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# Student Handbook



**1993-94**



**Welcome to campus life at St. Cloud State University.**

The information included in this handbook is designed to help you to be a contributing member of the university community. You'll find information about opportunities for involvement with people, programs, issues and events. You'll also find helpful information about university policies and procedures. So, again, welcome to campus life at SCSU!



## 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 constitutes 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, veteran 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 and the Americans with Disabilities Act of 1990.

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

**Inquiries regarding Section 504** of the Rehabilitation Act of 1973, The Americans With

Disabilities Act of 1990 or Title IX should be referred to Lee Bird, 255-3111.

## 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 or the Women's Center, phone: 255-4958.



# Student Handbook 1993-94

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## ST. CLOUD STATE UNIVERSITY

This handbook is published in an effort to educate you about services, academic policies and procedures, community standards and opportunities offered at St. Cloud State University. EACH STUDENT IS HELD RESPONSIBLE FOR THE INFORMATION IN THE HANDBOOK.

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 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.

Prepared by the Office of Public Relations and Publications and by Printing Services.

SCSU is an affirmative action/equal opportunity educator and employer.



# Student Services

## Career Services

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

The Career Services office 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 junior year. Counselors at Career Services 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 Career Services 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 activate 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 Career Services office and discover how helpful they can be to you.

## Child Care and Development Center

### The Center

St. Cloud State University's Campus Child Care and Development 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's 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 and Development Center provides model programming for the needs of full-day and flextime 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

## THE "OTHER" CURRICULUM

Being a student at SCSU means being a member of a vibrant community which not only offers fine academic preparation, but the chance to experience different cultures, exposure to new ideas, new people and the opportunity to sharpen existing skills and learn new skills. Planned activities, direct student services, events and other campus activities often are referred to as the co-curriculum.

The Division of Student Life and Development encourages students to become full participants in their college experience and has developed six broad co-curricular goals we can help you meet through your involvement. These goals are to:

1. help students gain a sense of belonging to the SCSU campus and broader community.
2. help students acquire new knowledge and skills.
3. help students choose informed attitudes and values.
4. encourage students to assume responsibility for themselves.
5. help each student understand and apply ethical principles.
6. help each student become a more active citizen on campus, in St. Cloud and the world community.

This handbook contains information about services and activities to foster these goals. Please read on and get involved!

### Suggested Ethical Principles to Live By

1. RESPECT AUTONOMY. Individuals have the right to decide how they will live their lives, as long as their actions do not interfere with the welfare of others.
2. DO NO HARM. We all have an obligation to avoid inflicting either physical or psychological harm on others and avoid actions that risk harming others.
3. BENEFIT OTHERS. There is an obligation to improve or enhance the welfare of others.
4. BE JUST. To be just in dealing with others assumes equal treatment of all; to afford each individual their due portion, and in general, to observe the Golden Rule.
5. BE FAITHFUL. One should keep promises, tell the truth, be loyal and maintain respect and civility in human discourse. Only in so far as we sustain faithfulness can we expect to be seen as trustworthy.

—Karen Kitchum (1985)

modified over time as the child's development and parents' desires dictate. Babies are assigned to particular care givers, 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 care givers 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, story telling 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.

### Parent Education

A parent education program, meeting one evening per week, examines child development as well as other topics of interest. Typically, par-



The Campus Child Care Center provides excursion experiences for its young clients.



"Expect change. Both positive and negative. In order to succeed you must face challenges. Be prepared for challenges and be willing to accept challenges as something positive."

—**Bernadette Wilson**, senior, English and speech-communication, Chicago (works as a tutor in the Department of English's Write Place)

ents discuss child guidance, toilet training, development and broader topics such as social services and inclusiveness in society. All SCSU students who are parents of preschool aged children are welcome to participate with their child(ren).

For information or application, contact the Campus Child Care and Development 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 of office. Students who complete an application form, available in Room 117E 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, 117E Atwood Center, for details.

**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.

## 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 impor-

tant 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.** 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.

## 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 (SEALS) is located in AS 101. Phone: 255-3756.

## 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.

## Financial Aid

Many federal, state, and university financial aid programs are available to assist St. Cloud State University students. This includes grants, loans, scholarships, and employment. Eligibility for many of the programs is based on financial need. However, there are several loans and scholarships that are not need-based. Students must apply for financial aid each academic year by completing two sets of forms: 1) the Free Application for Federal Student Aid; and 2) the SCSU application materials. These forms are available in the Office of Scholarships and Financial Aid, 106 Administrative Services Bldg. Specific information and application materials regarding all federal, state, and institutional aid programs are available in the Office of Scholarships and Financial Aid.

All students receiving financial aid are required to maintain satisfactory academic progress as it is defined by the Office of Scholarships and Financial Aid. The satisfactory academic progress policy has three major factors that are taken into account in determining a student's standing:

1. A minimum number of credits must be earned based on the number of quarters of attendance (including attendance at previous schools).

2. A minimum grade point average, based on credits attempted at SCSU.

3. A maximum time frame in which to earn a degree.

Contact the Office of Scholarships and Financial Aid for a copy of the entire satisfactory academic progress policy.

The Office of Scholarships and Financial Aid is located at 106 Administrative Services Bldg., phone: 255-2047.

### 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



## 4-Student Services



**Short term loans are available for those students facing unexpected hardships during their college career.**

the check directly to the business office. If the award is \$500 or more, it generally is 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, 115 Administrative Services Bldg., 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.

### Handicapped Student Services

Handicapped Student Services (HSS) provides support services for students with physical or mental disabilities, and/or learning disabilities covered under the Americans with Disabilities Act. Our goal is to provide students with special needs appropriate and reasonable accommodations to help them succeed at SCSU.

Based on student need and instructor/student/HSS staff consultation, the following services may be provided: priority registration; sign language/oral interpreting; note taking; alternative testing; building orientation; referrals to outside agencies; support and advocacy services.

This service is located in 105-B Atwood Center. Call 255-4080 (also TDD number) or Lee Bird, 255-3111 if you have questions or need additional information.

### Health Service

Health Services provides medical care and health education so that students can achieve and maintain optimum health and complete their educational goals with a minimum of interruptions and enjoy their future lives in good health.

The medical clinic is staffed by physicians, nurse practitioners, medical lab technicians, a pharmacist, and support staff. The clinic pro-

vides diagnosis and treatment for illness and injuries, routine physical and GYN exams, allergy injections, and private consultations for personal health concerns. Health information and activities that encourage and assist students in developing and maintaining healthy habits are provided. All services are consistent with the goals of higher education to encourage student development and 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.

**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.

**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 within the first two weeks following registration.

### Housing Residence hall living

The university encourages you to actively participate in residence hall life on campus, 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. Students living in the residence halls must abide by the rules and regulations detailed in the residence hall contract. Students who violate these policies may be subject to removal from the hall and/or referral to the university housing officer and/or civil authorities.
2. 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 will be notified before a student's room is entered. Personal items will not be removed without consulting the resident unless the item clearly affects the safety of the residents or premises.
3. Actual searches of specific residence hall rooms will occur only if a legal search warrant has been secured. General residence hall searches will 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 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 assistant vice president and/or referred to the university judicial committee for further disciplinary measures.

2. 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 Board.
3. The university (authorization given to the residential life office) reserves

### The Student Health Service provides the following:

Medical clinic/appointment services

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

Laboratory

- Urinalysis
- Throat culture
- Pregnancy test
- STD tests
- Other tests

Allergy injections hours:

- 8:30-11:30 a.m.
- 1:30-3:00 p.m.

Pharmacy

- Hours: 8:30-4:00 p.m.
- Reduced rates on most items
- Prescription medication
- Nonprescription medicines
- Contact lens supplies
- Medication/drug information

### SHAPES

Campus Drug Program

- Chemical dependency assessments
- Peer discussions
- Printed information
- Alternative bars
- Alcohol education classes
- 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
- Printed information
- Consultation re: health concerns
- Special events and programs
- STD/AIDS education
- Peer educator training programs
- Monthly newsletters inserted in the *Chronicle*

- Promoting Acceptable Interpersonal Relationships (PAIR)
- Relationship classes
- Printed information
- Peer discussions
- Books/videos



Off-campus housing presents itself as an alternative to campus living for SCSU students.

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.

### 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).

Although your stay at SCSU may be temporary, you are a resident of St. Cloud while attending the university. There is concern among St. Cloud residents that some SCSU students are careless with trash, noise, and the property and rights of others. Please do not contribute to a negative image of students. *You can make a difference!*

### Identification cards

Students are encouraged 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 At-wood 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.

### Intercollegiate athletics

Both men's and women's athletics are members of the North Central Intercollegiate Athletic Conference. Hockey is a member of the Western Collegiate Hockey Association. If you are interested in intercollegiate athletics please contact the men's or women's athletic directors by calling 255-3102.

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



### International studies /study abroad

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

China	France
Costa Rica	Germany
England	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 coursework 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:

- Orientation programs
- Academic advising
- Non academic advising
- Immigration assistance
- Hospitality programs

The International Students Association, a group of international and American students, 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 appoint-

Men's Sports	Women's Sports
Baseball	Basketball
Basketball	Cross-Country
Cross-Country	Golf
Football	Softball
Golf	Swimming and
Hockey	Diving
Swimming and	Tennis
Diving	Track and Field
Tennis	Volleyball
Track and Field	
Wrestling	

"I chose SCSU because the price is right and the mass communications program is accredited. And of course, Roland Fischer (international studies director) recruited in Malaysia and I met him and talked to him about SCSU. Going to school in another country enabled me to do so many things that I wouldn't have done if I stayed in Malaysia. It helped me to grow up! I'm responsible for everything I do here, like opening a checking account, buying a car, checking interest rates, finding a job, finding an internship. I grew up!

—Helen Ng, senior, mass communications, Malaysia (intern at St. Cloud Times, Society of Professional Journalists, student worker in SCSU public relations office, note taker for handicapped student services, student worker at Gretel's Bakery, volunteer for several campus and community agencies)

ment 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 (INS) require that all international students who attend United States universities on student visas be registered and complete the university's minimum requirements of full-time student status each academic quarter.

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 the full-time student criteria should see the international student coordinator as soon as possible.

If a student fails to complete 12 credit hours each quarter he/she also is considered out-of-status and will be required to file an academic exception report at the Center for International Studies.

### Media

**Keeping informed.** SCSU students can keep themselves up-to-date on a variety of activities happening both on- and off-campus through event calendars, posters, bulletin boards, newspapers, and radio and television stations. **KVSC/FM** is staffed by the SCSU Radio Guild, and provides regularly scheduled non-commercial broadcasting to the St. Cloud community. **University Chronicle.** SCSU's biweekly campus newspaper, *University Chronicle*, is edited and produced by students and distributed to the SCSU community on Tuesdays and Fridays during the academic year. **UTVS,** the university television system (Channel



## 6-Student Services

18), 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.

### Minority Student Programs

The Office of Minority Student Programs provides for the particular needs of U.S. 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, 115 C Atwood Center, phone: 255-3003.

### Native American Center

The Native American Center's goal is to provide support and development for the intellectual, emotional, social and cultural heritage of Native American students. The center also provides the opportunity to share Native American knowledge in a fun, nurturing and dynamic way.

For information, contact Art Koch at the Native American Center, 827 Fourth Avenue South, phone: 255-4098.

### Richard R. Green House

Richard Green House provides a focal point for the social and cultural needs of minority students and the SCSU 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.

### 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 students office, SH 103, phone: 255-3171.

### 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 transferable. 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 go to AS 102 Security and Parking or the Security Information Building (in pay lot) to obtain a temporary permit for 24 hours.

#### Daily parking

Daily fee parking (two dollars a day) is available for vehicles in pay lot.

#### Day parking

Permits are required in faculty/staff/student lots 7 a.m. - 3 p.m. Monday through Friday. Permits are available in Buildings and Grounds, located near the intersection of Sixth St. and Fourth Avenue South.

#### Evening parking

Open parking after 3 p.m. in all lots except:

- Lot H (north)
- Lot F (section facing Math/Science Bldg.)
- Lot A
- Lot E
- Lot Q

### Parking shuttle service

#### Daytime

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

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.

### Public Relations and Publications

This office keeps the campus and community informed about the activities of SCSU students and faculty through the mass media. The office sends news stories and photos to hometown newspapers, and radio and television stations. If you want to publicize an event or article of interest beyond campus, contact the assistant director 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 Life and Development

The Student Life and Development office staff provides the functional supervision of the following major areas and programs: University Programming Office, Counseling Center, Academic Learning Center, Atwood Memorial Center, University Housing, Office of Scholarships and Financial Aid, Student Health Service, Minority Programs, Recreational Sports, Handicapped Student Services, University Organizations, Campus Child Care, the Women's Center, Men's and Women's Athletics and university conduct.

Services include provision and validation of a student identification system; administering the recreation user identification cards; providing local phone numbers and addresses of students, administration of the College Level Examination Program (CLEP) and Miller Analogy Test; and to provide other information and assistance as may be requested.

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

### University Organizations

The university organizations office assists:

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 activities transcript 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 is located in the student activities area, 117E Atwood Center. This office maintains:

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

"We must overcome the notion that we must be regular; it robs us of the chance to be extraordinary and leads us to the mediocre."

—Unknown



A shuttle service is provided from the lower campus parking lots from 7:30 am to 5 pm in 10-minute intervals.

3. resource materials for clubs and organizations.
4. membership rosters 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 117E Atwood Center.

*Want to join or form a club or organization?*  
Contact the university organizations office 117E Atwood Center for application forms and other information.

## Project Volunteer Link

Volunteering is a way of life for many SCSU students. Project Volunteer Link's purpose is to develop and increase partnerships between university students and their community.

As a service providing information and referrals for students, the Link helps students enrich their lives and gain valuable experience through volunteering in the greater St. Cloud area and on campus.

The Link provides:

- L leadership
- I involvement
- N networking
- K knowledge

Opportunities for service vary and include, but are not limited to, assisting the elderly in daily chores, tutoring elementary and high school students, being a big brother or big sister, involvement in Special Olympics and neighborhood and community clean-up projects. Working to support the growing trend toward community service, Project Volunteer Link hopes to enhance your university experience by adding the dimension of service.

*Community—it's not the same community without U!*

Contact 117D Atwood Center or call 255-3004 for additional information and to begin your volunteer service.

## 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 ten programming areas: concerts, films, literary arts, outings/recreation, performing arts, spotlight, recruitment and retention, speakers, special events and visual arts.

UPB encourages you to be a committee mem-

ber as well as attend the programs it sponsors—both are excellent ways to broaden your experiences. 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 118 Atwood Center.

## Veterans' affairs

The university is approved for all Veterans Administration (VA) 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-Noncontributing 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.

### 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.

**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 her/his DD-214 to the Office of Records and Registration, 118 Administrative Services Building, for an evaluation.

### 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 percent 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.

## 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 space for meetings, study, programs and discussion. It serves as a resource clearinghouse and provides information and referral on issues such as sexual assault, child care, counseling, and sexual harassment. Support and advocacy are essential services offered by the center. A variety of educational programs on sexism, leadership, relationships and feminism are available to students, faculty, staff and community members. The Women's Center also houses a small, specialized resource library of books, reports and videos by and about women. In addition to addressing concerns such as sex discrimination and violence against women, we offer programs and services designed to celebrate women's culture and women's lives. 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. Currently, the Women's Equality Group (WEG), the Lesbian Gay Bisexual Resource Center (LGBRC) and Campus Advocates Against Sexual Assault (CAASA) maintain offices out of the Women's Center.

Services are available to both women and men in the SCSU community. The Women's Center is located in Colbert House North, phone 255-4958.

**Sexual violence prevention program.** The sexual violence prevention program was developed in response to women's requests for victim services and a safer campus environment. The program includes mandatory education on sexual assault for all incoming students, recommends and monitors policies and procedures to assist victims and reduce violence, and provides campus advocacy and victim support.

Coordinator: Lee LaDue, Colbert House North

**No means no.**



# General Policies and Regulations



University policies and regulations are continuously reviewed by appropriate governing bodies.

### Why Policies and 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:

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

## Code of Conduct

### Preamble

St. Cloud State University is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Respect for the rights of others and self discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this community.

### Interpretations of regulations

Disciplinary regulations at SCSU are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms. In addition, charges of violations of local ordinances, state or federal laws may subject the student to disciplinary action by the university when said violations occur on campus, on university owned property, during an activity sanctioned by the university, or when such behavior adversely affects the lawful educational mission, process or function. Violations of the Code of Conduct will be cause for disciplinary action regardless of the action or inaction of civil authorities.

### Authority

The university reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community.

### Discipline responsibility

Responsibility for campus judicial matters is vested in the president of SCSU who routinely delegates to the vice president for student life and development the task of policy development and adjudication of student conduct issues.

Students and staff are asked to assume positions of responsibility within the judicial system in

order to allow them to contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters is, however, vested in the university administration.

### Standards of due process

Allegations of violations of the Code of Conduct are heard either by the Judicial Board or an administrative hearing officer. Violation of the Code of Conduct which may subject a student to suspension or removal from the university will, except as otherwise noted, be accorded a judicial board hearing. Prohibited conduct noted with an asterisk will be referred to the Judicial Board for resolution unless the accused specifically requests a hearing with the university hearing officer or when final examinations, breaks or other vacation periods would prevent a timely hearing by the Judicial Board. Students who violate the terms of university probation may also be referred to the Judicial Board. Students subject to less severe sanctions up to and including university probation, will be given an administrative hearing by the assistant vice president for student life and development or her/his designee. If multiple offenses are pending, the determination of who adjudicates the case will be determined by the most serious offense pending. The focus of inquiry in disciplinary proceedings will be: whether it is more likely than not that the accused violated disciplinary regulation(s). Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to an accused student or the university exists.

### Prohibited conduct

\*1. Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials.

