This is the Introduction and General Information sections of the 1996-1999 University of Minnesota College of Human Ecology Bulletin.
University of Minnesota Mission Statement

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University’s mission, carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

Outreach and Public Service

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Resources

Bulletin Use—The University of Minnesota will change to a semester-based academic calendar beginning academic year 1999-2000. This bulletin is the last quarter-based bulletin that will be produced for the College of Human Ecology. It covers academic years 1996-97, 1997-98, and 1998-99. Information about semester-based academic programs will be provided in the fall of 1998 in semester-transition publications.

The information in this bulletin and other University bulletins, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

This publication is available in alternative formats upon request. Please contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008; e-mail admissions@tc.umn.edu).

This bulletin also is available in electronic format on the Internet and may be accessed via the World Wide Web.

College Office—For more information about policies and program requirements, check with CHE, 32 McNeal Hall (612) 624-1717.

Adviser—At your first registration, you will be assigned an adviser who will guide you in planning a course of study.

Class Schedule—Each quarter you may pick up a Class Schedule at Books Underground and other University bookstores. This publication lists University day school courses complete with hours, rooms, instructors, prerequisites, registration instructions, fees, maps, final exam schedules, grading definitions, and other valuable information.
Course Guide—The Course Guide, a quarterly publication distributed at the University Bookstores, provides course information in addition to college bulletins and the Class Schedule.

Other Bulletins—Evening and summer courses are featured in the University College Bulletin and Summer Session Bulletin, respectively. Separate bulletins are also published for other University colleges. Most may be obtained from the Office of the Registrar—St. Paul, 130 Coffey Hall.

Policies

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity. Inquiries regarding compliance may be directed to Stephanie Lieberman, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612/624-9547).

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record form.

The form, which is sent along with the official University admission letter, must be filled out and returned to Boynton Health Service within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty that any exemption granted pursuant to this policy shall be honored and that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Smoke-Free Campus Policy—Smoking is prohibited in all facilities of the University of Minnesota, Twin Cities campus except for designated private residence hall rooms.
### Important Offices

#### College of Human Ecology (CHE)

**Administration**
- 32 McNeal Hall
- 1985 Buford Avenue
- St. Paul, MN 55108 ............................. 612/624-1717

- **Admissions/Prospective Student Services** .......... 612/624-1717
- **Career Services Center** .......................... 612/624-6762
- **Student Services** ........................................ 612/624-4244
- **Transfer Credits** .......................................... 612/624-1725

#### Departments
- **Design, Housing, and Apparel**
  - 240 McNeal Hall .............................. 612/624-9700
- **Family Social Science**
  - 290 McNeal Hall .............................. 612/624-1900
- **Food Science and Nutrition**
  - 225 Food Science and Nutrition ...... 612/624-1290
- **Family Education**
  - 325 Vocational and Technical Education Building ........... 612/624-3010
  - **School of Social Work**
    - 400 Ford Hall ........................................... 612/624-5888

#### Extension Classes
- **University College**
  - 101 Wesbrook Hall ............................... 612/625-3333
- **University College Counseling Office**
  - 314 Nolte Center ................................. 612/625-2500

#### Graduate School
- 306 Johnston Hall ............................... 612/625-9364

#### Housing and Residential Life
- **Comstock Hall—East**
  - 210 Delaware Street S.E.
  - Minneapolis, MN 55455 .......................... 612/624-2994

#### International Student and Scholar Services
- 20 Nicholson Hall ................................. 612/626-7100

#### Learning and Academic Skills Assistance
- **104 Eddy Hall** ................................. 612/624-7546

#### Minnesota Women’s Center
- 212 Nicholson Hall ................................. 612/625-9837

#### Parking and Transportation Services
- (including bus service)
  - 301 Transportation and Safety Building .. 612/626-7275

#### St. Paul Student Center
- ........................... 612/625-7200

#### Scholarships and Financial Aid
- (limited hours)
  - 130 Coffey Hall ................................. 612/626-1665
  - 210 Fraser Hall ................................. 612/624-8636
  - (800 service July-September)

#### Student Activities
- 256 Coffman Memorial Union
  ............................................................ 612/624-5101

#### Student Dispute Resolution Center
- (formerly Student Ombuds Service)
  - 310 Walter Library .............................. 612/626-0891

#### Student Employment
- 120 Fraser Hall ..................................... 612/624-8070

#### Student Health Service and Insurance
- Boynton Health Service
  - 410 Church Street S.E. ........................... 612/625-8400

#### Student Legal Service
- 106 West Bank Union Skyway
  ............................................................ 612/624-1001

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**Office of Admissions**
- 240 Williamson Hall
- 213 Pillsbury Drive S.E.
- Minneapolis, MN 55455
  .......................................................... 612/625-2008, 1-800-752-1000

**African American Learning Resource Center**
- 323 Walter Library ................................. 612/625-1363

**American Indian Learning Resource Center**
- 125 Fraser Hall ................................. 612/624-2555

**Asian/Pacific American Learning Resource Center**
- 306 Walter Library ................................. 612/624-2317

**Bookstore**
- Books Underground
  - 7 St. Paul Student Center ...................... 612/624-9200

**Bus Service** (see Parking and Transportation Services)

**Chicano/Latino Learning Resource Center**
- 328 Walter Library ................................. 612/625-6013

**Counseling and Consulting Services**
- 130 Coffey Hall, St. Paul ...................... 612/624-3323
- or
  - 109 Eddy Hall, Minneapolis .................. 612/624-3323

**Disability Services**
- 30 Nicholson Hall ................................. 612/626-1333 voice or TTY
Greetings From the College of Human Ecology

You will find CHE an exciting place to study. Our programs are top ranked nationally, and our faculty and staff are knowledgeable and concerned about your learning environment.

Some of you will know exactly what you are interested in studying at the University of Minnesota in preparation for your future. Others of you may scan our programs hoping to find something of interest. Regardless, we hope our course offerings tempt you to join us for your academic preparation. Our programs require an inquiring mind, a concern for people, and an integrative approach to artistic and scientific creativity and problem solving.

We offer undergraduate degrees in the Department of Family Social Science; Department of Design, Housing, and Apparel; and Department of Food Science and Nutrition (jointly with the College of Agricultural, Food, and Environmental Sciences). The School of Social Work only offers graduate degrees, but its courses may be used to support and enhance the major undergraduate programs. The family education program is primarily geared toward graduate degrees, but undergraduates may earn a family education minor. Our departments are highly specialized and concerned with how humans live and interact in their near environment.

