibited on state property: Warning to probation.
23. Telephone harassment, threatening or obscene phone calls: Probation to suspension.
24. Intimidating or harassing any witness or any judicial committee member the university presenter is subject to disciplinary charges: Probation to suspension.
25. Removal from a residence hall program for disciplinary reasons will result in probation and be subject to review by the judicial council: Probation to suspension.

University sanctions for conduct code violations

- a. Conduct Warning.** Conduct warning is a notice to students that future breaches of conduct could be treated more severely.
- b. Conduct Probation.** Conduct probation is a trial period during which students must behave in a manner acceptable to the university. The status of conduct probation is assigned for a specific period of time. While on conduct probation, students may be encouraged to seek advice and counsel from appropriate university offices, may have privileges restricted, and may be required to perform some type of work function or community service. Proof of a violation of the terms of probation or of a further major incident of misconduct shall be treated more severely.
- c. Conduct Suspension.** Conduct suspension is an action which excludes students for a specific period of time from registration, class attendance, residence on the campus. The privilege of the use of university facilities is withdrawn by this action unless specific permission is obtained from the university conduct officer.
- d. Conduct Dismissal.** Conduct dismissal is the withdrawal by the president of the university of



the privilege of registration, class attendance, and residence on the campus with no promise (implied or otherwise) that the students may return at any future time. The privilege of the use of university facilities is withdrawn by this action unless specific permission is obtained from the university conduct officer. Conduct dismissal is recorded in the private conduct records of the university conduct officer and appropriately noted in the Offices of Records and Registration, Admissions, and Residential Life. Students on conduct dismissal may be readmitted only by action of the president of the university. Students who have been dismissed are not eligible for readmission sooner than one year from the date of dismissal. If the students are readmitted, proof of a further incident of misconduct shall result in expulsion.

e. Conduct Expulsion. Conduct expulsion is the permanent withdrawal by the president of the university of the privilege of registration, class attendance, or residence on the campus. The privilege of the use of university facilities is withdrawn by this action unless specific permission is obtained from the university conduct officer. Conduct expulsion is recorded in the private conduct records of the university conduct officer and appropriately noted in the offices of Records and Registration, Admissions, and Residential Life.

The student conduct standards process

The university has obligations to all members of its community to conduct its affairs effectively and efficiently. Therefore, in prescribing regulations, Code of Conduct, and a university conduct process, it is essential that the rights and responsibilities of the individual be considered concurrently with the rights and responsibilities of the institution and other members of the university community.

The following steps apply in all cases where the university conduct officer/Student Judicial Committee is the original hearing officer, or, when a case is appealed from another unit. In cases where the original hearing officer is from another unit, the steps to be followed in the original hearing before that unit are outlined in that unit's written procedures.

Initiation of complaint. Any member of the university community may initiate a complaint by contacting the university conduct officer. Before action may be taken, the complaint must be filed in writing with the university conduct officer or, in the case of complaints to other units, with the specified unit.

Notification to the student. A student accused of violating the standards will be notified in writing using any means or addresses available of the

nature of the allegation, the evidence on which the allegation is based, the conduct standard allegedly violated, and the possible sanctions. The student will be informed of the time established for a preliminary meeting with the conduct officer. Students who are informed they must meet with the university conduct officer and do not, may have their grades held and other privileges denied until they do so.

Preliminary conference

An accused student will meet with the university conduct officer in an informal preliminary conference. During the preliminary conference, the officer will:

- ☐ outline in more detail the nature of the allegations
- ☐ explain the administrative hearing and Student Judicial Committee hearing options
- ☐ answer the student's questions about the student Code of Conduct
- ☐ request that the student select either the administrative or committee hearing option.

Students who do not keep their scheduled appointments, or call to reschedule them, may forfeit their opportunity to participate in ensuring that their side of the story is heard.

The university conduct officer reserves the right to refer to the Student Judicial Committee even if the accused student selects the administrative hearing option.

Administrative hearing option

If the student selects an administrative hearing, the allegations will be heard by the university conduct officer in an informal hearing. After a thorough hearing of the case, the officer will make a determination regarding the allegation and, if appropriate, impose a sanction. The officer may impose any of the sanctions permitted by the student Code of Conduct standards up to and including expulsion. The officer's decisions may be appealed to the vice president for student life and development in accordance with the appeal provisions of the student Code of Conduct Standards policy. All disciplinary action whether leading to a warning or substantial suspension (10 or more days), will involve a hearing.

Student judicial committee hearing

If a student elects the student conduct committee hearing option, a pre-hearing conference will be scheduled. Notice of the pre-hearing conference will contain:

- ☐ a statement of the allegation
- ☐ the nature of the evidence
- ☐ the conduct standard which is allegedly violated
- ☐ the possible sanctions
- ☐ the time, date, and location of the pre-hearing conference
- ☐ a copy of the hearing procedures

The purpose of the pre-hearing conference is to clarify procedural matters which will expedite the hearing itself. Should an accused student not appear for the pre-hearing conference, any motion the student or her/his adviser may propose at the hearing, based on lack of or inadequate knowledge of procedures, will be ruled out of order by the committee chair.

The student judicial committee hearing is a formal, adversarial hearing in which both the university and the student present their cases, bring witnesses on their behalf, question opposing witnesses, and bring forward all evidence

pertaining to the case. After presentation of the case by both parties, the hearing is closed for private deliberation by the hearing panel.

The accused student will be notified in writing following the hearing as to the Student Judicial Committee's determination of guilt or innocence, and the imposition of sanctions if appropriate. The Student Judicial Committee's decisions may be appealed to the vice president for student life and development with the appeal provisions of the Code of Conduct Standards policy.

All student judicial committee hearings are closed unless the student requests an open hearing and the request is supported by two members of the judicial committee.

Detailed procedures for the student judicial committee hearing process are available from the Office of the Vice President for Student Life and Development.

Appeals

Appeals of disciplinary decisions made by university units may be filed with the university conduct officer. The student filing the appeal has the option of choosing either the university conduct officer or the Student Judicial Committee to hear the appeal. Appeals of decisions made by the university conduct officer or by the Student Judicial Committee are made to the university vice president for student life and development.

Appeals must be filed within three working days of receiving written notification of the decision.

The person or committee hearing an appeal may:

- ☐ reject the appeal on insufficient grounds or argumentation
- ☐ reverse or amend the previous decision
- ☐ return the case to the previous hearing level for a rehearing of the case.

The original hearing officer or committee and the student shall be informed of all appellate body decisions.

The person or committee hearing an appeal will:

- ☐ collect their information
- ☐ make an independent decision
- ☐ be sensitive to uniform sanctions
- ☐ provide a written record with reasons for decision

Grounds for appeal

- A. For suspensions of more than 10 days, expulsion, or a finding of academic dishonesty, an appeal to the next level is a matter of right.
- B. The following shall be allowed as grounds for appeal in all other cases:
 1. Violation of hearing procedures
 2. Violation of student's due process rights
 3. Inconsistency of the sanction relative to the severity of the violating behavior
 4. Decisions contrary to the right of the evidence

Chapter 14-Contested Case Hearing

Students receiving suspension for more than 10 days or expulsion may request a contested case hearing before an administrative law judge supplied by the Minnesota State Hearing Examiner's Office, St. Paul. The hearing officer will issue a recommendation to the president of the university who will make the university's final decision.

Appeals on grounds other than those listed above may be allowed if the grounds can be adequately documented or supported.

Services

Academic Computer Services

Academic Computer Services (ACS) provides several opportunities for students. Located in the Engineering and Computing Center, ACS offers workshops for novice computer users, operates the Computer Store where students may purchase a microcomputer, associated equipment and supplies, and maintains the Beehive, a large room containing terminals and microcomputers.

As an administrative unit reporting to the dean of Learning Resource Services, the primary responsibilities of ACS include:

1. providing an adequate working environment for students and faculty using instructional computing. The Beehive, since it contains more than 70 terminals for accessing the computing network and 100 microcomputers, serves as the focal point for many students. The GISMO lab, a general-purpose, microcomputer facility located in the Beehive, contains several Macintosh and IBM PS/2 models. Information kiosks, containing documentation on how to access and use the facilities, Computer Store prices and many other computing tidbits are located in the Beehive and ACS office, ECC 101.

The Student Consulting Service, also located in the Beehive, assists students in using the facilities during all open hours. Student workshops are offered regularly by the consulting staff;

2. supporting all curricula using the computer as an instructional or research aid. Several student computer labs are located on campus to support students requiring computer access for their classes. The campus-wide computer network, supporting more than 350 accesses, provides service to general purpose computing, a VAX 4000/500, and access to engineering and computer science's facilities. User identification numbers for accessing the VAX network are assigned to specific courses using the facilities, but individuals may request their own user identification number by completing an application form.

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.-1:00 a.m. Monday-Thursday
8:00 a.m.-6:00 p.m. Friday
10:00 a.m.-6:00 p.m. Saturday
1:00 p.m.-1:00 a.m. Sunday

SUMMER TERMS

7:30 a.m.-9:00 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 east entryway to the Engineering and Computing Center.

Academic Learning Center

Reading and study courses with an individualized approach are offered every quarter.

110. Reading/Study Skills emphasizes study strategies (approaches for organizing information to increase comprehension and recall), note taking, test taking, and ideas for decreasing procrastination.

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*.

Free Individual Tutoring is available for students who want help in their other courses. Make appointments at the Academic Learning Center, 101 Stewart Hall, phone 255-4993.

Bookstore

The campus bookstore stocks new and used textbooks, school supplies, art supplies, computer supplies, leisure reading and reference books, as well as greeting cards, stationery, imprint-activewear, 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 store also acts as a UPS agent.

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.

NOTE: The SCSU Bookstore is located in the building south of Headley Hall, next to the Engineering and Computer Center parking lot. Phone 251-0061.

Assistance to victims of discrimination/racial or 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, and sexual violence, sexual orientation/affectional preference, age, marital status, physical and mental handicap. For assistance contact the affirmative action officer in 209 Administrative Services, phone: 255-3143, the Title IX coordinator, or the Women's Center, phone: 255-4958.

Escort service

ON CAMPUS:

The on-campus escort service operates 24 hours a day, 365 days a year. To use the on-campus escort service, please call 255-HELP (4357). State your first name and your location, and a security officer will be dispatched to meet you. Please allow ten to fifteen minutes for a security officer to meet you.

The on-campus escort service is a walking service. After you have called the security office, a security officer will meet you at the location you have requested. When the security officer arrives at your location, the officer will approach

you and confirm your first name and your destination. The security officer will then radio in to dispatch and confirm the escort. The security officer will walk you to your destination. Once the security officer leaves you at your destination point, the security officer will radio in to dispatch that the escort is completed.

The on-campus escort service is provided for safety purposes. Again, the on-campus escort service operates 24 hours a day, 365 days a year. The on-campus escort service is there for you to utilize, so use it whenever you need it.

OFF CAMPUS:

The off-campus escort service is in operation to provide safety to students who must walk off the campus grounds in the evenings. Escorts will be provided to a defined area on the perimeter of campus. The service is in operation Sunday through Thursday evenings from 7:00 p.m. to 12:30 a.m. The escort pick up area is located on the north side of Atwood Center. Times of escort and delivery are quarter to the hour and quarter after the hour. The off-campus escort service is funded by the Student Government and is staffed by students working out of the Security Building. For more information regarding the off-campus escort service, call the Student Government office at 255-3751 or the Security Building at 255-4357.

Handicapped Student Services

Handicapped Student Services is SCSU's program to provide support services for students with physical disabilities, hearing impairments, visual impairments and/or learning disabilities. The goal is twofold: 1) a student, through appropriate accommodations, is given the opportunity to succeed at SCSU 2) the student has the chance to develop appropriate adaptive skills that lead to greater independence in academic, vocational, and personal life.

Based on student need and instructor/student/HSS staff consultation, the following services may be provided: building orientation, student support for coping with a disability in college, alternative testing, taped textbooks through a national recording service, referral to appropriate outside agencies for additional support services, scheduling of class/lab/student related services, signed language/oral interpreting, and notetaking.

This service is located in 105-B Atwood Center.

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, urgent 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. 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.

Mandatory immunization requirement: All students are required by Minnesota Statute 135A.14 to have on file with the Student Health Service a form indicating that they are immune to measles, mumps, rubella, diphtheria, and tetanus.

Students who do not have this information on file by the forty-fifth day of their first quarter at St. Cloud State will not be allowed to register for classes the following quarter. The law mandates that students who do not comply with this requirement will not be allowed to remain in college.

This required information must indicate:

1. That vaccine for measles, mumps, and rubella were not given before 12 months of age.
2. That DT vaccine was given within 10 years prior to enrollment at SCSU, and
3. The information must include the month and year of immunizations or disease.

Forms are distributed when students register for their first quarter's classes. Additional forms may be obtained at the on-campus 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.

Services:

Urgent Care/Appointment Services

- Accident or injury
- Acute or severe illness
- Other conditions requiring medical treatment
- Gynecological exams (Pap and pelvic)
- Required physical exams

Laboratory

- Urinalysis
- Throat culture
- Pregnancy test
- V.D. tests
- Other tests

Allergy injections

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

Pharmacy

- Hours: 8:30-3:00 p.m.
- Reduced rates on most items
- Prescription medication
- Over-the-counter medicines
- Contact lens supplies
- Information

Campus Drug Program

- Chemical dependency assessments
- Peer discussions
- Printed information
- Alternative bars
- Street drug analysis resource
- Education/therapy/support groups
- Speakers bureau
- Services for concerned persons

Health education/promotion

- Weight management classes
- Skin-fold testing
- Stress management classes and audiovisuals
- Stress self-assessments
- Choices (contraception) classes
- Relationships classes
- Free printed information
- Consultation re: health concerns
- Special events and programs
- STD/AIDS education
- Peer educator training programs
- Monthly newsletters inserted in the *Chronicle*

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.

Identification cards

Students are required to purchase and carry validated St. Cloud State University identification cards. The photo/cards may be purchased in the Office of Student Life and Development, 106 Atwood Center. The cost of the identification card is five dollars. The cards are needed for identification, library privileges, proof of completed registration and admission to university events.