2. Intentionally or recklessly interfering with normal university or university sponsored activities including, but not limited to, teaching, research, university administration, fire, police or other emergency services, ceremonial events, scheduled interviews, extra curricular activities or other functions on university premises or officially arranged university activities off campus.

\*3. Intentionally, recklessly or negligently causing physical harm to any person on university premises or at university sponsored activities. This includes engaging in any form of fighting.

4. Intentionally, recklessly or negligently placing

ger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.

\*5. Criminal sexual behavior, including but not limited to, the implied, use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, substantially mentally impaired (including intoxication); intentionally touching another person's genitals, buttocks or breasts without the person's consent; indecent exposure; voyeurism.

6. Use or possession of weapons on university premises, unless expressly authorized by the university. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy club, and fireworks.

\*7. Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment or initiating a false report, warning or threat of fire, explosion or other emergency on university premises.

\*8. The use, possession or distribution of any controlled substance or drugs and/or drug paraphernalia on university premises.

9. Use, possession or distribution of alcohol on university premises except as expressly permitted by university policy.

10. Knowingly furnishing false information to university personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the university.

11. Forgery, unauthorized alteration or unauthorized use of any university document or instrument of identification.

12. Theft, attempted theft, unauthorized borrowing or use of any university property or service wherever located, or the theft, attempted theft, unauthorized borrowing or use of public or private property on university premises.

13. Unauthorized presence in, or use of university premises, facilities or property. This includes, but is not limited to, unauthorized presence in another student's residence hall room, or any university building.

14. Rollerblading, rollerskating and skateboarding are prohibited in all university buildings including the residence halls.

\*15. Unauthorized or fraudulent use of the university facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.

16. Deliberate destruction of, damage to, malicious use of, or abuse of any university property, wherever located, or the deliberate destruction of,

damage to or malicious use of public or private property on university premises.

17. Failure to comply with the directions of university officials including, but not limited to, campus security, residence hall staff, faculty or administrators acting in the performance of their duties; failure to present identification upon request to university personnel in the performance of their duties.

18. Gambling for money or other things of value on campus or at university sponsored activities except as permitted by law.

19. Falsely claiming to represent the university or a student organization of the university.

\*20. Actions which unreasonably interfere, obstruct or prevent the regular and essential operations of the university or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others including hate speech directed at an individual; participating in a campus demonstration which disrupts the normal operations of the university; intentionally obstructing or interfering with the freedom of pedestrian or vehicular movement on campus.

21. Violation of published university policies, rules or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement, and amplification and loud speaker use, which can be found elsewhere in this handbook.

22. Parties and/or large gatherings which disturb the peace and decency of campus residences or off-campus neighborhoods.

23. Violation of local ordinances, federal or state law on university premises or at university sponsored or supervised activities, where said violation poses a substantial threat to the safety and/or welfare of campus community members.

24. Attempts and complicity: attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.

\*25. Interfering with the judicial procedures or outcomes, including but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or Judicial Board; knowingly instituting a complaint without cause; harassment and/or intimidation of any member of the Judicial Board, or university personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or Judicial Board.

☐ Removal from a residence hall for disciplinary reasons may result in additional university sanctions, pending a hearing with an administrative hearing officer.

☐ Student violators will be held financially responsible for direct and/or indirect charges associated with Code of Conduct violations.

## Responsibility of student groups and organizations

- Student groups and organizations may be charged with violations of this code.
- A student group or organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers, or spokespersons.
- The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the assistant vice president of student life and development or other university designee, to take appropriate action designed to prevent or end violations of this code by the group

or organization or by any persons associated with the group or organization who can reasonably be said to be acting in the group's or organization's behalf. Failure to make reasonable efforts to comply with the directives of university representatives will be considered a violation of this code both by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.

## Interim suspension

1. At any time following the submission of a written referral, the president or vice president for student life and development may alter or suspend the rights of a student to be present on campus or to attend classes for an interim period prior to resolution of the disciplinary proceeding. The president or vice president for student life and development will base her/his decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the university campus reasonably poses a threat to the physical, or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any university property, or any university function.

**"It's not enough for me to be a passerby. I want to be involved in making the decisions, in making the changes, in making a difference. I can help represent those students who may not have the time to be involved in student issues."**

**—Janell Selkirk, senior, mass communications/political science, Red Wing (Student Government, UTVS)**

2. The decision to alter or suspend the rights of a student for an interim period will be communicated in writing to the student, and will become effective immediately. Notification either will be hand-delivered or sent by certified mail to the last address provided to Records and Registration. Failure or refusal to take receipt of notification will not negate or postpone said action.

3. The interim suspension or altered privileges will remain in effect until a final decision has been made on the pending charges or until the president or vice president for student life and development determines that the reason for imposing the interim suspension or alterations of privileges no longer exists.

4. A student who is suspended or has had their privileges altered for an interim period will be provided an opportunity to respond to the allegations of misconduct to the president or vice president for student life and development no later than two days following the effective date of the interim suspension.

## Disciplinary procedures

Disciplinary procedures have been established to guide the fair and uniform enforcement of the Code of Conduct. These procedures are applicable to any student or student organization charged with a violation of the Code of Conduct.

These disciplinary procedures are designed to allow for fact finding and decision making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the university.

The university may utilize mediation or conciliation procedures in addition to, or in lieu of,

formal disciplinary procedures.

## Student rights

The guiding principle of university regulations is to promote student responsibility and accountability. It is a firm belief of SCSU that students accused of a code violation should enjoy certain rights. Every student has a right to:

- a hearing and an avenue for appeal;
- have no code violation presumed until proven otherwise;
- a timely hearing;
- an adviser selected from among currently enrolled students, staff or faculty members if the student is asked to appear before the Judicial Board. **[Unless specifically requested, and approved by the assistant vice president for student life and development, the use of an attorney will be limited to students who have criminal or civil charges pending in addition to pending Code of Conduct violation(s).]**
- call material witnesses from the university community;
- separate hearing upon request unless the charge is brought as an organizational offense;
- question their accuser;
- question any material witnesses or evidence;
- challenge the participation of a specific judicial hearing panel member(s) for cause prior to the hearing; and,
- waive any of the above rights provided that it is done of the student's own free will.

## Victim rights

The university also firmly believes that students have a responsibility to report student code violations. In order to encourage reporting, the university ensures the following rights. The complainant and/or victim has the right to:

- an advocate present during the hearing process;
- a timely hearing;
- be present during the entire hearing; and
- question material witnesses or evidence.
- In the event the case involves criminal sexual behavior, the victim has the right to have her/his past sexual history kept private.
- The victim may prepare a victim impact statement for submission to the Judicial Board or hearing officer if a code violation has been found to have occurred.

## Initiation of charges

- Disciplinary charges may be initiated by any member of the university community by submitting a signed incident report or written referral to the assistant vice president for student life and development.
- The referral must state sufficient facts, including the specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the assistant vice president for student life and development to make determination as to whether further fact-finding is necessary and if sufficient evidence exists for a hearing on the charge(s).

## Determination of probable cause

- The university will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred. The assistant vice president for student life and development may interview the complainant and/or other witnesses or request additional information from the complainant.
- If it is determined that there is sufficient basis to believe that a violation of the Code of Conduct may have occurred, the case may be heard by an



# 10-Policies/Regulations

"Every individual has a place to fill in this world and is important in some respect whether he chooses to be so or not."

—Nathaniel Hawthorne

administrative hearing officer or referred to the College Judicial Board. The assistant vice president for student life and development or his/her designee will promptly notify the accused student in writing of the alleged violation.

3. Failure to respond to a written allegation of charges will result in a hold being placed on the student's registration for subsequent terms.

4. Accused students who fail to appear at the hearing will forfeit their right to present testimony. The case will be decided without the benefit of their presence.

## Administrative hearing

The assistant vice president for student life and development and director of residential life will serve as administrative hearing officers for cases involving allegations, a conviction for which would *not* normally result in suspension or expulsion from the university and are not designated with an asterisk in the code. Sanctions may include, but are not limited to: written reprimand, behavioral contracts, administrative referrals, financial restitution, community service hours, required attendance at the drug and alcohol education class (\$5.00 fee), restriction of privileges and university probation.

At the administrative hearing, the accused student will be provided with the following:

- An explanation of the charges which have been made.
- A summary of the fact-finding investigation which has taken place (if applicable).
- A reasonable opportunity for the student to reflect upon and respond to the charges; and
- An explanation of the disciplinary sanction(s) imposed (if applicable).

## Appeal procedure

Following the outcome of an administrative hearing, a student may appeal the decision of the hearing officer. In the event the case is heard by the director of residential life, appeals will be referred to the assistant vice president for student life and development. In the event that an administrative hearing is conducted by the assistant vice president for student life and development, appeals will be directed to the vice president for student life. The request for an appeal must be submitted in writing within two (2) days of the date of the disciplinary record form which will be given to the student following the hearing. Failure to file a request for an appeal in a timely manner or request an extension, constitutes a waiver of any right to an appeal. Requests for an appeal or extension are to be submitted in writing to the assistant vice president for student life and development. The basis for an appeal are limited to these grounds:

- The evidence presented at the hearing

does not support the verdict;

- The sanction is excessively severe;

c. New or newly discovered evidence is of a character which may *substantially* affect the outcome of the hearing;

d. There was a procedural error which *substantially* affected the outcome of the hearing.

Appeals should not be requested frivolously.

An appeal hearing is not a re-hearing; it represents a procedural safeguard for the student. *In an appeal process the burden of proof is shifted from the university to the student charged with the offense.* The student must show that it is more likely than not that one or more of the above grounds for appeal has merit. If there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal hearing will be scheduled. The appeal decision will be final.

## Judicial board hearing

Cases referred to the Judicial Board for a hearing usually involve allegations for which a conviction could result in suspension or expulsion from the university. These are noted with an asterisk in the code under prohibited conduct. This may also include incidents which occur while a student is on disciplinary university probation.

## Composition of the Judicial Board

- The Judicial Board will be composed of ten (10) members including: Six (6) full-time students recommended by the students and appointed by the Student Government; two (2) MSUAASF members and two (2) Council 6 members.
- Judicial Panels will be drawn from the university-wide Judicial Board and will normally be composed of five (5) members: Three (3) students, one (1) MSUAASF member and one (1) Council 6 member. One member will be designated the chairperson by the assistant vice president for student life and development.
- The assistant vice president for student life and development will be present at Judicial Board hearings as a non-voting observer and will, if necessary, answer procedural questions.
- The assistant vice president for student life and development will be responsible for training board members with regard to their duties.
- If the accused student is represented by an attorney at the hearing, the university reserves the right to have an attorney present at the hearing.

## Pre-hearing procedures

- Judicial Panel members will be assigned to a case by the assistant vice president for student life and development based on their availability.
- Every attempt will be made to convene the panel no later than seven (7) days following receipt of the request for a hearing by the assistant vice president for student life and development.
- The assistant vice president for student life and development will prepare and send a written notice to the accused no less than five (5) days prior to the date set for the hearing. The notice to appear will be hand-delivered directly to the accused or be sent by certified mail to the last known address listed with Records and Registration, and will include:
  - A statement of the date, time, location and nature of the hearing;
  - A written statement of the charges specifying the allegations of misconduct in sufficient detail to enable the accused to prepare a response.
  - Notice of student's right to an adviser and/or attorney if criminal or civil charges are pending.
  - A list of the names of the Judicial Panel members selected to hear the case.

4. At least three (3) days prior to the hearing, the accused will receive:

a. A list of the names of the material witnesses who may be called to speak at the hearing on behalf of the university.

b. Copies of all documents or written statement to be presented at the hearing; and

c. The name and title of the person who will present the evidence on behalf of the university.

5. Accused students will be afforded an opportunity to meet with the assistant vice president for student life and development to discuss the Judicial Board hearing process prior to the hearing.

6. At least three (3) days prior to the hearing the accused will provide the assistant vice president for student life and development with any written documentation to be presented at the hearing by the accused and the names of any material witnesses who will be called by the accused at the hearing. *It is the responsibility of the accused student to notify these witnesses of the time, date and location of the hearing.*

7. The accused student may request the removal of a member of the Judicial Panel on the grounds of personal bias by submitting a written statement to the assistant vice president for student life and development setting forth the basis for the challenge *no later than two (2) days prior to the hearing.* The assistant vice president for student life and development will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing panel.

8. Members of the university community will be expected to comply with any request or directive issued by the assistant vice president for student life and development or Judicial Panel in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal university functions. A Judicial Panel member may request that he/she be removed from the panel due to conflict of interest.

## Purpose of the judicial panel hearing

- The purpose of the hearing panel is to formulate a recommendation to the assistant vice president for student life and development as to whether it is more likely than not that a violation of the Code of Conduct occurred, and if one has occurred, to recommend a sanction.
- In order to preserve the confidential nature of the disciplinary process, and to protect the privacy of all parties, hearings *will be closed.*
- Each Judicial Panel will have a chairperson who will preside at the hearing and will rule upon procedural matters. Formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chair, who will have the power to decide or to consult with Judicial Panel members, prior to making a decision. Irrelevant, immaterial, or unduly repetitious information may be excluded by the chair. Evidence of prior misconduct by the accused will be admissible *only* after a finding that a Code of Conduct violation has been committed and may be used in the determination of recommended sanctions.
- A representative of the university will present the evidence which supports the charges and will have the burden of showing that it is more likely than not that a violation of the Code of Conduct has been committed.
- The hearing will be audio tape recorded by the assistant vice president for student life and development. Copies of the tapes may be obtained by the accused student by making a request in writing to the assistant vice president for student life and development. Students may be billed for



Feelings of anxiousness or discomfort that affect a student's academic performance and personal interaction with others can benefit from personal counseling.

the cost of the audio tapes.

6. Material witnesses will be asked to leave the hearing following their testimony before the Judicial Hearing Panel. The complainant and accused may remain throughout the entire hearing.

7. The order of presentation at the hearing will be as follows:

a. The university representative will present an opening statement.

b. The accused may present an opening statement.

c. The chair will call witnesses for the university to provide statements under oath.

d. The chair will then call witnesses for the accused to provide statements under oath.

e. At the conclusion of each witness' statement, he/she may be questioned by the accused, complainant and/or university presenter by members of the Judicial Panel. Any witness may be recalled.

f. Following the testimony of all witnesses, case summations may be presented by the representative of the university and then by the accused.

## Hearing panel deliberations and recommendations

1. Only the members of the hearing panel may be present during deliberations.

2. A simple majority of votes is necessary to make a recommendation that a Code of Conduct violation more likely than not occurred.

3. A majority plus one (1) vote is necessary to recommend suspension or expulsion from the university.

4. Students suspended from SCSU may be required to provide evidence of counseling contacts and/or drug or alcohol rehabilitative care as a condition of readmittance to SCSU.

5. The hearing panel will render its recommendation following the hearing, and will communicate the recommendation in writing to the assistant vice president for student life and development who will, in turn, notify the student of the decision. The notification will include findings of fact, sanctions imposed and the rationale for the decision.

## Appeal procedure

Following the outcome of the panel decision, a student may request an appeal hearing before the vice president for student life and development. The request for an appeal must be submitted in writing to the Vice President within two (2) days of the date of the notification of the decision. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to an appeal. The basis for an appeal are limited to the following grounds:

a. Evidence presented at the hearing does not support the verdict.

b. The sanction is excessively severe.

c. New or newly discovered evidence is of a character which may substantially affect the outcome of the hearing.

d. There was a procedural error which substantially affected the outcome of the hearing.

The appeal letter will be reviewed and, if there is adequate reason to believe that one or more of the grounds for appeal has merit, an appeal hearing will be scheduled between the accused student and the vice president for student life and development. A student's attorney or adviser may attend this meeting if criminal charges are pending against the student. In the event that new evidence is relevant to the outcome of the decision, the vice president for student life and development may request a re-hearing by the original panel. The vice president for student life and development will render a decision and notify the student in writing within seven (7) days of the appeal hearing. Appeals on grounds other than those listed above may be allowed if the grounds can be adequately documented or supported.

Suspensions lasting more than ten (10) days or expulsion from the university will be listed on the student's official academic transcript. After a period of five (5) years, the student may make a request in writing to the vice president for student life and development that the notations of disciplinary action be removed from their transcript. Decisions will be made based on the circumstances surrounding the request and the nature of the original offense.

## 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 final decision.

## Definitions

When used in this code:

1. The term "adviser" means an individual who has agreed to assist the accused student during a hearing conducted by the Judicial Panel. The adviser may be a faculty member, staff member or SCSU student. **The role of the adviser will be limited to advising the student. The adviser may not appear in lieu of the accused student or speak on her/his behalf. The adviser or attorney may not address the Judicial Panel.**

2. "Behavioral contract" is a written document

completed by both the student and hearing officer.

3. The term "complainant" means any individual who initiates a disciplinary complaint or referral.

4. The term "day" means normal university business day, not including Saturdays, Sundays or any officially recognized university holidays.

5. The term "distribution" means sale or exchange for personal profit.

6. Conduct "expulsion" is the permanent separation of a student from the institution. Students expelled from SCSU are not permitted to register for class or be on university premises at any time for any reason.

7. "Financial restitution" is money paid to an individual or to the institution for indirect or direct charges associated with damage to or loss of personal or university property.

8. The term "group" means a number of persons who are associated with each other and who have not complied with university requirements for recognition as an organization.

9. The terms "institution" and "university" refer to St. Cloud State University.

10. A "material witness" is someone who possesses direct knowledge of the case under consideration or those having technical or expert information relevant to the case.

11. Conduct "probation" is a trial period during which the student must conduct her/himself in a manner consistent with university rules and regulations and the Code of Conduct. Probation may be combined with other sanctions. Proof of a violation of the terms of probation may be grounds for suspension, pending a hearing before the board or hearing officer.