We welcome you to CHE and the Twin Cities campus.

Mary E. Heltsley, Dean, College of Human Ecology

Mission

The CHE is committed to the study of individual and family well-being, food, clothing, shelter, and the community, and the interaction among them. Students are prepared for professional careers in related services and industries. Research efforts contribute to the body of knowledge in these areas and provide foundations for undergraduate and graduate education, informal educational outreach activities, policy formulation, and community leadership and service.

The work of the college encompasses several disciplines and encourages interaction among them in their application to teaching, research, and community service from local to international levels.

The mission of the college is implemented through resident teaching, research, and outreach. Members of the faculty provide instruction day or evening, on and off campus, to undergraduate, postbaccalaureate, and graduate students (B.S., M.Agric., M.Ed., M.S.W., M.S., M.A., and Ph.D.). Joint degrees and other programs link the college to every major unit of the University. The Minnesota Agricultural Experiment Station provides major assistance to the college’s research program. Extension specialists in the departments support the field staff of the Minnesota Extension Service in research-based information dissemination.
The College

CHE offers courses of study for undergraduate, graduate, and adult learners. Degree programs draw upon the broad resources of the University as well as metropolitan and statewide communities and reflect the college’s commitment to experiential learning and problem-solving to enhance human well-being. They prepare students to be skilled and knowledgeable professionals with the ability to participate as responsible members of society.

Research efforts in the college seek to identify and illuminate better ways to address the diverse, interconnected problems and opportunities confronting individuals, family groups, and the community. Faculty work closely with colleagues from a variety of disciplines, both within the college and throughout the University.

About 75 faculty members teach, conduct research, and engage in community outreach— including continuing education—in the area of their special expertise. Our undergraduate student enrollment during a typical fall quarter is about 850.

Through extension, continuing education, and research efforts resulting from its relationships with the Minnesota Extension Service and the Agricultural Experiment Station, the college serves statewide, national, and international audiences.

McNeal Hall, on the St. Paul campus, houses the administrative offices and provides outstanding facilities for the college’s teaching and research programs. All department offices are located on the St. Paul campus with the exception of the School of Social Work which is located on the Minneapolis campus. All locations provide access and facilities for persons with disabilities.

The Goldstein Gallery

The Goldstein Gallery is a nationally recognized design museum founded in 1976 to support the curriculum of the Department of Design, Housing, and Apparel. The gallery collects and exhibits the taken-for-granted art closest to people’s lives: clothing, textiles, and decorative and graphic arts, with an emphasis on objects of the late 19th and 20th centuries. These examples of art and design in everyday life play a role in classroom teaching and student and faculty research. Students are involved in all aspects of gallery operations from collections care to exhibition development and installation. Through its exhibitions, public lectures, and tours, the gallery has attracted a strong following in the Twin Cities community, furthering the University’s mission to serve the public.

Baccalaureate Degrees

The major programs in human ecology all lead to the bachelor of science degree.

Major Programs

CHE is organized into five major departments and schools that provide the courses and faculty for the college’s academic and professional programs:

- Design, Housing, and Apparel
- Family Education
- Family Social Science
- Food Science and Nutrition
- School of Social Work

Programs focus on a major interest area but maintain an interdisciplinary approach, drawing from a variety of disciplines in communications, the natural sciences, the social sciences, and the humanities. They are unified by their unique focus on human needs and on improving the quality of life for all people:

- clothing design
- design communication
- family social science
- food science
- housing
- interior design
- nutrition
- retail merchandising

Collaterals

Some of the college’s programs offer collateral areas as a way to make each student’s curriculum unique. The collateral is a sequence of courses that acts as a supporting field for the major, enhances career opportunities, capitalizes on special interests or talents, and helps prepare students to respond to newly emerging societal needs with expertise.
Minors

A minor is an approved concentration of 15 to 24 3xxx and 5xxx credits in a single department or program. A minor is not required for graduation but is an option for students who wish to supplement their major program coursework. You may apply for a minor in any University department or program that offers such an option. When you graduate the minor will be listed on your transcript with your degree and major. CHE offers two minors to all interested students, international studies and family education, which are explained in the Programs section of this bulletin.

Honors Programs

The CHE Honors Programs offer exciting educational opportunities for high-ability students. Participation in an honors program provides a learning environment in which students can develop and carry out more sophisticated academic projects.

The lower division honors program provides freshmen and sophomores with advanced learning opportunities through more intensive interaction with faculty and other high-ability students. Lower division honors students complete four honors options and receive a certificate of completion at the annual CHE honors and awards program.

The upper division honors program offers juniors and seniors (90+ credits) additional opportunities to achieve their academic and professional goals. Upper division students complete two honors options and carry out a capstone project, an in-depth exploration of a topic specifically related to their major. Students successfully completing the upper division honors program graduate with Latin honors (*cum laude, magna cum laude, or summa cum laude*).

Benefits of participating include

- public recognition of academic accomplishment
- opportunity to graduate with Latin honors
- enhanced career or graduate school opportunities

For more information, contact the CHE honors adviser, 32 McNeal Hall (612/624-1717), and see Recognition of Academic Excellence (page 20).

Postbaccalaureate Degrees and Programs

Professional degrees are available for students who have completed baccalaureate programs and are interested in developing practical skills and competencies to apply in a particular area. A master of education degree focusing on family studies is offered by the College of Education and Human Development. This degree serves both those who are preparing for licensure to teach family education in secondary schools and those preparing to work as educators with individuals and families in a variety of settings. See the family education section of the College of Education and Human Development Bulletin.

Graduate Degrees

Through the Graduate School, the master of arts, master of science, master of social work, and doctor of philosophy degrees are offered in design, housing, and apparel; family social science; food science; nutrition; and social work. For information about these programs, see the Graduate School Bulletin or call (612) 624-3014.

Expenses and Financial Aid

Expenses

Current information on tuition, fees, and other expenses is published in the quarterly *Class Schedule* available on the World Wide Web at http://www.umn.edu/registrar and in printed format at University Bookstores.

