Table of Contents

Welcome to the College of Liberal Arts ................................................................. 2
Section 1: The Liberal Arts: Education for Life .................................................. 4
Section 2: CLA Student Communities: the Key to Your Degree ...................... 5
  Members of your advising team ................................................................. 5
  CLA student communities ......................................................................... 6
  Services available through your student community ................................... 8
Section 3: University of Minnesota Liberal Education Requirements .............. 12
  The diversified core curriculum ............................................................... 12
  University of Minnesota-Twin Cities liberal education requirements summary 13
  The designated themes of liberal education .............................................. 14
  The writing requirement .......................................................................... 14
  Applying coursework from previous schools to these requirements ............ 15
Section 4: CLA Specifics: Degrees, Majors, and Requirements ....................... 17
  Majors ...................................................................................................... 18
  CLA majors and minors .......................................................................... 19
  Declaring your major or minor ............................................................... 20
  The second language requirement ......................................................... 21
  CLA major advising offices and websites .............................................. 22
  The number of credits required for your degree ...................................... 24
  Graduating from CLA ........................................................................... 25
  Putting it all together: your APAS report ............................................... 26
  Graduating in four years ....................................................................... 30
Section 5: Planning Your Registration ............................................................... 32
  Getting registered .................................................................................. 32
  Reading the Class Schedule .................................................................. 34
  Reading the diversified core curriculum courses grid .............................. 34
  Reading the Class Schedule online ......................................................... 35
  Liberal education requirements course planning worksheet .................... 36
  Completing the course request form ..................................................... 38
  Registration planning: freshmen ............................................................ 39
  Registration planning: transfer students ............................................... 40
  Making changes to your registration ..................................................... 41
  More on registration ............................................................................. 43
Section 6: Academic Policies ........................................................................... 45
  Academic probation ................................................................................ 45
  Academic integrity .................................................................................. 46
Section 7: Other U of M Colleges .................................................................... 48
Dear student,

Welcome to the College of Liberal Arts!

Whatever brought you to CLA—a particular career goal; a passion for history, geography, languages or the arts; or simply a desire to learn—you’ve come to the right place. Wherever you’re headed in your life, CLA will give you the kind of grounding you need, an education that prepares you for a lifetime of learning and success—and change.

As you begin your CLA education, you are embarking on a journey through a new geographic, cultural, and intellectual landscape. I hope that as you explore this new terrain you will take every advantage of the extraordinary opportunities in the college to develop your interests and work toward your personal and career goals.

Over the next four years, you will acquire the knowledge, critical thinking, creative problem-solving, and communication skills you’ll need to get to where you want to be—whether it’s to launch and run a business, manage people and programs, develop technology innovations, communicate and solve problems for organizations and communities, organize people for action, teach the next generation of students, create art, or...

Just imagine the possibilities!

I hope that as you discover the many wonders of CLA you will keep your eyes and your mind wide open to the vast and complex new world of knowledge, ideas, people, and cultures that you will encounter. I hope that you will welcome new ideas, explore new interests, be open to new ways of looking at the world.

I hope you will remember that learning is about change; that every certainty is anchored in quicksand; that behind every answer is another question; and that behind and beyond everything we know, or think we know, is everything we haven’t yet discovered.

The world you’re preparing for is one that none of us today can fully imagine. Wherever you end up in that world, I hope that while you are here you will savor the process of getting there. I hope that over the next few years you will keep your sights on your destination but also will be unafraid to take a few scenic detours and strike out in some new directions.

And while you’re at it, I hope you’ll have some fun.

Best wishes,

Steven Rosenstone
Dean
To our new colleagues:

From all of us at the CLA Student Board, welcome to the College of Liberal Arts! As the official student governance of the college, the board is committed to making your experience here a positive one. Our message to you is simple: Get involved! We think you’ll enjoy your experience here a lot more if you make positive contributions and meaningful connections at the University.

The CLA Student Board is a good place to start. We meet every week to work toward two broad goals: making the voices of CLA students heard and promoting a sense of community in the college. Even if your interests aren’t in student government, we still hope you’ll share with us your ideas for CLA and take part in our events.

Also, be sure to check out opportunities for involvement in your major department. CLA is a large and diverse place, but you can bring it down to size by connecting with students who share your academic and career interests. If your major department doesn’t have a student group, the CLA Student Board can help you start one.

Feel free to stop by our office in 12 Johnston Hall, e-mail us at clasb@tc.umn.edu, call us at (612) 626-0348, or check out our website at http://www.tc.umn.edu/~clasb. We look forward to hearing from you!

Wishing you all the best,

The CLA Student Board
Work life. Family life. Civic life. Social life. We all have many lives to juggle. How can the course that you are taking today offer you something for all of the areas of your life tomorrow?

The College of Liberal Arts exists at the crossroads of a world of knowledge and ideas. As we begin the new century, knowledge is evolving at a dizzying pace. Yesterday’s breakthrough is today’s landfill. Today’s stroke of genius is tomorrow’s history. We can barely imagine what the next century will bring, but we can predict that this new century will belong to people with the imagination, dexterity, and adaptability to recognize and seize new and unexpected opportunities. It will be shaped by people who can move with agility through a complex world of rapidly changing knowledge, ideas, cultures, and technologies.

**Nurturing the agile mind**

The liberal arts encompass the basic disciplines of knowledge: physical and biological sciences, social sciences, arts and humanities, and mathematical thinking. A liberal education gives you breadth that allows you to examine the world from different points of view, but also depth in one or more fields.

The goal of CLA’s undergraduate liberal arts education is to prepare you to be well-rounded, broad-thinking, and fair-minded; adaptable, creative, and ethical; an analytical thinker, articulate speaker, and excellent writer. CLA strives to prepare each graduate to engage in dynamic lifelong learning, regardless of the career path chosen.

As home to nearly half of the undergraduate students on the Twin Cities campus, CLA is central to the University’s educational mission. Education in the arts, social sciences, and humanities underlies achievement in every field. From building businesses to building communities, from making policy to making music, from managing people to managing information, CLA graduates are leading the future. To their enterprises they bring critical thinking; intellectual versatility; informed, nuanced understanding of human cultures and societies; knowledge that spans human experience; and the imagination and ingenuity to translate that knowledge into innovative solutions to complex problems.