12. The term "organization" means a number of persons who have complied with university requirements for recognition.

13. "Restriction of privileges" means limits applied to the students' access to facilities, programs or activities.

14. The term "student" means a person enrolled in courses at the institution, either on a full- or part-time basis.

15. Conduct "suspension" is an action which excludes (separates) a student from the institution for a specified period of time. Suspended students are not permitted to register for class or be on university premises for the period of the suspension. Conditions for the student's return may be applied as deemed necessary by the Judicial Panel.

16. The term "university premises" means buildings or grounds owned, leased, operated, controlled or supervised by the university.

17. The term "university sponsored activity" means any activity on university premises, which is initiated, aided, authorized or supervised by the university.

18. The terms "will" or "shall" are used in the imperative sense.

19. "Written reprimand" is a formal written warning explaining the violation and expectations regarding future behavior.





**Smoking on campus will not be permitted except in designated smoking areas.**

## Policies/Regulations AIDS/HIV Policy

The St. Cloud State University HIV/AIDS policy is based on recommendations of the Center for Disease Control, the U.S. Public Health Service and the Minnesota Department of Health.

### Purpose:

To assist the university in responding to issues and questions posed in relation to HIV infection and AIDS. Guidelines are developed to:

1. Protect individual rights of confidentiality and freedom from discrimination.
2. Promote an on-going educational program that provides current, accurate information to the university community.
3. Promote behaviors that reduce/minimize the risk of acquiring HIV infection.

### General Guidelines:

The HIV is not easily transmitted. It is not spread through casual contact; therefore, employees and students who are HIV positive do not pose a health risk to other members of the academic community. HIV is transmitted via blood or body fluids that contain blood; a) during intimate sexual activities, b) by transfusion of infected blood or blood products, c) from infected mothers to infants, and d) sharing used needles contaminated by infected intravenous drug users.

1. OSHA standards of universal precautions/exposure control plans must be followed when handling blood, body fluids, used needles and equipment or surfaces that are contaminated with blood or body fluids.
2. Guidelines concerning the handling of confidential medical information about students or employees with a positive HIV status will follow the general standards for confidentiality as established by the 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 a very specific, threatening circumstance.)
3. Admission of students or employment decisions for those applying to attend or work at the university will not include consideration of the existence of HIV.
4. Individual requests for special considerations or accommodations, as a result of HIV infection will be reviewed and recommendations will be made by the unit director/department chair in collaboration with health services administrative and/or medical director.
5. Medical care for students who are HIV positive is available at the on-campus Student Health Service. Testing for individuals concerned about their HIV status also is available.
6. Any individual with a positive HIV status whose personal behavior poses imminent risk to

members of the university community will be evaluated on an individual basis consistent with university policies and judicial proceedings.

## 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 consume alcoholic beverages off campus, all students are reminded that their behavior must be appropriate. **Students should be aware that alcohol use is a major contributing factor to incidents of violence on and off campus.**

It is the policy of the university that students who possess or consume alcoholic beverages on state property will be subject to university 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:

- A. Assign a failing grade to the paper, examination, report, etc. on which the student was caught



**Where an instructor has convincing evidence of cheating, he/she may assign a failing grade for the course in which the student cheated, or assign other appropriate sanction(s).**

cheating, or

- B. Assign a failing grade for the course in which the student cheated, or
- C. Assign other appropriate sanction(s).

The student must be notified of the offense and sanction. The instructor may report the case to the student life and development office if he/she feels a more serious penalty is warranted. Any disciplinary action would follow university code of conduct guidelines.

The student accused of cheating has the right to appeal the decision of the faculty member to her/his adviser, department chairperson, faculty dean, assistant vice president for academic affairs, and if necessary, the university president.

## Commercial solicitation

Solicitation by salespeople, agents, or peddlers for the sale of goods or services to students or staff on any portion of the SCSU campus is prohibited except as provided below:

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 or space for any commercial purposes whatsoever.

## Copyright violation

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

## Damage and destruction of property

Damaging, defacing or destroying public or private property on campus will be 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 Organizations for assistance and information.

Individual students and student organizations

are responsible for abiding by university policies and being aware of their liabilities on matters of obscenity, libel, and discrimination. **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 residents 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 the hall director.

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 so long as no other residence life policy is violated (e.g. escort policy).

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 bulletins are not covered or removed.

### **Drugs**

SCSU does not condone the illegal possession, use, provision, or sale of alcohol, marijuana or other drugs. Students who use or abuse alcohol, marijuana or other drugs may 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 elicit public alarm, disturb the public peace, threaten or endanger personal well-being or harm 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 disciplinary action which may

include referral to the University Judicial Board 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 university disciplinary action and/or referral to civil authorities. (M.S. 609.75, M.S. 609.755, and M.S. 609.76)

### **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:

1. indicate vaccine for measles, mumps, and rubella were not given before 12 months of age.
2. indicate DT vaccine was given within 10 years prior to enrollment at SCSU, and
3. 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 Student Health Service located on the main floor of Hill-Case residence hall.

**"Injustice anywhere is a threat to justice everywhere."**

**—Dr. Martin Luther King Jr.**

### **Interference with the use of public property**

Orderly dissent and demonstrations on campus are acceptable provided they do not interfere with the normal operation of the university. If operations are disrupted, steps will be taken to restore proper functioning. Whenever 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 State University System.

**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 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 law, federal law and the Minnesota State University System board rules and regulations. If you feel you have been subjected to racism and/or racial harassment you should:

1. Report the incident as soon as possible. It is important that steps be taken quickly so racism and racial harassment will not continue to occur. The state university system grievance procedure outlines that the incident should be reported no later than 90 days after the incident has occurred. 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 the affirmative action officer at 255-3143 at the earliest possible date for help. You may bring witnesses, or ask a friend, faculty or staff member to accompany you.
4. Students may file an informal complaint or formal complaint with the affirmative action officer.

For a complete copy of the racism and racial harassment policy, contact Dr. Jill Ciliberto, affirmative action officer, 209 Administrative Services Building, 255-3143.

### **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 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.

### **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 removal may be appealed in the residence life contract. Likewise, some actions requiring residence hall discipline also may be referred to the university conduct officer for consideration of further discipline if deemed necessary.

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



# 14-Policies/Regulations

## 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.

If you have been sexually assaulted by a stranger or by someone you know, you should:

1. **Call 911 right away if you are in immediate danger (9-911, if calling from on campus).**
2. **Call a supportive person or an advocate.**

Contact Sexual Assault Services at the SCSU Women's Center at 255-3995 during regular business hours, Monday through Friday. If after hours, call the Central Minnesota Sexual Assault Center at 251-4357. They operate a 24-hour crisis line. Advocates are available to assist you in many ways, including explaining your legal options, providing emotional support, and/or accompanying you to the hospital or police station.

3. **Get medical help.**

Do not shower or clean yourself in any way after a sexual assault. Important physical evidence can be gathered up to 72 hours after an assault. You also may have physical injuries that need attention.

4. **Decide whether to file a police report and/or a complaint under the university's Student Code of Conduct.**

Sexual assault is a violation of the state criminal code and the SCSU Student Code of Conduct. Violators face disciplinary action under both judicial systems.

5. **Seek support and counseling.**

There are a variety of agencies and campus departments that can assist you through the recovery process, including the SCSU Counseling Center, Sexual Assault Services, and the Central Minnesota Sexual Assault Center.

## Sexual Assault Victims' Bill of Rights

The sexual assault victims' bill of rights was drafted by the campus/community sexual assault task force and approved by the president in June 1992. It was developed to encourage sexual assault reporting and to support victims as they seek campus services and justice.

### A VICTIM/SURVIVOR OF SEXUAL ASSAULT HAS THE RIGHT TO:

1. privacy and treatment of sensitive information in a confidential manner.
2. be treated with dignity and receive nonjudgmental assistance.
3. meaningful support and advocacy from campus organizations and agencies. The university recognizes that institutional support for the victims is essential.
4. the prompt assistance of campus authorities, at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident.
5. the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing and maintaining evidence in connection with a sexual assault incident.
6. an investigation and resolution by campus disciplinary authorities of a sexual assault report.
7. choose the level of participation in university disciplinary proceedings against an assailant, in-

cluding the right to an advocate or the victim's attorney.

8. privacy of past sexual/relationship history during campus judicial proceedings.
9. notification of the outcome for any campus disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices.
10. assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim.
11. file for reparations and know the release status from pretrial detention of the accused assailant.
12. assistance of campus personnel in shielding the victim, at her/his request, from unwanted contact with the alleged perpetrator, including housing and class transfers, if such transfers are feasible.

A "victim" is any person who incurs emotional and/or physical harm or loss as a result of unwanted sexual contact.

It is very important to report all sexual assaults in the campus community to the director of the SCSU Women's Center or the coordinator of Sexual Assault Services. The Women's Center collects and analyzes accounts of sexual assault in the campus community, and has developed 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 at 255-4958.

## 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 areas where smoking is permitted, students are expected to place cigarette butts in the receptacles provided. (M.S. 144.411-144.417).

## Regulatory concerns 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 pay lot 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.

## Daily Enforcement

Parking is prohibited in areas specifically designated as delivery areas, service areas, "no parking" zones, "state vehicle parking" zones, fire zones, driveways, lawns, sidewalks, and other posted areas (handicapped zones, timed zones, fire lanes, and loading zones). The above are enforced each and every day of the year, regardless of the academic calendar.

## 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.

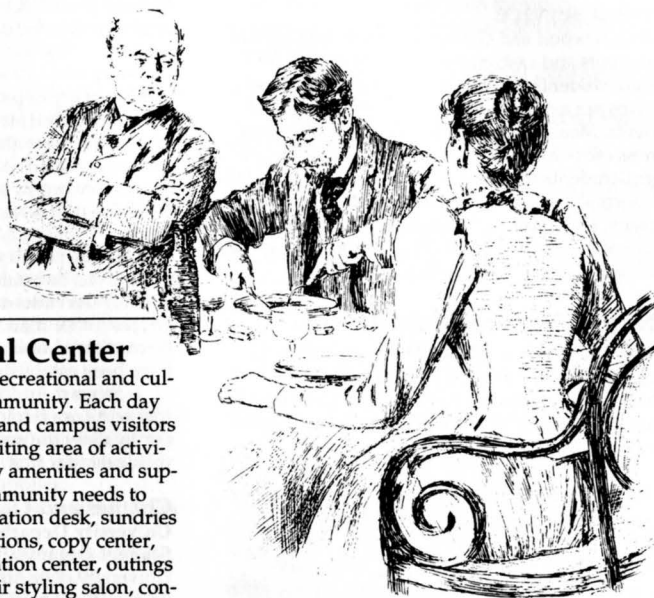
## Bicycles on campus

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 along side most campus buildings. It is recommended that you lock your bicycle.

"The international study programs attracted me to SCSU . . . even as a freshman I knew I'd like to study abroad. The programs offered here are diverse and reasonably priced compared to other schools' international study programs. The experience gives you a new perspective and really opens your mind. Coming to SCSU opened my mind and then spending a year in England really opened it even further. The experience is tremendous."

—**Kimberly Gottschalk**, senior, mass communications, Winona (a student at SCSU's study program at Alnwick Castle in England, 1990-91.)

## Facilities



### 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 ensure 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.

### 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, sundries shop, business office, reservations, copy center, music listening lounge, recreation center, outings rental center, food service, hair styling salon, convenience store and the Quarry Nightclub.

The **Atwood information desk** is the university information center for any and all questions. Students can cash checks here as well as buy tickets, candy, gum, newspapers and magazines.

Campus meeting and event space is available for reservation by recognized student organizations through the University Conference and Information Center (UCIC) located in 110 Atwood Memorial Center. Policies explaining the reservation process and priorities for Atwood Memorial Center, Stewart Auditorium and general classrooms at nonacademic times are available from this office.

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 five 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. They also have a typing service for student use.

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 exciting outings activities planned by the University Program Board.

The **Quarry** is the university's non-alcoholic nightclub. It is located on the lower level of Atwood near the food court. It has DJ dance programs on Thursday, Friday and Saturday nights and it hosts the UPB Spotlight live music program on many Thursday nights.

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 Theatre Lounge, where visual arts are on display.

**Atwood food service** offers a full line of culinary delights, including the Market Food Court which provides a sandwich bar, salad bar, grill,

**Smoking is permitted only in specifically designated areas in Atwood Center and residence halls.**

Mexican, oriental and Italian selections; Zepp's sub shop, Hardee's, Pizza Hut Express and Gretel's Bake shop are available in the Atwood lower level. Table service dining is available in the Valhalla Room. Full service catering is available.

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 exhibits, concerts, speakers and forums, films, and tournaments—which provide a variety of cultural, social, recreational and educational events for the SCSU community. Membership on these committees is open to all interested students.

### Bookstore

The SCSU 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.



# 16-Facilities

## 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.

## 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 features 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 also is widely used as an intramural and recreational facility by many of SCSU's students, faculty, and staff.

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 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 using the facility.

## Use of campus facilities

### 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 (UCIC)* 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 Hall, Math and Science Bldg., and Headley Hall

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) cannot 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.

### Charges and Liabilities /Rental Fees

#### University Departments and Student Organizations

University departments and student organizations will not be charged rental fees for any departmental activity which they solely sponsor.

#### Cosponsored Events

While the addition of a non-university cosponsor enhances the number of events we can host, cosponsorship must not be used to shield non-university groups from rental fees. The act of cosponsorship is defined as the active participation and support of an event. The committee views this relationship in a serious manner and will not tolerate merely lending one's name to an event and calling that cosponsorship. To further support this policy, the following two procedures will be necessary for cosponsorship: 1.) Approval by the college dean or vice president (or faculty adviser and the director of university organizations for student organizations) on the master calendar fee waiver form. 2.) the cosponsoring organization will designate a campus contact to work with the scheduling office and be present at the cosponsored event. Cosponsored events will not be charged a facility rental fee. Special fees may be assessed for extra setup or unusual cleanups.

#### Non-university Groups

Groups /organizations not directly related to the university must pay rental fees according to the published fee schedule. The fee schedule and policies listed in this document can only be altered or waived by the master calendar committee or the university president. The exception will be commercial rates which can be negotiated by the UCIC director as long as they do not go any lower than the not-for-profit rate listed for the same facility. This recognizes that reductions may be appropriate for repetitive bookings, extremely simple setups, or bookings during very slow time periods.

#### 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 Atwood Memorial Center or a designee, an event on the mall is a potential life safety hazard to pedestrians, or is disruptive to campus life, the sponsoring person or groups will be asked to conclude the event.

### Stewart Hall Rehearsal Policy

1. Non-university groups will be charged for rehearsal at the regular rate schedule.

2. University groups and cosponsored events  
a. University groups and cosponsored events will receive one free rehearsal but UCIC cannot guarantee that it will be the day before the performance or that setup will remain the same.

b. Should additional rehearsals be required, they can be booked but they will have to be dropped should the UCIC receive a request for that space. The booking organization will be given the opportunity to pay half the not-for-profit rental rate to maintain the reservation or they will release the date.

3. Music department has no restrictions or rentals for their departmental rehearsals.

### 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. Groups wishing to cover their meeting room windows must notify either the UCIC staff or building manager in advance.

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 gener-

al 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 her/his 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.B. 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 co-sponsorship: (1) approval by the college dean or vice president, and (2) designation of a campus contact by the co-sponsoring 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.

## G. Student Group Policy

While the primary intention of Atwood's meeting rooms is for organizational meetings, limited use of meeting space for study groups will be allowed. The following policy applies:

1. Study rooms may not be reserved in advance.

2. Study groups can request space from building managers on an available basis.

3. Students in charge of the study group must leave an ID and sign an agreement before using the room.

This agreement guarantees that the room will be left in the same condition as it was found or charges will be assessed.

## VI. Sheduling 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." The designated smoking area is the Apocalypse room. Smoking is prohibited in all other areas of Atwood Center.

### 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 nongroup 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. Each bulletin board has its own set of instructions for posting.

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

## VIII. Special room restrictions

### A. Mall and front porch policy

The Atwood Mall space is reserved by the UCIC for all events. Solicitations by individuals who do not reserve space (i.e. petition drives, religious speakers or disseminating political literature) are not covered by UCIC policy. These individuals should contact the Vice-President of Student Life and Development for clearance.

### General guidelines:

1. Organizations can have up to five future sales dates reserved in any one quarter.

2. Setup of sales or promotion space requires advance registration with UCIC.

3. Groups must follow general campus posting guidelines.

4. No Atwood easels or audio/visual equipment can be used on the Mall without the hiring of an AMC technician.

5. UCIC will not intentionally book two groups that are selling the same type of items on the same day.

6. Groups selling food must obtain permission from ARA food services and follow their guidelines for returning equipment and getting rid of trash or ashes.

### Specific areas

1. Front porch: for events only. No food preparation or sales tables allowed and no amplified sound louder than a vocal public address system.

2. PAC/Atwood Mall and Quarry amphitheatre: acoustic music and amplified vocals will be allowed. Small bands with amplified instruments may be allowed if they are for short duration and will not be loud enough to disturb classes or other university business. These will be approved on a case by case basis by the UCIC director. Amplified recorded music is allowed provided the volume is kept low enough so that it does not disturb university business.

### B. Union room

1. During fall, winter and spring quarters, this room is reservable only by recognized student organizations or Student Service offices housed in Atwood.

2. Exceptions to these limitations need to be approved by the UCIC director.

### C. Valhalla extension

1. Valhalla extension is reservable as a regular meeting room after 2 p.m. Monday - Friday and on weekends.

2. From 7 a.m. - 2 p.m. Monday through Friday it will be reserved by ARA Food Services for food-related events.

### D. Atwood New Gallery

Reservable only for receptions.



## 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 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 ma-

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 Bldg. 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*.