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least
one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Reciprocity—The University has reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. The University also participates in a reciprocity program with Kansas, Michigan, Missouri, and Nebraska, for students in the following undergraduate colleges: Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; Human Ecology; Liberal Arts; Natural Resources; Carlson School of Management; Division of Dental Hygiene; School of Nursing; and Institute of Technology. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Financial Aid
Student financial aid is available in the form of grants, loans, scholarships, and work-study. Most aid application packets are available at the Office of Scholarships and Financial Aid:

- 130 Coffey Hall
- 1420 Eckles Avenue
- St. Paul, MN 55108
- (limited hours)

- 210 Fraser Hall
- 106 Pleasant Street S.E.
- Minneapolis, MN 55455

Walk-in service is available at both offices. Questions can be answered by calling (612) 624-1665 or 1-800-400-8636 (800 service July-September).

CHE Scholarships and Grants
CHE scholarships, supported by generous friends and alumni of the college, are awarded to new and continuing students based on academic performance and financial need. Students are encouraged to apply early for scholarships. Awards are made for new students for the coming academic year during winter quarter. Continuing and transfer student awards are for the coming academic year with applications due in early March. All applications are available in the college office, 32 McNeal Hall (612/624-1717). Also available through the college are travel study grants and awards for undergraduate research programs, awarded to students on a competitive basis.

Freshman Scholarships—Awards of $1,000 to $3,000 are awarded to entering freshmen who show high academic ability and leadership qualities. Selection criteria include merit/scholarship, diversity, extracurricular activities/contributions, and financial need. Renewable each year to recipients who meet academic requirements. Applications are due in early January for priority consideration.

CHE Continuing and Transfer Scholars Program—Annual awards range from $500 to $1,500. Selection criteria include grade point average (GPA) of 3.00 or above, financial need, professional promise, and leadership. Applications are due in early March for awards beginning in the fall (applications received after that time are considered on a funds-available basis).

Dora A. Waller Awards—For CHE juniors and seniors participating in international study or internship experiences. Monies may be applied to student tuition, fees, travel arrangements, and living expenses during the course of the internship. Applications are due in March.

Caleb Dorr Scholarships—Up to 20 awards annually ($500 maximum per student) for professional development and travel. Applications are accepted throughout the academic year and awards are ongoing.

Undergraduate Professional Experience Grants—One-time nonrenewable grants are available to upper division undergraduates on a competitive basis to support their internship experience. Contact CHE, Career Services, 68 McNeal Hall, (612) 624-6762, for information and applications. Applications are taken throughout the academic year and awards are made quarterly.
Food Science and Nutrition Scholarships—
Multiple awards of $500 to $1,500 are awarded to students who show high academic achievement. Some scholarships have specific program requirements, such as dairy processing, cheese making, food marketing, and consumer issues. Supported by Samuel T. Coulter, North Central Cheese, Marylee Duehring, Minnesota Dairy Science and Technology, Food Science and Nutrition faculty, and others. Applications are due in March for awards beginning in the fall.

Food Science Scholars Program—Several $5,000 annual scholarships are awarded to students in the top 10 percent of their high school graduating class who have competitive college entrance scores, high achievement in math and science, and are entering the Food Science Program. Renewable each year upon meeting academic requirements. Sponsored by General Mills, Inc. Applications are due February 1 for priority consideration.

For applications or more information, contact the Department of Food Science and Nutrition, 225 Food Science and Nutrition, 1334 Eckles Avenue, St. Paul, MN 55108 (612/624-6753) or the college office, 32 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108 (612/625-3726).

Admission

The University of Minnesota is made up of more than twenty different colleges and schools. Rather than being admitted to the University of Minnesota in general, students are admitted to a specific college or school and to a specific major. Various colleges and programs may have different admission requirements (see below). CHE is one of seven colleges on the Twin Cities campus that admit freshmen.

Application materials are available at http://admissions.tc.umn.edu/ on the World Wide Web or the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008 or toll free 1-800-752-1000).

You must submit the following items for your application to be complete.

- Official high school transcript (required for freshmen and transfer students)
- ACT or SAT scores (required for freshmen)
- Official transcripts from each postsecondary institution attended
- Financial certification statement (international students only)
- Test scores: If your native language is not English, a TOEFL or MELAB is required. If you have studied in an English-speaking country at the university level for two years, the English testing requirement may be waived. If you have less than one year of postsecondary studies, SAT or ACT results are strongly recommended.

Application Deadlines

Your complete application (see above) must be received in the Office of Admissions by the deadline that corresponds to the quarter you wish to begin your studies. Students whose complete applications are received by the December 15 priority deadline will be admitted if they meet admission requirements. Applications received between December 15 and June will be reviewed on a space-available basis. Students are encouraged to apply well in advance of the final deadline.

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<thead>
<tr>
<th>Quarter</th>
<th>Domestic</th>
<th>International</th>
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<tr>
<td>Fall quarter</td>
<td>June 1</td>
<td>April 1</td>
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<tr>
<td>Winter quarter</td>
<td>October 15</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring quarter*</td>
<td>January 15</td>
<td>January 1</td>
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* The University of Minnesota does not admit freshmen for spring quarter.

It is CHE policy that cultural diversity shall be welcomed and promoted among students, faculty, staff, and visitors. Therefore, the faculty, students, and staff of CHE strongly encourage applications from those who have traditionally not found educational opportunities in our programs, including persons of color, older and male students, persons with disabilities, and recent immigrants.

Visiting the College

The personal attention you get as a CHE student begins with your first visit to the college as a prospective student. We invite you to meet with an adviser for more information about our exciting programs; tour the facilities, including the state-of-the-art computer lab; and
discuss internship and career opportunities related to our programs. Call us at (612) 624-1717 to arrange your visit.

**Freshman Admission Requirements**

Refer to the University of Minnesota—Twin Cities undergraduate application booklet for freshman admission requirements. For more information, contact the Office of Admissions 612/625-2008 or 1-800-752-1000).

**Preparation Requirements**—Freshmen are expected to have completed the following preparation requirements while in grades 9-12.

- **Four years of English** with emphasis on writing.
- **Three years of mathematics**, including one year each of elementary algebra, geometry, and intermediate algebra.
- **Three years of science**, including one year each of biological and physical science.
- **Two years of social studies**, including U.S. history.
- **Two years of a single second language.**

*Note:* Students entering the University in 2000 must complete three (instead of two) years of social studies, including one year each of geography and U.S. history, and one year of visual or performing arts, including history and critical interpretation of the art form.