CLA graduates are leaders because they know how to learn. They ask the tough questions and know how to find answers. They know how to turn ideas into bold initiatives, raw materials into acts of creation. And they know how to build collaborations and consensus among all kinds of people—calling on communication skills that are a CLA hallmark.
Relax! We know that beginning college level work is a challenge, but many resources are available to make this year a success! Right at the top of this list is your student community: the place to call, e-mail, or stop by when you have a question, find some information confusing, are having difficulties in a class or in other areas, or want to share a triumphant moment.

As a CLA student, you are a member of a student community that has been designed to provide you with the information and support you need to succeed at the University and make the most of your CLA education.

You will work with a team of advising staff associated with your community. It's their job to help you use the resources available at the University, choose your major, plan your program to graduate on time, and prepare for the work world or further education after graduation. Contact your CLA student community to get connected to the help that you need.

All student community staff are carefully trained to help you use your community's staff and resources effectively. We're here to help!

**Members of your advising team**

**Your college adviser**

Your college adviser is a professional adviser who will be available throughout your undergraduate career in CLA. Make appointments with your college adviser to discuss any academic decisions or difficulties you face and to understand what requirements you need to complete to graduate.

Your college adviser helps you:

- plan your program to stay on track for timely graduation;
- learn about University learning opportunities outside of the classroom;
- find ways to explore possible majors;
- graduate by reviewing your coursework and clearing you to graduate;
- select activities that will prepare you for life after graduation.

**Your peer adviser**

Your peer adviser is an experienced fellow student who is knowledgeable about CLA and University requirements and resources.

Your peer adviser helps you:

- learn how to use the tools and resources available to plan your program;
- plan your course load and schedule, especially in your first year;
- learn how to enrich your academics through study abroad, on-campus jobs, and on-campus activities.

**CLA Advising Web**

[www.class.umn.edu](http://www.class.umn.edu)

Link to your student community's website, schedule an advising appointment online, send your adviser an email, and find many more resources to help you earn your degree on CLA Advising Web.
CLA student communities

CLA Society & Culture
122 Johnston Hall, East Bank
612-624-2549
http://sandc.class.umn.edu
American Indian studies
American studies
Architecture
BIS/IDIM
Chicano studies
Cultural studies and comparative literature
English
Jewish studies
Philosophy
Religious studies
Studies in cinema and media culture
Women’s studies
Undeclared

CLA Communications & Media
B-16 Johnston Hall, East Bank
612-624-1820
http://cam.class.umn.edu
BIS/IDIM
Communication studies
CLA Non-degree
Journalism and mass communication
National Student Exchange
Study abroad
Undeclared

CLA Martin Luther King Jr Program
19 Johnston Hall, East Bank
612-625-2300
http://mlk.class.umn.edu
All CLA majors

CLA Health & Natural Sciences
B-18 Johnston Hall, East Bank
612-624-6044
http://hns.class.umn.edu
Astronomy
Biology
BIS/IDIM
Chemistry
Geology
Microbiology
Physics
Physiology
Undeclared
Also serves students preparing to transfer into the following health science programs:
Dentistry
Dental hygiene
Medical technology/Clinical laboratory
Medicine
Mortuary science
Nursing
Occupational therapy
Pharmacy
Physical therapy
Veterinary medicine

CLA Languages & Mathematics
114 Johnston Hall, East Bank
612-624-7540
http://langmath.class.umn.edu
Ancient Near Eastern studies
Asian languages & literatures
BIS/IDIM
Classical civilization
Classical and Near Eastern archaeology
Computer science
French studies
French and Italian studies
German studies
Greek
Hebrew
Italian studies
Latin
Linguistics
Mathematics
Russian
Scandinavian languages and Finnish
Spanish studies
Spanish-Portuguese studies
Statistics
Undeclared

CLA Social Sciences
575 Heller Hall, West Bank
612-626-7714
http://socsci.class.umn.edu
African American and African studies
Anthropology
BIS/IDIM
Economics
Geography
Global studies
History
Political science
Sociology
Urban studies
Undeclared

CLA Arts
560 Heller Hall, West Bank
612-624-7504
http://arts.class.umn.edu
Art
Art history
BIS/IDIM
Dance
Music
Music education
Music performance
Music therapy
Theatre arts
Undeclared

CLA Honors Division
115 Johnston Hall, East Bank
612-624-5522
www.cla.umn.edu/honors/
All CLA majors; serves students participating in the CLA Honors Program

CLA Psychological Sciences
30 Johnston Hall, East Bank
612-626-7707
http://psysci.class.umn.edu
BIS/IDIM
Child psychology
Psychology
Speech and hearing science
Undeclared
Your major adviser

Your major adviser is the expert on the requirements, courses, activities, and faculty of your major department. He or she has an office located in your major department (see the list on page 22-23 for a list of the advising offices).

Your major adviser helps you:

• decide if your proposed major is a good choice for you;
• prepare a Major Program Form to declare your major and to map out the courses you need to finish it;
• enrich your major through participation in study abroad or student organizations and events in your major department;
• plan for graduate study and careers related to your major.

Your Career and Community Learning Center liaison

Your CCLC liaison is a professional career counselor who will connect you to the resources available in the Career and Community Learning Center. Through elective courses, workshops, individual appointments, and its extensive resource room, the center can assist you with major and career selection.

The liaison can help you:

• gain relevant experience by showing you how to access internships, campus involvement, and community involvement;
• locate information on careers that interest you;
• plan your next steps after graduation, whether you will be entering the job market or applying for graduate or professional degree programs.
Services available through your student community

Your student community is your college advising office, but it is much more—it’s made up of staff and fellow students who share your academic interest area. Keeping in touch with your student community will help you stay in touch with what’s happening in CLA as well as what you need to do to graduate! Here are some services your community offers:

Adviser appointments
Make an appointment with your college adviser to discuss your plans, decisions, and questions one-on-one, and to find out what you need to do to finish your degree and prepare for life after college. An appointment with your peer adviser can also help with your course planning. If you’d like to meet with your major adviser, contact your major department. See page 6 for a list of student community contact information. See page 22-23 for a list of major department contact information. You can also schedule an appointment with your adviser on the web at [http://ulook.umn.edu](http://ulook.umn.edu).

Walk-in advising
Stop in to see the walk-in adviser when you have a quick question (walk-in sessions are limited to 5-10 minutes), need help with course planning, or want a copy of your APAS report, also known as a degree audit. If the walk-in adviser can’t help you with your situation, he or she will help you find a resource that can.