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.

### 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.*

*Many 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.*

5. Maintain an updated file on the progress of each advisee.

6. Issue the registration permit after consultation with the advisee.

### 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. Students will find the best advice about a major by utilizing the resources of a particular college, department, or center.

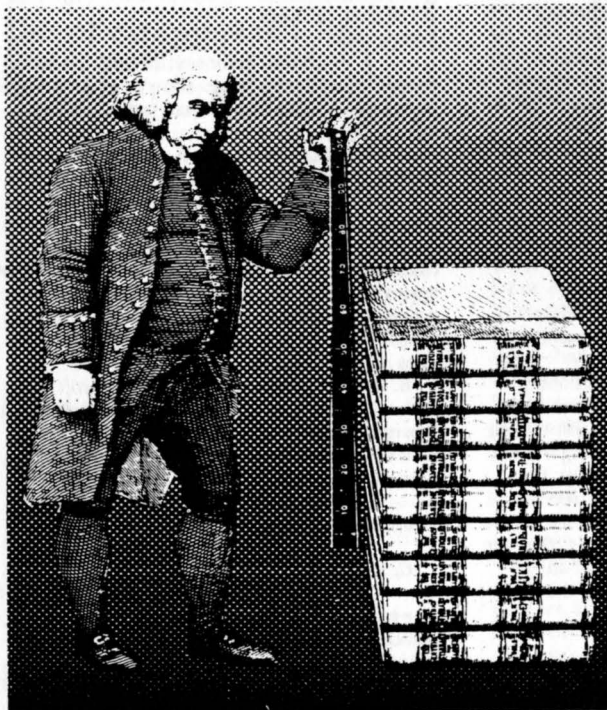
A number of resources are available to aid the student who is undecided as to a major:

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 22.)
2. Current instructors, an assigned academic adviser, college and departmental internship faculty directors, and individual faculty or a department provide excellent resources to discuss possible majors and career fields.
3. The Student Counseling Center in 103 Stewart Hall provides vocational counseling and administrators 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 your immediate and long range goals. Immediate goals only extend for a short length of time; for example, "to try out college-level work to see if I can handle it." Long range goals would encompass the normal four-year degree, including the area in which you wish to major for that degree.

Before meeting with the adviser, you should think about these goals, and summarize them as well as possible in the space provided on the



Each applicant for a major first must be assigned to and meet with an adviser who will guide the applicant through the process.

"Working in The Write Place is satisfying. It is gratifying to know that I helped someone to learn something they probably already knew but that needed to be brought out or explained further. Helping students means learning together with them; learning and teaching and sharing the process of the mind."

—Bernadette Wilson, senior, English and speech-communication, Chicago (works as a tutor in the Department of English's Write Place)

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 also is 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 touch-tone 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 registrar 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 course work 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 student's cumulative grade point average falls below minimum level, he/she 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 fail to meet this requirement will be placed on academic probation the next quarter of enrollment. The student must complete at least half of the credits for which tuition has been paid in the probationary term or be dismissed for one quarter. The dismissal period will be one year for all additional suspensions.

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

## 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 freshman students 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. 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 Bldg.

## 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, will, 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 will 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 grade point average. 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's decision is improper, he or she 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*, 1993-95, page 24.

## 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 consid-



Assistance for those experiencing academic problems may be obtained through the Academic Learning Center, where free tutorial help is available.

ered 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*, 1993-1995, page 28.

## 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 transferable 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; and
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.

General education courses are offered at 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 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 Bldg.

## Approved general education courses (for students enrolled beginning fall 1993)

### Baccalaureate and Associate in Arts degree

The following courses have been designated as appropriate for general education effective spring quarter 1993. 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, 120, 121, 123, 125, 126, 130, 131, 133, 135, 136, 137, 140, 144, 152, 159, 160, 200, 201, 202, 203, 210, 213, 219, 222, 223, 225, 226, 228, 230, 232, 234, 235, 238, 269, 270, 271, 273, 275, 290, 307

#### II. Distribution requirements (48 credits)

##### Area A. Philosophy/humanities/fine arts (16 credits)

1. Philosophy (4 credits) required of all students 101, 103, 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  
Communication Disorders 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

Foreign Language 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, 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, 360, 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 350

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:

Child and Family Studies 220, 260, 280; Education 207, 250, 374, 403; Health and 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, 111, 201, 325; Mass Communications 220, 273, 274, 275; Environmental Studies 210; Minority Studies 201, 350; 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 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.



The independent study 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.



## 22-Academic Policies

### 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 percent refund; 4th through 8th day, 75 percent; 9th through 13th day, 50 percent; 14th through 18th day, 25 percent 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 percent) 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 working days or less prior to the event, a refund of the workshop/seminar conference fee, less a \$15

### 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 eight 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 or statistics

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 three of the following five groups):

Sociology and anthropology Area studies (AFST, EAST, LAST), economics political science, social science

Industrial studies, technology

Geography

History

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):

Sociology and anthropology, area studies (AFST, EAST, LAST), social science

Industrial studies, technology

Geography

History

Psychology, applied psychology

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.

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 weeks 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 course work 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. **Residence hall charges:** Questions regarding charges can be directed to the housing staff, call 255-2166.

**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 canceled.

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 Bldg. 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 residence halls charges after the fourth class day. You must



**All students preregistering for classes are required to pay \$100 to have their classes held.**

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.

Bank loan checks cannot be cashed on campus.

**"The reason why most people fail instead of succeed is because they trade what they want most for what they want at the moment."**

**-Anon**



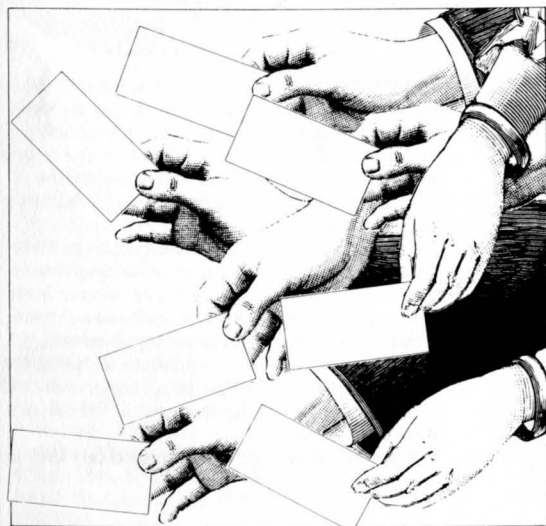
# Getting Started on Majors and Minors

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 evidence that the university is large enough to offer students many academic sequences in the depth required for completion without the inconvenience and expense of transferring to another institution.

There are a number of advantages to entering a major early. Declaring a major gives students some protection against changes in the program that might require more time in school and it provides 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.



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.

## 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 or better.
  - 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 credits with a 2.00 (C) average or better.
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.

See the *Undergraduate Bulletin* for departments that participate in major/minor programs under B.E.S. Students who meet the admission

## Pre-professional programs

See the 1993-95 *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

A.I. Musah  
MS 274/654-5110

### Dentistry

Gordon Schrank  
MS 228/255-3047

### Electrical engineering

Michael Heneghan  
ECC 206/255-3252

### Engineering fields

Charles Eckroth  
MS 309/255-2778  
Michael Garrity  
MS 316/255-3274  
Wendell Pou  
MS 312/255-3145  
Sneh Kalia  
MS 317/255-4285/  
Arnold Lesikar  
MS 314/255-3120  
Don Trummel  
MS 318/255-4171

### Fisheries management

Steven Williams  
MS 267/255-4255

### Forestry

Thomas Clapp  
MS 220/255-2288

### Home economics

Janet Woodard  
MS 221/255-3490

### Horticulture

David DeGroote  
MS 225/255-3065

### Law

Robert Becker  
BH 313/255-4130  
Stephen Frank  
BH 319/255-4131

### Manufacturing engineering

Andrew Bekkala  
ECC 114A/255-3255

### Medical records administration

Janet Woodard  
MS 221/255-3490

### Medicine

Gordon Schrank  
MS 228/255-3047

### Mortuary science

A.I. Musah  
MS 274/654-5110

### Nursing

Jan Anderson  
MS 276/255-4149  
Pat Hauslein  
MS 222/255-3005

### Occupational therapy-

David Mork  
MS 226/255-3035

### Optometry

A.I. Musah  
MS 274/654-5110

### Pharmacy

Melinda Lee  
MS/255-3948  
Tamara Leenay  
MS/654-5140

### Physical therapy

David Mork  
MS 226/255-3035

### Veterinary medicine

Ralph Gundersen  
BH 208/255-4136

### Wildlife management

Alfred Grewe  
BH 234/255-4135

requirements for St. Cloud State University and students enrolled either previously or currently who have 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.

"Procrastination is the thief of time."

-Anon

## 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 123 Business Building. 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 prebusiness 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; and
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 business core and to the major program shall be limited to such courses as the College of Business offers at the lower division level (freshman and sophomore years).
3. Transfer of business and related courses from baccalaureate degree-granting institutions to be applied to the business core and to the major program are limited to those courses offered at levels no lower than the levels of comparable courses offered in the College of Business.
4. A 2.65 GPA will be required of all transfer students seeking admission to the College of Business.
5. Transfer students admitted to SCSU with less than a 2.65 GPA will be required to complete 48 credits of non-business classes and earn a 2.65 cumulative GPA at SCSU before any business classes can be taken.
6. Transfer of credit for business and related courses to be applied to the business core and to the major program shall be limited to those courses completed with a "C" or higher.
7. Transfer of business and related courses from two-year institutions to be applied to the business core and to the major program shall be limited to such courses the College of Business offers at the lower-division level (freshman and sophomore years).
8. Transfer of business and related courses from two-year institutions to be applied to the business core and to the major program shall be limited to those courses offered at levels no lower

## 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<sup>b</sup> 4 Cr

#### 2nd Quarter

English<sup>a</sup> 163 4 Cr  
Speech<sup>b</sup> 161 4 Cr  
Social and behavioral science<sup>b</sup> 4 Cr.

#### 3rd Quarter

Philosophy<sup>b</sup> 4 Cr.  
Natural science and math<sup>b</sup> 4 Cr  
ECON 205 or 206 4 Cr.  
Physical education<sup>b</sup> 1 Cr

### SOPHOMORE YEAR

#### 1st Quarter

BCIS 240 4 Cr.  
ACCT 291 4 Cr.  
Social and behavioral science<sup>b</sup> 4 Cr.  
Natural science and Math<sup>b</sup> 4 Cr.

#### 2nd Quarter

BCIS 241 4 Cr.  
ACCT 292 4 Cr.  
Natural science and Math<sup>b</sup> 4 Cr.  
Social and behavioral science<sup>b</sup> 4 Cr.  
Physical education<sup>b</sup> 1 Cr

#### 3rd Quarter

ACCT 293 4 Cr.  
MKGB 235 4 Cr.  
Natural science and Math<sup>b</sup> 4 Cr.  
Humanities/fine arts<sup>b</sup> 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.

than the levels of comparable courses offered in the College of Business.

9. Obtain a "Permit to Register" form from the student services office (room 123) each quarter until officially admitted to the major program. A comprehensive examination may be requested to establish competence in a subject.

### 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.

"80% of success is being there."

—Woody Allen



## College of Education

Dean: Owen Hagen, 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

**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. 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 completed 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 and are required to attend a student teaching orientation. Both the orientation and application must be completed during winter quarter,

## 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

prior to the academic year in which student teaching occurs. (In other words, if you are planning to student teach during the 1994-95 academic year, you must apply for student teaching and attend the orientation during winter quarter 1993-94.)

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 six 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.*



**Failure to pay the minimum requirement of \$100 to reserve classes will result in cancellation of all classes.**

### Applied Psychology

Contact: Chairperson, EB-A209  
Phone: 255-3131

The Department of Applied Psychology offers an undergraduate major and minor program. This program provides 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. In addition, students receive excellent preparation to pursue further graduate training in psychology and related areas.

At the graduate level, the applied psychology department offers master's 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.

"What lies behind us and what lies before us are small matters compared to what lies within us."

-Emerson

### Child and Family Studies

Contact: Minors and licensure students: Robin Hasslen or Jacob Mayala, EB-B109  
Phone: 255-2132

A minor in early childhood and licenses in prekindergarten, 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) (or see minor adviser: Robin Hasslen).

### Health and Safety (HETS)

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

The Department of Health and 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. Specifically, 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 inquire 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 course work 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 also is available.

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

**Courses in dealing with how to access information and using information technologies:**

**IM 104, Introduction to Learning Resources** is offered to freshman and transfer students and deals with library and audiovisual materials in the Learning Resources Services of St. Cloud State University. This general education course is especially valuable to freshman students doing research and readings related to current interests and course work, 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.

**IM 260, Exploring Information Technologies** examines technologies used by individuals for learning, information access and communication in the electronic age. Applications and utilization of newer information technologies such as electronic databases, multimedia systems, interactive television, and satellite communication.

### Physical Education, Recreation and Sport Science (PERSS)

Contact:  
Physical education: Robert Waxlax, HaH-200  
Phone: 255-2155

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

#### Physical Education (PE)

A student planning to major in physical education may choose to have a teaching (B.S.) or non-teaching majors (B.A. or B.E.S.). 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 is a 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.



## 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 also can 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 of their general education program before entering the elementary education program, including MUS 100 plus a general education math course (math 350 is recommended). Students also should take ED 220 in their sophomore year or during their 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.

Elementary majors are required to have a 2.75 GPA to be admitted to the program and must take the PPST before they are 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)



**Final grade reports will be sent to the address selected by the student.**

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 Field 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. 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. 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*. Eligibility of students is checked at the beginning of the quarter before student teaching.

## College of Fine Arts and Humanities

Dean: Michael Connaughton, KVC 101  
Phone: 255-3093

### Art

Contact: Chairperson, KVC- 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

"Once you say you're going to settle for second, that's what happens to you in life, I find."

—John F. Kennedy

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, 171, 172, 224, and 322 along with APSY 262, and ED 220. In addition, CDIS students are encouraged 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. Students should have completed 12 to 15 credits of CDIS courses before seeking admission to the major.
2. Students must have earned a cumulative grade point average of 2.75 or better in order to be admitted to the CDIS major.
3. 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.
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 take the Pre-Professional 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 and 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 depart-

ment 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 also may 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 (FORL)

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, 213, 243, or 311. Foreign language courses at the 100- and 200-level are designed for non-native speakers of the language. Native speakers who wish to take such courses must consult with foreign language faculty concerning appropriate placement. 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

Freshman students 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 COMM 220, Introduction to Mass Communications, a prerequisite for the other major courses.

Freshman 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 and pass a departmental pretest and typing proficiency test to be admitted to a major or minor. The typing proficiency test also is 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 freshman students



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: Alan 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. Interdepartmental majors must attend one of the quarterly information sessions at which they will be assigned an adviser. In addition, new interdepartmental and 48-credit B.A. majors are required to attend an orientation session usually held the second or third week of fall quarter. 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). See the department directly for most current requirements and course offerings. It is suggested that 400-level courses be taken the junior or senior year. Internships are available through the department, but they do not count for major credits. Students are strongly encouraged to register on time as courses typically close early.

## 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 their freshman year. Transfer students should meet with the chairperson to consider proper placement.

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.



**Mathematics requirements for Biological Sciences majors should be taken as early as possible.**

## College of Science and Technology

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

## Biological Sciences (BIOL)

Contact:

Freshman students: John Cronn, MS-270, 255-3207

David DeGroote, 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

Transfer students: 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 or 203, Chemistry 216

Spring—Biology 202 or 203, 303

### SOPHOMORE YEAR:

(varies with major program)

Fall—Biology 332, biology electives

Winter—Biology 301 or 344, biology electives

Spring—Biology 301 or 344, 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 make 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 in their freshman year:

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

As science and technology play increasing roles in our lives, the impact of chemistry is becoming more evident. In addition to being a major research field on its own, chemistry is a fundamental part of the training for biology, physics, engineering, medicine, and other preprofessional areas.

The chemistry department offers courses which lead to both B.S. and B.A. degrees. The primary differences between the two degrees are the number of chemistry courses and the level of mathematics and physics required. The B.S. degree requires more chemistry courses and a higher level of mathematics and physics than the B.A. The B.S. degree is intended for those interested in working as a professional chemist or those interested in pursuing an advanced degree in graduate school. The B.A. degree is intended for those in preprofessional programs such as pre-medicine, pre-dentistry, or pre-pharmacy or for those students wishing to combine a chemistry major with another major outside of the sciences.

In addition to B.S. and B.A. majors, the chemistry department offers courses which lead to B.S. and B.A. minors. The amount of course work in chemistry required for both minors is very similar. The primary difference is that the B.S. minor requires additional course work in mathematics and physics. Because of similar degree requirements, students majoring in other sciences often can obtain a B.S. or B.A. minor with little additional course work.

Students who have had a year of high school chemistry and two years of high school algebra and intend to major or minor in a science field should enroll in CHEM 215 rather than CHEM 102 or 201. Students who need CHEM 215 as part of their major or minor but who have not had chemistry in high school should take CHEM 102 or CHEM 201 in preparation for CHEM 215. Students who have not had two years of high school algebra or have a weak mathematical background should complete MATH 133 prior to CHEM 215.

CHEM 102 is a lecture (non-lab) course intended for students who are not majoring in science. CHEM 201 is intended for students who are pre-nursing majors or allied health majors. CHEM 102, 201, and 215 are all approved as general education courses.

Because of the impact of waiving and double counting of courses, students intending to major

in chemistry are encouraged not to take general education courses within the natural science or general elective areas until consulting with an adviser. Specific information and recommendations are available at the departmental office.

The chemistry department offers a program approved by the American Chemical Society. Students interested in majoring or minoring in chemistry are invited to visit the chemistry office and consult with an adviser prior to or during the first quarter on campus.