Parking shuttle service

A shuttle bus is provided from the lower campus parking lots, beginning its run at Q lot at 7:30 a.m. at 10-minute intervals until 5:00 p.m. This service is provided by Buildings and Grounds, 255-2266.

Resource conservation and recycling program

An objective of St. Cloud State University is to promote the conservation and preservation of natural resources.

Students are encouraged to recycle white paper, newsprint and aluminum cans at university established recycling stations, and to limit their use of products which have a toxic effect on our environment. Additionally, students are encouraged to return the SCSU *Undergraduate Bulletin*, if they no longer have a need for it, and if it is current and in good condition. Return bulletins to Publications, 207 Administrative Services Building.

For more information on the institution's recycling and resource conservation program, please review the university's Resource Conservation Policy in the campus Procedures Manual.

Security and Parking Operations

An objective of the security and parking operations division at SCSU is to assist in providing a safe and peaceful environment for those who visit, attend or work here. To accomplish this objective, the university staffs a 24-hour security force and provides an on-campus escort service.

SCSU students and employees should report any criminal or suspicious activity on campus to security. This will make the campus a safer environment and also assist the university in complying with the Crime Awareness and

Campus Security Act of 1990.

The security building located in Lot C is staffed 24 hours a day, 365 days a year. The phone number is 255-HELP (255-4357).

The SCSU security and parking operations administrative office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday (summer hours: 7:30 a.m. to 4:00 p.m.), and is located at 102 Administrative Services Bldg. Phone: 255-3453.

Ticket violation policies.

St. Cloud State University maintains 25 parking lots for the use of faculty, staff, students and guests (permit required). Signs posted at the entrances to all university lots provide detailed information about parking rules, regulations and parking hours.

St. Cloud State University reserves the right to ticket, autoclamp, or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied. Autoclamping will result after three (3) or more citations during an academic year (paid or unpaid fines).

All persons associated with St. Cloud State University will be held accountable for family members/friends' traffic violations incurred on St. Cloud State University property. Failure to pay fines may result in holding of grades, transcripts, and phone registration privileges. All past due financial obligations need to be credited at least three days before your earliest registration time in order to register on time.

Speech Anxiety Reduction Program

This course-for-credit is designed to teach participants techniques for relaxation, which are proven useful in stress-producing situations such as making a public speech. It is recommended to anyone who feels anxiety and stress in communication situations such as making a presentation, interviewing for a job, or meeting new people. Students who believe they are not exhibiting their true abilities because of this type of stress are encouraged to inquire at the speech communications department, MS 129, Joanna Pucel, director, phone 255-2216.

The Write Place

The Write Place, SCSU's writing center, is the right place to go with concerns about any writing project at the university. The center offers free, individualized instruction to all SCSU students. A professional staff is on hand to answer questions and provide strategies for all types of writing.

Students benefit from assistance in prewriting and development strategies, organizational techniques, or revisions and proofreading techniques. Questions and concerns ranging from grammar and punctuation to reaction papers, research projects and resumes can be brought to this center. Proofreading is still your responsibility as a student, but the writing center can provide strategies that will enable you to prepare effective papers for any class at SCSU.

Instruction is available through individual appointments or workshops. To schedule a 30-minute appointment, stop by the center in Riverview 1, or call 255-2031. If your native language is not English, you can schedule 60-minute appointments. If you prefer a quick



review of such topics as punctuation, organization, limiting a research topic, or using sources, check our list of 50-minute workshops offered every quarter.

Student employment and legal service

The primary focus of this service is to help students find part-time, full-time, or temporary employment while attending SCSU. Listings of job openings around the St. Cloud area are posted in the office where students are encouraged to stop in often and look for potential employment. Full- and part-time summer job information for positions throughout the United States also is available. The office also provides a referral service for students who need legal counsel. Student Employment and Legal Service is located in AS 101. Phone: 255-3756.

Information

Public Relations and Publications

This office 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.

The publications editor prepares and publishes all official university publications, such as the *Undergraduate Bulletin* and *University Directory*. The staff also 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, 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 station, **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.

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

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.

Parking permits are required in order to park in any university lot. Signs posted at the entrances to all university lots provide detailed information about parking hours. Parking restrictions are enforced each quarter from the first day of classes through the closing of each quarter, as posted by the lot.

Students may purchase a parking permit in one of nine lots. The purchase price of these permits depends on the parking lot chosen. Student lots C, AA, M, V, K, and N-student section are available for daytime parking. Lots A, E and Q are available for overnight parking. During the months of November, December, January, February, and March, the overnight lots A and E require that students move their cars out of the lot from 4:00 to 6:00 p.m. every Wednesday, and Q lot requires that students move their cars out every Saturday from 1:00 to 5:00 p.m. during those months. This is to allow a designated time for the lots to be cleaned and maintained.

Vehicle parking permits are not transferrable. The parking permits are good for the academic year of September through May. Parking permits are not required in student lots June through August. Risk for any vehicle parked on university property is the responsibility 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 255-4357 to inform them of your problem.

Daytime shuttle service

Monday through Friday, a shuttle bus is provided from the lower campus parking lots, beginning its run at Q lot at 7:30 a.m. and operating at ten-minute intervals until 5:00 p.m. This service is provided by the Office of Buildings and Grounds. For more information about this service, you may call 255-2266.

Evening shuttle service

Security and parking operations provides shuttle/escort service from Q and K lots to the main campus Sunday through Thursday evening beginning at 5:00 p.m. and continuing until 12:30 a.m. These hours may vary, depending on daylight savings time. For more information about this service, you may call 255-3453 or 255-4357.

Daily parking

Daily fee parking (\$2 a day) is available to vehicles in the pay lot section of Lot C.

Parking restrictions

Student vehicles may not be parked in faculty/staff lots from 7:00 a.m. to 3:00 p.m., Monday through Friday. Except as otherwise posted, vehicles may park in any university parking lot from 3:00 p.m. until 3:00 a.m. without a parking permit. Students and visitors may not park on the east row of Lot F, the north portion of Lot H, or any of Lot I at any time on weekdays. Prohibited parking areas include areas designated as visitor parking, delivery parking, sidewalks, lawns, fire



lanes, and areas for the handicapped at all times. Fifteen minute zones are enforced at all times.

Commuter (car pool) parking

Commuter parking for students who car pool a distance of fifteen or more miles one way is provided in Lot Y and designated area of Lot N. In order to be eligible to car pool and use the commuter lot, there must be a minimum of three students in each car pool. Students may apply for commuter permits at Buildings and Grounds.

Motorcycle parking

Other vehicles such as motorcycles, motorbikes, and motor scooters are subject to the same regulations as automobiles. Students who wish to park motorcycles or motorbikes in campus lots must purchase a special motorcycle permit from buildings and grounds. Motorcycles may be parked only in the areas designated specifically for motorcycles in student parking lots C or A. Parking a motorcycle in any other areas in campus parking lots is prohibited and subject to fines. Excessively noisy motor vehicles are not allowed on campus.

Bicycles on campus

Human powered bicycles must be properly licensed to operate in the city. Bicycles may not be ridden in the mall areas or sidewalks on campus. Bicycles must be parked only in the racks located alongside most campus buildings. It is recommended that you lock your bicycle.

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 also may want to read the classified ads in the *Chronicle*, or in the *St. Cloud Daily Times*, or check bulletin boards on campus. There also are services in St. Cloud that will find an apartment for you for a fee (see the Yellow Pages).

Student image

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!*

Refuse disposal

The key word is recycle.

Students who live in houses that rely on city trash pick-up must comply with the city volume-based refuse system, which requires residents to sort and recycle their refuse. Recycle bins will be provided by the city. All residents are required* to recycle newspapers (including inserts), glass (jars and bottles), aluminum (cans, foil, pie tins), tin and steel (cans, metal lids), and plastic (bottles and jugs only). Residence owners pay a \$4.50 per month refuse charge. For non-recyclable refuse the owner either will provide a certain number of city garbage pick-up bags (30-gallon or 25 lb.), or require that students purchase their own city bags (\$2.00 each, available at grocery stores), or a combination of the two.

Students who live in houses utilizing private garbage collection service are encouraged to recycle their refuse at area recycle centers, using the recycling guidelines above, but this is not a requirement.

** Students may opt to do their recycling for cash exchange at area recycle centers. Newspaper recycling may require payment of a fee.*

(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, will be reported to the director of residential life. The director will 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 when 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 ever 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.

Facilities

Atwood Memorial Center

Atwood Center is the social, recreational and cultural focus of the campus community. Each day 16,000 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 an information desk and sundries shop, business office, reservations, copy center, music listening lounge, recreation center, outings rental center, food service, hair styling salon and bookstore.

The Atwood information 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.

The University Conference and Information Center schedules and maintains the university calendar for approximately 10,000 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 University Conference and Information Center is located directly behind the information desk (phone 255-2074). Contact them for specific guidelines and policies.

Recognized student groups may rent the Atwood van from the Atwood business office adjacent to the information desk area.

Atwood's Copies Plus offers coin-operated printing for 5 cents per page or custom printing and binding of thesis work and term papers for students. It will make posters, buttons, flyers and "table tents" for you or your group. A fax machine is available for sending or receiving messages.

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. Located on the main 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 12 stations for private headphone listening to a variety of records and compact discs. Students also can view music video stations and full-length movies on a big-screen TV. Adjacent to it is the Gallery Lounge, where monthly exhibits of touring visual arts are on display.

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, campus mail and U.S. mail drop.

The activities center is the headquarters for student programming, governance and organizational activities. Offices for student government 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 exhib-

its, 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.)

National Hockey Center

A new addition to the SCSU campus is the National Hockey Center, a 138,000 square foot building that features two Olympic size sheets of ice 200 feet long by 100 feet wide and seating for 6,000 spectators.

Located on the south end of the SCSU campus, the National Hockey Center was initiated in June 1987 when the Minnesota State Legislature approved \$9.5 million for the ice facility as part of a \$30 million statewide Olympic development package.

Features of the building include a spectator concourse, concession stands, ticket offices, eleven team locker rooms, officials' dressing room, a fully equipped training room, classrooms, offices, weight room, media rooms, press box, spectator boxes, two zambonis, and a complete scoreboard system.

The arena is home to Husky hockey and during the summer months is host to youth hockey camps. It is also widely used as an intramural and recreational facility by many of SCSU's students and faculty.

In addition, it is used as a national training center for Olympic and amateur hockey, and it has served as an exhibition site for hockey and figure skating. The Center also is used for development camps for players, officials, and hockey coaches.

The National Ice Hockey Center is a site for sectional and regional State High School hockey games and special events involving the Ice Capades, Winter Carnival, and the development of non-ice activities in the facility.

Food service

Both Atwood and Garvey accommodate contract students and cash customers including faculty, staff, students and the public. Numerous meal plans are available for on- and off-campus students. Meal plans may be purchased at the business office for off-campus students, and on-campus students may register for plans at Carol Hall. Information concerning serving hours, meal plans, and guest accommodations is available at Garvey Commons 255-4499, Atwood Food Service 255-4296, and Catering Office 255-4083.

Use of campus facilities

St. Cloud State University campus facilities primarily are 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 students. However, in recognizing the university's role in the cultural and economic advancement of Minnesota, professional resources and physical facilities may be utilized on a space-available basis to the community.

The purpose of Master Calendar is to avoid conflicts of dates, information, and facilities for events outside the academic schedule. Master Calendar is administered by the central scheduling service, housed in the University Conference and Information Center (UCIC), 108 Atwood Center, phone 255-3822.

General Guidelines

Master Calendar policy groups facilities in three categories for the purpose of determining who will schedule their usage and coordinate any contracts or billings involved. Facilities should be reserved at least two weeks prior to an event.

The scheduling departments listed below maintain sole responsibility for the actual room schedule during the listed times. The coordinating department is responsible for arranging contracts and billings. The coordinating department also will follow through on the set-up details for off campus groups.

- A. Facilities scheduled by and coordinated through the *University Conference and Information Center* are: 1) Atwood Center; 2) Stewart Auditorium and Lobby; 3) Mall areas; 4) the following facilities at non-academic times (4 p.m. Friday through Sunday night and during breaks):
 - Rooms listed as reservable general classrooms by Academic Affairs
 - Auditoriums in Brown, Math and Science, and Headley
- B. Facilities scheduled by individual departments but coordinated through the *Master Calendar's University Information and Conference Center* are: 1) Centennial Hall; 2) Performing Arts Center; 3) General classrooms and auditoriums at academic times; 4) Special labs and single-use rooms.
- C. Facilities that are scheduled by and coordinated through *individual departments* are: 1) Residence hall facilities and Garvey; 2) Athletic facilities.

A list of contact people and phone numbers for individually scheduled facilities is available through the UCIC. The UCIC will facilitate arrangements for off-campus groups.

Priority

- A. University departments and student organizations may schedule as far ahead as the scheduling system allows within the confines of the approved Academic Calendar time period.
- B. Non-university groups may reserve space up to one year in advance with the following exceptions:
 1. While priority over other non-academic groups can be established up to one year in advance, reservations for facilities also used for classes (other than Stewart Auditorium) can not be confirmed until the quarter's class reservations have been established by Academic Affairs.
 2. Stewart Auditorium can be reserved for the following academic year only after May 1 in order to allow the academic departments to set their calendar first. (Priority over other non-academic groups can still be established one year in advance.)

Charges and Liabilities

Information about the rental fees for general campus facilities and use of technicians can be found in the Master Calendar Policy, which is available at the University Conference and Information Center. This policy includes procedures for cosponsorship of off-campus groups.

University Mall

The mall is intended primarily for the safety, convenience and pleasure of pedestrians. All persons wishing to use the mall for other purposes such as advertisements, decorations, exhibits, displays, parades, and demonstrations must obtain prior approval by reserving space

through Master Calendar scheduling. When in the judgement of the Director of the Atwood Center or their designee, an event on the mall is a potential life safety hazard to the pedestrians, or is disruptive to campus life, the sponsoring person or groups will be asked to conclude the event.