Students who graduated from high school before 1987 are not expected to have completed all the high school preparation requirements. However, **all applicants must have completed high school intermediate algebra or its equivalent to be considered for admission.**

**Planning to Transfer?**

Minnesota’s public colleges and universities are working to make transfer easier. You can help if you **PLAN AHEAD**, **ASK QUESTIONS**, and **USE PATHWAYS** created by transfer agreements.

**Preparing for Transfer**

If you are currently enrolled in a college or university:

- Call or visit your intended transfer college. You should obtain the following materials and information:
  - college catalog
  - transfer brochure
  - information on admissions criteria and on materials required for admission (e.g., transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher grade point average.
  - information on financial aid (how to apply and by what date)

- After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take. To make an appointment with a CHE transfer specialist, call (612) 624-1725.

**Understanding How Transfer of Credit Works**

- The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.

- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”

- Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

- If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.
Applying for Transfer Admission

• Application for admission is always the first step in transferring. Fill out the application as early as you can prior to the deadline. Enclose the application fee.

• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.

• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.

• If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.

• After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation.

• If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student

• A clear, understandable statement of an institution’s transfer policy.

• A fair credit review and an explanation of why credits were or were not accepted.

• A copy of the formal appeals process. Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to the Student Scholastic Standards Committee, 32 McNeal Hall.

• At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see your campus transfer specialist.

Transfer Student Admission Requirements

If you have completed 39 quarter or 26 semester credits at a regionally accredited college, you may apply for admission to CHE as a transfer student. If you have fewer credits, you must meet freshman admission requirements.

1. Math and GPA requirements

All transfer students must have completed high school intermediate algebra or its equivalent before admission. You must also meet the following major-specific GPA requirement:

- Clothing design* ...................... 2.50
- Design communication* .......... 2.50
- Family social science ............... 2.50
- Food science** ....................... 2.50
- Housing .................................. 2.50
- Interior design* ...................... 2.50
- Nutrition** .............................. 2.50
- Retail merchandising ............... 2.50

* These majors require a formal portfolio review to move from pre-major status to full major status.
** These majors require strong mathematics and science backgrounds.

2. Transfer Preparation Requirements

In addition to the above admission requirements, transfer students who graduated from high school June 1987 or later must meet the following preparation requirements:

- Four years of English with emphasis on writing.
- Three years of mathematics, including one year each of elementary algebra, geometry, and intermediate algebra.
- Three years of science, including one year each of biological and physical science.
- Two years of social studies, including U.S. history.
- Two years of a single second language.

Note: Students entering the University in 2000 must complete three (instead of two) years of social studies, including one year each...
of geography and U.S. history, and one year of visual or performing arts, including history and critical interpretation of the art form.

You may complete the preparation requirements with high school or college courses before transferring to CHE. If you graduated from high school before 1987, you are not expected to have completed all the high school preparation requirements. However, all applicants must have completed high school intermediate algebra or its equivalent to be considered for admission. Contact CHE for information about completing preparation requirements before admission.

If you are planning to start your college career elsewhere with the intention of transferring to CHE, program descriptions and curricular requirements presented in this bulletin can help you select appropriate courses so that the maximum number of credits are accepted when you transfer. For information about transfer of coursework, write to Transfer Specialist, College of Human Ecology, University of Minnesota, 32 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108. Enclose a photocopy of your current transcript, indicate the major you are planning to transfer into, and include your current return address and phone number. You may also arrange to meet with an adviser to discuss your transfer admission by calling (612) 624-1725.

**Change of College Within the University**—To transfer to CHE from another college of the University, you must meet the entrance requirements of CHE and the specific requirements of the major to which you are applying (see above). Apply for transfer at the admissions office on the campus where you are currently registered or where you last attended classes.

**Transfer of Credit From University College** (formerly Continuing Education and Extension)—If you have credits and grades for University College (UC) courses taken before fall quarter 1989, submit your UC transcript to the Office of the Registrar with your application. Both the Office of Admissions and the Office of the Registrar will evaluate your UC transcript and determine which credits and grades will be included on your record in CHE.

**International Student Admission**

For information on transfer of international credits and admission requirements, please contact International Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008 or toll free 1-800-752-1000).

**English Proficiency**—If English is not your native language, you may be required to take the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). To register for the TOEFL, contact the agency that handles TOEFL registration in your country or write to the Educational Testing Service (Box 899, Princeton, NJ 08540 USA) at least 10 weeks before any scheduled test date. If you are an international student already in the Twin Cities area, you may register for the MELAB with the Minnesota English Center, University of Minnesota, 320 16th Ave. S.E., Minneapolis, MN 55455, or call (612) 624-1503. If you are a U.S. citizen, permanent resident, or refugee, you may sign up for the test in the Asian/Pacific American Learning Resource Center, University of Minnesota, 306 Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455, or call (612) 624-2317. To register for the MELAB outside the Twin Cities area, contact the English Language Institute, Testing and Certification Division, University of Michigan, Ann Arbor, MI 48109 USA, or call (313) 764-2416.

**Special Admissions**

**Readmission to the College**—Students returning to the college after an absence of more than one year must meet current admission requirements and complete the curricular requirements in effect when they reenter. Call (612) 624-1725 for a readmission appointment.

Those who filed for graduation or completed all requirements except the final 24 credits (or fewer) when they last attended the college may follow either current requirements or those in effect when they last enrolled.

**Adult Special Admission**—If you wish to register for particular courses to meet special needs rather than to pursue a degree, you may
be admitted as an adult special student. Apply through the Office of the Registrar—St. Paul, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108 (612/624-3731).

If you decide at a later date to apply to a baccalaureate degree program in CHE, you must file an application for a change of status with the Office of Admissions and pay a $25 fee. To be admitted as a degree-seeking student, you will be expected to meet CHE admission requirements for the particular undergraduate program you select.

Contact the Graduate School if you plan to transfer adult special credits to a graduate program.

Admission to Graduate School—Refer to the Graduate School Bulletin, or call the Graduate School (612/625-3014).

Summer-Only Student Admission—Refer to the Summer Session Bulletin, or call the Summer Session office (612/624-4000).