Group advising sessions
Your student community and other CLA student communities offer a variety of information meetings and workshops to help you find out about programs and opportunities and to meet other students interested in the same things.

E-mail
Your University-assigned e-mail account is the University’s official means of communicating with you. You are responsible for all the information sent to you via this account, so check your official University e-mail address frequently. Use e-mail to ask your adviser a brief question. Do not use e-mail to schedule appointments. You can, however, schedule advising appointments online (see above). Your adviser and student community will also use e-mail to send you information you need to know about upcoming events, deadlines, and opportunities.

Telephone
Call to schedule adviser appointments, sign up for group sessions, or ask brief questions.

Student access computers
Use computers in your student community to check your e-mail and look up academic information on the Web.
Online resources
Your student community has a website loaded with information about requirements, careers, majors, college events, ways to get involved, and how to get done the things you need to do to earn your degree.

Check out these features:

Spotlight on...
Your student community’s home page features timely news and information. Want to know what’s going on here on campus? In your student community? Upcoming deadlines? Visit your student community’s home page regularly.

Your Student Community
Visit this site to learn more about your student community and to find resources specific to your major or areas of interest.

Learn More About...
We’ve collected information and resources from all over the campus to help you with these areas:

• Registration
• Advising and Assistance
• Degree Requirements and Graduation
• Careers and Enrichment Opportunities
• Majors

Take Me To...
Provides quick links to:

• upcoming events for the campus and the community
• the Career and Community Learning Center
• Individualized Degree Programs, who can help you design your own major or degree
• and a collection of online tools that can help you plan for your advising appointment and more

How-To Guides
These guides can help you with a variety of issues from how to cancel or add a class to the process of applying for graduate or professional school.

Contact Information, Hours, and Location
And don’t forget that you can schedule an advising appointment online and find your adviser’s e-mail address from your student community’s home page in the contact information box.
Website addresses:
CLA Arts Student Community
http://arts.class.umn.edu

CLA Communications and Media Student Community
http://cam.class.umn.edu

CLA Languages and Mathematics Student Community
http://langmath.class.umn.edu

CLA Martin Luther King, Jr. Program
http://mlk.class.umn.edu

CLA Health and Natural Sciences Student Community
http://hns.class.umn.edu

CLA Psychological Sciences Student Community
http://psysci.class.umn.edu

CLA Social Sciences Student Community
http://socsci.class.umn.edu

CLA Society and Culture Student Community
http://sandc.class.umn.edu

CLA Honors Website
The CLA Honors Division website includes information on
- contacting CLA Honors
- applying to the CLA Honors program
- resources and opportunities for honors students
- national scholarships
- scholarships for continuing CLA students
- graduating with honors
- the Honors Student Association
- and more

CLA Honors Website Address
http://www.cla.umn.edu/honors
Student Communities that serve all CLA majors

The Martin Luther King, Jr. Program
The Martin Luther King, Jr. Program (MLK) provides academic advising and other resources for CLA students. The MLK program is open to any CLA student who wishes to be part of a multicultural environment. MLK advisers work with students from first-year orientation through graduation, ensuring that they make the most of their undergraduate experience.

The CLA Honors Division
The CLA Honors Division provides academically excellent students with the opportunity to enrich their education and to demonstrate their abilities at a high level. Honors courses, advising and cocurricular opportunities are some of the options available. To qualify for graduation with honors at the summa cum laude, magna cum laude, or cum laude levels, students must be admitted to the Honors Division and must complete the requirements of the Honors Program.

If you forget...
If you do not know which CLA student community you are assigned to, or if you forget, you can call the CLA Student Information Office at 612-625-2020 to find out.
The University of Minnesota-Twin Cities (UMTC) requires certain liberal arts coursework of all undergraduates, regardless of the college in which they enroll. This coursework is called the University of Minnesota-Twin Cities liberal education requirements and includes:

- The diversified core requirements,
- The designated themes of liberal education, and
- The writing requirement.

The UMTC liberal education requirements introduce the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the "ways of knowing"—the kinds of questions asked and how insight, knowledge, and data are used to explore them; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general.

These requirements apply to all students enrolling at the University of Minnesota-Twin Cities campus fall 1999 or later.

**The diversified core curriculum**

**1. Physical and Biological Sciences**
This area develops your comprehension of physical and biological principles and your understanding of and ability to use the methods of scientific inquiry—the ways in which scientists investigate physical and biological phenomena. It fosters an appreciation of the importance of science and the value of the scientific perspective.

**You need:**

A minimum of 8 credits, including 1 course with lab or field experience in the physical sciences and 1 course with lab or field experience in the biological sciences.

**2. History and Social Sciences**
To acquire knowledge of how historians and social scientists describe and analyze human experiences and behaviors, you study the interrelationships among individuals, institutions, structures, events, and ideas; and develop an understanding of the roles individuals play in their historical, cultural, social, economic, and political worlds.

**You need:**

A minimum of 9 credits, including: 6 credits in the social sciences and 3 credits in historical perspectives.

**3. Arts and Humanities**
This area provides you with an understanding of approaches to the human condition through works of art, literature and philosophy; a knowledge of how artists create and humanistic scholars think and the ability to make aesthetic judgements.
University of Minnesota–Twin Cities
Liberal Education Requirements Summary

The Diversified Core Curriculum

Physical and Biological Sciences
A minimum of 8 credits distributed as follows:
• 1 course with lab or field experience in the physical sciences
• 1 course with lab or field experience in the biological sciences

History and Social Sciences
A minimum of 9 credits distributed as follows:
• At least 6 credits in the social sciences
• At least 3 credits in historical perspectives

Arts and Humanities
• A minimum of 6 credits distributed as follows:
  – At least 3 credits in literature
  – At least 3 credits in other humanities

Mathematical Thinking
• A minimum of 1 course totalling at least 3 credits

The Designated Themes of Liberal Education
A minimum of 1 course of at least 3 credits in each of the following thematic areas:
• At least 1 course of 3 credits in cultural diversity
• At least 1 course of 3 credits in international perspectives
• At least 1 course of 3 credits in environment
• At least 1 course of 3 credits in citizenship and public ethics

The Writing Requirement
• One freshman (first-year) composition course to be chosen from the following: EngC 1011, 1012, 1013, 1014, or 1015 or Rhet 1101
• Writing intensive requirement:
  Four writing intensive courses as follows:
  – 2 courses at any level
  – 1 course at the 3xxx, 4xxx, or 5xxx level
  – 1 course at the 3xxx, 4xxx, or 5xxx level in your major
You need:

A minimum of 6 credits, including: 3 credits in literature and 3 credits in the other humanities.