Atwood Memorial Center space-use policies

Because Atwood Center is funded by students, the policies which apply to reserving and using its space are somewhat different than other university space.

- I. The use of the facilities and space of Atwood Memorial Center will be available to:
 - A. Recognized student organizations
 - B. University community
 - Faculty and staff organizations
 - College programs, divisions or areas
 - Alumni Association
 - Continuing Education
 - Institutional events
 - C. Groups outside the university community
 - Community organizations
 - Community governmental organizations and associations
 - Regional, state or national organizations
 - Non-profit groups
 - Related state and federal government agencies

II. Scheduling regulations

- A. As a general rule, scheduling for space and facilities will be done on a first-come, first-served basis. Individuals are encouraged to make reservations no later than 48 hours in advance. Effort will be made to meet last minute requests when possible.
- B. Reservations for the use of facilities and space in Atwood Memorial Center will be made in the scheduling office of the University Conference and Information Center (UCIC). UCIC will work in coordination with the director of Atwood Memorial Center.
 1. The administrative staff of the student union reserves the right to cancel a reservation if it conflicts in any way with the general policy of the university or Atwood Memorial Center.
 2. Arrangements for changes in room setups or placement of equipment will be given to UCIC no later than 48 hours prior to the scheduled event.
 3. Cancellation of a reservation should be given to UCIC as soon as possible.
 4. Late room arrangement changes or room cancellations may result in a fee consistent with the rental rate schedule. Failure to cancel a reservation at least 48 hours in advance will result in a warning after the first infraction and a \$15 penalty the second time.
- C. Rooms cannot be reserved in advance for studying.
- D. Atwood Center reserves the right, if necessary, to make room changes to better accommodate the specific needs of the customer. Considerable care will be given to ensure comparable meeting space. If a room change is necessary, the customer will be notified in advance.
- E. The student union staff will have complete access to the reserved activity area

at all times. The staff may terminate a scheduled activity if any incidents occur which might jeopardize the general well-being of the building and its patrons.

F. Scheduling regular meetings

1. Student organizations may schedule regular (e.g., weekly) meetings in advance.
2. Organizations who historically maintain the same time and day of the week for their meetings each year may schedule as far in advance as the scheduling system allows.
3. Organizations whose meeting schedules vary from quarter to quarter or year to year must limit their advance scheduling to either one quarter or one year at a time.
- G. The party or parties making a reservation for use of the union space and facilities shall agree to comply with all regulations governing the union and the university campus.
- H. Class policy

Regularly scheduled classes may not be held in Atwood Memorial Center, except for those classes which require the union's unique facilities (e.g., bowling).
- I. Any individual or organization who violates the policies for use of the union may be denied the right to schedule the space and facilities for future activities.
- J. Scheduling of carousels and promotional space
 1. University-recognized student organizations and academic/administrative departments of the university may reserve space at the carousels at no charge. Other individuals and organizations can reserve carousels and pay a daily rental fee.
 2. Specific policies regarding the carousels and other promotional space can be found in the *Atwood Promotional Space Policies and Procedures*.

- III. Policy regarding the public address system
 - A. No personal pages will be made unless it is an emergency or of vital importance to the individual (e.g., car lights left on, car in tow-away zone, death in the family).
 - B. Announcements will be made only for those events which pertain to the general student body.

IV. Building hours policy

- A. The building hours for Atwood Memorial Center will be determined according to the needs and interests of the university community.
- B. After hours use: Organizations (except I.A.) scheduling an activity in the union which occasionally goes later than or begins prior to the established building hours will be assessed an hourly rate for each hour or part of an hour the building is used.
- C. Special events scheduling: Groups may be permitted to schedule space on days when the building is normally closed (i.e., holidays, quarter breaks, and summer weekends). A fee for this use will be negotiated by the director or his/her designee based on the amount of space and time requested.

V. Charges for use of facilities

- A. Fees will be charged for the use of the rooms according to the current schedule,

determined by the Atwood Center director with advice from the Atwood Center Council.

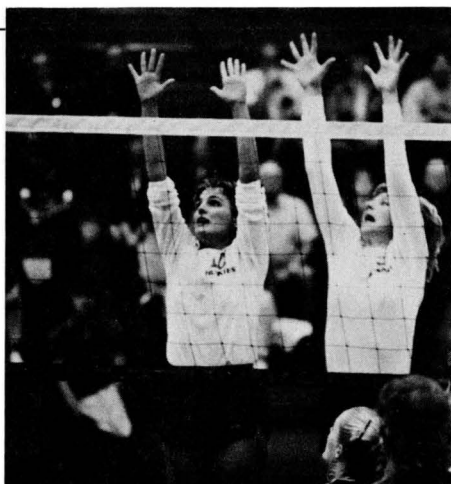
- B. University groups listed in I.D. will not be charged a rental fee provided these groups do not use the facilities to generate an income by any means (charge admission or assess fees for the event). When admissions, assessments, or fees exist for individual or organizational gain, rentals will be charged. These fees do not apply to events sponsored by recognized student organizations (I.A).
- C. Groups outside the university community as listed in I.C will be charged rental for space used in the building even though some members of a group may be on the faculty or staff.
- D. Groups outside the university community as listed in I.C will not be charged rental for space used in the building if the group is cosponsored by any university-recognized student organization, academic or administrative department, and if no fees are charged (see V.B). However, determination of this sponsorship eligibility will be made by UCIC. The following two procedures will be necessary for cosponsorship: (1) approval by the college dean or vice president, and (2) designation of a campus contact by the cosponsoring organization to work with UCIC.
- E. If setups involving major changes in ballroom arrangements are requested, labor charges will be made to the sponsoring group.
- F. Rental charges for space do not include charges for student managers (hired during hours the building normally is not in use) and technical help that is required. Student organization listed in I.A. will be charged for technical assistance as requested or required.

VI. Scheduling of union equipment

- A. Procedures for use of union equipment (e.g. lights, sound systems, staging, etc.) can be found in the comprehensive *Atwood Memorial Center Space Use Policy* available at the UCIC.
- B. Little Theatre video system
When the video projection system, or any part of that system, is needed by a group in the Little Theatre, charges may apply. (See the *Atwood Memorial Center Space Use Policies*.)
- C. Atwood Memorial Center will not be responsible for equipment and property owned by other student organizations or departments which are stored on the premises.
- D. When the union agrees to provide storage space, equipment will not be moved to another area without prior agreement between union management and the organization owning the equipment.

VII. General policies

- A. Animals other than those used for aid to the blind will not be allowed in Atwood Memorial Center.
- B. Decorations
There are specific policies for decoration of meeting rooms listed in the *Atwood Memorial Center Space Use Policies*.
- C. Responsibility for damages and cleaning
Groups and/or individuals using facilities of the student union will be held



financially responsible for damages and messes occurring during their use of reserved space and, in certain cases, for damages in the building which are a direct result of their activity or event. Financial liability will be limited to the cost of labor and materials to repair or replace damaged areas or equipment and to clean up messy areas as determined by the director.

- D. Smoking policy
Smoking in Atwood Center is restricted to "designated smoking areas." Designated smoking areas include the Brickyard, Showboat and portions of the Recreation Center. Smoking is prohibited in all other areas of Atwood Center. Groups reserving the Brickyard for private functions may choose to make the function nonsmoking. Reservations of the Brickyard which are public functions (open to the public) will be nonsmoking in compliance with the Minnesota Clean Indoor Air Act.

- E. Food and beverage policy
 1. All food and beverages served in the union must be obtained from the union concessionaires except for individual sack lunches on a non-group basis.
 2. The possession or use of intoxicants in the union is prohibited.
 3. Shoes must be worn in Atwood Memorial Center at all times in all areas.

- F. Personal Notices
A place is set aside for students and faculty to post for sale, for rent, roommates wanted and other requests of this kind that are not permitted on other bulletin boards in the building.

Policy for this area follows:

- ☐ All requests must be on 3x5 cards available at the main desk information area.
- ☐ Cards may hang for two weeks only. They will be removed by Atwood staff.

- G. Informational Postings on Campus
Posters may be placed in the lower level of Atwood Center on the east and west walls and on the kiosks on the mall without special authorization.

Certain restrictions apply to posting materials in academic buildings and residence halls. To post materials in the following buildings, contact the building coordinator for permission to post in that particular building and specific locations.

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

NOTE:

12:00 noon-11:45 p.m. Sunday of finals week
7:45 a.m.-11:45 p.m. Monday and Tuesday of finals week

SUMMER TERMS

7:15 a.m.-8:45 p.m. Monday-Thursday
7:45 a.m.-3:45 p.m. Friday
Closed Saturday
5:00 p.m.-8:45 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 900, 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 Learning Resources Services.

Instructional Development Division. This service includes 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 closed circuit instructional television to classroom, off-air recording, and cable-interconnect with the television cable system of the St. Cloud community.

Resources and Information Division. Services include 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 30 percent 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 the non-traditional student coordinator, SH 103, phone: 3171.

Child Care Center

The 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 to provide 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. The goal is 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. The demand for quality child care is rising throughout society and St. Cloud State University is no exception. Demand for the center's limited space is high; be sure to plan accordingly.

The Program. The Campus Child Care Center provides model programming for the needs of full-day and evening child care, including activities appropriate for individual and age group differences.

INFANTS (2-15 months)

Children in the infant area follow individualized schedules which are planned cooperatively by the parents and head teacher. Each schedule is modified over time as the child's development and parents' desires dictate. Babies are assigned to particular caregivers, maintaining a staff-to-child ratio of 1:3. The staff's primary goal is to help babies develop a sense of trust and pleasure in their relationships with their caregivers and in their new environment.

TODDLERS (16 months to 3 years)

A structured day is planned indoors and outdoors for these children, depending on their particular schedules and the amount of time spent in the center. Age-appropriate activities foster the growth of each toddler's self-help skills, language development, social awareness, and positive non-aggressive problem-solving. Nap time is allowed in the afternoon. The staff-to-child ratio is 1:5.



PRESCHOOLERS (3-5 years)

In this age group activities of social, motor, language, cognitive and sensory experiences are made available to the children. Large- and small-group experiences involve discussions of special activities for the day, music experiences with songs or dance, storytelling and role playing, creative movement activities, finger plays, arts and crafts, woodworking, and outdoor play. Staff-to-child ratio is 1:7. Our expectation of children is that they occupy their time in a productive manner. Children go outdoors daily, and nap time applies to all children during the afternoon.

For information or application, contact the Campus Child Care Center, located in the south wing of the Engineering and Computing Center. Phone 255-3296.

Commuter students

Special services are available to commuter students. Among them is a car pool matching service managed by the university organizations office. 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. See the university organizations director, 222H Atwood Center, for details.

Commuter Lounge. Located on the second level of Atwood Center, it is here that 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 for off-campus students and can be rented at the recreation desk on the lower level of that building.

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, V.E.A.P., Section 901-Educational Assistance Test Program, Section 903-Non-contributing V.E.A.P., R.E.P.S., Hostage Relief Act of 1980, Chapter 30, New GI Bill (active duty), and Chapter 106-New GI Bill (Reserve and National Guard). 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 some VA beneficiaries for tutorial assistance received in any course the veteran may be in danger of failing. Check with the Veterans Administration to determine if you meet the qualifications. 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 trouble.

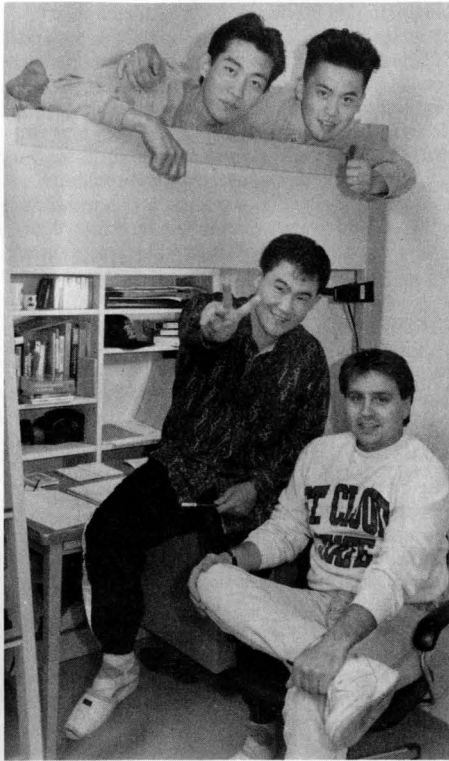
Credit for Military Schools. The university will grant credit for military schools if these are listed in "A Guide to the Evaluation of Educational Experience in the Armed Forces." The veteran should take a copy of his DD-214 to the Office of Records and Registration, 118 Administrative Services Building,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

The Center for International Studies, located at 520 Fifth Avenue South, administers SCSU's study abroad programs in the following countries:

- China
- Costa Rica
- England
- France
- Germany
- Japan

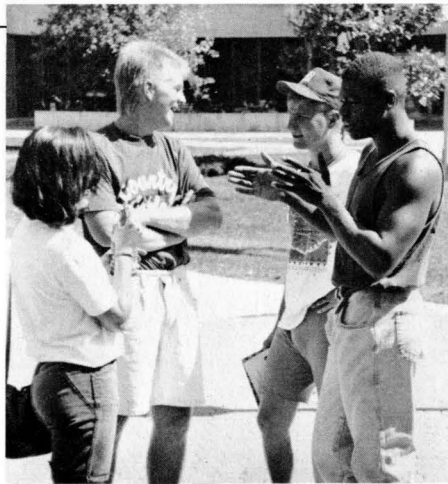
These programs, open to all SCSU students, are designed to provide students with academic course work in an overseas setting. The programs offer students an opportunity for unique experiential learning over a six-month period, while continuing academic work toward a degree.

Most of the course work abroad falls into the university's general education program. 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 student advising

The university provides academic and nonacademic advising to international students. International students needing academic or personal advice and assistance should see the international student adviser. For legal (INS) or financial (work permits) assistance, an appointment will be necessary with the international student coordinator. Offices are located at the Center for International Studies, 520 Fifth Avenue South, phone 255-4287.