Senior Citizen Admission—If you are a Minnesota resident age 62 or older, you may be admitted to University of Minnesota classes when space is available after all tuition-paying students have been accommodated, provided you have completed specified prerequisites and obtain written permission from the instructor. If you take courses on an audit (no credit) basis, there is no charge unless materials or other special fees are involved. If you take courses for credit, a modest fee per credit as well as any special fees are charged. Eligible persons should contact the Office of the Registrar—St. Paul, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108 (612/624-3731).

Registration

Each quarter you and the University complete a contract through the registration and payment process. The University agrees to provide certain instruction and facilities; you agree to attend and pay tuition and fees for the classes you have chosen. Although changes sometimes occur in course listings, the responsibility for accurate, timely registration and payment rests with you.

Quarterly class offerings are listed in the Class Schedule, which is published just before the registration period each quarter. Check the Class Schedule for prerequisites, limitations on enrollment, special registration procedures, and meeting places and times for courses.

Registration periods begin in mid-August for fall quarter, mid-November for winter quarter, and mid-February for spring quarter. Continuing students register for summer and fall terms in May.

You may register in person during office hours at one of the registration centers, 130 Coffey Hall on the St. Paul campus or 202 Fraser Hall on the Minneapolis campus. You may also use computer self-registration available on the Student Access System (option 13) on the Public Access Information Menu. You can connect to this system via lobby terminals in the registration centers, microcomputer labs (305 McNeal Hall), LUMINA terminals in the libraries, residence hall computer labs, or dial up from home using a personal computer, modem, and terminal emulation software. Self-registration is normally available Monday through Friday from 7:30 a.m. to 9:00 p.m. and on Saturday from 8:00 a.m. to 3:00 p.m. during the registration period.

For instructions on self-registration, see the Class Schedule. New students receive help completing their first quarter registration during their orientation session.

Obtaining Registration Materials—Registration materials (Class Schedule and Course Guide) may be picked up at Books Underground and other University bookstores a week before registration begins. Refer to the registration queue in the Class Schedule for the date you are eligible to register. The Course Guide, Class Schedule, and preliminary schedule of winter/spring offerings are available at http://www.umn.edu/registrar/ on the World Wide Web.

Working with Your Adviser—Your adviser approves your course selections, follows your academic progress, and offers assistance with other aspects of your college career.

You are expected to take the initiative in keeping your adviser informed of your academic progress. Make registration appointments in advance and reschedule if necessary. Before meeting with your adviser, develop a tentative program for the quarter, using the curriculum requirements and course descriptions in this bulletin and the Class Schedule as guides.
Students are expected to work out a yearly plan of coursework with their adviser each spring for the coming academic year.

Credit Load—The average course load is 4 courses or 16 credits per quarter. You must carry a minimum of 12 credits per quarter to be classified as a full-time student (15 credits for state aid programs). To carry more than 21 credits you must have a B (3.00) average in the work of the previous quarter and must obtain permission from the Student Academic Standards Committee, 32 McNeal Hall.

Repeating a Course—You must repeat any required course in which you received a W, F, or an N grade. You may repeat any course in which you received a D grade. Grades of C or better may not be repeated without special permission from the Student Academic Standards Committee. The higher grade is used when computing the grade point average (GPA). W, D, F, and N grades from the first attempt remain on the transcript but will not be factored into your GPA.

Registering for Extension Courses—Many students take courses offered by their departments through University College (UC). Undergraduate degree courses offered through UC are accepted for full credit and grade value by CHE. To register for courses use the registration form found in the Extension Classes Bulletin available in 101 Wesbrook Hall (612/624-2388), 130 Coffey Hall, or 32 McNeal Hall. UC registration automatically appears on your day school transcript.

Note: UC-only course registrations are not factored into the day school tuition plateau.

Registration Changes—You may change your day school registration on-line using the Student Access System or in person by submitting a course request form to one of the registration centers (130 Coffey Hall or 202 Fraser Hall). Make all such changes as early as possible. Instructor approval is given as a magic number for all changes.

Note: On-line cancel/adds are official only after you have created a new fee statement. In-person cancel/adds are official only after you have submitted an approved course request form to a registration center.

<table>
<thead>
<tr>
<th>Week of Class</th>
<th>Required to Cancel</th>
<th>Required to Add</th>
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</thead>
<tbody>
<tr>
<td>Week 1 .......</td>
<td>Nothing required.</td>
<td>Nothing required.</td>
</tr>
<tr>
<td>Week 2 .......</td>
<td>Nothing required.</td>
<td>Instructor approval.</td>
</tr>
<tr>
<td>Weeks 3-6 ...</td>
<td>Nothing required.</td>
<td>Instructor and college scholastic committee approval.</td>
</tr>
<tr>
<td>Weeks 7-10 ..</td>
<td>College scholastic</td>
<td>Instructor and college scholastic committee approval.</td>
</tr>
</tbody>
</table>

Cancel Procedures—When you cancel a course, you are subject to the following procedures and requirements:

- Cancellations during the first two weeks of a quarter are deleted from your record.
- Cancellations during the third through sixth weeks of a quarter are assigned a W (withdrawal). The W will not affect your GPA.
- Withdrawal from a course after the sixth week of a quarter is strongly discouraged unless there are extenuating circumstances. Cancellations after the sixth week require CHE’s scholastic committee (Student Academic Standards Committee) approval. Cancellations during the ninth and tenth week of a quarter are seldom approved by the Student Academic Standards Committee. If a cancellation is approved, a W is assigned.

Add Procedures—No approvals are required to add a course during the first week of a quarter. You must have your instructor’s approval to add a course during the second through fifth weeks of the quarter. After the sixth week of the quarter, adding a course requires approval of the Student Academic Standards Committee representative. In CHE, you must have the instructor’s approval to add a course before you get approval of the Student Academic Standards Committee.

Cancellation of Entire Registration—If you leave the University before the end of a quarter, you must cancel your registration when you stop attending classes. Submit a course request form to the Office of the Registrar—St. Paul, 130 Coffey Hall. Cancellations are effective the day they are processed. Refunds are based on the date you officially cancel. You are entitled to a full refund if you cancel before the first day of classes. Contact the Office of the Registrar—St. Paul, 130 Coffey Hall, for current refund information.

Grading Change—A change from one grading system selected for a course to another (e.g., from A-F to S-N or audit) must be made during
the first two weeks of a quarter. The choice of grading system may not be changed after the end of the second week.

Special Registration Options

Certain special registration procedures allow you to audit courses, take them as independent study or reading courses, or take them for extra credit.