4. Mathematical Thinking
You study mathematical modes of thinking, develop the ability to evaluate arguments, detect fallacious reasoning, evaluate complex reasoning chains, and attain an appreciation of the breadth of the applications of mathematics and its foundations. These courses include math, statistics, and logic.

You need:

A minimum of 1 course totaling at least 3 credits.

The designated themes of liberal education
The designated themes offer a dimension to liberal learning that complements the diversified core curriculum. Each theme focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

You need:

At least 3 credits in each of the following:

Cultural diversity—understanding the roles gender, ethnicity, and race play in structuring the human experience and developing the social and cultural fabric of the United States.

International perspectives—comprehension of the ways in which individuals are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

Environment—knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

Citizenship and public ethics—reflection on and determination of a clearer sense of one’s present and future civic relationships and obligations to the community.

The writing requirement
While completing the writing requirement, you will gain skills that are essential in University coursework and for life and work outside of the University.

You need:

One freshman (first-year) composition course to be chosen from the following: EngC 1011, 1012, 1013, 1014, or 1015 or Rhet 1101, and

Four writing intensive (WI) courses, to include two at the 3xxx level or higher. One of the upper-division courses should be in your major.

It is possible to test for exemption from the freshman course. See your student community or the English composition program (225 Lind Hall,
612-625-2888 or http://composition.cla.umn.edu) for more information. No students are exempted from the requirement of four writing intensive courses.

**Sections for non-native speakers**

For non-native speakers of English, there are sections of freshman composition that are taught by instructors who are skilled at working with multilingual writers. These sections and those for native speakers share the same curriculum, but the sections for non-native speakers pay special attention to the unique challenges non-native speakers face in their writing. If you are a non-native speaker of English, you can consult with your college adviser as you choose whether or not to enroll in a section of freshman composition specifically intended for non-native speakers.

**Applying coursework from previous schools to these requirements**

If you transferred to CLA from another institution, you were asked to forward transcripts of coursework from your previous school(s) to the University of Minnesota. The Office of Admissions evaluates your coursework for transferability of credit towards the liberal education requirements and other requirements.

A summary of this evaluation is sent to you prior to orientation/registration. If there are restrictions on a specific course, or type of credit that may require further evaluation, they are noted on the summary. Some restrictions on credit transfer are:

- Courses that are in physical education, applied music, or enrichment courses. The number of credits in physical education, applied music, and enrichment courses is limited to six. Ask your college adviser if you have questions about this policy.
- Courses where credit is allowed only upon individual review and approval by your CLA student community, CLA faculty, or the Office of Admissions. Detailed course descriptions and materials will be required for the review. Such courses include:
  - Some religion courses taken at non-public schools. Provide course materials to the Office of Admissions, 240 Williamson Hall for review.
  - Special discipline-specific courses such as journalism (for pre-journalism majors) or English as a second language courses. Consult with your student community for evaluation forms and referral to the appropriate departmental office.
  - Internship, fieldwork, or independent study courses. Provide course materials to your student community for review.
  - Courses that do not transfer to a four-year degree program, such as first aid, CPR, typing, or other practical skills courses.

The level of coursework is also noted on the summary: introductory (1xxx or 2xxx level at the University of Minnesota) or upper division—intended for juniors and seniors (3xxx, 4xxx, or 5xxx level at the University of Minnesota). The determination is based on the course-numbering system at the previous school. If that school did not have such a numbering system, or
if you wish to have individual courses reviewed for upper level credit, contact your student community to begin an evaluation.

**Minnesota Transfer Curriculum**

Transfer students from a Minnesota public post-secondary institution may be exempt from some of the UMTC liberal education requirements, under the following conditions:

- Those students who have completed the Minnesota Transfer Curriculum (MnTC) before entering CLA are exempt from the diversified core, designated themes, and the freshman composition requirements.
- The MnTC is now incorporated into the associate of arts (A.A.) degree at Minnesota community colleges. Student who have completed an A.A. degree at a Minnesota community college are exempt from the diversified core, designated themes, and the freshman composition requirements.

If completion of the appropriate categories is not noted on your APAS report, also known as your degree audit, contact the Office of Admissions at 240 Williamson Hall. An official transcript noting completion of the Minnesota Transfer Curriculum, or the A.A. degree, is required.

**Other Degrees**

- Students wishing to complete a second degree who have already completed a B.A. degree are exempt from the freshman writing, writing intensive, diversified core, designated theme, and second language requirements. (Proficiency in a second language is only required for a B.A. degree)
- Students wishing to complete a second degree who have already completed a baccalaureate degree other than a B.A. (B.S., B.F.A., B.M.) are exempt from the freshman writing, writing intensive, diversified core and designated theme requirements. They still must complete the second language requirement for a B.A. degree.
- Students with an A.A. degree from a non-Minnesota community college or those who have completed an A.A. from a four year college should consult the Office of Admissions to determine transfer coursework applicability.
In addition to the bachelor of arts degree (B.A.), CLA offers other degrees that provide students with a greater amount of professional or technical training and background. Admission to these degree programs requires approval from the major department; see your CLA student community and the major department for more information. Some of the degree requirements differ from those of the B.A. and are noted below. Required credit totals are the same as for the B.A. (a minimum of 120 total credits), except where noted.

**Bachelor of Arts (B.A.)**
This is the degree most frequently granted in CLA. Departments offer more than 60 majors leading to a B.A. The B.A. candidate's broad liberal arts experience must include study of a second language unless English is not the student's primary language.

**Bachelor of Science (B.S.)**
Several departments offer programs for this degree. In place of a second language study, B.S. degree programs characteristicly require a heavier concentration of coursework that supports the major, such as math, statistics, or research-related courses.

**Bachelor of Fine Arts (B.F.A.)**
The art, dance and theatre arts programs offer programs leading to this professional degree. It combines general education and the study of a second language (for art majors only) with the development of professional competence.

**Bachelor of Music (B.M.)**
The School of Music offers programs leading to the B.M. degree in performance, music education, and music therapy. A minimum of two-thirds of the coursework is music. The music education and music therapy programs require more than 120 credits to complete the degree. Study of a second language is not required.