Full-time student status

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 semi-annual 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 12 credit hours

each quarter 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.

Office of Minority Student Programs

The Office of Minority Student Programs provides for the particular needs of US minority groups and permanent resident aliens. Students are served in three areas: academic assistance, personal development and culture-based programming. The mission of the office is to provide comprehensive services to ensure equal access to all programs and disciplines within the university and the community.

For information, contact Robert Broadus, 222-N Atwood Center, phone 255-3003.

Minority Academic Support Center

The center provides academic advising assistance, tutorials, computers, personal advising, a peer/mentor program, and a study area for minority and permanent resident alien students. All assistance is free on demand and confidential. The center is located in 120-121 Education Bldg., phone 255-3976.

Richard R. Green House

The Richard Green House provides a focal point for the social and cultural needs of minority students and the SCUS campus. It 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 house sponsors a variety of multicultural 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 Green house sponsors throughout the year include: workshops, art exhibits, films, theatrical productions, and guest speakers.

The Green House Study and Lounge is located at 809 Fourth Avenue South (Across from the Education Building), phone: 255-2131.



Room 222

(Atwood Center)

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 government 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 Student Programs or her/his designee.

University organizations director.

One residence hall director (designated by the vice president for student life and development).

One Atwood representative (selected by Atwood staff).

One faculty representative (chosen by the Faculty Association).

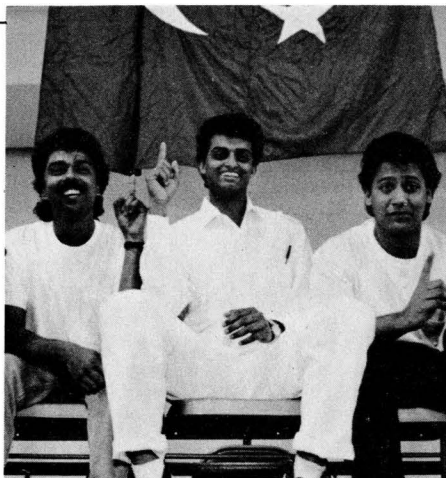
Director and assistant director of Atwood Memorial Center—ex-officio

UPB

The **University Program Board**, better known as 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, recruitment and retention, speakers, 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.

Council of Organizations

The Council of Organizations (CO) is the representative body of over 200 recognized student organizations at SCSU. The vice president of the Student Government is the president of CO and the Council functions as an arm of the Student Government.

Its mission is to:

- develop leadership skills
- promote cultural diversity
- increase unity and cooperation among organizations
- provide a center for campus-wide communication
- develop awareness of organizations and their activities

Contact Student Government, Atwood Center 222A, or the Office of University Organizations, Atwood Center 222H, for information.

SCSU Volunteer Link

SCSU Volunteer Link is a service program that provides assistance to students interested in enhancing their education by volunteering at community service agencies. Individuals and/or SCSU organizations interested in community service projects can utilize the resources available. Resources include volunteer job descriptions, information about the community agencies and assistance from the volunteer coordinator.

Benefits from the program include:

- personal satisfaction
- networking
- experiential learning opportunities
- practical experience in academic field
- social responsibility
- documentation for future career
- employment opportunities

Contact AC 222H for information.

University Programming

The Office of University Programming serves the educational process through advisement and resources for extracurricular 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 extracurricular programming.

Student Association government

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

Following is a list of all committees on which hundreds of students are needed. Six are student government committees which are comprised of students-at-large. There are many 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 Government strongly encourages any interested students to drop by the office in 222A Atwood Center, or phone 255-3751.

Student government committees:

- Legislative affairs
- Academic affairs
- Urban affairs
- Student services
- Campus affairs
- Finance committee
- Fee allocation committee
- Public relations

University advisory committees:

- Bookstore fund
- Committee on student mass media
- Master calendar
- Recreational sports council
- University calendar
- University safety
- Intercollegiate athletic
- Atwood center council
- and many more



Activities & Organizations

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

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

St. Cloud State University has many types of clubs and organizations available to students. These groups represent a broad spectrum of campus life. The university recognizes the importance of co-curricular 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, sexual preference and religion. The university does not necessarily subscribe to the beliefs or principles advocated by any of these clubs and organizations.

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
6. the Council of Organizations
7. students interested in performing volunteer service in the community
8. organizations with leadership training activities

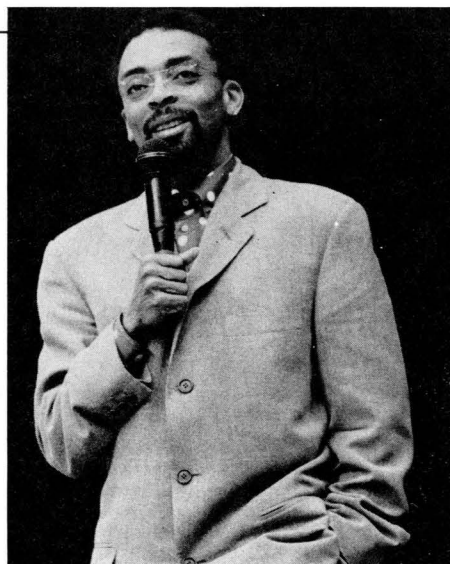
The Office of University Organizations director is located in 222H Atwood Center. This office has:

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;
4. membership roster of all organizations.

The student organization handbook, *Perspectives* 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.



Recognized student organization policies

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

1. the name of the club/organization
2. a statement of purpose
3. criteria for membership
4. list of officers, signatures, addresses, and phone numbers
5. the name of the faculty adviser, signature, address, and phone number
6. name, address and phone number of the Council of Organizations representative
7. statement of compliance with antidiscrimination regulations
8. a copy of the constitution and bylaws, if any
9. a membership roster, updated quarterly

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

1. contact the university organizations office for information, policies, and application for recognition forms
2. complete and return the forms to the university organizations office for review as to informational requirement and conformance with policies against discrimination.

Upon meeting the indicated requirements, the application will be submitted to the student government which must approve the recognition by a voice vote.

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

Privileges and responsibilities of recognized clubs and organizations

Upon recognition, clubs and organizations receive the following benefits:

1. membership in the Council of Organizations
2. use of university facilities, equipment and

services for purposes relative to the organization's goals

3. opportunity to request funds from the student government finance committee
4. may apply for office space in Atwood Memorial Center
5. opportunity to participate as a group in all-university events
6. permission to conduct fundraising events beneficial to the organization, provided that they comply with university regulations
7. establishment of an agency account with the business office in accordance with university regulations
8. use of the university name and/or mailing address in association with the student organization name
9. use of windows above east and west main entrances to Atwood Center for advertising events
10. utilization of the notices section in the *Chronicle*, as well as special display advertising rates
11. listing in the *Student Handbook*
12. *Perspectives: St. Cloud State University Organizations Handbook*
13. Participation in MAINSTREET
14. Mailbox in 222 Atwood Center
15. limited supplies

Requirements of a recognized organization

Once official recognition of the petitioning organization is granted, the organization must meet the following requirements:

1. The organization must submit immediately, in writing, any changes in officers and/or adviser, unless specifically exempted.
2. The organization must submit a quarterly list of membership to the Office of University Organizations by the third week of each quarter. Failure to comply will result in de-recognition by Student Government.
3. All officers and voting members must hold current student status at SCSU.
4. The organization must be non-discriminatory in membership and programming, as defined by university policy, local, state and national statutes.
5. The organization must adhere to university policies and all applicable local, state and federal regulations.
6. The organization must act responsibly as a member of the university community, both on and off campus.
7. Use of the university name in association with the organization's name in no way implies university approval or endorsement of any or all of the organization's activities and conduct.

Annual requirements

Each organization must apply annually for continuing recognition. A new recognition form must be on file in the Office of University Organizations by October 15 of each year or the organization's recognition will be withdrawn.

Withdrawal of Recognition

The following circumstances will be cause for withdrawal of recognition by Student Government:

- ☐ failure to fulfill annual recognition requirements
- ☐ discriminatory practices by the organization
- ☐ failure to report resignation of or change in adviser

(Continued)

How Your Student Activities Fees Are Used—FY'93

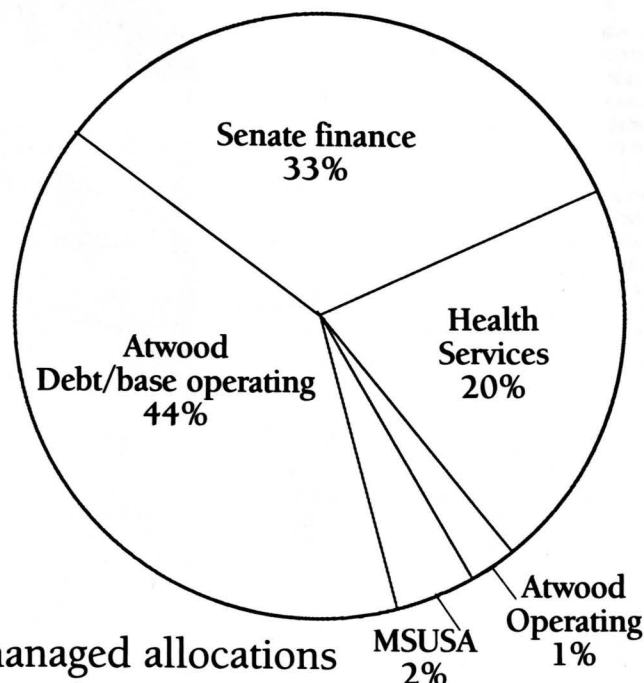
Fee task force allocations

—as approved by President Brendan McDonald

1992-93 fee

	Annual	Quarterly Fees	Percent
Senate Finance			
Director Managed Areas	\$806,400	\$20.16	26%
Student Clubs/Organizations	220,400	5.52	7%
Health Services	638,400	15.96	20%
Atwood Operating	38,400	.96	1%
Atwood Debt/Base Operating	1,392,000	34.80	44%
Subtotal Fees Collected on 12 credits	\$3,095,600	\$77.40	---
MSUSA (16 credit base)	62,400	1.60	2%
	<u>\$3,158,004</u>	<u>\$79.00</u>	<u>100.00%</u>

(maximum)



Senate finance income 1992-93

Fees (2.14 X 480,000 cr hrs)	=	\$1,027,200
Revenue and Balance Forward	=	490,297
Total		<u><u>\$1,517,497</u></u>

Director-managed allocations

Men's Athletics	\$103,411	Athletic Insurance	40,000
Women's Athletics	101,759	Presidents Reserve	20,000
Child Care Center	124,598	Refunds	22,000
Intramural Rec-Sports	140,753	Equipment Reserve	15,000
Minority Programs	35,641	Initiative Fund	30,000
University Organizations	86,714	Free Balance	44,000
University Programming Board	242,208	Other Reserves	152,413
Student Organizations	359,000	Total	<u><u>\$1,517,497</u></u>

Withdrawal, cont'd.

- recommendation to Student Government by the University Judicial Committee or revocation of official recognition as a sanction for violation of university rules
- failure to submit quarterly membership unless specifically exempted

Process of re-activation

If the recognition of an organization is suspended for any reason, it must go through the complete process of recognition in order to re-establish itself as a recognized student organization. This process is the same as that of any organization requesting initial recognition.

Registration of Activities

All recognized organizations are asked to register their upcoming events with the university Organizations Office as soon as a firm date for the activity is selected. The office maintains a list of events by date and category open to all students. Checking this list may help you avoid a potential conflict in scheduling.

Registering your activity provides the following benefits:

- avoids potential scheduling conflicts
- publicizes your events to university and community
- provides you with a calendar of many upcoming campus events

Role of the faculty/staff adviser

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

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

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

Student Development Transcript

The Student Development Transcript (SDT) is a university verified record of an individual's participation in organizations and activities at SCSU. It provides:

- authenticity**—credentials for employment
- recognition**—of the value of student participation in extra-curricular activities
- documentation**—of competencies achieved and special experiences
- opportunity**—a tool to utilize in refining career objectives and analyzing personal goals.

The data base for the SDT is generated through the quarterly membership report required of each recognized organization. All information is held confidential and is available only to the university organizations director, club adviser, and/or student requesting her/his transcript.

Students may activate the SDT by completing a request form, available in the Office of University Organizations or through the Center for Career Planning and Placement (101 Administrative Services). A minimal fee will be charged to cover production costs. This fee entitles the student to six copies of the transcript which may be included with the placement papers or maintained by the student as part of a resume. Anticipate a one-week period to generate the SDT. Contact 222H Atwood Center or phone 255-3004 for additional information.

Academic/professional Honoraries

All-university

National Residence Hall Honorary (NRHH)—NRHH is comprised of the top 20 percent of students in the residence halls. The purpose is to recognize student leaders and promote involvement in residence halls. It offers leadership awards and scholarships as well as sponsoring programs with RHA.

Phi Kappa Phi—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.

College of Business

Beta Gamma Sigma—an honorary society for students pursuing degrees in business and management. To be eligible for membership, students must rank in the upper five percent of their junior class, upper ten percent of their senior class, or rank in the upper twenty percent of those receiving master degrees.

Pi Omega Pi—an honorary for students interested in business teacher education. Membership requirements: must have an interest in teaching business subjects and a "B" average. The purposes of Pi Omega Pi are to promote scholarship, encourage civic responsibility and foster high ethical standards in business and professional life.

College of Fine Arts and Humanities

Pi Delta Phi (Lambda Alpha Chapter)—national collegiate French honor society. Open by invitation to students of French who meet GPA and academic criteria. The purpose is to honor outstanding students of French.

Pi Kappa Delta—an honorary speech fraternity that recognizes participation in competitive speech as well as academic excellence. Membership is by nomination based on both competitive and non-competitive public speaking experience.

Sigma Alpha Iota—Sigma Alpha Iota is a music fraternity for women. Membership is open to women with a performing interest in music who maintain a GPA of 3.0 in Music and 2.5 overall. Activities designed to further women in music and the fraternity itself.