Auditing—As an auditor you enroll in, pay tuition and fees for, and attend classes but do not complete assignments or take examinations. An audited course is listed on your transcript with a V and does not confer credit. However, the credit value counts toward the credit total for assessment of student services fees. V courses cannot be applied toward degree requirements, nor may they be retaken for credit. Check with University College for additional or different requirements.

Extra Credit Registration—Under extra credit (X) registration you can earn up to three extra credits in a regularly taught course by arranging with the instructor to complete additional work or explore a subject in more depth. Requirements for extra credit registration must be agreed upon by you and the instructor, and registration requires both instructor and department approval. Contact your instructor or academic adviser for more information.

Independent and Distance Learning Registration—You have two options for obtaining credit through independent study (Y) registration. The first option is to earn independent study credits by arranging with an instructor to cover course material independently, though instructors are not obligated to approve independent study credits. Requirements and permission for independent study registration must be agreed upon by you and the instructor in advance, and registration requires both instructor and department approval. Contact your instructor or adviser for more information.

The second option is to register for a course through the Department of Independent and Distance Learning (IDL), which offers a catalog of self-directed and self-paced courses through University College. You may take up to one year to complete an IS course. For more information, contact the Department of Independent and Distance Learning, 45 Wesbrook Hall (612/624-0000).

Credit

Credit Value—A credit, by University Senate definition, is earned through “about three hours of academic work a week”—30 hours in a 10-week quarter. A 4-credit course typically represents 120 hours of acceptable work. The time may be spent in combinations of classroom, laboratory, library, off-campus, and homework.

Advanced Placement—The Advanced Placement (AP) program of the College Board provides a way for high schools to offer college-level studies to their more advanced students and for such students to demonstrate satisfactory achievement in those studies. Through this program students may earn college credit, exemption from requirements, or placement in advanced courses when they enroll in college. For more information, contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008 or toll-free 1-800-752-1000).

Credit by Special Examination—If you believe your knowledge of a subject is equal to that required to complete a particular course, you may request a special examination for either proficiency or credit. Check with the college office, 32 McNeal Hall.

CHE grants credit and advanced placement based on scores earned in the literature, humanities, and math tests of the College Level Examination Program (CLEP). For permission to earn CLEP credit in these or other subjects, contact CHE, 32 McNeal Hall. To arrange to take a CLEP examination after obtaining college approval, contact 109 Eddy Hall (612/624-3323).

Grading

The University uses two grading systems: the traditional letter grade (A-F) system and the satisfactory-no credit (S-N) system. When you register you must choose the grading system under which you want your class performance to be evaluated. The grading system must be declared at the time of registration and may not be changed after the second week of the quarter.
A-F System—See the current *Class Schedule* for detailed information. Note that transfer credits from other schools are not reflected in your University GPA.

S-N System—Under the S-N system S stands for “satisfactory” and N for “no credit.” S and N grades do not carry grade points and therefore are not included when computing the GPA; credits of S are, however, counted toward the total credits required for graduation. Instructors determine their own criteria for satisfactory work in a course. The S is not tied to any letter grade equivalent in the A-F system. The following restrictions apply to the use of the S-N system.

*Note:* Courses that are specifically listed in your curriculum by department designator and number (e.g., Rhet 1101) must be taken under the A-F grading system. Courses that are used to fulfill a credit requirement for your curriculum (e.g., minimum of 9 credits in the following) may be taken S-N. However, all required professional courses in the major must be taken A-F unless otherwise indicated.

- Baccalaureate candidates from the college may present a maximum of 25 percent of the residence credits offered for their degrees in courses in which they received grades of S.
- The S-N system is available to students of the college regardless of their academic standing.
- Students may take only one course per quarter on the S-N system until they have completed 36 credits. This restriction does not include courses offered on the S-N system only.
- A course previously registered on the A-F system may not be taken at a later date on the S-N system.

Your adviser or the college office will offer assistance if you have questions about the use of the S-N system.

The quarterly *Class Schedule* contains complete definitions of grades and the supplementary symbols W (withdrawal), I (incomplete), X (sequence course), V (visitor or auditor), and T (transfer credits).

Dean’s List—To be eligible for the CHE Dean’s List, you must be a current CHE student and have completed at least 12 quarter credits on the A-F system with at least a 3.60 quarterly GPA to receive a *Distinction Dean’s List* transcript notation or at least a 3.80 quarterly GPA to receive a *High Distinction Dean’s List* transcript notation. The Dean’s List is posted quarterly on the bulletin board in the McNeal Hall lobby.

**Academic Progress and Probation**

CHE students are expected to maintain an academic standing that will enable them to graduate. To aid in the early identification of students who are not making satisfactory progress so that appropriate assistance can be provided, the following guidelines have been developed.

An overall as well as unit (those courses taken after admittance to CHE) GPA of 2.00 (C) is required. In addition, many major programs require students to maintain a GPA well above 2.00. Students in premajor programs not maintaining the GPA required to obtain full major status are placed on a scholastic progress warning and are monitored quarterly until they have raised their GPA.

Students whose cumulative and/or unit GPA is below 2.00 are placed on academic probation and referred to their academic adviser for planning. If a student’s GPA deficiency can be remedied within a quarter, the student is placed on the first level of academic probation. If the GPA deficiency is too great to remedy within a quarter or the student’s GPA does not improve, the student is placed on strict academic probation by the Student Academic Standards Committee and referred for academic counseling. Students remain on academic probation until their unit and cumulative GPA is 2.00 or greater.

Students on academic probation will not be permitted to register in the college until they have received permission to do so from their academic adviser and/or the college office. If this approval is granted, specific goals may be established and the student will be expected to meet them. Students who do not meet these goals may be suspended from the college.
Students are encouraged to seek help from advisers, instructors, and University Counseling and Consulting Services (130 Coffey Hall, St. Paul and 109 Eddy Hall, Minneapolis), which maintains a Reading and Study Skills Center and also provides personal and career counseling. If you believe you are having difficulties, check with your instructor, adviser, or a University Counseling and Consulting Services staff member immediately rather than waiting until you receive a low grade.

Student Records

Academic Records and Grade Reports—Your official grade record is kept by the University’s Office of the Registrar. It indicates the outcome of every registration and shows all passing grades, as well as F and N grades, incompletes, and withdrawals.