**Bachelor of Individualized Studies (BIS)**
This degree allows students to create their own degree programs by combining courses from different CLA departments and one other U of M college, rather than majoring in one academic field. Study of a second language is required unless English is not the student's primary language.

**Dual degrees**
Students may also choose to complete a dual degree program: two different degrees in CLA, such as a B.A. and B.S. degree, with different majors; or a CLA bachelor's degree and a different bachelor's degree from another college at the University. If you complete two different bachelor's degrees in CLA, you must complete a minimum of an additional 30 credits (for a total of 150 credits instead of 120) and all requirements for each degree. If you are interested in earning a second bachelor's degree from a different college within the University, consult with that college about entry and course requirements. In this case, students are not required to complete 150 credits.
Majors

Your major is your chosen field that you will study in-depth. With over 60 CLA majors to choose from, you are certain to find a match for your interests (see page 19 for a list of all CLA majors). You may also choose to complete a minor, but it is not required. If you haven’t decided what you want your major to be, your advising team will be glad to help you explore majors and possible careers. Once you have chosen your major, you will add to your advising team a major adviser who will assist you with:

- completing a Major Program Plan or One-Year Plan;
- choosing courses that fulfill major requirements (including evaluating any transfer courses that may apply to your major);
- identifying instructors to work with you on independent study, directed research, and senior projects;
- learning about internships that are related to your major;
- learning about graduate school programs or potential careers in the major field;
- advising on completion of a major project.

Declare your major by 60 credits

By the time you complete 60 credits, which is approximately at the end of your sophomore year, you will be required to declare a major. If you are transferring to the University of Minnesota with 60 or more credits already in hand, you will be required to declare a major during your first semester of classes at UMTC. Students who do not declare a major by the time they complete 60 credits have a hold applied to their record that prohibits them from registering.

If you are interested in a pre-professional program, such as pre-nursing, you should have a Plan B, or alternate major. Having an alternate serves two purposes. It offers you a second choice if you are not admitted to your chosen program. It also allows you to satisfy the declare-by-60-credits policy so that you do not experience any delays in your academic program. You can still plan your registration to stay on track for your first choice.

Major project

Each major requires completion of a major project, intended to demonstrate your analytic and conceptual skills as well as your understanding of the modes of inquiry common to your major discipline. The major project is intended to be the capstone experience of your work in the major field. For most students, the format will be a paper. Consult with your major adviser at the beginning of your final year, or earlier, about your major project.
CLA majors and minors

College of Liberal Arts Majors

Unless otherwise noted, degree offered is a B.A.

African American & African studies
American Indian studies
American studies
Ancient Near Eastern studies*
Anthropology
Architecture
Art (B.A. or B.F.A.)*
Art history
Asian languages & literature
Astronomy
Biology
Chemistry
Chicano studies
Child psychology (B.A. or B.S.)
Classical and Near Eastern archaeology
Classical civilization*
Communication studies
Computer science
Cultural studies & comparative literature
Dance (B.A. or B.F.A.)
Economics (B.A. or B.S.)
English
French studies
French and Italian studies*
Geography (B.A. or B.S.)
Geology
German studies
Global studies
Greek
Hebrew
History
Individualized studies (BIS available)*

Individually designed (B.A. or BIS)*
interdepartmental major
Italian studies
Jewish studies
Journalism
Latin
Linguistics
Mathematics
Microbiology
Music (B.A. or B.M.)
Music education (B.M.)*
Music therapy (B.M.)*
Music-jazz studies (B.M.)*
Music-performance (B.M.)*
Philosophy
Physics
Psychology*
Political science
Religious studies
Russian
Scandinavian languages & Finnish**
Sociology (B.A. or B.S.)
Spanish studies
Spanish-Portuguese studies
Speech & hearing science
Statistics
Studies in cinema & media culture
Theatre arts (B.A. or B.F.A)
Urban studies (B.A. or B.S.)
Women's studies

* Major only, no minor available
** Emphases in Danish, Finnish, Norwegian, and Swedish available

College of Liberal Arts Minors

In addition to these minors, students may complete a minor in any of the above subjects except those marked with one asterisk (*)

Biblical studies
Dutch
Environmental geosciences
Foreign studies

History of medicine
History of science and technology
Humanities in the West
Medieval studies
Declaring your major or minor

The full process for declaring a major varies from department to department. Some departments require a group meeting or other type of preparation before meeting with the major adviser to complete a Major Program Plan. Contact the department that offers the major you want or your student community for more information.

However, the basic process of declaring a major includes:

- completing a Major Program Plan or One-Year Plan with your major adviser,
- filing a copy in your student community, and
- keeping a copy for yourself.

The Major Program form or One-Year Plan is an official record of required major courses and your plans for completing them. This record is for your major adviser, your college adviser, and you.

Changing majors or adding majors/minors

You are not obligated to stay with your first choice of major after completing the Major Program form. To change from one liberal arts major to another, or to declare additional majors and minors, consult your CLA student community.

Double majors

You may earn a double major by completing the prerequisites and required courses for each major. Consult with each major adviser as early as possible, so you can include required coursework in your program in a timely way. A double major means you will have two majors noted on your degree, not two different degrees. Double majors do not need to complete the 18 upper level credits outside the major field that is required of most students pursuing a B.A. degree; the second major will automatically fill this requirement. If you choose to complete a double major, we encourage you to consult with each major adviser on completing a joint major project. If this is not possible, only one major project must be completed in one of the majors.

Remember:
You have not declared your major until you have filed a Major Program Form or One-Year Plan with your major adviser and your CLA student community.
The second language requirement

The purpose of the second language requirement is to give you firsthand knowledge of a language and culture other than your own. Such knowledge is central to exploring and analyzing different perspectives, which is one of the primary goals of a liberal arts education.

Since the requirement is proficiency based, CLA does not require that you take language courses if your skills in a second language allow you to pass the graduation proficiency test. However, if you do not have background in a second language or if you wish to study a language you have never studied before, it is likely that you will have to take four semesters in order to pass the exam. Meeting this requirement ensures that you have the skills needed to actually understand, read, speak, and write the language in common situations.

You need:

To demonstrate proficiency in a second language at a level usually attained after four semesters of study by successfully completing the graduation proficiency test (GPT).

Please note: The B.F.A. degrees in theatre arts and dance, the B.S. degree, and the B.M. degree do not require the completion of the GPT.

To avoid delaying graduation, you are strongly encouraged to begin or to continue studying a second language immediately upon entering the college.