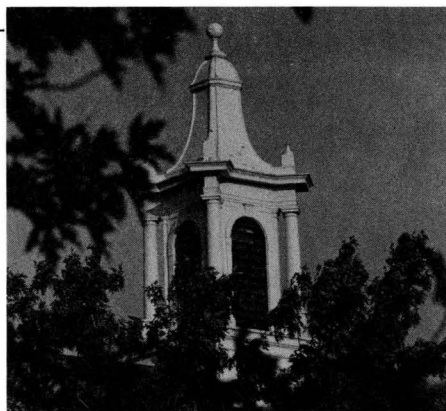
Sigma Delta Pi—a national collegiate hispanic honor society open by invitation to students of Spanish who meet national GPA and other academic criteria. Its purpose is to honor outstanding students of Spanish language/culture.

College of Education

Kappa Delta Pi—recognizes outstanding contributions to education. Persons that exhibit commendable personal qualities, worthy educational ideals and sound scholarship (3.0) are invited to join.

Phi Delta Kappa—a national education fraternity open to graduate students and teachers in teaching and education-related fields. **Phi Delta Kappa** sponsors a series of speakers at monthly meetings covering education-related topics.

Psi Chi—a National Honor Society in psychology. The purpose is to encourage, stimulate and maintain excellence in scholarship and advance the



science of psychology. Membership is open to undergraduates who are making one of their major interests in psychology with a "B" average or better in psychology courses and has completed at least 12 credits of psychology or applied psychology courses.

College of Social Sciences

Chi Sigma Iota—promotes and recognizes exemplary attainment in the study and practice of counseling. Students enrolled in counseling programs leading to graduate degrees, with a GPA of 3.5 or better, are eligible for membership. Meetings, speakers, workshops, and the like are included in activities.

Gamma Theta Upsilon—an honor society in Geography. Eligibility for membership includes completion of three or more geography courses with high scholarship. The purpose of the society is to further professionals interested in geography.

College of Science and Technology

Eta Kappa Nu—recognizes and honors outstanding electrical engineering students. Criteria for membership: must be in the top 1/3 of senior class, top 1/4 of junior class. Activities include annual banquet/initiation ceremonies, and fundraisers.

Phi Lambda Upsilon—PLU is a national honors organization of students and faculty which promotes high scholarship and original investigation in all branches of pure and applied chemistry. Members shall be chemistry majors with high academic achievement or outstanding faculty members. The organization will sponsor such activities which promote the chemistry field.

Upsilon Pi Epsilon—an honorary society for majors in computer science. Membership is based on university grade average and on performance in computer science coursework.

All-university organizations

ACACIA Fraternity—a group of college men enhancing the university experience through academics, athletics, and social interaction.



Accounting Club—provides its members with a current perspective of the accounting profession by securing speakers and arranging tours. This organization also facilitates social interaction between students, faculty, and members of the accounting profession by arranging activities. It also provides a means of distributing scholarships.

Administrative Management Society (AMS)—is dedicated to the professional development of administration management. AMS sponsors tours, speakers, and social events related to professional management. Membership is open to students of all majors who are interested.

Admissions Ambassadors—serves as official representatives of SCSU. Working with Admissions and Public Relations, they attend college fairs, high school information programs, meet with visitors to the campus, give tours, make presentations on college life and host at recruiting activities, promoting SCSU and higher education in general.

Advertising Federation—provides its members with valuable, practical experience through its advertising agency, Ads Plus, tours, speakers, and conferences. This federation is affiliated with the American Advertising Federation and was the 1990 AAF College Chapter of the Year.

Aero Club—a non-profit organization, formed in 1949, to provide students, faculty and staff with reasonable aircraft rates for training and transportation. It has become the largest nonathletic organization on campus. Today Aero Club members own eight aircraft.

Alpha Delta Gamma Fraternity—a social fraternity that promotes scholastic excellence, community service, and social spirit. Membership is open to any undergraduate man. Activities sponsored include annual hot tub party, mixers with sororities, trips to sporting events, safe sex workshops, and campus clean-ups.

Alpha Eta Rho—promotes fraternal and academic excellence for students planning to become aviation professionals. Open to men and women of good moral character who are involved in aviation. The organization sponsors educational and social activities, community service programs and provides fraternal fellowship among its members.

American Association of Airport Executives (AAAE)—participates in and promotes any aviation related activity. Trips to airports, airlines and other aviation places are planned. Membership is open to anyone interested in aviation.

American Choral Director's Association (Student Chapter)—a professional organization for prospective and current choral directors. Activities include on-campus seminars, workshops and attendance at state, regional and national activities.

American Marketing Association (AMA)—allows students to have the opportunity to enhance their classroom knowledge of marketing skills with hands-on experience. To be a member, one must pay quarterly chapter dues and pay membership to the AMA. The AMA sponsors speakers, tours, Advancement Week, MDA Volleyball-a-Thon, social functions, biannual banquets, spring break and community service projects.

American Sign Language Club—is a club where the hearing impaired and communication disorder majors get together and use sign language (and people in the community). The purpose is to broaden knowledge of ASL and fluency of ASL.

American Society for Quality Control (ASQC)—further the advancement of theory and practice of quality control. Any student of this university can be a member of the student branch. This chapter is involved in all organization activities required by the university and the Minnesota Chapter of the ASQC.

Amnesty International—works for the release of prisoners of conscience (world wide) and works for fair and prompt trials for all political prisoners. It

also educates the community and students regarding prisoners of conscience and encourages members to write letters on behalf of prisoners. Membership is open to anyone interested.

Art Student Union—supports artistic community at SCSU. Maintains and operates the Student Gallery for B.F.A. and other student shows. All art students are welcome.

AIESEC—an international business organization which develops global leadership. AIESEC operates in 71 countries to promote international cooperation and understanding. AIESEC provides practical experience in marketing, leadership and communication through the operation of an international traineeship exchange program.

APICS Affiliate Student Chapter—the purpose of this organization is to promote an interest in operations management as an academic discipline and as a career opportunity. Membership is open to all students with operations management interests. There will be monthly speakers, plant tours, and other activities.

Association for Computing Machinery (ACM)—plays a major role in establishing the quality, form, and function of computer usage. Membership is open to anyone with an interest in computers. Besides providing a scholarship for its members, ACM sponsors national speakers and social activities.

Association for Education of Young Children—promotes professionalism in the field of early childhood education.

Association of Non-Traditional Students (ANTS)—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.

Benton-Carol Hall Council—comprised of students from the hall who come together weekly to voice concerns about things happening in the hall, to plan and implement programs, and to just plain have fun and interact with others in the hall. This organization also promotes a balance between social, athletic, educational, environmental, and community activities.

Best Buddies—a national non-profit organization that provides an opportunity for college students and persons with mental retardation to become friends. Friendships are developed through group activities and one-on-one activities such as movies, ball games, museums, and parties. Interviews for membership are held in the fall.

Bicycling Club—is for students who enjoy riding and training to compete in the National Collegiate Cycling Conference. Must be a full-time student with a GPA of 2.0 or better. Activities include fund-raising, maintenance, seminars, and group rides.

Biology Club—a fun and new way to meet people with interests in biology. There is no criteria for membership, everyone is welcome. All kinds of activities will be explored.

Bowling Team—brings together people who enjoy bowling. This organization enjoys competing as well as having a lot of fun.

Bower Society—provides an open forum for the discussion of anthropology. Students do not have to be anthropology majors to join. Activities include attending conferences, field trips, social activities, etc.

Business Computer Information Systems (BCIS)—Educates members in the fundamentals, principles, and current events through "out-of-class" experiences.

Business-Tech Club—provides students with the opportunity to research and practice while being involved in business related technologies. Activities include fundraising, research, socials, and trips.



Students interested must be enthusiastic, responsible and business oriented.

Campus Advocates Against Sexual Assault (CAASA)—increases campus awareness about sexual assault and its issues. We provide information through speaking engagements and pamphlets as well as handle crisis intervention situations and counseling. We have no criteria for membership.

Campus Crusade for Christ—helps to fulfill the Great Commission of Christ by winning people to Christ, building them in their faith and sending them to reach others. Activities include Bible studies, weekly meetings, conferences, and summer projects.

Campus DFL—is open to any student who wishes to participate in the activities of the Democratic Party. Campus DFL sponsors speakers, issues information, and other activities. The only criteria for membership will be a confession of being a supporter of the DFL party.

Campus Drug Program—provides educational intervention services to increase awareness of drug related issues. Information and support also is provided to friends or relatives of people who abuse alcohol and other drugs. All services are confidential.

Career Development Council—an organization geared for the student looking to get a head start on competition. This organization helps in the development of leadership skills, personal skills, goal setting and working with other people in areas of interest.

Cheer Team—provides crowd leadership at sporting events. This organization also is used for public relation with SCSU, the community, and on state and national levels.

Chemical Dependency Issues Club—informs and creates awareness for students interested in chemical dependency. This organization sponsors speakers, panels, discussions and chemical dependency counseling training programs plus certification process.

Chemistry Club—provides students interested in chemistry and related fields an opportunity to meet and socialize with students with similar ideas along with promoting interest in the science fields. It sponsors a wide range of activities including plant tours, guest speakers, volunteer efforts and social events.

Chi Sigma Rho Sorority—is a social sorority designed to enhance the college experience through community service, group organization and above all to achieve the bond of lasting friendship. Chi Sigma Rho promotes academic excellence along with leadership and education skills.

Chinese Student Association—promotes Chinese culture on campus and in the community. The organization's goal is to foster a strong cultural bond among members. Membership is open to all SCSU students with a good understanding and interest in Chinese culture.

Christians in Action—a full gospel ministry, utilizing the spiritual gifts of the New Testament. This organization is dedicated to a philosophy of worship, fellowship, discipleship, witness, and prayer

for the establishment of the Lordship of Jesus Christ at SCSU.

Chronicle (University Chronicle)—the official newspaper of St. Cloud State University. This organ reports the news on campus and in the surrounding area. Journalism training is necessary. This publication is distributed twice a week.

Circle of the Goddess—encourages spiritual growth through Indo-European pre-Christian traditions, Wicca, and Celtic and earth-based religious values. Bi-weekly meetings include topical discussion, book group activities, and peer support for goddess consciousness, ecofeminism, and archetypal dynamics.

College of Business Executive Council (COBEC)—is comprised of representatives from thirteen recognized College of Business organizations. This organization's purpose is to promote the College of Business in a professional manner, while providing events that benefit the faculty, staff, and students as well as the St. Cloud community.

College Republicans—offers a conservative viewpoint on campus. Activities include sponsoring eye-opening speakers, promoting issue forums, campaign involvement, as well as being an integral part of the SCSU community.

Community Awareness Council—encourages active participation in the SCSU community as well as on campus.

Concert Choir—is for any SCSU student interested in quality choral singing. The choir tours annually and sings for a number of university events. Auditions take place in the fall.

Council of African American Students (CAAS)—confronts the issues that jeopardize or threaten the historical, cultural, or academic achievements associated with all African Americans and promotes the educational development of African American students. The criteria for membership includes continuing student status as well as interest in the welfare of African Americans. Officers must have a cumulative GPA of at least 2.5. The organization will participate in community and campus services, student support groups, and social functions.

Council for Exceptional Children—supports and promotes the profession of special education. Membership is open to anyone interested in working with exceptional children. This organization holds fundraisers to make it possible for activities with children in the community.

Council of Organizations—coordinates the activities of over 200 student organizations on campus. It also serves as a medium for leadership enhancement and a way for organizations to join together in volunteer efforts. This organization functions on both the campus and community levels. All recognized student organizations may belong.

Council of Pakistani Students—promotes Pakistani culture on campus. Membership is open to all SCSU students.

Creative Writer's Club—Founded in order to give writers of all levels an opportunity to share their work with other students of similar interest. All interested students are eligible for membership. The club sponsors a reading by a published poet/author every spring.

Cricket Club—familiarizes American students and other students on campus with the game of Cricket. There is no membership fees, everyone is welcome. There will be tournaments at least twice a month and games with teams from different cities.

Criminal Justice Association—provides the members with information about the major, education through speakers and field trips, as well as social outlet. All SCSU students may join. We sponsor tours, speakers, and banquets.

Current Affairs Organization—fosters timely debates and discussions concerning topics relevant to the university, city, state and country, including domestic and foreign issues. Open to all SCSU stu-

dents/faculty/staff and administration. Activities include round table discussions, speakers, and writing advocacy position statements.

Dance Team—promotes and maintains school spirit and sportsmanship; provides entertainment whenever necessary in cooperation with the school and civic activities; develops character, leadership and individual responsibility. Must be enrolled as an SCSU student, maintain a C average, remain on the team for one full school year.

Delta Phi Epsilon Sorority—a group of college women unified to work together toward common goals of lifelong friendship, individual and group achievement, and chapter pride. This is achieved through social organization, community service, and scholastic unity within the scope of our college experience.

Delta Sigma Phi Fraternity—a national fraternity which strives for excellence, leadership training, community service, and social development. Involvement includes regular meetings, intermural sports, as well as fundraisers, philanthropy and social needs.

Delta Sigma Pi—a business fraternity open to men and women who are pursuing a career in business. It is a multifaceted organization and activities include speakers, tours, extended events, fundraisers and social events which allow students to gain practical business experience and develop lasting friendships.

Delta Zeta Sorority—The purpose is, "to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, to develop plans for guidance and unity in action." Chosen by members. Academics, philanthropy, social.

Dramatic Action—promotes all forms of theatre available by way of observation/participation; doing, seeing and reading theatre; and expanding the knowledge of theatre through meetings, seminars, various specific groups, productions, tours, and trips. Open to all students interested and wishing to be involved in theatre.

Earth Science Club—fosters academic and social interactions between students interested in the earth sciences.

Economics Association—promotes social interchange between students of economics and stimulates and promotes student interest in all aspects of economics.