If you have any questions about grading symbols and transcripts, contact the Office of the Registrar—St. Paul, 130 Coffey Hall.

Student Access System—You may view your academic record using the on-line Student Access System. The system consists of the following screens that retrieve information from the Student Data Base, the source of information on your transcript.

- The Basic Student Record Information screen contains information on your address, college, major and adviser, total credits earned, and GPA. Any holds on your record are also displayed, along with addresses for clearance of those holds.
- The University Day Coursework and Grades screen contains information on your day school registrations, including your grades, on a quarter-by-quarter basis.
- The UC and Transfer Coursework and Grades screen contains information on your UC registrations and on work transferred to the University from other institutions.
- The Display Course Enrollment Counts and Status screen allows you to check the current status (open/closed) of day courses.
- The Registration screens allow you to change your current mailing address and certain other demographic information, and to register yourself.
- The Financial Aid Main Menu allows you to display some information on the status of your financial aid awards and holds.

Only use the system to access your own record. Accessing the records of other students is a violation of University policy and state and federal law.

To use the system, enter your student ID number or your social security number, and your birth date as your password (if you have not previously changed it). If your password is still set as your birth date, you will immediately be sent to the password screen and required to enter a new password before you can proceed. Continue to change your password periodically as you use the system. (If needed, you can have your password reset at a registration center or by calling 626-HELP.) The system is available Monday through Friday from 7 a.m. to 9 p.m. and Saturday from 9 a.m.-3 p.m., except official University holidays.

Access to Student Educational Records—In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information only during their terms of enrollment. To do so, they must notify the records office on their campus.

Students have the right to review their educational records. The regents’ policy, including a directory of student records, is available for review at 150 Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 150 Williamson Hall (612/625-5333).
**Student Conduct**

The college expects ethical conduct of its students as specified in the University of Minnesota Student Conduct Code. Copies are available in the college office, 32 McNeal Hall.

Scholastic misconduct includes: cheating on assignments; acquiring or using test materials without faculty permission; plagiarizing (representing as a student’s own work any part of what was done by another person); submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials or otherwise interfering with another student’s work; falsifying a record; or any other act that violates the academic rights of another student or involves misrepresentation of a student’s own work.

The college’s policy for responding to apparent scholastic misconduct is found in the college brochure, “Policy and Procedures Concerning Scholastic Misconduct,” available in the college office, 32 McNeal Hall.

**Petitions and Appeals**

**Petitioning**—To request permission to depart from requirements and procedures, you must complete a petition form available at the college office, 32 McNeal Hall. Consultation with your adviser and academic program chair is required. Submit your petition and a transcript to the college office for a decision. The decision will be mailed to you.

**Student Academic Standards Committee**—The Student Academic Standards Committee interprets and enforces faculty policy concerning academic regulations and requirements. The committee is also authorized to consider alternative ways of meeting those requirements when permission to depart from normal procedures is requested. For more information, call (612) 624-9764.

**College of Human Ecology Appeals Procedures**—When you have problems or questions, your adviser, the program chairpersons, the department heads, and the Student Services staff in the college office are good sources of information and support.

Should you encounter a situation in which you question some aspect of your college program, you may wish to carry your concern to your adviser, department program committee, or department head. The college office (612/624-9764) provides information about appeals procedures.

**Graduation**

**Requirements**—To be recommended for graduation as a candidate for the bachelor of science degree, you must

1. complete the prescribed curriculum as specified in your degree program.
2. earn at least 45 credits after admission to CHE. Of the last 45 credits earned before graduation, 30 must be awarded by the University. All credits awarded by the University, regardless of the type of instruction or the unit offering them, count toward the residence credit requirement for the degree.
3. earn a minimum cumulative GPA of 2.00 or higher, depending on the requirements of your major program, and the specific minimum GPA as spelled out in the program requirements.
4. officially apply for graduation.
5. meet all financial obligations to the University.

**Application for Degree**—Graduation application deadlines are established by the Office of the Registrar and published as part of registration information materials distributed to students.

Two quarters before your expected graduation date request your updated program sheet from your adviser. Submit your program sheet with the degree application to 130 Coffey Hall.

<table>
<thead>
<tr>
<th>Term you plan to graduate</th>
<th>Program sheet and degree application to 130 Coffey Hall on or before</th>
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<tbody>
<tr>
<td>SSI or SII</td>
<td>Fifth day of winter quarter</td>
</tr>
<tr>
<td>Fall</td>
<td>Fifth day of spring quarter</td>
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<tr>
<td>Winter</td>
<td>Fifth day of fall quarter</td>
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<tr>
<td>Spring</td>
<td>Fifth day of winter quarter</td>
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Your degree application initiates the preparation of the graduation clearance checklist listing the total number of credits...
accumulated, the required courses that remain to be completed, and any deficiencies that must be removed before the degree can be granted. If your graduation date changes from that indicated on your degree application, it is your responsibility to inform the college office and the Office of the Registrar of this change.

Program Update—If, after filing for your degree, you find that minor changes occur because you are not able to register for courses listed on your program sheet, you must submit a program update on a petition. Your adviser must approve any changes. Take the petition to 32 McNeal Hall.

Recognition of Academic Excellence—To receive a Latin honors designator on your transcript and diploma you must complete the CHE upper division honors program (see page 8). The honor awarded is based on your cumulative University graduation GPA:

- 3.80—summa cum laude,
- 3.60—magna cum laude,
- 3.40—cum laude.

Students who do not complete the CHE upper division honors program receive a Distinction notation if their cumulative University graduation GPA is at least 3.60 and a High Distinction notation if that GPA is at least 3.80.

For more information, contact the student services staff in 32 McNeal Hall (612/624-4244).

Commencement—The college holds official commencement exercises once a year in June. Students who have applied to graduate will be given information about commencement.

International Study

CHE encourages students to participate in an international study experience as part of their degree program. There are many University of Minnesota-sponsored programs available, as well as those offered by other agencies and educational institutions. Options for international study range in length from a few weeks to an academic year. Study in English is possible at many sites. You need not necessarily seek credit in your major for international study. The college also encourages study for language acquisition or cultural learning. The resulting credits can often be used as electives or to make up deficiencies in the language admission requirement. The University and other institutions sponsor a broad range of intensive language and area studies programs, some taught in another language, others requiring no prior language study. Students may choose to supplement their degree with an international studies minor offered through CHE. See the Programs section of this bulletin for detailed requirements.