### 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 Lawrence 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 B.A. and B.S. 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 pre-calculus), 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-15  
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



## 32-Majors & Minors

Students residing in the campus residence halls are allowed the opportunity to meet friends and develop lasting relationships.

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 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 270

#### OPTION 3—TECHNICAL TRAINING IN INDUSTRY

IND 110, 111, 112, 124, 134, 144, 184, 151 or MATH 131; TECH 270

\*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 judgment and frequent communication with your 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: Andrew Bekkala, program director or Engineering Office, ECC-211  
Phone: 255-3252

Manufacturing engineering is interdisciplinary in nature requiring course work in mechanical, electrical, materials, and industrial engineering. Manufacturing engineers work in industry to improve productivity, quality and the manufacturing 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 to fulfill the requirements for admission to the major.



#### FRESHMAN YEAR:

Fall quarter—MATH 241, CHEM 215, general electives

Winter quarter—MATH 242, CHEM 216, PHYS 235, general electives

Spring quarter—MATH 243, EE 155, PHYS 234, 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.

#### Freshman students 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

Technology offers a wide variety of programs each leading to rewarding career opportunities. The major program areas including aviation, engineering technology and imaging (photographic) can be tailored to the student's needs and career ambitions. Students wishing to major in these programs should contact the department for 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

Interim Assistant Dean: Karen Schmid, WH-101  
Phone: 255-4790

### African Studies Minor (AFST)

Contact: Peter Nayenga, SH 273 or Tom O'Toole, SH 335  
Phone: 255-2003 or 255-4168

A 36-credit B.A., B.S., or B.E.S. minor is offered at SCSU through an interdisciplinary program drawing on courses from several departments and colleges of the university. Opportunities to complete a substantial part of your course work in an SCSU program in Zimbabwe are being arranged. The African Studies minor is of particular value to students interested in international relations, international business, mass communications, and African Diaspora studies.

### American Studies (AMST)

Contact: Pamela Mittlefehldt, SH-341  
Phone: 255-3912 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, 222, 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.

### 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 in-

clude 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 complete 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 departments and colleges of the university. Opportunities are available to complete a substantial part of your course work in SCSU international programs at Nankai University, Tianjin, People's Republic of China, and the Minnesota State University campus at Akita, Japan. 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, cartography and air photo interpretation or geographic information systems. 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 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, Linda Havir, SH-365A  
Phone: 255-3013 or 255-2248

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.

### History (HIST)

Contact: David H. Overy, 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 with the history department early. 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.

## International Relations (INTR)

Contact: Ghulam M. Haniff, SH-364  
Phone: 255-2098 or 255-2248

International Relations offers a B.A. major (72 credits) and minor (36 credits) in the regular liberal arts tradition and a B.E.S. major (48 credits) and minor (36 credits) in the elective studies format.

As an interdisciplinary field the program in international relations is based on course work drawn from several departments, mostly in the social sciences. The major also requires an elementary level of competence in a foreign language, some degree of exposure to another culture and proficiency in written English.

A degree in international relations can lead to careers in government, business, the media, writing and research. It also is an excellent preparation for graduate and professional studies.

The program offers a great deal of flexibility and, in consultation with the adviser it can be designed to meet the needs and interests of the individual. Both the major and the minor provide the means for enhancing the liberal arts background of the student and for developing an internationalized outlook.

## Latin American Studies Minor (LAST)

Contact: Robert Lavenda, SH-213B, or David Hellwig  
Phone: 255-3034 or 255-4100

The Latin American studies program attempts to enhance student awareness about Latin America as a significant cultural area, as well as to provide an integrative framework within which students may encompass the specific knowledge they learn about Latin America from the various disciplines. The Latin American studies program is actively involved with the university's study abroad center in San Jose, Costa Rica. Students who are interested in the Costa Rican program are encouraged to consult with the director of the program.

## 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.

To declare the major, a student must 1) earn a "B" or higher in URB 200 and 2) have achieved an overall GPA of at least 2.55 in all courses at SCSU.

## 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 Minor

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 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  
Phone: 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 offers the opportunity for becoming more involved in service or social activities related to psychology. The Experimental

# Academic Resources

Psychology Research Group offers exceptional experience for students interested in psychological research for intrinsic reasons or in preparing for graduate school. The psychology department offers a 5-6 course research sequence with a capstone research seminar in which students carry out their own research project. This sequence offers excellent preparation for ALL areas of graduate study in psychology.

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: Kathleen Maloney, SH-363  
Phone: 654-5226

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 Kathleen Maloney as soon as possible.

## Sociology (SOC) and Anthropology (ANTH)

Contact: Linda Havir, SH-262A, 255-2294

### 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 and is open to freshman students.

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 possible.

### 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-level 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 also should take Sociology 201 during their sophomore year. Please note that additional courses requirements depend 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-level 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, B120 Education Building. 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.



**Reading Rate Improvement emphasizes the development of flexible reading rates from intensive to skimming and scanning.**

## Academic assistance

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

## 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, either a VAX 4000/500 or a VAX 5200 (UNIX), and access to engineering and computer science's facilities. User identification numbers for students accessing the VAX network are assigned through specific courses using the facilities, but individuals may request their own user identification number by completing an application form. Common uses include electronic mail and accessing information available through a nationwide network. A campuswide information system, which will provide useful information about services and facilities at SCSU, is in its infancy. It can be accessed via the network.



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

*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.

**Free individual tutoring** is available for students who want help in their other courses. 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.

**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 critical comprehension and vocabulary.

Both courses are listed under "Reading" in the class schedule and under "All-University Courses" in the *Undergraduate Bulletin*.

## 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.

## Math Skills Center

The Math Skills Center offers individualized study plans for students who need to prepare for college level mathematics. The center offers flexi-

ble schedules and testing in order to accommodate a diverse student population. To use the Math Skills Center, students must register for MATH 130. Walk-in tutoring for other mathematics courses is not available. During the first day of class, students will be assessed and placed into one of the following programs of study: pre-algebra, introductory algebra, or intermediate algebra. Pre-algebra and introductory algebra are non-college credit courses. For more information about any Math Skills Center course contact the staff at 255-3840. The center is located in the basement of Lawrence Hall.

## 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.

## 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 pre-writing and development strategies, organizational techniques, review of such topics as punctuation, organization, limiting a research topic, or using sources 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 stu-

dent, but the writing center can provide strategies that will enable you to prepare effective papers for any class at SCSU. Check our list of 50-minute workshops offered every quarter.

## "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

**Exceptions to regular hours will be posted.**

### 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 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.

**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

**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.

# Activities & Organizations

Student activities and organizations are an integral part of the total educational program of the university. Participation in organizations is one avenue students may select to develop their skills and interests. Involvement in activities contributes to personal growth, intellectual development and a sense of social responsibility.

The academic community should be a place where students can freely examine ideas and express their views. 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 numbering over 220 individual groups and representing a broad spectrum of campus life. Student participation in these co-curricular experiences is encouraged.

The listing of clubs and organizations provided in this handbook gives 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.

## Activity transcript

*Arm your resume with the proof of involvement at SCSU.*

The activities transcript is a university verified record that tracks an individual's participation in organizations throughout their college career. It provides:

**Recognition** - of an active, well rounded person.

**Documentation** - when applying for scholarships and awards.

**Authenticity** - a supplement for resumes and placement files.

**Guide** - for defining career objectives and personal goals.

The organization, year, quarter, and offices held are included on the activities transcript. Students may activate their activities transcript by completing a short request form available from 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. One dollar entitles students to six copies of the transcript which may be included with the placement file or maintained by students as part of a resume. Anticipate a one week period to generate the activities transcript. For more information please contact the Office of University Organizations in A117E Atwood Center or call 255-3004.

## 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, current 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; and
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 requirements and compliance 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

"I've been involved in lots of activities and it truly enhances my classroom experiences. Being involved is a great way to meet people and it also is an effective way to learn skills: social skills, organizational skills, leadership skills. My advice to new students is truly to get involved. It is the easiest way to meet people who have similar interests."

—Rea Sandvig, senior, mass communications/English, Moorhead (University Programming Board, Admissions Ambassadors, Swim Team, Student Advertising Federation, Homecoming Committee chairperson)

**Boredom**—/n: the state of being bored.

**Fun**—/n, adj.: the state of SCSU's activities and organizations

Sophocles said knowledge must come through action. Herodotus said if one always insisted on being serious and never having fun, one would "go mad or become unstable without knowing it." So, take it from these "early" college students: fun activity is important! And at St. Cloud State University, we celebrate it! Students can choose from more than 220 student organizations. Interested in a game of chess? Join the Granite City Chess Club. Are you more active? Join the activities of the Recreation Club. Then there's the Creative Writer's Club, the Entrepreneur Club, the Bicycling Club, Skeptically Oriented Students, French Club, the Current Affairs Organization, First Nations People, Women's Equality Group, the Travel and Tourism Club . . . you get the picture.

time. 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 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 related 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 fund-raising 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 window above west main entrance to Atwood Center and river room display case for publicizing activities;
10. utilization of the notices section in the *Chronicle*, as well as special display advertising rates;
11. listing in the *Student Handbook*;
12. participation in Mainstreet;
13. mailbox in 117 activities center; and
14. limited supplies



A harmonious balance between work and play provides students with relief from daily challenges.

## 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 may result in derecognition 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 will not be given official status or privileges.

## 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;
- recommendation to Student Government by the University Judicial Board or revocation of official recognition as a sanction for violation of the university Code of Conduct; and
- 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 com-

plete process of recognition in order to reestablish itself as a 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.

Registering your activity provides the following benefits:

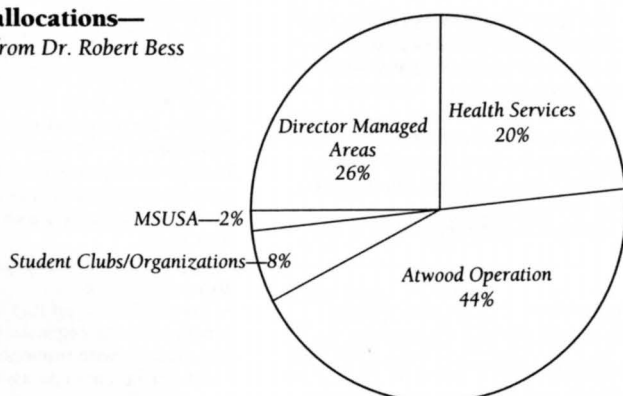
- avoids potential scheduling conflicts
- publicizes your events to university and community members
- provides you with a calendar of many upcoming campus events



## How your student activities fees are used—FY 94

### Fee task force allocations—

pending approval from Dr. Robert Bess



### Senate Finance:

	Annual	Quarterly Fees	Percent
Director Managed Areas	\$840,000	\$20.16	26%
Student Clubs/Organizations	277,000	6.64	8%
Health Services	665,000	15.96	20%
Atwood Debt/Base Operating	1,443,000	34.64	44%
Subtotal Fees Collected on 12 credits	<u>\$3,225,000</u>	<u>\$77.40</u>	
MSUSA (16 credit base)	62,400	1.60	2%
	<u>\$3,287,400</u>	<u>\$79.00</u>	<u>100%</u>

### Senate Finance Income 1992-93

Fees (\$2.23 x 500,000 cr. hrs.)	= \$1,115,000
Operating revenue	294,690
Carryforward	= 403,164
Total	<u>\$1,812,854</u>

### Director Managed Allocations:

Men's Athletics	\$103,411
Women's Athletics	109,756
Child Care Center	139,161
Intramural Rec-Sports	181,661
Minority Programs	59,638
University Organizations	87,852
University Programming Board	252,930
Total Director Managed	\$934,409
Student Organizations	\$407,025
Athletic Insurance	\$50,000
Presidents Reserve	20,000
Refunds	22,000
Equipment Reserve	15,000
Initiative Fund	30,000
Speakers Reserve	9,000
Free Balance	21,000
Other SFC Reserves	304,420
Total	<u>\$1,812,854</u>

## 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 the 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, and
3. meeting regularly with the organization membership to support its goals and activities.

## Student Government

Each Thursday at 6 p.m., Student Government (comprised of twenty-seven elected student representatives), holds open meetings in the Voyageurs room of Atwood to discuss campus issues, allocate activity fees and pass legislation that represents the viewpoint of students.

The 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 A116 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
- Master calendar
- Recreational sports council
- University calendar
- University safety
- Intercollegiate athletic
- Atwood center council
- and many more

## Council of Organizations

The Council of Organizations (CO) is the representative body of over 220 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, 117A Atwood Center, or the Office of University Organizations, 117E Atwood Center, for information.

## 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

## Academic/professional honorary organizations

### All-university

**National Residence Hall Honorary (NRHH)**—recognizes outstanding residence hall students who contribute a great deal to make the halls a warmer/more exciting environment. We sponsor the ongoing development for members, recognition of residence hall members, and several scholarships.

**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's degrees.

**Pi Omega Pi**—an honorary for students majoring in business teacher education. Membership requirements include an interest in teaching business subjects and a "B" average. The purpose of Pi Omega Pi is to promote scholarships, encourage civic responsibility and foster high ethical standards in business and professional life.

### College of Fine Arts and Humanities

**Delta Phi Alpha**—a national collegiate German honor society. Its purpose is to honor outstanding students of German language and culture. Membership requirements include GPA and other academic criteria.

**Pi Delta Phi**—national collegiate French honor society. Open by invitation to students of French who meet GPA and academic criteria. The purpose of Phi Delta Phi 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 noncompetitive public speaking experience.

**Sigma Alpha Iota**—an international professional women's fraternity which raises the productive musical work of women students and promotes a stronger bond of musical understanding between foreign countries and America. Membership is based on scholarship, musicianship, and character. Activities include promoting musical improvement among ourselves as well as fundraising to be used at a national level.

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

### College of Education

**Kappa Delta Pi**—The purpose of KDP is to recognize outstanding contributions to education. Persons who exhibit commendable personal qualities, worthy educational ideals and sound scholarship (3.0) are invited for membership.

**Phi Delta Kappa**—a national professional 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 have completed at least 12 credits of psychology or applied psychology courses.

### College of Social Sciences

**Chi Sigma Iota-Rho Alpha Delta Chapter**—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. Activities include meetings, speakers, workshops, etc.

**Gamma Theta Upsilon**—an international geography honor society whose purpose is to further professional interest in geography via programs, speakers, and other functions. Membership requirements include completion of three geography courses with a "B" average.

**Phi Alpha Theta**—a professional society with the objective to promote the study of history through the encouragement of research, good teaching, publication and exchange of learning and thought among historians. Membership: undergraduate, 12 semester hours in history averaging above the second highest grade on working scale. Grades: complete one-third of residence requirements—course average must be at least midway between highest and second highest grade on working scale.



## College of Science and Technology

**Phi Lambda Upsilon**—a national honors organization of students and faculty which promotes high scholarship and original investigation in all branches of pure and applied chemistry. Members must be chemistry majors with high academic achievement or outstanding faculty members. PLU 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 point average and on performance in computer science course work.

## All-University Organizations

**AIESEC** - An international association dedicated to developing global leadership and international understanding. AIESEC recruits internationally-minded students to participate in its program. The main vehicles through which AIESEC operates are its educational conferences and ITEP, the international trainee exchange program.

**ACACIA Fraternity** - Members have taken great strides in being involved in the programs of the university and community. Members take part in philanthropies, fundraisers, social events, and campus activities. Members are voted on by the entire chapter with no discrimination to any persons.

**Accounting Club** - Provides interest and information on career opportunities in accounting (public and private). It also provides a means for students to meet and socialize with others in the same major. Membership is open to all accounting and business majors and requires \$7 per quarter dues. The Accounting Club sponsors many speakers and tours and participates in various social and charity events. The club also provides information on job searching and interviewing.

**Admissions Ambassadors** - Serve 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** - Promotes professional development through student competitions, its student-managed agency, Ads Plus, tours, and speakers. Anyone interested in the field of advertising can become a member of AFSCSU.

**Aero Club** - A non-profit organization, formed in 1949, to provide students, faculty, and staff with economic flight training and educational field trips.

**Alpha Delta Gamma Fraternity** - A social fraternity dedicated to the development of the undergraduate male. Membership is open to any man with a 2.25 GPA or higher. Activities include charity fundraisers, academic enhancement, and social activities including the annual hot tub party.

**Alpha Eta Rho** - brings students of, and those interested in, aviation together for education and research. New members must pledge and membership is open to both men and women who are majoring or are interested in aviation. Community and recreational activities are also sponsored.

**American Association of Airport Executives (AAAE)** - Instills professional attitudes in students engaged in related fields of aviation management. Criteria for membership includes dues to the national and local office. Activities include

tours, field trips, monthly meetings, and recreation.

**American Choral Directors 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** - An organization committed to the personal, professional, and social growth of its members. AMA is open to all majors and class levels. Some activities include the Red Carpet dance, MDA Volleyball-a-Thon, president for a day and sports pass sales.

**American-Scandinavian Friendship Association** - Encourages multicultural exchange between Scandinavian, American, and all other cultures through social events in the local community. Social events include cultural sharing events and seminars, fostering understanding and friendship.

**American Sign Language Club (ASL)** - The purpose of ASL is to broaden deaf awareness. This is achieved through speakers, videotapes, and panel discussions. American sign language will be practiced at the meetings because no voice is used. Deaf, hearing impaired and hearing people are welcome.

**American Society for Quality Control (ASQC)** - Improves the quality of education for students and the community. Practitioners are brought from the industry to speak and also give SCSU recognition in the quality industry.

**American Studies Club** - Open to anyone interested in the program. Interdisciplinary aspects of American studies are explored through speakers and field trips. Meetings are relaxed and social. The main goals are to promote the major among students and provide each other with academic peer support.