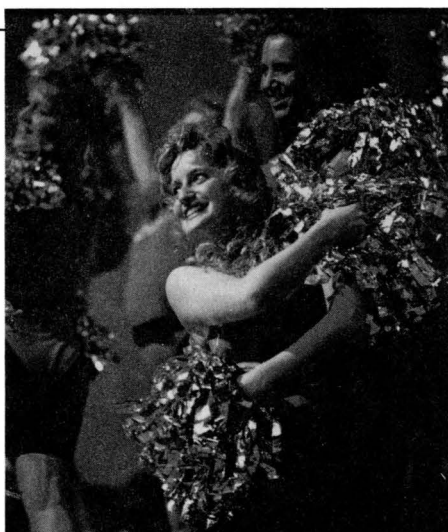
English Graduate Student Organization—provides graduate students of English a place where they can exchange ideas and philosophies. Activities include informal meetings, dinners, guest speakers and discussion groups.

Experimental Psychology Research Group—facilitates student participation in experimental research. This organization is open to all students interested in psychological research. The purpose is to assist students with preparation for graduate school.

Fencing Club—fencing! Beginner to advanced, men and women of all ages. We travel to tournaments, hold fundraisers and generally have a lot of fun! Just show up—no dues.

Financial Management Association (FMA)—promotes student growth and development in their skills outside of the classroom which will enhance their careers in finance. Only criteria for membership is \$10 dues per quarter. FMA has numerous speakers, tours, conventions, fundraisers, and social activities.

First Nations People—provides a support system for native students and offers information about native cultures to/for the entire university and surrounding community. These ends will be accomplished by offering open membership in the organization and sponsoring events and speakers relevant to First Nation's cultures.



French Club—promotes the French language and culture and serves as a social organization to meet others with the same interests.

Future Art Educators—provides its members with information that will give them an understanding of their field. Members will gain new ideas and inspiration from other members and art educators. Activities such as skills workshops, speakers and other programs work towards these goals.

Future Ongoing Confident Unconditional Students (FOCUS)—The purpose is to focus on our future and be successful students. It also is a support network to share experiences that we can learn and grow from as individuals as well as a whole.

Games Club—an organization which provides members of the community, faculty and students an opportunity to meet others with similar interests in role-playing, historical and other board games, miniatures, and Lazer Tag.

Gamma Iota Sigma—provides opportunities for students to explore fields of risk management and insurance through activities and interactions with industry representatives. Membership is open to all SCSU students who are interested in the risk management and insurance field.

Geography Club—includes all dues-paying majors and minors in geography. The purpose of the club is primarily social.

German Club—fosters an environment of international awareness and an appreciation of other cultures and languages. The club will help set up German tutoring services, internships and a German Fest.

Gerontology Club—increases student involvement in aging related areas and develops networking skills by working with aging related service providers in the area. Open to all gerontology interested students. Volunteer service in community aged-service provider groups and social activities.

Global Issues Forum—facilitates and sponsors the annual Global Issues Forum. The Forum is implemented and planned by SCSU students. The only requirement for membership is an interest in global issues and must be enrolled at SCSU.

Granite City Chess Club—is for anyone who is interested in playing chess. There are no membership fees, just show up and play the game of chess. The club sponsors chess tournaments and chess grand masters to come to SCSU.

Graphic Design Association—unites and informs graphic design majors and others interested in the field. Members will be required to pay dues. Activities include field trips, speakers, social mixers, contests and general information sessions.

Greek Council—regulates the activities within the Greek system. Must be a campus-recognized social fraternity/sorority. Provides group activities and community events.

Guk Sun Do Club—promotes health and well-being of SCSU students and those in the community. Open to any interested student and those qualified. Activities include practices and other activities.

Gymnastics Club—increases the awareness of gymnastics. Those who are interested may have the opportunity to better themselves on old and new skills. Also provides conditioning and recreation.

Health Club—introduces students to the development of the United States Health Care Delivery System. Students must attend bi-weekly meetings and take part in researching topics concerning medical issues. Field trips are sponsored by the club.

Health Promotion Program—provides classes, activities and events to promote and maintain the health of students at SCSU. Students are trained as peer educators in a variety of health-related areas. Students must apply for positions and selections are based on interest and commitment to health promotion.

Hill-Case Hall Council—advances the ideas and interests of persons and groups who may come within the scope of activities of the hall and promotes the residents' educational, social, and recreational development.

Hmong Club—provides for Hmong students to get together and discuss each individual problem. \$5 fee for each member per quarter. Activities include presentations, culture show, and involvement in the minority program.

Hockey Club, Women's—offers the experience of organized hockey for women at the adult level. No experience is necessary and beginners are encouraged.

Honors Club—supports and promotes individual interaction between students and faculty. Provides a total experience, not merely an academic one. Must be a university Honors Program student. Activities involve social, community service, and fundraisers.

Industrial Tech Club—allows persons interested in industrial technology to meet others with similar interests. Yearly process fee is the only criteria for membership. Activities include tours, guest speakers, outings and bi-weekly meetings. Check us out—all are welcome!

InFront Footbag and Disc Club—Our organization has only one purpose and that is to promote and compete in our various areas of footbag (Hackey Sack) and disc (Frisbee). We will be competing in ultimate with other area schools. Also, we will teach everyone interested in the various sports played with footbag and disc. Everyone welcome to join the Ultimate Society.

In-Line Skating Club—This organization's purpose is to get people who share the interest of In-Line Skating together for fun, fitness or sport. As a group, we will organize groups to go skating locally as well as on state parks and trails. Anyone will be welcome to join in the fun.

Institute of Electrical and Electronics Engineers (IEEE)—The purpose of IEEE student chapter is to acquaint electrical engineering students with the professional world. A student member must be an undergraduate or graduate student currently enrolled at least part time. Our chapter sponsors guest lecturers, spring paper, contests, company tours, and student seminars.

International Dance Club—is formed to further the knowledge of international cultures through dance. We are open to all SCSU students, faculty and staff. We perform various ethnic dances for area activities and perform a major performance yearly.

International Relations Club (IRC)—creates political, economic, and social awareness in the international world. There is no criteria for membership, anyone may join. IRC sponsors weekly discussion groups on current international events.

International Students Association (ISA)—ISA seeks to foster interaction between international

students on campus and the St. Cloud community. It wishes that all students have opportunities to share their cultural background with community residents and among themselves.

Inter-Varsity Christian Fellowship—An interdenominational Christian organization. It is open to anyone who is interested in Christian fellowship and friendship. Inter-Varsity focuses on small group bible studies and weekly meetings.

Investment Club—Creates a total awareness of investment opportunities in a global financial market. All majors are welcome. We offer speakers, tours, fundraisers, portfolio management, stock games, and social events.

Japan Club—The club's purpose is to recognize some of the Japanese students at SCSU and learn about Japanese culture. Activities include field trips, shows, etc. Criteria is an interest in Japan and its language.

Jazz Ensemble—The purpose of the Jazz Ensemble is to study and perform contemporary jazz literature. Auditions are held twice a year. The group sponsors four annual concerts.

Kappa Eta Kappa Fraternity—a professional electrical engineering fraternity which strives to promote the relationships between faculty and students. The only criteria for membership is to be an electrical engineering major or related fields.

Kappa Phi Omega Sorority—a social sorority which strives for knowledge, peace, and opportunities for women. Friendships are gained from attending social events, formals and philanthropic functions planned through the year. Active members must be students at SCSU and enrolled in at least 12 credits each quarter.

Korean Association—provides opportunities to develop Korean cultural awareness and promotes multi-cultural education within our group, as well as other SCSU students. Everyone is welcome to participate in our activities.

KVSC-FM—a professionally-run radio station which trains students in the craft of radio announcing and management. KVSC is open to all students and our primary listening audience is the SCSU community. Provides alternative music, husky sports and Trivia Weekend.

Lacrosse Club, Men's—The club's purpose is to give people another club sport at SCSU to chose from. Anyone willing to learn the same is welcome.

Latin American Association—gathers students, faculty and staff from Hispanic origin or people interested in Latin America to discuss issues of Latin America and also to serve as a liaison between new minority students of Hispanic origin and the University.

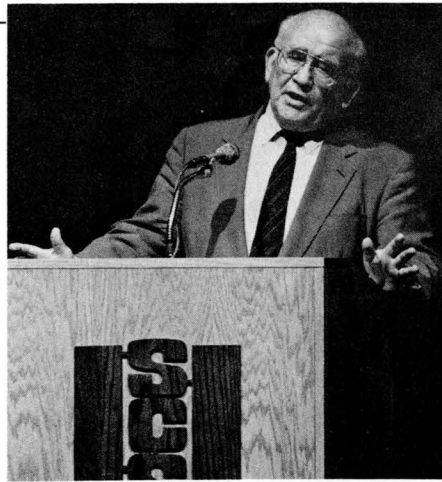
Lesbian/Gay/Bisexual Resource Center—This organization provides a safe and conducive environment for gay/bi/lesbians to socialize and discuss their issues. This resource center has monthly potlucks, speakers, discussions and the main event, G.L.A.D.

Lutheran Campus Ministry—a community of searching Christians celebrating and worshipping, praying and meditating, and providing a place of study, teaching, learning, playing and serving. All are welcome.

Lutheran Student Fellowship—a Christian fellowship to make disciples of Jesus Christ through His word and sacraments. There are weekly BBQ's, activities and Bible studies, as well as monthly fellowship, fun and educational activities. Come and join us!

Malaysian Students' Association (MSA)—promotes the good will of Malaysia and promotes the welfare and interests of Malaysian students at SCSU and the community. Membership is opened to interested SCSU students, regardless of nationality.

Many Paths—We wish to provide a place where people with diverse interests and beliefs about religion and spirituality can share ideas and learn. All



people with an open and honest mind are welcome to join us in discussions, lectures and celebrations.

Masters of Business (M.O.B.)—provides a forum (social and technical support) for all masters students in the College of Business. Activities include peer advising, social activities, and networking for career placement.

Mathematics, Statistics and Computer Science Club—offers a forum for students and faculty to pursue interests outside the classroom. We promote friendly relationships between students and faculty and provide information on topics of mutual interest.

Medical Emergency Team (M.E.T.)—M.E.T. provides voluntary emergency medical care to those attending and/or participating in intramural and sporting events on the SCSU campus. The M.E.T. also offers CPR Certification Courses to the campus population. These services will provide the M.E.T. members with the necessary experience needed for continuing their education in the field of emergency care. Membership includes Nationally Registered Emergency Medical Technicians and selected Registered First Responders.

Medical Professions Association—an organization designed to consolidate medical-related career fields and expose its members to opportunities through field trips, speakers, and various events. Any student interested in any medical related career/issue is eligible to become a member.

Merit Club—is open to students who have been designated National Merit Finalists based on PSAT/NMSQT test scores and other qualifying criteria. Club activities include attending social activities and representing SCSU to prospective National Merit Scholars.

Mexican American Student Association—Our purpose is to broaden awareness of Hispanic culture by sponsoring Hispanic Awareness Week and by working with communities to increase enrollment of Hispanics at SCSU by directly working with high school students and recruiting them.

Mitchell Hall Council—The purpose of this organization is to act as a voice over all matters concerning the students in the hall. Any member of the hall can be a part of Mitchell Hall Council. The organization sponsors social, educational, and fundraising activities.

Muslim Student Association—The purpose is to keep in touch with all Muslims in St. Cloud and provide Islamic literature to non-Muslims. Criteria for membership is that one is a Muslim. Activities include weekly Friday prayers, group prayers during whole month of Ramadan (fasting month) and organizing yearly festivals.

National Minnesota Rehabilitation Association Student Division—Membership is open to graduate students of the rehabilitation counseling program in the Department of Applied Psychology. The purpose of the organization is to advance rehabilitation for all persons with disabilities. Activities

include education and service projects.

National Student Speech, Language and Hearing Association (NSSLHA)—creates and stimulates an interest among university students in the fields of speech and hearing science and encourages professional growth by providing learning experiences not offered in the formal course structure. Membership is open to anyone interested in communication disorders.

Newman Center—enhances student life through projects and activities that focuses on spiritual development.

Non-Violent Alternatives (NOVA)—The purpose of NOVA is to educate students on non-violent alternatives involving world affairs. All students and faculty are welcome. Our main activity for the year is the Week on Violence.

Nordic Ski Team (Cross Country)—a student organization which allows its members to compete against other colleges and universities and belongs to the National Collegiate Ski Association (NCSA). Anyone with an interest in Nordic Skiing is welcome and encouraged to join.

Officials Association—provides opportunities to officials to work and earn money within the community. Allows them to stay active in sports.

Okinawin Karate-Jutsu Club—The purpose is to increase your speed, flexibility and endurance through traditional Ryukyu Kempo Karate. You can learn to protect yourself using the blocking, striking, kicking and grappling of this ancient Okinawin martial art. Open to all faculty and students.

Open Forum—Our goal is to confront and discuss current issues in a Christian setting with a biblical basis. The only criteria for membership is an open mind and a willingness to tackle issues that affect today's student.

OP-SHOP (Opera Workshop)—promotes the experience of opera and musical theatre as vocational/avocation at all levels of production and performance through participation in meetings, productions, tours, and trips. Membership is open to all full and part-time students.

Phi Alpha Theta—The purpose is to promote interest in the study of history. Activities include social lunches, history conferences and local History Day competition.

Phi Chi Theta—A professional business fraternity for all students of the College of Business and the Department of Economics. Our purpose is to help students become more knowledgeable about the business world through speakers, tours, fundraisers, and alumni workshops.

Phi Epsilon Alpha Sorority—promotes philanthropic endeavors scholarship, leadership, and social skills in a close knit sisterhood. Our members must be attending SCSU. We sponsor philanthropics for the Women's Shelter, fundraisers, and quarterly all-sorority formals and/or events.

Phi Kappa Tau Fraternity—a fraternity which provides brotherhood for men to work and think together toward worthwhile pursuits and fulfilling the demands of higher education. Members are required to show leadership qualities and high academic values. The fraternity is involved in social events and fundraising for the Children's Heart Foundation.

Philosophy Club—The Philosophy Club is primarily concerned with discussing the human condition. Activities and publications are planned for the purpose of problem solving and communicating awareness. The club encourages any concerned and serious thinker to come and join in on this ever-continuing discussion.