As of fall 2003 CLA offers graduation proficiency testing in the following languages to fulfill the second language requirement:

<table>
<thead>
<tr>
<th>American sign language</th>
<th>Greek (biblical/classical)</th>
<th>Marathi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Greek (modern)</td>
<td>Norwegian</td>
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<td>Chinese</td>
<td>Hebrew (modern)</td>
<td>Ojibwe</td>
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<td>Dakota</td>
<td>Hindi</td>
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<td>Danish</td>
<td>Irish</td>
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<td>Dutch</td>
<td>Italian</td>
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<tr>
<td>Finnish</td>
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<td>Spanish</td>
</tr>
<tr>
<td>French</td>
<td>Latin</td>
<td>Swedish</td>
</tr>
</tbody>
</table>

Other languages taught at the University, for example, Sanskrit and Swahili, do not currently fulfill the CLA second language requirement; however, they do count for degree credit and might count toward major requirements. A GPT for Korean is currently under preparation. Consult with your student community before you begin study in any language that currently lacks a graduation proficiency test. If English is not your first language, you may be exempted from this requirement. See your college adviser to discuss this possibility.
## CLA major advising offices and websites

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American &amp; African studies</td>
<td>808 Social Sciences</td>
</tr>
<tr>
<td></td>
<td>612-624-9847</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.umn.edu/afroam/">http://www.umn.edu/afroam/</a></td>
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<tr>
<td>American Indian studies</td>
<td>2 Scott</td>
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<tr>
<td></td>
<td>612-624-1338</td>
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<tr>
<td></td>
<td><a href="http://cla.umn.edu/amerind/index.html">http://cla.umn.edu/amerind/index.html</a></td>
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<td>American studies</td>
<td>104 Scott</td>
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<tr>
<td></td>
<td>612-624-4190</td>
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<td><a href="http://cla.umn.edu/american/">http://cla.umn.edu/american/</a></td>
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<td>Ancient Near Eastern studies</td>
<td>305 Folwell</td>
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<tr>
<td>Anthropology</td>
<td>395 Humphrey</td>
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<td><a href="http://cla.umn.edu/anthropology/">http://cla.umn.edu/anthropology/</a></td>
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<td>Architecture</td>
<td>145 Rapson</td>
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<tr>
<td></td>
<td>612-624-7866</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.cala.umn.edu/">http://www.cala.umn.edu/</a></td>
</tr>
<tr>
<td>Art</td>
<td>208 Art Building</td>
</tr>
<tr>
<td></td>
<td>612-625-8096, ext. 0</td>
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<td></td>
<td><a href="http://artdept.umn.edu/">http://artdept.umn.edu/</a></td>
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<td>Art History</td>
<td>338 Heller</td>
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<td>612-624-4500</td>
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<td><a href="http://www.arthist.umn.edu/">http://www.arthist.umn.edu/</a></td>
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<td>Asian languages &amp; literatures</td>
<td>453 Folwell</td>
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<td>612-625-6534</td>
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<td>612-625-5353</td>
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<td>Biology</td>
<td>223 Snyder (St. Paul Campus)</td>
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<td><a href="http://bioisci.cbs.umn.edu/">http://bioisci.cbs.umn.edu/</a></td>
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<td>106 Institute of Child Development</td>
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<td>612-624-1891</td>
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<td><a href="http://www.folwell.umn.edu/cscl/">http://www.folwell.umn.edu/cscl/</a></td>
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<td>Dance</td>
<td>111 Barker</td>
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<td></td>
<td>612-624-5060</td>
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<td></td>
<td><a href="http://cla.umn.edu/theater/">http://cla.umn.edu/theater/</a></td>
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<td>French studies</td>
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<td>612-624-5227</td>
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<td><a href="http://www.hist.umn.edu/">http://www.hist.umn.edu/</a></td>
</tr>
</tbody>
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22 University of Minnesota
History of medicine (minor)
510 Diehl
612-624-1909
http://www.med.umn.edu/history/home.htm

History of science & technology (minor)
381 Physics
612-624-7069
http://www.physics.umn.edu/~hscl/

Humanities in the West (minor)
831 Heller
612-625-6563
http://humanities.umn.edu/

Individually Designed Programs: BIS & IDIM
345 Fraser
612-624-8006
http://idp.class.umn.edu/

Italian studies
260 Folwell
612-624-4308
http://cla.umn.edu/fitl/ugrad.htm

Jewish studies
305 Folwell
612-625-5353
http://cnes.umn.edu/jewishstudies/default_new.htm

Journalism
110 Murphy
612-625-0120
http://www.sjmc.umn.edu/

Latin
305 Folwell
612-625-5353
http://cnes.umn.edu/undergrd.html

Linguistics
214 Nolte
612-624-3331
http://www.iles.umn.edu

Mathematics
115 Vincent
612-625-4848
http://www.math.umn.edu/

Medieval studies (minor)
131 Nolte
612-626-0805

Microbiology
1460 Mayo
612-624-6190
http://www.microbiology.med.umn.edu/

Music
100 Ferguson
612-624-5740
http://www.music.umn.edu/

Philosophy
721 Heller
612-625-6058
http://www.philosophy.umn.edu/

Physics
148 Physics
612-624-7375
http://www.physics.umn.edu/

Physiology
6-125 Jackson
612-625-5902
http://physiology.med.umn.edu/

Political science
1462 Social Sciences
612-624-8517
http://www.polisci.umn.edu/

Psychology
105 Elliott
612-625-8520
http://www.psych.umn.edu/

Religious studies
305 Folwell
612-625-5353
http://cnes.umn.edu/undergrd.html

Russian
217 Nolte
612-624-3331
http://www.iles.umn.edu

Scandinavian languages & Finnish
205 Folwell
612-625-2080
http://www.folwell.umn.edu/gsd/scaonj.html

Sociology
909 Social Sciences
612-624-4300
http://www.soc.umn.edu/

Spanish studies
5c Folwell
612-625-5858
http://spanport.umn.edu/ugrad.htm

Spanish-Portuguese studies
5c Folwell
612-625-5858
http://spanport.umn.edu/ugrad.htm

Speech & Hearing Science
115 Shevlin
612-624-3322
http://www.cdis.umn.edu/

Statistics
313 Ford
612-624-8046
http://www.stat.umn.edu/Programs/BA5.html

Studies in cinema & media culture
375 Folwell
612-624-8099
http://www.folwell.umn.edu/ccl/

Theatre arts
328 Flang
612-625-6699
http://cla.umn.edu/theater/

Urban studies
348 Social Sciences
612-626-1626
http://urbanstudies.umn.edu/

Women's studies
425 Ford
612-624-6006
http://womenstudy.umn.edu/
The number of credits required for your degree

- All degrees require a minimum of 120 total semester credits accepted by CLA.