Identifying International Study Opportunities—Contact the CHE international adviser in 32 McNeal Hall (612/624-1717) for assistance in exploring international study options. The International Study and Travel Center (ISTC) and the Global Campus in 102/104 Nicholson Hall (612/626-9000 or 612/625-3379) offer comprehensive international work/study/travel information and resources.

Credit and Financial Aid—Advance planning and college endorsement are essential to ensure that credit from international study fits smoothly into your degree program. For nearly all international study programs, students can arrange to retain their University financial aid eligibility and/or defer past loans. Additional financial aid is available for some programs. In addition, CHE has special scholarship money for students’ international study programs. Check with the CHE international adviser for more information.

International Study Opportunities for CHE Students—Several specialized programs are available to CHE students. For example, the Department of Design, Housing, and Apparel sponsors a three-week summer Interior Design in Europe program in even-numbered years as well as an exchange program with DeMontfort University in Leicester, England. The University also cosponsors semester-long urban studies programs in Colombia (Spanish required) and Norway; summer, semester, and year-long architecture/design programs in Denmark; and a program in the Dominican Republic on Latin American health and nutrition that offers both a summer field study track requiring no prior Spanish and, for students competent in Spanish, a fall semester track at a Dominican university. Check with the CHE international studies adviser for more options.
Student Services

College Information Desk—The person at the college information desk in 32 McNeal Hall (612/624-1717) can give you information about CHE programs and activities. College bulletins and brochures describing the various curricula are available. You will be referred to appropriate staff members for answers to specific questions.

Academic Student Services—The Student Services office in 32 McNeal Hall processes admission applications, maintains student files, acts as the agent for the Student Academic Standards Committee, and coordinates undergraduate advising.

Career Services and Internships—The Career Services Center, 68 McNeal Hall (612/624-6762), offers individual counseling, classes and workshops, and maintains a Career Resource Library to help students clarify career goals, secure internships, and plan for a proactive job search. Students, graduates, and alumni may use the Job Referral Service to learn about current internship and job opportunities. Staff members teach career planning courses and are available to discuss career choices and employment opportunities. Full- and part-time positions are posted in departments, on the CHE JOBLINE, and in the Career Services Center. During the year the center sponsors programs dealing with various career planning topics.

An important part of the college experience is participating in an internship. Some CHE programs require students to participate in a preplanned internship experience and other programs strongly encourage it. Internship credits vary, depending on your program area. The Career Services Center acts as a clearinghouse for internship information. See the Scholarships and Grants section of this bulletin for information about undergraduate professional experience grants.

For questions concerning career planning, internships, and job opportunities, call the Career Services Center (612/624-6762).

Undergraduate Research Opportunities Program—The Undergraduate Research Opportunities Program (UROP) is a competitive, merit-based program that offers financial awards to undergraduates for research, scholarly, or creative projects undertaken in partnership with a faculty member. Application deadlines generally occur twice each year, in early November and mid-April. Interested students should contact the UROP coordinator, 32 McNeal Hall (612/624-4244), to obtain current guidelines and application forms.

University Counseling and Consulting Services—University Counseling and Consulting Services (UCCS), offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS’s Measurement Services office administers tests; scores exams, surveys, and research instruments for University faculty; and operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests. For more information, call (612) 624-3323 or see http://ucs1.ucs.umn.edu/uccswww/uccs.html on the World Wide Web.

Student Organizations

Human Ecology Student Board—The major objectives of the Human Ecology Student Board (HESB) are to initiate, promote, and coordinate activities of human ecology student organizations and to serve as a liaison between students and faculty in order to achieve the goals of the college. Board members facilitate communication among the student body, faculty, and administration through their representation on college committees and other activities.

HESB consists of five elected officers plus representatives from the following groups: CHE departments, student organizations, and honor societies as well as the St. Paul Campus Board of Colleges and Board of Governors. All students in the college are eligible to file for a position as an officer or as a representative of one of the curricular areas: design, housing, and
apparel; family social science; and food science and nutrition. Elections are held before spring quarter. You can keep informed about the board’s activities and its current membership by visiting the CHE Student Organization office, 187 McNeal Hall or by inquiring at the college office, 32 McNeal Hall (612/624-1717). Meetings are open to all students in the college.

**Student Participation on College Committees** — Every standing committee and every program committee in the college has two or more student members on its roster. Student members of college committees automatically become nonvoting members of the HESB.

**Other Human Ecology Student Organizations** — Many of the undergraduate programs sponsor student organizations. Honor societies periodically invite selected students to join. Membership and participation in student organizations can add a valuable dimension to your academic program and contribute a great deal to your professional development. Faculty adviser and officer names for the following organizations are available at the front desk, 32 McNeal Hall (612/624-1717).

**Student and Professional Organizations**
- American Society of Interior Designers
- Clothing Design Club
- Design Communication Club
- Family Social Science Roundtable
- Food Science and Nutrition Club
- Housing Organization for University Students
- Human Ecology Student Board
- Illuminating Engineering Society
- Institute of Business Designers
- Minnesota Collegiate Retail Association
- Student Organization of Nutrition and Dietetics

**Honor Societies**
- Kappa Omicron Nu
- Phi Upsilon Omicron

**St. Paul Campus Board of Colleges** — This board directs and coordinates student activities and encourages student leadership throughout the St. Paul campus. Its membership is drawn from all major areas of the colleges of Agricultural, Food, and Environmental Sciences; Biological Sciences; Human Ecology; Natural Resources; and Veterinary Medicine.

The board cooperates with the Minnesota Student Association and the Assembly Committee on Student Affairs. It brings questions from the student body to the administration of its member colleges and discusses and reaches decisions on matters of general interest. As a student in CHE, you may file for election to the board. Inquire at the Student Affairs office, 197 Coffey Hall (612/625-6274).

**St. Paul Student Center Board of Governors** — The St. Paul Student Center sponsors a wealth of social, cultural, and recreational activities and contributes in many ways to the educational objectives of the campus. You are encouraged to participate in these varied activities. Students representing the academic units on the St. Paul campus are elected to the Board of Governors, which formulates policy for the operation of the St. Paul Student Center and establishes its budget. For information about the Student Center, its operation, and opportunities to serve on its various planning and programming committees, inquire at the information desk, 42 St. Paul Student Center.