**American Tae-Kwon-Do Karate Studio** - Provides all SCSU students and faculty the opportunity to study the most advanced kicking style of martial arts in the world. Tae-Kwon-Do training combines a complete aerobic workout along with the most effective and updated self-defense techniques. Tournament competition is available but not required.

**Amnesty International** - A branch of a worldwide human rights organization. This organization educates and promotes human rights awareness on campus and works for the release of prisoners of conscience. All are welcome to join and attend meetings.

**APICS Affiliate Student Chapter** - Promotes 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.

**Art Student Union** - Forms a bond between artists and maintains the Kiehle Student Gallery. Any SCSU student is welcome to attend ASU meetings which are held weekly.

**Association for Computing Machinery (ACM)** - Maintains the quality, form, and function of the future computer scientist. Membership is open to anyone with an interest in computing sciences. Besides providing a scholarship for its members, ACM sponsors national speakers and social activities. The students' chapter of the ACM at SCSU is the only representative of the ACM national organization.

**Association for the Education of Young Children (AEYC)** - Works to provide an array of opportunities for members, dealing with the field of early childhood education. Members need to have an interest in working with children and families, and improving conditions for children and providers.

**Association of Non-Traditional Students (ANTS)** - Provides non-traditional students with

an opportunity to meet and have fellowship with other non-traditional students. The organization is open to all students 23 or older, married, parents or veterans. Regular meetings are supplemented by quarterly picnics and weekly off-campus social hours.

**Benton-Carol Hall Council** - A governing and programming body for Benton residents. Social, recreational, and educational programs are sponsored by hall council as well as making guidelines for residents to abide by.

**Best Buddies** - A national organization dedicated to building lasting friendships between persons with mental retardation and college students interacting on a one-to-one basis. Members of Best Buddies learn to grow with one another by sharing their time, dreams, and struggles. Buddies form permanent bonds by attending baseball games, going bowling, or simply taking walks together. The important aspect is the loyalty two friends reciprocate when committed to one another, in addition to the fun of building a rewarding friendship.

**Bicycling Club** - Promotes the sport of cycling in its various forms (i.e. racing, touring, recreational fitness) to the students of St. Cloud State University.

**Biology Club** - Gives biology students a chance to get information in their field, hear speakers, go to points of biology interest, etc. Open to students planning on going into the field of biology. Activities include speakers, zoo trips, professor/student picnics, and much more.

**Bowling Club** - Gives students a chance to compete with students from other schools while still having fun. Tryouts are held each year.

**Brass Ensemble** - Performs advanced music for large brass ensembles. Membership is determined by audition. Concerts are performed on campus and in churches and other formats in the St. Cloud area and around the state.

**Brower Society** - An Anthropology Club serving those who are interested in anthropology through meetings, speakers, and social functions. Past Brower activities have included participation in the Mississippi Music Fest, annual snow sculpting, hayrides and social events, along with sponsoring members to attend professional meetings, speakers, and presentations. A newly added activity is the combination of the Sociology Club and the Anthropology Club for the spring banquet which now includes yearly scholarships honoring outstanding anthropology students. Meetings are held weekly.

**Business Computer Information Systems Club** - Promotes the BCIS major and allows students to interact with other students in the major. Membership requires \$7 dues each quarter and meeting attendance. Speakers and tours are offered each quarter.

**Campus Advocates Against Sexual Assault (CAASA)** - The purpose of CAASA is to increase campus awareness of sexual assault and its issues. CAASA provides information through speakers and pamphlets. Advocates are also trained to provide support and referrals to victims of sexual assault.

**Campus Crusade for Christ** - Helps 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** - Formed to perpetuate liberal ideologies, to elect DFL endorsed candidates, to abide by the National and State DFL platform, to advocate student policies and to form a better world.

**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.

“Alone, we can do so little;  
together, we can do much.”

—Helen Keller

**Career Development Council** - A service organization providing valuable career related services such as our campus wide mock interview day. Membership in the CDC is open to all students. Members have the opportunity to be student leaders, develop valuable career skills and make personal contact with major Minnesota employers.

**CEC-Division for Early Childhood** - Fosters professional development of students interested in the welfare of very young children with special needs. Anyone may join. Activities include speakers, site visits and practical experience with young children who have special developmental needs.

**Cheer Team** - Supports university athletics. Members must be enthusiastic, dedicated, and athletically inclined. The Cheer Team sponsors many activities such as Little Leaders Camp and high school clinics.

**Chemistry Club** - Promotes the fields of chemistry through meetings, speakers, and tours. Members must have a major or minor in chemistry.

**Chess Club, SCSU Granite City** - 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.

**Chi Alpha-Christians in Action** - A full gospel ministry utilizing the spiritual gifts of the New Testament, dedicated to a philosophy of worship, fellowship, discipleship, witness, and prayer for the establishment of the Lordship of Jesus Christ of SCSU.

**Chi Sigma Rho Sorority** - A social and philanthropic sorority that promotes academic excellence, leadership skills, and friendship. Members must be female SCSU students, take at least 8 credits per quarter, and follow SCSU's academic requirements. Most often sponsored are social functions and community and campus services.

**Chinese In-Side Kung-Fu Club** - The club's purpose is to study martial art, improve health and fitness and for self-defense. It is open to both men and women.

**Chinese Student Association** - Promotes Chinese culture on the SCSU campus and in the St. Cloud community. CSA fosters a strong cultural bond among association members and engages in activities which benefit the association's members. It is open to all SCSU students with a good understanding of and keen interest in Chinese culture. Activities include cultural events, speakers, receptions, Chinese New Year celebration, and new Chinese student orientations.

**University Chronicle** - Is the SCSU newspaper. Its purpose is to educate, inform, and entertain the SCSU community. Anyone is welcome to become involved.

**Circle of the Goddess** - Fosters traditional religious values and practices and an awareness of womens' spirituality through group discussions, speakers, videos, etc. Anyone who is

open-minded and interested may attend the group's activities.

**College of Business Executive Council (COBEC)** - Promotes the College of Business in the community; sponsors quality, entertaining events for COB students and faculty; provides a challenging atmosphere in which members can satisfy their needs; builds a foundation for the voicing of student concern; provides information on the club's activities to students and faculty. COBEC is open to students in the COB, Department of Economics, Department of Mass Communications, and organizations affiliated to the COB. Main activities include Career Day, Faculty Appreciation Day and spring picnic.

**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.

**Concert Choir** - 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)** - Promotes leadership and creates a safer environment for all students at St. Cloud State. CAAS also serves as a support group for African Americans.

**Council for Exceptional Children (CEC)** - Works to improve the quality of life for children with exceptionalities, those both disabled and gifted. Any majors are welcome, with the only criteria being dues payment and active participation. CEC commits itself to creating experiences outside the university classroom that will hone the skills needed to meet the demands of exceptional children and their families.

**Council of Organizations** - The governing body of the over 220 organizations at SCSU. Members are those individuals chosen as representative by each organization. Activities include the Fall Leadership Conference, Mainstreet and workshops that benefit an organization.

**Council of Pakistani Students** - Promotes Pakistani culture on campus. Membership is open to Pakistani and other students for a membership fee of \$3 per year. Activities include cricket games and celebration of special occasions.

**Criminal Justice Association** - Informs potential or current majors and minors of CJS and various fields of practice/work, provides them with internship information, and provides a social place. Quarterly membership dues are required. Activities include speakers related to the Criminal Justice field, prison tours, trips, social events, spring and fall picnics, and a spring banquet.

**SCSU Dance Team** - Promotes and maintains SCSU spirit and sportsmanship; provides entertainment at school and civic activities and develops character, leadership and individual responsibility among team members.

**Delta Phi Epsilon International Sorority** - Offers leadership opportunities to women and provides a good atmosphere for friendships to develop.

**Delta Sigma Phi Fraternity** - Enhances the education of its members. Must be a male attending SCSU with a 2.25 or better GPA. Activities sponsored include fundraisers, philanthropies, and social events.

**Delta Sigma Pi** - A business fraternity open to men and women who are pursuing a career in business. It is a multi-faceted organization whose activities include social events which allow students to gain practical business experience and to develop lasting friendships.

**Delta Zeta Sorority** - A social philanthropic sorority with the objective to bond members in sincere and lasting friendship. Membership is open to all female undergraduate students with admission by vote of the college chapter. Activities are held to promote moral and social culture of members, to promote academics and service to the community, and to promote fraternity between Greek organizations.

**Do Club** - Promotes the health and well-being of SCSU students and those in the community through Do practice. Any SCSU student or those in the SCSU community may join. Activities include Do practice and lectures.

**Dramatic Action** - Promotes all forms of theatre available by way of observation/participation: doing, seeing, and reading theatre, as well as expanding the knowledge of theatre through meetings, seminars, various specific groups, productions, tours, and trips. Membership is open to all students with an interest in theatre who may also be interested in being involved.

**Earth Sciences Club** - Provides students interested in the earth sciences the opportunity to join a group with similar interests. Activities include field trips, seminars, and social gatherings.

**Economics Association, SCSU** - For anyone interested in economics. Weekly meetings feature guest speakers from SCSU faculty and area business people. Other activities include tours, socials, a stock game, and an annual spring banquet with the economics department faculty.

**Emergency Medical Services Team (EMST)** - Provides voluntary emergency medical care to those attending and/or participating in intra-mural and sporting events on the SCSU campus. The EMST will also offer CPR Certification courses to the campus population. These services will provide the EMST 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.

**English Graduate Student Association** - Provides graduate students of English a place where they can exchange ideas and philosophies. Activities include informal meetings, social events, dinners and guest speakers.

**Entrepreneur Club** - For academic and business preparedness. Membership is open to officially enrolled students of SCSU with a 2.5 or better GPA on an application basis. Activities include



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speakers, fundraisers, business ownership and stock market opportunities.

**Eta Kappa Nu Association** - Fosters a spirit of liberal culture within the engineering community. Membership includes upper ranking juniors and seniors. Activities include seminars, workshops and social events for students.

**Experimental Psychology Research Group** - A group of undergraduate students who independently conduct psychology experiments with guidance of advisors. Each research project is designed, conducted, and researched by the student. These students have the opportunity to present their research at a professional psychology conference and the possibility of having their research published in a professional journal.

**Fencing Club, SCSU** - The purpose of the club is to advance the fencing skills of its members. Membership is open to anyone, beginner to advanced in skill. Activities are both social and competitive, including three home tournaments and six to eight others.

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

**First Nations People** - Increases awareness of hardships faced by indigenous peoples and establishes a local and national network to support and further the education of Native Americans. Activities sponsored include Indian Awareness Week, quarterly speakers, Mainstreet and other fundraisers.

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

**French Club** - A social organization for all students interested in the French language and culture. Activities include evenings of French cuisine and films, cultural excursions to the cities, and much more.

**Future Art Educators** - Provides a transition from student to professional life; informs and educates members in areas not covered in course work but that is necessary for the profession, provides leadership and support for each other as members and to work with faculty.

**Games Club, SCSU** - An informal club open to anyone with an interest in role playing and/or strategic board gaming. Meetings are held twice weekly. Gaming Convention held annually.

**Gamma Iota Sigma** - Provides opportunities for SCSU students to explore the fields of risk management and insurance through activities and interactions with industry representatives and others. Membership is not confined to insurance majors nor to College of Business students, though organization emphasis is directed toward students with career interests in the risk management and insurance fields.

**Geography Club** - The purpose is largely to promote social interaction. Membership is open to geography majors and minors. Most events are coordinated with Gamma Theta Upsilon.

**German Club** - The purpose of the club is to inform and share German culture with the students of SCSU. This is achieved through guest speakers, films and in other ways. Anyone is al-

lowed to be a member. No language requirement, just an interest in the club.

**Global Issues Forum/Model United Nations** - Aims to educate students of every discipline to multicultural diversity in a global context and to involve students in the excitement of international activity and politics. Sponsors a yearly conference, participants attend a public affairs conference in Illinois and a simulated United Nations assembly.

**Graduate Student Association** - Addresses issues related to being graduate students and acts as a social outlet for graduate students. Membership is open to anyone accepted into the graduate program at SCSU. Activities include social events and guest speakers.

**Graphic Design Association, Student** - Provides a creative atmosphere for students in graphic-related fields. Dues are \$7. Activities include field trips and speakers.

**Greek Council, SCSU** - An organization created to unite and govern all social and philanthropic fraternities and sororities on campus. Members are currently active in a fraternity or sorority and participates in such things as philanthropies, sports, socials, and fundraisers.

**Gymnastics Club, SCSU** - Increases the awareness of gymnastics and those who are interested may have the opportunity to better themselves in old and new skills, and also to get people together who share the same interests in gymnastics for fun, fitness and sport.

**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 the activities of the hall. Activities promote residents' educational, social, and recreational developments.

**Hmong Club** - Interested in managing its education, culture, social, and in participating in campus-wide decision-making. Must be a Hmong student or interested in maintaining a Hmong culture and issues, speakers, presentations, and cultural shows.

**Women's Hockey Club** - Offers the experience of organized hockey for women at the adult level. No experience is necessary and beginners are encouraged to join.

**Honors Club** - Open to all honors students. The club's committees help select students and professors for the honors program and evaluate the courses. Membership is based on attending half

of the meetings and social activities each quarter. The activities also include fundraisers and community events.

**Indian Club** - Promotes an awareness of Indian culture. An open membership policy will be pursued. Activities related to the promotion of Indian culture such as Yoga, Indian festivals, seminars and social gatherings.

**Industrial Technology Club** - Intended for people to discover the many features of our industrial society. To be a member, you must have an interest in industry.

**Institute of Electrical and Electronic Engineers (IEEE)** - Promotes relationships between students and industry, and developing professional habits at school. Students must pursue a degree in EE to be in IEEE. IEEE sponsors tours and meetings with engineering firms and businesses.

**Interfraternity Council** - Aids in the growth of fraternal life, education and well-being to all fraternity members new and old alike. Criteria for membership is that one must be a fraternity member; activities include philanthropies, fundraisers and socials.

**InterVarsity Christian Fellowship** - An interdenominational Christian organization. It is open to anyone who is interested in Christian fellowship and friendship. InterVarsity focuses on small group Bible studies and weekly meetings.

**International Dance Club** - Helps to instruct and promote international dances on the SCSU campus and in other places in accordance with the school's policy.

**International Relations Club** - Gets students of all majors interested in international affairs. IRC sponsors a variety of events, including international festivals, speakers, student forums and employment and internship information.

**International Student Association (ISA)** - Seeks to foster interactions 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.

**Investment Club** - Is more than just an informational organization. Its main activity is actual investing. We have research committees that research possible investment areas and decide as a group an investment plan. We put your membership money to work for you. We have a member within our club who acts as our agent and relays our investment decisions to our stockbroker. The Investment Club is a good way to meet people and participate with the stock market and investments. We invite you to be a part of our money-making team.



St. Cloud Men's and Women's Rugby Club is an organization that welcomes anyone interested in an active sport.



"The earth does not belong to us. We belong to the earth. For we did not weave the web of life; we are merely strands within it. Whatever we do to the web—we do to ourselves."

—Chief Seattle (1854)

**Japan Club** - The purpose of the Japan Club is to recognize Japanese students at SCSU and to learn about Japanese culture. Activities include fundraising and showing the celebration which occurs in Japan.

**Jazz Ensemble** - Is open to all university students through the audition process. The ensemble performs quarterly concerts and sponsors the Annual SCSU Jazz Festival.

**KVSC-FM** - An educational, public radio station broadcasting from SCSU. Students, faculty, and community members are encouraged to be trained to go on air, to help with production and promotion of progressive radio.

**Kappa Eta Kappa** - The purpose is to professionally and socially unite electrical engineering students and to maintain a fellowship between the faculty and students. All students who are majoring in electrical engineering or related fields are eligible for membership.

**Kappa Phi Omega Sorority** - Kappa Phi Omega provides knowledge, peace, and opportunities for women. They sponsor social events, dances, and philanthropic events. A 2.00 GPA is required and the student must be enrolled in at least 12 credits.

**Korean Association** - Promotes cultural awareness on the campus and community. It is a diverse organization that invites all cultures, students, faculty and public to join. The association shares both the Korean, American and other cultures by celebrations, festivals and social activities.

**SCSU Men's Lacrosse Club** - The SCSU Lacrosse Club was formed to further the improvement of the growing sport of lacrosse at SCSU. Membership is open to any individual with the desire to complete and play lacrosse for SCSU.

**Latin American Association** - The purpose of this organization is to bring the students an understanding of the Latin American culture in addition to sharing ideas and experiences of Latin America. Throughout the year, the association will have various guest speakers from different countries of Latin America. There is no knowledge of Spanish required to be in this organization. Some side trips will be offered along with the Spanish club.

**Latter-Day Saints Student Association** - Promotes fellowship among students who are members of the church of Jesus Christ of Latter-Day Saints. The activities range from sports to scripture study.

**Lesbian Gay Bisexual Resource Center** - Provides information and services to the lesbian, gay, bisexual and straight communities through weekly meetings, the annual B-GLAD event, phone consultations and printed literature.

**Lutheran Campus Ministry** - Lutheran Campus Ministry is the student organization of University Lutheran (ELCA). The ministry is a community of searching Christians providing a place of study, teaching, learning, playing and serving. Worship Sundays at 11:00 am and Wednesday evenings. All are welcome.

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

**Malaysian Student Association** - Promotes the welfare and interests of Malaysian students. We share cultural values and beliefs as a supporting arm of ISA and promote goodwill of Malaysia. Any SCSU student, regardless of origin, is welcome. Membership fees are \$5 per quarter. Some activities are potlucks, community service, educational trips and festivals.

**Manufacturing Engineering Student Advisory Council (MESAC)** - MESAC is an organization for any student interested in manufacturing or engineering. The group is designed to provide input to the manufacturing faculty on educational issues and provide a mechanism for student support of the program. MESAC sponsors educational and social activities for members.