- At least 48 of your total credits must be taken at the 3xxx, 4xxx, or 5xxx level, also referred to as upper level credits, meaning courses intended for juniors and seniors.

- For a B.A. at least 18 of these upper level credits must be outside of your major. This requirement assures breadth of learning, that you have studied advanced level coursework in more than your major field.

There are some stipulations and exceptions to this requirement:

- Students with psychology and child psychology majors cannot use 3xxx, 4xxx, or 5xxx level courses in child and adolescent psychiatry (CAPy), child psychology (CPsy), educational psychology (EPsy), or psychology (Psy) courses to fulfill the requirement of taking 18 upper level credits outside of their majors.

- Students pursuing the BIS degree are required to complete a minimum of 50 credits at the 3xxx, 4xxx, 5xxx level.

- Students pursuing the B.M. degree are required to take eight upper level credits outside of their major.

- Students pursuing the B.F.A., BIS, and B.S. degrees are exempt from the requirement to take 18 upper level credits outside of their major. Also, students pursuing the following interdepartmental majors are exempt:
  - African American and African studies
  - American studies
  - Classical civilization
  - Global studies
  - Individually designed interdepartmental major (IDIM)
  - Jewish studies
  - Studies in cinema and media culture
  - Urban studies

Residency requirement

Students must complete a minimum of 30 credits at the UMTC campus to establish their residency.

Students must complete a minimum of 75% of their UMTC residency credits with grades of A-D, and up to 25% may have a grade of S.

At least 24 credits must be completed in CLA courses (with at least 22 credits of A-D grades) beginning with the term of admission to CLA.

S grades are generally not accepted for major or minor requirements.
Elective credits

Depending on your major and course selections, you may need to take electives to satisfy the total credit minimums. Most students do. A liberal arts education is intentionally structured to encourage exploration in a wide range of subjects and academic disciplines. You may use your electives to complete another major or one or more minors, to complete the required upper level credits outside the major, or to take a variety of courses that interest you. See your college adviser for an approximation of the number of electives you may need to include in your program.

Limits on elective credits

A maximum of 6 credits total in physical education, study skills, and applied music may count for your degree (not including courses that may be required for your major). Credits in remedial, vocational, or many applied fields will not count toward a CLA degree. The BIS degree will allow up to 21 non-liberal arts credits, to be used in an “area of concentration.”

Graduating from CLA

To make sure that you graduate at the time you want to graduate, it’s important to plan ahead. Plan to meet with your adviser at least once a year. During your junior year, it’s vital to meet with your college adviser and your major adviser. They will help you stay on track so you can graduate on time. They will look over your coursework with you to ensure that you aren’t missing any courses and that you won’t be short any credits.

Your college adviser will be the person who does a final review of your academic record and determines whether you have met all your requirements. He or she then clears you for graduation.
Putting it all together: your APAS report

Your APAS report, also known as a degree audit, is generated by the Academic Progress Audit System. It provides you and your advisor with information about your progress toward fulfilling all of the requirements for your degree. The report is broken into sections, each addressing a portion of your degree requirement. It will show courses you’ve taken and courses and credits still required.

This section tells you at a glance whether you have completed your degree requirements. As long as you have some requirements unmet, this message will remain on your APAS.

These are the symbols used on your APAS report to indicate whether your requirements are complete.

<table>
<thead>
<tr>
<th>Requirement Type</th>
<th>Symbol</th>
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<tbody>
<tr>
<td>Course Taken</td>
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<td>Course Not Taken</td>
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<td>Requirement</td>
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<td>Completing</td>
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<td>Freshman Writing</td>
<td>FW</td>
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</table>

This section shows progress towards the total number of credits required for graduation.

This section shows credits taken toward the number of applied music, physical education activity, and study skills.

This section shows credits taken toward the required number of 3xxx-5xxx level credits.

This section shows credits taken toward the CLA residency requirement.

This section shows credits taken toward the freshman writing requirement.

This section shows credits taken toward the writing intensive requirement.
### DIVERSIFIED CORE - PHYSICAL AND BIOLOGICAL SCIENCES

- **A minimum of two courses (10 credits)**, including at least one physical sciences course with laboratory or field experience and one biological sciences course with laboratory or field experience.

### HUMANITIES COURSES (2 SUB-GROUPS)

- **11 HUMANITIES COURSES**

#### SOCIAL SCIENCES COURSES (2 SUB-GROUPS)

- **1 SOCIAL SCIENCE COURSE**

#### ARTS AND HUMANITIES

- **A minimum of two courses (10 credits)**, one literature course and one course from philosophic perspective, visual and performing arts, or other humanities.

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### DESIGNATED THEMES OF A GENERAL EDUCATION

- **4 COURSES**

#### A MINIMUM OF FOUR COURSES

- **ONE COURSE AND A MINIMUM OF THREE CREDITS** in each of the following four themes.

#### CITIZENSHIP AND PUBLIC LIFE

- **1 COURSE**

#### ENVIRONMENT

- **1 COURSE**

#### INTERNATIONAL PERSPECTIVES

- **1 COURSE**

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### SECOND LANGUAGE REQUIREMENT

**Proficiency expected of a student completing the fourth semester of a language as demonstrated by passing scores on the graduation proficiency test.**

**Coursework in Progress:**

**The Family Educational Rights and Privacy Act of 1974 as amended prohibits the release of this record or disclosure of its contents to any third party without the written consent of the student.**

---

This section shows credits taken toward the scientific reasoning requirement for the diversified core curriculum.

This section shows credits taken toward the history and social sciences requirement for the diversified core curriculum.

This section shows credits taken toward the arts and humanities requirement for the diversified core curriculum.
During your senior year, you’ll need to take these steps in order to graduate:

- **Apply for graduation** in the CLA Student Information Office in 49 Johnston Hall by the strictly enforced deadline dates published in the *Class Schedule* and at the University’s OneStop website.

- **Make an appointment with your college adviser** to review all remaining graduation requirements.