Photo Club—All students of SCSU are encouraged to participate in the Photo Club. The Photo Club is an artistic representation of the students of SCSU. Be a part of SCS FLASHERS. Some technical assistance and equipment is available. Activities include: studio sessions, socials, contests, and outings.

Physical Education—informs physical education students about the programs in the school systems. Membership is for anyone interested in physical education. We send a qualified student to the national conference.

Physics Club—The Physics Club is affiliated with the national organization, Society of Physics Students. It is open to anyone interested in physics. We will be promoting various topics in physics.

PLA'yers (Performance of Literature Activities)—PLA'yers is a student group interested in exploring literature by bringing it to life in performance. The group welcomes students interested in literature, performance, production, and promotion. No prior experience in these areas is necessary.

Pre-Law Society—a social and educational society for SCSU students with an interest in pursuing a career in law. The purpose is to bring these students together so that they may receive information and recognition from law schools and law firms.

Psychology Club—The purpose of the Psychology Club is to encourage, stimulate, and maintain excellence in scholarship and advancing the science of psychology. Membership is open to anyone with an interest in psychology.

Public Administration Club—provides a forum for the discussion of public administration. Membership is open to all public administration, political science and urban affairs majors or minors (intended or admitted) and to anyone else with consent of the president or adviser. This club will sponsor open forums, invite in speakers, discuss literature, and view videos.

Public Relations Student Society of America (PRSSA)—PRSSA prepares members for careers in public relations and related fields. Members are encouraged to join in activities to develop interpersonal, oral, and written communication skills.

Radio Communications Club—promotes interest in amateur radio and assist in obtaining an operators license. Membership is open to any currently-enrolled SCSU student. Activities include operation of amateur radio equipment in club station KOMIA, participation in community events, emergency drills, and contests.

Real Estate Association—The purpose of the R.E. Association is to educate members in the fundamental principals and techniques of sound real estate investment practices. Criteria is based on willingness to learn and participate. Activities include general meetings, speakers, tours, and alumni functions.

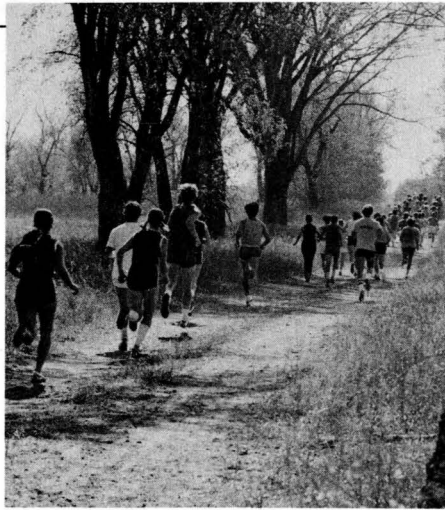
Recreation Club—provides recreation students with the opportunity to interact with others with the same interests. The club is open to all students majoring or minoring in recreation. Activities include community service, fundraising and various social events.

Repertory Dance Theater—holds annual auditions for admission to the company. We are a performance-oriented modern jazz and contemporary company with an annual concert on campus and numerous performances in community and surrounding area.

Residence Hall Association (RHA)—The purpose of RHA is programming and development. Members must be resident hall students and elected to the position. Activities are designed for residence hall students.

Army ROTC—provides a place for students interested in military science to gather. Open to all students with a genuine interest in the U.S. Army. Picnics, color guard, field trips, and paint ball war games are some of the activities.

Rowing Club—The purpose of the SCSU Rowing Club (also known as Crew) is to provide students with an opportunity to learn techniques of rowing, compete in regattas, and meet new people while staying physically fit. There are no limitations for membership as long as you are a student at SCSU.



Rugby Club, Men's—It is the purpose of the Men's Rugby Club to promote the spirit of and the camaraderie associated with the game of Rugby. Open to anyone interested in Rugby.

Rugby Club, Women's—allows women the chance to participate in an active sport. All women are invited to join. The team travels to other colleges and also holds matches at Selke Field.

Russian Club—promotes the growth of the Russian Department at SCSU and provides Russian and Soviet Studies students with programs and services related to the study of the Russian language and culture.

Sherburne Hall Council—This is a programming organization for Sherburne Hall. All residents are welcome as members, if they meet the requirements of Sherburne's constitution.

Shoemaker Hall Council—unites the residents of the residence hall, provides educational and recreational programs to its residents and provides leadership roles and opportunities. Criteria: must be a resident of Shoemaker Hall. Activities include dances, educational speakers, sport recreations and other activities the residents are interested in.

Shotokan Karate Club—We are a Rec Sports Karate club. Shotokan Karate is a traditional Japanese art. Our purpose is to teach members this traditional style of self-defense. Quarterly dues are required. We encourage all students, faculty and staff at SCSU to participate.

Skeptically Oriented Students (SOS)—SOS encourages the critical investigation of paranormal, pseudo, and fringe-science. SOS does not automatically reject any claims but examines them objectively and carefully.

Soccer Club, Men's—provides the opportunity for any male SCSU student to participate and compete in the world's most popular sport. The team competes in the NISC and has a history of excellence.

Soccer Club, Women's—provides an opportunity for SCSU women to continue playing organized competitive soccer. Practices, games and tournaments are played throughout the year and all are mandatory for club membership. We are structured and devoted to bettering soccer at SCSU.

Social Studies Club—The purpose of our club shall be to form a community of social studies/social science majors, inform students on graduation, sponsor speakers, and act as a source of peer advising. Membership criteria includes quarterly dues, active participation in meetings and a willingness to help others.

Social Work Peer Advisers—a group of social work majors who are available M-F to help social work students with questions about the major, application, classes, potential minors, future jobs, graduate schools, licensure and merit tests, and internships. Volunteer opportunities, social activities, mentors available, networking and more.

Social Work Club—consists of students interested in social work, community action, and meeting new people. We participate in community service projects; sponsor speakers; and network with other organizations, participate in activities dealing with skills, issues, and trends in the many social work fields.

Society for Advancement of Management (SAM)—SAM is designed to give students access to the world of management through speakers, tours, and experience gained by management of club functions.

Society for Human Resource Management (SHRM)—an organization for those students who are interested in the human resources field. It is open to all majors and anyone who is interested. Speakers, tours and socials are all part of our activities.

Society of Professional Journalists—The SCSU chapter of the Society of Professional Journalists is a student chapter of a national organization. SPJ exists for all majors, but is especially geared toward mass communications majors. The organization sponsors speakers and seminars.

Society of Women Engineers—SWE's purpose is to serve as a center of information on engineering and encourage members to attain high levels of education and professional achievement. This society is open to membership for 50 percent engineering and engineering tech and 50 percent technical-related programs. Students must be at least part-time status. Activities include tours and speakers.

Sociology Club—brings students together to meet and discuss goals and fundraisers and to discuss sociological aspects as students here at SCSU.

Spanish Club—enhances culture and language of Spanish-speaking countries. Students practice their Spanish language skills. Must have some level of Spanish. Activities include dances, meetings, parties, speakers, and fundraisers.

Speech Communication Club—provides an opportunity for speech communication majors and minors to build social networks with their peers and professionals in their field. Provides opportunity for leadership and teamwork among club members.

Spirit, Mind and Body Society—helps the SCSU community achieve balance and harmony on three levels: spiritual, mental, and physical. Membership is open to all students, including the SCSU community. The society plans to conduct workshops, seminars, invite speakers and/or practitioners of such activities related to the goals of the society and its members.

Stearns Hall Council—provides an opportunity for residents to get involved in hall and inter-campus programs. Some of the activities include picnics, dances, movie nights, and spring fling. Anyone who lives in Stearns Hall is encouraged to join.

Stress Management Peer Educator Program—This program trains a select group of student peer educators who then provide information on stress and stressors reduction methods to groups of other students or to individuals. Peer educators are selected in spring, provide 6 hours of work per week for a full academic year, and maintain a 2.5 GPA.

Student Coalition Against Racism (SCAR)—SCAR fights against racism and builds coalitions with other campus organizations. We are willing to fight racism. Activities include speakers, speakouts, rallies, marches, supporting ethnic awareness events, building awareness and sensitivity through educational workshops, petition and letter writing, confronting racial practices, and meeting with campus organizations who are addressing the same issue.

Student Coalition of Peace and the Environment (SCOPE)—the only environmental student group on campus. SCOPE is involved in planning Earth Day and other environmental awareness activities.

Student Employment and Legal Services

(SEALS)—The primary focus of this service is to help students find part-time, full-time, or temporary employment while attending SCSU. Listings of job openings around the St. Cloud area are posted in the office where students are encouraged to stop in often and look for potential employment. Full- and part-time summer job information for positions throughout the United States also is available. The office also provides a referral service for students who need legal counsel. The office is located in AS 101, Phone #255-3756.

Student Government—The SCSU Student Government is the official governing body of the students of St. Cloud State University. We represent the student body in all facets of campus life. We also work in the St. Cloud community and on the state and national levels to provide students with the best learning environment possible.

Student Minnesota Education Association (SMEA)—promotes the field of education and brings together future educators. All education majors are welcome. Activities: many volunteer with community education, we tutor, help in local schools, and social activities throughout the year.

Students Against Driving Drunk (SADD)—helps prevent the tragedies of drunk driving through programs, education, and positive peer pressure that promotes responsible alcohol use.

Students Assessing Challenges (SAC)—This group provides assistance and companionship to ALL students facing challenges in their lives, the challenge of a handicap of their own family member, a source to find answers (not counseling but referrals).

Students for Health—explores careers in the field of health, facilitate projects promoting health, work with campus and community, learn about internships, promote wellness and health education, hear speakers working the health field.

Tang Soo Do Moo Duk Kwan Karate—a traditional Korean martial art. The emphasis is placed on health, self defense and discipline. The breakdown of technique is 60 percent kicking and 40 percent hand techniques.

Tau Kappa Epsilon (TKE) Fraternity—TKE helps students develop leadership skills, academic achievement through social activities, provide a source of brotherhood, and make friends for life.

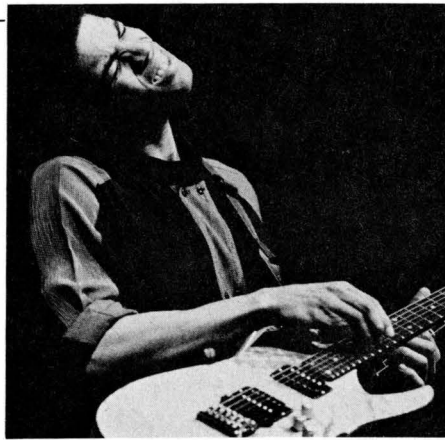
Theta Chi Fraternity—Theta Chi International Fraternity provides the opportunity for college men to enhance their social, organizational, and leadership skills while participating in the local and campus community. Furthermore, it promotes brotherhood among its members.

Thick Squares—an organization that explores the realms of literature and facilitates academic discussions in a social atmosphere. Any student/faculty or community member is welcome to join. Types of activities include attending performances, reading books and related social activities.

Travel and Tourism Club—strives to broaden the horizon of the public relating to travel and tourism, establishes internship contacts, provides a network for employment as post-grads and provides a social organization for students interested in travel and tourism. Criteria for membership is interest in travel and tourism and payment of dues. Types of activities: social gatherings, speakers and tours related to job and internship placement, tour organization and assistance and fundraisers.

United Ministries in Higher Education (UMHE)—UMHE is open to all students, faculty and staff who are interested in questions of ethics and faith. UMHE ministers to persons in need, offers discussion groups and social activities and responds to the needs of the campus.

University Band—The University Band offers a musical experience to outstanding student musicians who desire a less rigorous performance/prac-



tice schedule than Wind Band members. It also is an opportunity for music majors to get in lab time on their secondary instruments. No audition is necessary. The University Band meets two hours weekly during fall, winter and spring quarters and performs regular concerts. The band is comprised mainly of non-music majors.

University Chorus—is open to all SCSU students who enjoy choral singing. Students may join at the beginning of any quarter. No audition is necessary.

University Orchestra—is comprised of 40 to 50 woodwind, brass, and percussion players on the SCSU campus. It prides itself on its diversity of music, ranging from Baroque to Modern, and its flexibility of size. The group performs as a full orchestra, chamber orchestra and string ensemble. Features visiting performers yearly, as well as an orchestra festival during the winter quarter and an annual orchestra tour during the spring quarter. A unique feature of the group is its concerto competition which gives outstanding student musicians an opportunity to compete for a position as features soloist with the orchestra.

University Program Board (UPB)—is an all-volunteer student organization consisting of the executive board and eight program areas. It serves SCSU and the surrounding community by offering a wide variety of programming interests. Throughout the year, student coordinators and their committees develop, organize, and implement 350-400 events. Major events include Homecoming, Winter Week and Mississippi Music Fest.

University Sports Band—an organization which plays pepband music at athletic events. The sports band entertains audiences (fans) at men's basketball and hockey. Anyone who plays a band instrument is welcome.

University Tele-Vision System (UTVS)—gives hands-on experience to students interested in television broadcasting and production. Programming consists of live news shows as well as taped entertainment shows which are aired on cable television. Membership is open to all students interested in television.

Upper Mississippi Harvest—is published once a year and contains student creations in poetry, prose, photography and art. Any student may submit their work to the magazine. Guidelines are posted during fall quarter.

Urban Studies Association—is concerned with issues involving urban affairs, like housing, zoning, transportation, preservation, downtown revitalization, environmental issues, etc.

Vanguard—is the University Relations student organization. The group welcomes visiting dignitaries to the campus, provides tours and otherwise provides hospitality for guests to university events. Alumni, Athletics, Foundation, President's Office and the Public Relations Office are units which utilize Vanguard's ability.

Vietnamese Student Association (VSA)—The objectives of forming VSA are to preserve the true Vietnamese student's identity and maintain Viet-

namese culture and tradition. Also, the purpose of MSA is to assist members in career planning and support them to reach their goals. Members must be Vietnamese. The VSA will participate in International Festival and Vietnamese New Year Celebration.

Voice of Teacher Education Students (VOTES)—a student advocacy group which voices the concerns and interests of students in teacher education. We elect student representatives to serve on departmental committees and act as a communication liaison between students and the department. We're open to any pre-education or education majors.