**Many Paths** - Provides a place where people with diverse interests and beliefs about religion and spirituality can share ideas and learn. All people with an open and tolerant mind are welcome to join us in discussions, activities, lectures and celebrations.

**Masters of Business (MOB)** - MOB 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.

**SCSU Media Advisory Council** - This organization is intended to develop unity, cooperation and shared learning among SCSU media and to provide an educational and conciliatory forum with members of the SCSU community.

**Medical Professions Association** - Provides information to pre-professional students regarding health related careers via speakers and tours of graduate schools. The organization is open to any interested SCSU students.

**Merit Club** - The Merit Club is open to students who have been designated National Merit semifinalist or 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.

**Military Science Club** - The Military Science Club is here to promote further understanding of the role of the military in our society. Members do *not* have to belong to ROTC. Anyone can join! Activities include marksmanship team, repelling, homecoming parade and more! For more information please contact CPT. Lundstrom at 255-2952/3930.

**Mitchell Hall Council** - Provides leadership and decision-making for Mitchell Hall. Membership is open to all who reside in Mitchell. Activities sponsored include socials, educational programs, community events and fundraisers.

**Movimiento Estudiantil Chicano de Aztlan (M.E.C.H.A.)** Through outreach forums, celebrations, films and poetry; M.E.C.H.A. strives to preserve and promote the historical and cultural contributions of Mexican Americans (Chicanos/as) here at SCSU and nationwide.

**Muslim Student Association** - MSA informs and educates the general public about Islamic civilization and culture. Anyone interested in learning Islam can be a member. We have yearly celebrations and lectures on Islam and culture of Muslim countries.

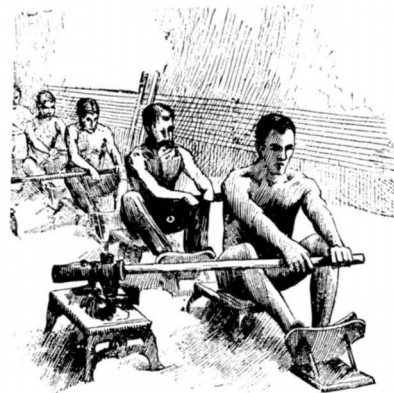
**National Broadcasting Society** - National Broadcasting Society encourages and rewards students of broadcasting. It also establishes communication between students and professional broadcasters. Any SCSU student interested in broadcasting (radio or TV) is welcome. NBS does fundraisers, engages speakers and attends both professional and student conferences. We also have socials in which we all get together and get to know each other on a friendship basis.

**National/Minnesota Rehabilitation Association** - 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 educational and service projects.

**SCSU Chapter of the National Speech-Language Hearing Association** - Promotes a better understanding of the fields of speech-language pathology and audiology. Membership consists of anyone with an interest in these fields. Activities include speakers, fundraisers and social events.

**The New African People's Option** - This organization promotes education, self-reliance, and unity among students of African decent. It familiarizes these students with the history of African people and charges them with the obligation of educating others, along with salvaging the image of truth and pressing toward the mark of equality. Membership is open to all students fulfilling the dues requirement and concerned with the issues facing people of African decent.

**Newman Club** - An organization of students who gather for discussions and fellowship.



The primary purpose of the SCSU Rowing Crew is to promote the sport of rowing by advocating the value of teamwork and physical fitness.

Newman Club is one of the ways that Catholic Campus Ministry attempts to build bridges between the Church and the campus.

**Non-Violent Alternatives (NOVA)** - NOVA serves as an educational center for members and the university community, focusing on issues of violence. NOVA uses films, speakers, panels, workshops, and debate forums as channels for discussion and as a means for introducing and seeking peaceful solutions. Everyone is welcome to join.

**Nordic Ski Team** - The Nordic Ski Team (X-C) competes against other clubs and varsity teams in the National Collegiate Ski Association. Members train together to develop physical fitness, participate in citizen's ski races, and/or compete in the NCSA. Anyone with an interest in Nordic skiing is welcome and encouraged to join.

**Officials Club** - An organization developed to provide students an opportunity to learn how to officiate in both on and off campus environments.

**OpShop (Opera Workshop)** - Open to all students regardless of race, creed, age, physical disability, sexual preference, marital status, religion, color, or national origin. This organization 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.

**Open Presentation** - Provides students the opportunity of learning business presentation skills, improving self-confidence, and becoming self-motivated. The only requirement for our members is simply to have the desire to acquire the above skills.

**SCSU Panhellenic Association** - We, the undergraduate members of women's fraternities stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving to the best of our ability in our college community.

**People Of Color Organization** - The Purpose of P.O.C.O. is to bring organizations on campus together as one. Two representatives from each group can be members. Any activities we feel are important, we will sponsor.

**People Recognizing The Importance Of Diversity In Education (PRIDE)** - Promotes the belief that all students deserve the right to a multicultural, gender fair, ability aware education. Any SCSU student can be a member of PRIDE. We sponsor activities such as speakers, debates, rallies etc.

**PLA'yers (Performance of Literature Activities)** - 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.

**Phi Chi Theta** - Promotes the cause of higher business education and training for everyone pursuing a career in business. Phi Chi Theta's primary interest is professionalism and we are a charter member of the Professional Fraternity Association. Members in the fraternity strive in

learning business skills and their applications. The fraternity sponsors informational speakers, tours to businesses and philanthropic events.

**Phi Epsilon Alpha Sorority** - A social sorority consisting of any interested female student at SCSU. Our main goals are to be active in social and philanthropic activities at SCSU and the community.

**Phi Kappa Tau Fraternity** - A men's fraternal organization. Our objectives are to assist new students in their transition into the demands of higher education, to expose members to the importance of social awareness and to assist them in learning proper behavior in everyday situations, among other goals. Phi Kappa Tau is open to any male student not involved in a national college fraternity (other than professional or honor society).

**Philosophy Club** - Open to anyone who wishes to participate in informal philosophical discussions such as papers and films. We also organize public forums for discussion of ideas, to further the pursuit of an academic career in the area of philosophy.

**Photo Club** - The Photo Club is an artistic representation of the students of SCSU. Be a part in SCSU flashers. Activities include studio sessions, socials, contests and traveling.

**Physical Education Club** - The purpose of this organization is to increase awareness of fitness and healthful well being around campus and in the community. Some activities involved are fundraisers and fitness day.

**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.

**Pre-Law Society** - A social and educational society for SCSU students who are pursuing a career in law. The purpose of the Pre-Law Society is to bring these particular students together so that they may receive information and recognition from law schools and law firms.

**Promoting Acceptable Interpersonal Relationships (PAIR)** - Promotes awareness of the differences between mutually rewarding and dysfunctional relationships, identifies various relationship difficulties and the resources available for assistance. Requirements for membership are to attend the relationship training program and commit to one year of participation.

**Public Administration Club** - Open to all public administration and political science majors and minors. Anyone else is welcome to come and be a member by either speaking with the president or adviser. This organization will do political, volunteer and social activities among other things.

**Public Relations Student Society of America (PRSSA)** - A pre-professional organization that promotes student development of professional skills and resources in the public relations field. Members should have an interest in a career in the public relation field. Activities include professional seminars, conferences and hands-on work.

**Radio Communications Club** - Exists to promote amateur radio and shortwave radio listening in other cultures. Membership is open to all currently enrolled students. Members assist one another in upgrading or obtaining their amateur radio license and assist in emergency communications when requested.

**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 meeting, speakers, tours, and alumni functions.

**Recreation Club** - Provides social and educational experiences for its members, SCSU campus, and the surrounding community through recreation. Membership is open to any SCSU student. Some activities sponsored by the Recreation Club are community services, such as Toys for Tots, and socials, fundraising, and weekly meetings.

**Residence Hall Association** - Represents and links the residence halls together. Membership is open to anyone living in the residence halls. Some activities sponsored by RHA is Family Weekend, support baskets, hypnotist Jim Wand, dances, fund-raisers, lobby decorating, retreats and more.

**Repertory Dance Theatre** - Provides quality dance programs in the university and community. Also provides semi-professional training for the students. Students must audition to become part of the Repertory Dance Theatre. Participation in numerous campus events and present an annual spring concert.

**Rowing Crew** - Provides students with an opportunity to learn techniques of rowing, compete in regattas and meet new people while staying physically fit. Membership is open to any student enrolled at SCSU.

**Men's Rugby Club** - Promotes the spirit of and the camaraderie associated with the game of Rugby Union Football both on and off the field of play. New members welcome.

**Women's Rugby Club** - Gives 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** - The purpose of the Russian Club is to enhance the awareness of Russian culture on the SCSU campus. Open to all who are interested in Russian culture. We sponsor speakers, film festivals, and culturally oriented activities.

**Sherburne Hall Council** - Provides a better living environment in our residence hall. Members must be current residents of Sherburne Hall. Many social activities are sponsored including Monte Carlo Night and Spring Fling, as well as several guest speakers.

**Shoemaker Hall Council** - Provides educational, recreational, and social activities for Shoemaker residents represents the opinions of residents in regard to student life at SCSU. Members must be current residents of Shoemaker Hall.



"Keep your mind open and take advantage of everything SCSU has to offer. College will change the way you think. Even if you don't agree with something that's being expressed in class, it gives you something to think about."

—**Kimberly Gottschalk**, senior, mass communications, Winona (*Vanguard*, *UTVS*, *England Student Advisory Board*, *Residence Hall Council*)

**Shotokan Karate and Self Defense Club** - Provides SCSU students, faculty, and staff with insight, information, and skill in and about the martial art of Shotokan Karate. The club attains this goal by providing facilities, traditional instruction, open practice time, activities and competition.

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

**Skydiving Club, SCSU** - Promotes the education of and participation in recreational skydiving. Membership is open to all officially enrolled students interested in skydiving. Activities include skydiving from aircraft and participating in fundraisers.

**Men's Soccer Club** - Provides the opportunity for male SCSU students to participate and compete in the world's most popular sport. The team competes in the NISC. Every student is welcome.

**Women's Soccer** - Provides an opportunity for highly motivated women soccer players to continue at a high level of competition in an organized and nationally recognized system.

**Social Studies Club** - The purpose of the club is to form a community of social studies majors and minors, inform students of graduation, sponsor speakers and provide peer advising.

**Social Work Club** - The clubs purpose is to get involved in community activities: volunteering, fundraising. It's an opportunity to meet other student and have fun.

**Social Work Peer Advisors** - Helps incoming students set up their social work program. Criteria for membership is to be a social work student with minimal time to volunteer. Activities sponsored include social work dance/silent auction, Mainstreet and various inter-departmental activities.

**Society for Advancement of Management (SAM)** - Enables students to improve their professional abilities. SAM develops opportunities for life long learning, training, and growth through actual experiences at the local, regional, and national levels. Professional speakers, tours and programs help us to accomplish these opportunities.

**Society for Human Resource Management (SHRM)** - Acquaints students considering a future in the field of human resource management. Also keeps students up-to-date on new developments in the field of human resource management through community service, speakers, fundraisers, tours of companies and group socials.

**Society of Manufacturing Engineering** - Instills a professional responsibility, promotes comradeship, and creates a working relationship with the manufacturing community. Membership requires enrollment or intent to enroll in manufacturing field of study. Activities include factory tours, guest speakers and competitions.

**Society of Professional Journalists** - An organi-

zation open to all mass communications students that helps preserve the 1st Amendment and freedom of information. It also provides contacts and experience. SPJ does activities to support the 1st Amendment and promotes professionalism.

**Society of Women Engineers** - Serves as a center of information on engineering and encourages members to attain high levels of education. Membership is 50% engineering and engineering technology and 50% technical-related majors. Students must have at least part-time status. Activities include tours and speakers.

**Sociology Club** - Serves as a social and academic club for those members now in the club as well as any others that sit in on the meetings. We ask for a \$5 due per quarter to sponsor club activities (speakers, picnics, etc.) Everyone is welcome.

**Sonare (University Orchestra)** - Comprised of 40-45 string, woodwind, brass and percussion which plays a range of music from baroque to modern. The group performs as a full orchestra, chamber orchestra and string ensemble. Activities include an orchestra festival during the winter quarter and an annual orchestra tour during the spring quarter. Students with instrumental background are welcome to participate.

**Spanish Club** - Provides Spanish language practice and cultural exposure. Club is open to anyone interested in Spanish language and culture. We sponsor various multi-cultural events during the year, for example, International Awareness Week.

**Speech Communication Club** - Open to Speech majors and minors. The club provides an opportunity to develop personal and professional contacts with peers and people in the community. Activities include speakers, community services, socials, campus events and fundraising.

**Spirit, Mind & Body Society** - Enhances the spiritual, mental and physical faculties of SCSU students and SCSU community. Open to everyone interested in achieving a higher level of personal growth. Activities include meditation, Yoga, Tai-Chi and other activities to bring a heightened level of awareness.

**Sports Club Council** - Established for the promotion and development of organized sports activities at SCSU. The SCC consists of the president of each recognized sport club at SCSU and the IMRS Sports Club Coordinator, who acts as its advisor.

**Star Trek U.S.S. Cloud** - Star Trek has contributed to the insatiable curiosity of all to explore the unknown by portraying a positive image of the future. Everyone who enjoys Star Trek is encouraged to participate and go where no one has gone before. Activities include occasional fundraising, various special events, viewing programs and discussing events relative to Star Trek.

**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** - Provides accurate, effective methods of recognizing and treating distress. These peer educators provide free hour-long talks to campus organizations to help students recognize stress, learn stress reduction methods, relaxation, massage, time management and how to cope with test anxiety. Literature is available and also referrals to other on-campus facilities.

**Student Coalition Against Racism (SCAR)** - SCAR is a multiracial organization that is open to any student of SCSU who is committed to multiracial unity. We are committed to combating racism.

**Student Coalition on Peace & the Environment (SCOPE)** - SCOPE is a student environmental and social justice group dedicated to providing the SCS campus and its surrounding communities with related programming and informational opportunities. Earth Day and Environmental Awareness Across Campus are our biggest projects.

**Student Educators' Network** - Builds collaboration skills among pre-professionals in the education fields through informational, professional service and social activities. Any student chapter of an organization is welcome to send a representative to the Network.

**Student Employment and Legal Service (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. SEALS is located in AS 101, ph: 255-3756.

**Student Government** - The governing body of the students of SCSU. It's purpose is to meet the needs of the students and address/make decisions on issues facing the student body. Student Government's goal is to represent all the students of SCSU. To serve on Student Government, you must only be an SCSU student and go through an election process. However, our committees are open to any student wishing to help, elected or not. Please stop by!

**Student Minnesota Education Association (SMEA)** - A pre-professional organization affiliated with the State (MEA) and national (NEA) levels. It promotes the field of education and brings together future educators. Membership is open to all education majors. Activities include monthly meetings, speakers, social activities, local schools and community volunteering, exchanging ideas and the opportunity to contribute on committees.

**Students Accepting Challenges (SAC)** - SAC was established to educate, to assist, and to advocate on issues dealing with "ableism," as

"Involvement in any extra-curricular activity is an education and the nice thing is you don't have to worry about a grade. You are just gaining knowledge through the experience. Also, you are getting the people stories, the diverse experiences that are all wrapped in human interaction."

—**Vusi Kumalo**, senior education, South Africa  
(Student Government, International Student Association, Council of African American Students, Honors Program, Student Coalition Against Racism)

ableism concerns disabled individuals who are challenged on a daily basis. SAC assists and networks challenged individuals in obtaining their goals. Open to any SCSU student. Activities include speakers, socials and advocacy.

**Students Advocating Valid Education (SAVE)** - Assists in maintaining an academic environment, free from political, sexual and racial harassment; challenges such radically incorrect ideas as political correctness; and preserves the top-notch education our colleges, universities and public schools deserve. Membership is open to all students and alumni who believe in the organization's purpose, as outlined.

**Students for Health** - Open to anyone who has an interest in health. SEA serves as a network between members, other students, faculty and the community. SEA provides opportunities to explore health careers, promote health education and wellness, learn about internships and work within the campus and community.

**Tang Soo Do Moo Duk Kwan Karate** - A composite martial art drawing techniques from both Korea and China. Tang Soo Do is a classical traditional martial art specializing in kicking techniques but also includes hand techniques and sweeps, throws and locks. Also teaches mental discipline, harmony with one's environment and confidence.

**Tau Kappa Epsilon Fraternity** - The purpose of TKE is to enhance the college experience both academically and socially. Must have at least a 2.0 GPA and be a full-time student. TKE sponsors social and philanthropic events.

**Theta Chi Fraternity** - An international fraternity devoted to brotherhood. We advance character through social involvement with others and teach leadership through campus involvement.

**Travel and Tourism Club** - Provides an educational and social outlet for SCSU students who are interested in travel/tourism. Anyone may be a member. We sponsor trips, speakers, tours and seminars regarding the travel/tourism field.

**United Ministries in Higher Education (UMHE)** - Goals include concern for healing and growth of persons, social justice, worship and celebration, contributing knowledge, institutional policies which contribute to a more humane environment for learning and discourse, and covenant relations. Anyone interested may join. Weekly meetings on various topics. We have programs in conjunction with NOVA.

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

**University Program Board (UPB)** - Develops, organizes and implements programs which serve the cultural, educational, recreational and social interests of the SCSU community. To be a member, students must attend SCSU for two quarters, accumulate 24 credits, have at least a 2.0 GPA and must participate on a committee for one

quarter. A wide variety of activities include Homecoming, films, concerts and much, much more.

**University Sports Band** - Open to any student who wishes to play a musical instrument at a sporting event. The sports band plays at men's basketball, hockey and some women's basketball games.

**University Television 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** - A campus publication (annually) of student art, fiction and poetry. Must be a student with at least one credit. After publication, we sponsor annual poetry readings.