Volleyball Team, Men's Intercollegiate—is a club that plays competitive volleyball in the Northern Intercollegiate Volleyball Conference. All students are welcome to be a part of our organization. We have fundraisers to support our team to play the 18 other colleges.

Wind Band—provides outstanding wind and percussion students with a musical experience. Auditions for Wind Band are held at the beginning of each quarter. Every year, Band Fest is sponsored in which select band students from central Minnesota high schools are invited to play and perform with the Wind Band for one day. The Wind Band also hosts guest artists and provides music for spring commencement ceremonies.

Women in Communications, Inc. (WICI)—is organized to increase interest and knowledge of students involved in the communications field. Membership is opened to all students. Sponsored activities include tours, speakers, and socials. WICI's mission is leading change.

Women's Equality Group (WEG)—The purpose of WEG is to educate people on issues that affect women and challenge inequities that face women. The only criteria for membership is that persons be interested in women's issues. The types of activities include participation in Women's Month, Women's History Month, Take Back the Night March, representation on the Sexual Assault Task Force, etc.

W. W. Holes Hall Council—The council helps to advance the needs and interests of W. W. Holes Hall, to provide the residents' social and recreational development, develops and maintains high standards of self-government and informs the residents of policies within the hall and in the greater college community.

Z-Club—provides students with the opportunity for community service and fundraising for any and all charities. Members must be SCSU students. Z-Club sponsors community works activities and fundraisers for charities.

Sports

St. Cloud State University offers 18 intercollegiate varsity sports in both men's and women's athletics.

Mens' Sports

Baseball
Basketball
Cross-Country
Football
Golf
Hockey
Swimming and Diving
Tennis
Track and Field
Wrestling

Women's Sports

Basketball
Cross-Country
Golf
Softball
Swimming and Diving
Tennis
Track and Field
Volleyball

Where to get help

Academic Learning Center. Students may receive free assistance in the following areas:

- Developing study strategies
- Developing notetaking skills
- Preparing for tests
- Developing flexibility in reading rate
- Increasing vocabulary
- Decreasing procrastination

To receive help, students may enroll in either **110 Reading/Study Skills** or **120 Reading Rate Improvement**. Students not enrolled in reading classes also may receive individual assistance. **DIRECTORS:** Margaret Rauch and Ceil Fillenworth, SH 101, phone: 4993.

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, 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: 4850.

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. Alumni may activate (or reactivate) their file for a nominal fee. 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: AS 101, phone: 2151.

Counseling Center. Professional staff members in counseling offer a wide range of services to currently enrolled SCSU students. These services include individual and group experiences which facilitate the resolution of personal, social, educational, and career related concerns. The center maintains a career and educational planning resource center with computer assisted guidance information (DISCOVER). Services are confidential and are provided on a no-cost basis. Counseling and Related Services is accredited by the International Association of Counseling Services. **DIRECTOR:** Robert Bayne, SH 103, phone: 3171.

Evening Programs. An on-campus contact point for students who are particularly dependent on evening options. The office provides initial academic counseling and orientation for non-traditional students as well as information on services and programs that may be of interest to the evening student. **COORDINATOR:** Carol Vick, CCS, phone: 3081.



Financial Aid. The Office of Scholarships and Financial Aid administers federal and state grants, work programs, and loans, as well as a large number of university scholarships.

All students receiving financial assistance from the federal and state government are required to maintain satisfactory academic progress. **DIRECTOR:** Frank Loncorich, AS 106, phone: 2047.

Handicapped Student Services. As part of St. Cloud State University's response to Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) 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, note taking, classroom scheduling, etc. For the faculty, services include consultation, information, test adaptation, and classroom scheduling. For all, the services help break attitudinal barriers, increase awareness and increase accessibilities. **CONTACT:** Director, HSS Office, phone: 4080.

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

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 health promotion programs with sessions on weight control, stress management, healthy sexuality, including contraception, safer sex, and adult children of alcoholics.

Additionally, assessment, counseling, and information pertaining to drug and alcohol use and abuse is provided, along with street drug identification and analysis. Students may contact the health service for personal and printed information for health concerns and for class assignments on health related topics. Peer educators also are available. **DIRECTOR:** Ramona Yunger, HiH, phone: 3191.

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.

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:

- 23 years or older or
- veteran or
- married or
- parent

COORDINATOR: SH 103, phone: 255-3171.

Racial Harassment. If you are experiencing racially based verbal or physical harassment from any individual on campus, you are encouraged to contact the affirmative action officer. Any information you share is confidential. **CONTACT:** affirmative action officer, AS 209, phone: 3143.

Sexual Harassment. If you are the recipient of unwanted sexual advances or verbal harassment from any individual on campus, you are encouraged to contact the affirmative action officer. Any information you share is confidential. **CONTACT:** affirmative action officer, AS 209, phone: 3143.

Speech Anxiety Reduction Program. (Speech 171) Registration preferred during the first and second week of each quarter, but may continue throughout the quarter. **DIRECTOR:** Joanna Pucel, MS 129 Speech Communication, 255-2216.

Speech-Language-Hearing Clinic. Assessment and treatment for individuals with communicative disorders of voice, articulation, fluency, hearing, and language. **DIRECTOR:** Mary Weise, EB-A216, phone: 255-4143.

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.

Women's Center. The university Women's Center opened in October of 1989 to address important needs of women on campus, with a focus on safety issues and equal educational opportunities. The Women's Center provides information and referral on services for women and on women's issues, advocacy and support in areas such as sexual harassment and sexual assault, and educational programs. The Center works closely with student groups, community organizations and the university as a whole to increase awareness of critical issues facing women and to promote equality for women on campus and in society. **DIRECTOR:** Jane Olsen, Colbert House North, phone: 4958.

The Write Place. Offers free individual help in getting started, organizing, developing, writing grammatical sentences, punctuating, and spelling. Instruction is available through individual appointments or workshops. Half hour appointments usually are advised. Students whose native language is not English may schedule hour appointments. Workshops require no pre-registration. The center is open to students writing papers for any department. **DIRECTOR:** Judith Kilborn, R-1, phone: 2031.

Q & A

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?

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 Office of Scholarships and Financial Aid.

Can I fool the financial aid 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 courses? 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.



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 advising office.

Which students get priority in registering for classes?

Students are allowed to register based on the total credits completed at the time of registration. Priority registration is granted for the following groups of students: students with disabilities, students admitted to graduate-level programs, students admitted to the North Hennepin nursing program, students admitted to the honors program with 44 credits completed who have been graduate-level approved by the director of honors, and undergraduate students enrolling in only evening classes which have the approval of the Office of Continuing Studies. Students in the above groups may register at the time indicated on the registration timetable or anytime after that time. If students with disabilities need assistance with registration, please contact the Office of Records and Registration, 117 Administrative Services Building.

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?

If you are experiencing academic difficulty in general educational courses, you may receive tutorial help at the Academic Learning Center. This service is available to all SCSU students at no charge. 101 Stewart Hall, phone: (255-4993).

Also, 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.

Student's Goal/Time Plan

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	Academic Learning Center	SH 101	4993	Legal Referral	Student Employment and Legal Services (SEALS)	AS 101	3756
	Faculty Adviser				Recreational Sports	HaHS 120	3325
	Counseling Center	SH 103	3171	Lockers in Eastman and Halenbeck			
	Student Life and Development	AC 106	3111	Lost and Found	Mail Room	AS 103	2005
Academic Requirements	College Dean's Office				Main Desk	AC	3822
	Faculty Adviser				Business Office	AS 123	4214
	Records and Registration	AS 118	2111	Loan Payments	Scholarships and Financial Aid	AS 106	2047
Activities, Clubs, etc.	University Organizations	AC 222	3004	Loans, Application	Maintenance	HM	3166
Address of Student	Student Life and Development	AC 106	3111	Maintenance Emergencies	Counseling Center	SH 103	3171
Address of Departments and Faculty	University Directory	AS	0121	Major, Assistance in Choice	Graduate Studies	WH 202	2113
Address of Alumnus	Alumni Services	AH	4241	Married Housing	Residential Life	CRH	2166
Application for Major Program	Students must check with individual departments			Meals for off-campus students	Business Office (Residence Hall Accounts)	AS 123	4010
Banquet Facilities	Main Desk, Atwood Center	AC	3822	Movies	University Programming	AC 222	2205
Barber Shop/Style Shop	A Great Haircut	AC 158	251-0137	Notary Public	Administrative Affairs	AS 205	2286
Brochures, Pamphlets	Main Desk, Atwood Center	AC	3822		Business Office	AS 124	0121
Publicity Announcements	(Distribution Point)				Records and Registration	AS 118	2111
Bulletin: Undergraduate	Records and Registration	AS 120	2111		Student Life and Development	AC 106	3111
Bulletin: Graduate	Graduate Studies	AS 121	2113		Continuing Studies	CCS	3081
Calendar, Official	Undergraduate and Graduate Bulletin			Off-Campus Classes	Departments		
	University Program Board	AC 222	2205	Pay Checks	Business Office	AS 124	4005
Calendar of Activities	Admissions	AC 115	2243	Payroll	Counseling Center	SH 103	3171
Campus Tours	Academic Affairs	AS 209	3143	Personal Problems	Buildings and Grounds	BG	2266
Cancelling Classes (by faculty)	Business Office	AS 122	4174	Parking			
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	Health Services	HiH	3191
Career Planning	University Organizations	AC 222	3004	Placement (Career Planning)	Career Planning and Placement	AS 101	2151
Car Pooling (students)	Adviser	AS 117	2111	Posters, Flyers, Duplicating, etc.	Copies Plus	AC 153	3759
Change of Course	Registration	AS 117	2111	Probation (see Trial Quarter)			
	Students must check with individual departments			Publicity	Undergraduate Bulletin		
Change of Major	Records and Registration	AS 120	2111		Public Relations and Publications	AS 207	3151
Undergraduate	University Programming	AC 222	2205		Academic Affairs	AS 209	3143
Class Schedule	Continuing Studies	CCS	3082		Academic Learning Center	SH 101	4993
Concerts					Recreation Center	AC B08	3773
Conferences/Lectures/Workshops							
Counseling:	Adviser				Recreational Sports	HaHS 120	3325
Academic	Scholarships and Financial Aid	AS 106	2047				
Financial	Counseling Center or	SH 103	3171		Business Office	AS 122	4174
Personal	Student Life and Development	AC 106	3111		Atwood Center (Main Desk, for Atwood Reservations Only)	AC	3822
Vocational	Career Planning and Placement	AS 101	2151		Scholarships and Financial Aid	AS 106	2047
	Counseling Center	SH 103	3171		Academic Affairs	AS 209	3143
Credit-By-Examination	Registration	AS 117	2111	Scholarship Forms			
Degree Requirements	College Dean's Office			Scholastic Achievement, Certificate of			
	Adviser			Scholastic Standings	Adviser		
	Records and Registration	AS 118	2111		Records and Registration	AS 120	2111
Discrimination	Affirmative Action	AS 209	3143	School Supplies	Bookstore		251-0061
Drop/Add Classes	Registration	AS 117	2111	Security	Security & Parking Operations	AS 102	3453
Employment (student)	Student Employment and Legal Services (SEALS)	AS 101	3756	Sexual Assault	Women's Center	Col North	4958
(workstudy)	Scholarships and Financial Aid	AS 106	2047	Sexual Harassment	Academic Affairs	AS 209	3143
Entrance Test Results	Counseling Center	SH 103	3171	Speech Difficulty	Speech-Language and Hearing Clinic	EB A216	4143 or 2092
	Graduate Studies	WH 202	2113				
Escort Service	Security/Information	SI	4357	Student Publications	Chronicle Office	AC 136	4086
Evening Classes	Continuing Studies	WH 209	3081	Student Schedules	Records and Registration	AS 120	2111
Facility Reservations and off-campus groups	Reservations Secretary	AC 108	3822		Student Life and Development (emergency only)	AC 106	3111
Fee Statements/Tuition Payment	Cashiers Office	AS 123	4174	Student Teaching	Coordinator of Field Experiences	EB A132	3007
Financial Assistance, Application	Scholarships and Financial Aid	AS 106	2047	Study Skills	Academic Learning Center	SH 101	4993
General Education Requirements	Academic Affairs	AS 209	3143	Tenant Help Information	Student Employment and Legal Services (SEALS)	AS 101	3756
	Faculty Adviser				Counseling Center	SH 103	3171
Grades	Student Handbook			Testing	Bookstore		251-0061
	Records and Registration	AS 120	2111	Textbooks	Admissions	AS 115	2244
Graduation Applications	Adviser			Tours - Campus	Records and Registration	AS 120	2111
Undergraduate				Transcript of Grades			
Graduate	Records and Registration	AS 120	2111	Transferring to Another University	Transfer Specialist	AS 115	2243
Graduate Fellowship	Graduate Studies	AS 121	2113	Travel Information	University Program Board	AC 222	2205
Guaranteed Student Loan Application & Payment	Department Chairperson			Trial Quarter (Probation)	Records and Registration	AS 118	2111
	Scholarships and Financial Aid	AS 106	2047	Tutoring	Academic Learning Center	SH 101	4993
Health Aids	Health Services	HiH 237	3191	Veterans' Information	Records and Registration	AS 120	2111
Hearing Difficulty	Speech-Language and Hearing Clinic	EB A216	4143 or 2092	Vocational Information	Career Planning and Placement	AS 101	2151
					Records and Registration	AS 117	2111
Hospitalization	Health Services	HiH	3191	Withdrawal from College	Women's Center	Col North	4958
Housing	Residential Life	CRH	2166	Women's Issues	Scholarships and Financial Aid	AS 106	2047
Identification Card	Student Life and Development	AC 106	3111	Work-Study			
Illness or Injury	Health Services	HiH	3191				
Insurance	Health Services	HiH	3191				
(payment)	Cashiers Office	AS 122	4174				
Intramural Sports	Halenbeck Hall South	HaHS 120	3325				
Recreational Sports							

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.