**Upsilon Sigma Rho Fraternity** - To unite students in an atmosphere conducive to learning through social and service activities. Must have a willingness to partake in alcohol free activities. Activities include dances, mixers, community service and support.

**Urban Studies Association** - An academic organization created by the Local and Urban Affairs program. Everyone is welcome to attend weekly meetings. Meeting activities are filled with speakers and community service projects covering topics such as planning and social issues. Socials are also planned quarterly.

**Vanguard** - An organization of students, funded by Alumni Services, which represents and promotes SCSU. Members serve as officially designated university hosts for campus events. Examples include alumni, donors, legislators, parents of students, etc. A few examples of events which members host include receptions at the president's home, alumni dinners, career seminars, and campus tours.

**Vietnamese Student Association** - Helping new Vietnamese students and others participate in campus activities and cooperate with other organizations. Celebrate our traditional celebrations. Sports, entertainment and many activities will be created by us also.

**Voice of Teacher Education Students (VOTES)** - Works as a liaison between Education students and faculty. Members select students to serve on teacher development department committees with full voting rights. All education majors are encouraged to participate and make their voices heard.

**Men's Volleyball Club** - Promotes and encourages the development of volleyball at SCSU. Membership responsibilities include yearly dues and regular attendance. We sponsor tournaments and matches throughout the year.

**W. W. Holes Hall Council** - Helps to advance the needs and interests of Holes Hall, promotes 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.

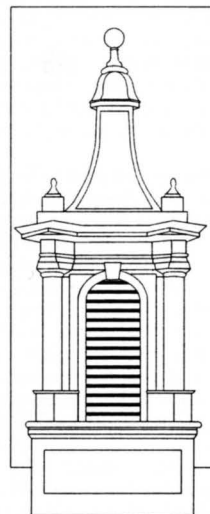
**St. Cloud State University Wind Band** - The SCSU Wind Band experience is a unique educational experience where there is not only individual but group musical learning and sharing. Members must have previous experience on an instrument as well as previous experience in an ensemble or performance group. The Wind Band has sponsored band fests, performed for several Big Ten Universities and during Summer 1992, undertook a concert tour of Scandinavia and Russia.

**Women in Communications, Inc.** - An organization uniting members for the purpose of promoting the advancement of women in all fields of communications, recognizing professional achievements and promoting high professional standards throughout the communications industry. Men are welcome!

**Women's Equality Group** - WEG's goals are to create an atmosphere where equality and support is the norm, not the exception, and to share an awareness in our community about women's issues. Women and men are encouraged to become a part of WEG. The only criteria is student status. Activities depend upon members' needs.

**Word Alive** - Word Alive was created for the person who seeks to lead a powerful, victorious life. Word Alives' vision and prayer is to proclaim the truth and power of the Gospel of Jesus Christ, and bring people into a true fulfilling relationship with Jesus Christ. No special membership criteria is required.

**Z-Club** - Our goal is to provide students with the opportunity for community service in the area and fundraiser for a variety of worthy charities. No student will be turned away who has a desire to help others.





## Where to get help

**Academic Learning Center.** Free tutoring assistance is available for many general education courses. Students also may receive free assistance in the following areas:

- Developing study strategies
- Developing notetaking skills
- Preparing for tests
- Increasing vocabulary
- Decreasing procrastination

Students also may enroll in either **110 Reading/Study Skills** or **120 Reading Rate Improvement**. 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. COORDINATOR: 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. DIRECTOR: Rich Murray, 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. 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. CONTACT: 105 Atwood, HSS Office, phone: 4080 or 3111. TDD: 4080.

**Health Services:** Services are available to all currently enrolled students. All patient/student contacts are confidential.

Medical clinic: Diagnosis and treatment for illness and injury, routine physical and GYN exams, and private discussions relating to personal concerns.

Laboratory: Blood tests, pregnancy tests, urinalysis, HIV testing, and many other lab tests.

Pharmacy: We fill prescriptions from your home physicians as well as from SCSU prescribers. We also carry many non-prescription medications including cough and cold medication and contact lens supplies. DIRECTOR: Ramona Yunger, HiH, phone: 3191.

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

**Non-Traditional Students.** The counseling center provides information on services and programs designed for any full- and part-time students who is 23 years or older, a veteran, is married or is a parent. A ten-session orientation class (Orientation 121), specific to the needs of non-traditional students, is offered for credit each quarter. Support groups also are offered.

Non-traditional students are encouraged to take advantage of these services. 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: Jill Ciliberto, 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: Jill Ciliberto, affirmative action officer, AS 209, phone: 255-3143.

Students who have questions regarding Section 504 of the Rehabilitation Act of 1973, ADA or Title IX also may contact Lee Bird, assistant vice president for student life and development. Atwood 106, phone: 255-3111.

**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 also may 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.** Offers support to women with a focus on safety issues and equal educational opportunities. The Women's Center provides space for meetings, study, programs and discussion. It serves as a resource clearinghouse and provides information and referral on issues such as sexual assault, child care, counseling, and sexual harassment.

Services are available to both women and men in the SCSU community. DIRECTOR: Jane Olsen, Colbert House North, phone: 4958. COORDINATOR, Sexual Assault Services: Lee La Due, Colbert House North, phone: 3995.

**The Write Place.** Offers free individual help in getting started, organizing, developing, writing grammatical sentences, punctuation, 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 preregistration. The center is open to students writing papers for any department. DIRECTOR: Judith Kilborn, R-1, phone: 2031.

## Americans With Disabilities Act Minnesota Relay Service

The Direct Connect Minnesota Relay Service (MRS) allows people who are deaf, hard of hearing or speech impaired to communicate over regular telephone lines with people who are not communication impaired. The MRS is used each day to overcome barriers to communication, equal access and discrimination.

The MRS operates 24 hours a day, 7 days a week. When the Relay Operator answers, give them your area code and phone number. Then give the Operator the name, area code and phone number of the person you want to call. (Note: the Operator may need a minimum of information to connect the caller with the person they wish to reach.) When that person is on the line, the Operator will read the TDD-user's words aloud to the voice-user and type the voice-user's words to the TDD-user. Relay Operators have been trained in ethics, procedure and American Sign Language grammar. They will pass conversation from you to the person you are calling, but they will not interfere, advise or handle your business for you. All calls are 100% confidential. The MRS asks that you be patient with the relay process. Remember that relaying involves phone transfers, computer procedures and sometimes long distance operators and an explanation of the service for the voice user.

### The MRS will not:

1. Store messages to relay later.
2. Act as an information referral or directory assistance service.
3. Be a direct source of counseling or intervention.
4. Call multi-person "chat lines." Such calls are a direct cost to the Relay Service and are impossible to relay.

### Some helpful tips:

- ☐ Callers should prepare all necessary information before calling the Relay Service. Relay Operators will not wait for a caller to look up telephone numbers or information.
- ☐ Callers should request one call per Relay contact.
- ☐ Callers should not have personal conversations with Operators. Operators are identified only by code number. Relay users should inform the management of any instances when a Relay Operator violates service policies, and provide documentation if possible. (Comments are welcome, too.)
- ☐ If you make a call and reach an answering machine, the Operator will hang up and ask if you want to leave a message.
- ☐ Calls are answered in the order they come into the MRS. First dialed, first answered, regardless of the geographic location the call is from.

Callers from Twin Cities Metro Area: 297-5353

Callers from outside Twin Cities Metro Area: 1-800-627-3529  
For basic information call: TDD 1-800-657-3788  
Voice 1-800-657-3789

When using the MRS number on your letterhead or publications, please designate the number as the Minnesota Relay Service.

### Materials in Braille

State Services for the Blind and Visually Handicapped (SSB) is an agency within the State Department of Jobs and Training. It is funded by both federal and state dollars. SSB provides a variety of services that will assist you in making reasonable accommodation for employees and individuals using your programs and services. Let's begin with Brailled materials.

When you receive a request for materials in Braille, contact Ms. Mary Archer, SSB Supervisor, at (612) 642-0852 (metropolitan area) or 1-800-652-9000 (Greater Minnesota). One page of print is usually two pages of Braille, depending on the size of the page and letters. The cost of Braille is 65 cents per page. State agencies may use a purchase order when requesting materials in Braille. If your document is one or two pages, it will usually take one day to receive your Braille materials. In any case, you should allow as much lead time as possible. Contact SSB as soon

as you are aware that you need Brailled materials. Your first Braille copy will take the longest; additional copies can be accomplished more quickly.

### Cassette tapes

If you receive a request for printed materials to be placed on cassette tape, you may contact Ms. Ellie Sevdy at SSB by calling (612) 642-0849. SSB can produce cassette tapes for you at a cost of \$20.00 per cassette tape. If you desire additional copies of each cassette tape produced, SSB will also duplicate the tape(s) for you. Again, the charge for each tape is \$20.00. You may also want to consider duplicating the cassette tape(s) yourself. When there is a copyright on materials to be copied in any form, SSB will have to duplicate any additional copies you need.

### Large print materials

Requests for materials to be produced in large print can be handled in several ways. First, you may be able to enlarge materials in your agency using the copying equipment available to you; second, check with other state printing resources; or, third, obtain the service through a printing or copying company in your area. Because not everyone has the same needs, you will need to find out what size print is desired. If FAX machines are available, the person making the request may FAX you a sample of the print size desired, or a sample copy can be mailed to you.

"Enjoy life—this is no dress rehearsal."

—Unknown

## Q & A

### Frequently asked questions regarding advising

#### Academic records

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

Records and Registration, 120 Administrative Services Building.

#### 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 B.A. 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, 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 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

"Success is measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed."

—Booker T. Washington

First Quarter: \_\_\_\_\_

\_\_\_\_\_

Second Quarter: \_\_\_\_\_

\_\_\_\_\_

Third Quarter: \_\_\_\_\_

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Fourth Quarter: \_\_\_\_\_

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Fifth Quarter: \_\_\_\_\_

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Sixth Quarter: \_\_\_\_\_

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Seventh Quarter: \_\_\_\_\_

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Eighth Quarter: \_\_\_\_\_

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Ninth Quarter: \_\_\_\_\_

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Tenth Quarter: \_\_\_\_\_

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Eleventh Quarter: \_\_\_\_\_

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Twelfth Quarter: \_\_\_\_\_

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LIFE GOAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Campus Compass

WHAT	WHO	WHERE	PHONE	WHAT	WHO	WHERE	PHONE
Academic Difficulty	Academic Learning Center Faculty Adviser	SH 101	4993	Legal Referral	Student Employment and Legal Services (SEALS)	AS 101	3756
	Counseling Center	SH 103	3171	Lockers in Eastman and Halenbeck	Recreational Sports	HaHS 120	3325
Academic Requirements	Student Life and Development College Dean's Office Faculty Adviser	AC 106	3111	Lost and Found	Mail Room	AS 103	2005
	Records and Registration	AS 118	2111	Loan Payments	Main Desk	AC 3822	
Activities, Clubs, etc.	University Organizations	AC 222	3004	Loans, Application	Business Office	AS 123	4214
Address of Student	Student Life and Development	AC 106	3111	Maintenance Emergencies	Scholarships and Financial Aid	AS 106	2047
Address of Departments and Faculty	University Director	AS	0121	Major, Assistance in Choice	Maintenance	HM	3166
Address of Alumnus	Alumni Services	AFC	4241	Married Housing	Counseling Center	SH 103	3171
Application for Major Program	Students must check with individual departments			Meals for off-campus students	Graduate Studies	WH 202	2113
Banquet Facilities	Main Desk, Atwood Center	AC	3822	Movies	Residential Life	CRH	2166
Barber Shop/Style Shop	A Great Haircut	AC 158	251-0137	Notary Public	Business Office (Residence Hall Accounts)	AS 123	4010
Brochures, Pamphlets	Main Desk, Atwood Center	AC	3822		University Programming	AC 222	2205
Publicity Announcements	(Distribution Point)				Administrative Affairs	AS 205	2286
Bulletin: Undergraduate	Records and Registration	AS 120	2111	Off-Campus Classes	Business Office	AS 124	0121
Bulletin: Graduate	Graduate Studies	AS 121	2113	Pay Checks	Records and Registration	AS 118	2111
Calendar, Official	Undergraduate and Graduate Bulletin			Payroll	Student Life and Development	AC 106	3111
Calendar of Activities	University Program Board	AC 222	2205	Personal Problems	Continuing Studies	CCS	3081
Campus Tours	Admissions	AC 115	2243	Parking	Departments		
Canceling Classes (by faculty)	Academic Affairs	AS 209	3143	Physically Handicapped Services	Business Office	AS 124	4005
Cashier, Fee Payment	Business Office	AS 122	4174	Physical Examination	Counseling Center	SH 103	3171
Change of Address	Records and Registration	AS 120	2111	Placement (Career Planning)	Buildings and Grounds	BG	2266
Career Planning	Career Services	AS 101	2151	Posters, Flyers, Duplicating, etc.	Student Life and Development	AC 106	3111
Car Pooling (students)	University Organizations	AC 222	3004	Probation (see Trial Quarter)	Health Services	HiH	3191
Change of Course	Adviser			Publicity	Career Services	AS 101	2151
	Registration	AS 117	2111	Racial Harassment	Copies Plus	AC 153	3759
Change of Major	Students must check with individual departments			Reading Difficulty	Undergraduate Bulletin		
Class Schedule	Records and Registration	AS 120	2111	Recreation: Bowling Billiards, Table Tennis, Cards, etc.	Public Relations and Publications	AS 207	3151
Concerts	University Programming	AC 222	2205	Recreational Facilities (pools, indoor track, etc.)	Academic Affairs	AS 209	3143
Conferences/Lectures/ Workshops	Continuing Studies	CCS	3082	Refund Appeals	Academic Learning Center	SH 101	4993
Counseling:				Rooms for Student Meetings	Academic Learning Center	SH 101	4993
Academic	Adviser			Scholarship Forms	Recreation Center	AC B08	3773
Financial	Scholarships and Financial Aid	AS 106	2047	Scholastic Achievement, Certificate of	Recreational Sports	HaHS 120	3325
Personal	Counseling Center or Student Life and Development	SH 103	3171	Scholastic Standings	Business Office	AS 122	4174
	Career Services	AC 106	3111	School Supplies	Atwood Center (Main Desk, for Atwood Reservations Only)	AC	3822
Vocational	Career Services	AS 101	2151	Security	Scholarships and Financial Aid	AS 106	2047
	Counseling Center	SH 103	3171	Sexual Assault	Academic Affairs	AS 209	3143
Credit-By-Examination	Counseling Center	SH 103	3171	Speech Difficulty	Adviser		
Degree Requirements	Registration	AS 117	2111	Student Publications	Records and Registration	AS 120	2111
	College Dean's Office			Student Schedules	Bookstore		251-0061
	Adviser			Student Teaching	Security & Parking Operations	AS 102	3453
Discrimination	Records and Registration	AS 188	2111	Study Skills	Women's Center	Col. North	4958
Drop/Add Classes	Affirmative Action	AS 209	3143	Tenant Help Information	Academic Affairs	AS 209	3143
Employment (student)	Registration	AS 117	2111	Testing	Speech-Language and Hearing Clinic	EB A216 or 2092	4143
(workstudy)	Student Employment and Legal Services (SEALS)	AS 101	3756	Textbooks	Chronicle Office	SH 13	4086
Entrance Test Results	Scholarships and Financial Aid	AS 106	2047	Tours-Campus	Records and Registration	AS 120	2111
	Counseling Center	SH 103	3171	Transcript of Grades	Student Life and Development (emergency only)	AC 106	3111
Escort Service	Graduate Studies	WH 202	2113	Transferring to Another University	Coordinator of Field Experiences	EB A 132	3007
Evening Classes	Security/Information	AS 102	4357	Travel Information	Academic Learning Center	SH 101	4993
Facility Reservations and off-campus groups	Continuing Studies	WH 209	3081	Trial Quarter (Probation)	Student Employment and Legal Services (SEALS)	AS 101	3756
Fee Statements/Tuition Payment	Reservations Secretary	AC 108	3822	Tutoring	Counseling Center	SH 103	3171
Financial Assistance, Application	Cashiers Office	AS 123	4174	Veteran's Information	Bookstore		251-0061
General Education Requirements	Scholarships and Financial Aid	AS 106	2047	Vocational Information	Admissions	AS 115	2244
	Academic Affairs	AS 209	3143	Withdrawal from College	Records and Registration	AS 120	2111
Grades	Faculty Adviser			Women's Issues	Transfer Specialist	AS 115	2243
	Student Handbook			Work-Study	University Program Board	AC 222	2205
Graduation Applications	Records and Registration	AS 120	2111		Records and Registration	AS 118	2111
Undergraduate	Graduate Studies	AS 121	2113		Academic Learning Center	SH 101	4993
Graduate	Department Chairperson				Records and Registration	AS 120	2111
Graduate Fellowship	Scholarships and Financial Aid	AS 106	2047		Career Services	AS 101	2151
Guaranteed Student Loan Application & Payment					Records and Registration	AS 117	2111
Health Aids	Health Services	HiH 237	3191		Women's Center	Col. North	4958
Hearing Difficulty	Speech-Language and Hearing Clinic	EB A216	4143 or 2092		Scholarships and Financial Aid	AS 106	2047
	Health Services	HiH	3191				
Hospitalization	Residential Life	CRH	2166				
Housing	Student Life and Development	AC 106	3111				
Identification Card	Health Services	HiH	3191				
Illness or Injury	Health Services	HiH	3191				
Insurance	Cashiers Office	AS 122	4174				
(payment)	Halenbeck Hall South	HaHS 120	3325				
Intramural Sports							
Recreational Sports							

## TELEPHONE NUMBERS:

Off Campus-255 or 654 must be dialed and then the last four numbers.  
On Campus-only the last four numbers need to be dialed; this includes prefix 654.