- Before the end of your final term, if your major is one of the following, meet with your major adviser to complete a final **major clearance form or updated major program form** and bring a copy to your student community:
  
  - American studies
  - Anthropology
  - Asian languages & literature
  - Astronomy
  - Bachelor of individualized studies
  - Chicano studies
  - Classical and Near Eastern studies
  - Classical civilization
  - Cultural studies and comparative literature
  - Dance
  - Global studies
  
  
  - Hebrew
  - Interdepartmental major
  - Jewish studies
  - Math
  - Music
  - Physics
  - Religious studies
  - Russian
  - Spanish studies
  - Spanish-Portuguese studies
  - Women’s studies

- If your major is not one of the above, **any changes in your major program** must be approved by your major adviser by turning in an amendment or revised major program form to your student community.

- You must turn in a **major project verification form** to your student community if your major is one of the following:
  
  - Economics
  - Geography
  
  - French and Italian studies
  - Philosophy

- If you are completing a minor, an **approved minor program form** must be turned into your student community. Some minors require a final clearance as well.

- Make sure all **permanent grades** are entered onto your transcript for any required “incomplete” courses and for all Independent and Distance Learning courses you may have.

- Attend the **commencement ceremony** in December or May. The ceremony is optional, but it’s an opportunity to celebrate your achievement and to bring your undergraduate experience to a satisfying close. Fall, summer and intersession graduates attend the December ceremony; spring graduates attend in May.

- You may purchase a **cap, gown, and tassel** from the University of Minnesota Bookstore at Coffman Union several weeks before the ceremony.
After your college adviser clears you for your degree, a congratulatory postcard will be sent to you. Your diploma will be mailed to you 3-4 months after graduation. The diploma will list your name, the degree earned, and the date (one diploma per degree—not major—is awarded). However, within a few days after you are cleared for graduation, a graduation notation will appear on your transcript listing the degree earned, major(s)/minor(s) received, date, and college granting the degree.

If you wish to complete a second degree, major or minor after graduating, it may be possible to continue taking courses. Please contact your student community for more information.

**Lack notices**

If you do not complete requirements when anticipated, your academic adviser will send you a “lack notice” shortly after the grades have been posted for the term that you applied to graduate. This form will list requirements not yet completed, including major or minor approvals not yet submitted to your student community. You then have until the date noted on the lack notice to submit additional course grades, approval forms or major clearances, and other missing requirements. The degree will not be granted until all requirements are met. Any missing courses and grades must be entered on your transcript before you can be cleared to graduate. Remember, you must notify your student community when you complete all degree requirements. The granting of your degree could be delayed by several semesters if you fail to do so.

**Commencement Information Brochure**

www1.umn.edu/twincities/commencement/

Information about the date, time, and place for each ceremony.
Graduating in Four Years

Many University of Minnesota students are realizing the benefits of graduating in four years. In the long run, graduating in four years gives you the opportunity to earn more money over the span of your career. In the short run it saves you money. Last year, students who took 13 or more credits each term saved more than $250 per term—over $2,000 over the course of their undergraduate careers. Think of the things you could do with that money!

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
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</thead>
<tbody>
<tr>
<td>Complete any missing high school preparation requirements.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Complete freshman composition requirement.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Complete one year of the second language requirement by taking two courses in your second language.</td>
<td>You are strongly encouraged to begin with your first term. Do not allow a term to lapse between language courses.</td>
</tr>
<tr>
<td>Choose one or more possible majors and investigate them with departmental adviser(s). If you are decided on a major, complete a Major Program Form. If you would like more information on deciding on a major, visit: <a href="http://www.class.umn.edu/choosing_a_major/">http://www.class.umn.edu/choosing_a_major/</a>.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Join a student organization. It’s a great way to make the U seem smaller and provides opportunities to gain leadership skills, experience, and more.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Register for at least 15 credits each term in order to complete at least 30 credits.</td>
<td>By the end of summer term</td>
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</tbody>
</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a checkback appointment with your college adviser in your CLA student community.</td>
<td>By the end of summer term</td>
</tr>
<tr>
<td>Make substantial progress on completing your liberal education requirements.</td>
<td>By the end of your second year</td>
</tr>
<tr>
<td>Explore possible internship, study abroad, or service learning opportunities. (Or participate in one.) Begin investigating possible career paths; visit the Career and Community Learning Center, 135 Johnston Hall, <a href="http://www.cclc.umn.edu">http://www.cclc.umn.edu</a>.</td>
<td>By the end of your second year in order to participate during your third year</td>
</tr>
<tr>
<td>Complete second language requirement by taking remaining courses and the Graduation Proficiency Test (GPT). This test demonstrates that you have met the requirement.</td>
<td>By the end of your second year. Do not allow a term to lapse between language courses.</td>
</tr>
<tr>
<td>Declare a major by completing a Major Program Form with your major adviser and filing a copy with your CLA student community. If you are still undecided, explore resources in the Career and Community Learning Center, 135 Johnston Hall.</td>
<td>We recommend that you declare your major by the time you reach 45 credits. You will be required to declare your major by the time you complete 60 credits.</td>
</tr>
<tr>
<td>Begin taking 3xxx-level courses.</td>
<td>Fall and/or spring semesters</td>
</tr>
<tr>
<td>Complete 60 credits.</td>
<td>By the end of summer term</td>
</tr>
</tbody>
</table>
It’s all in the planning

Most programs at the University are designed to be four years long. Graduating in four years, however, does take some planning. By reaching certain milestones along the way, you will ensure steady progress toward your graduation goal. The charts below offer you basic guidelines for graduating in four years. Your situation may require some variations on this timeline.
Getting registered

During your orientation our advising staff will teach you how to use the University's online registration system. For future registrations, you can also register in person at the Office of the Registrar in 200 Fraser Hall, 130 Coffey Hall, or 130 West Bank Skyway. Before you plan your registration, read the information below. It will help you choose courses, credit load, and grading options.

Course levels

In the Class Schedule and the online version of the Class Schedule you will notice that courses have different numbers. Below is a guide to show you the different levels of difficulty that the course numbers indicate.

0xxx Courses that do not carry credit toward any University degree.
1xxx Courses primarily for first-year undergraduate students.
2xxx Courses primarily for second-year undergraduate students.
3xxx Courses primarily for third-year undergraduate students.
4xxx Courses primarily for fourth-year undergraduate students; graduate students may enroll in such courses for degree credit.
5xxx Courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses.
6xxx Courses for post-baccalaureate students in professional degree programs.
7xxx Courses for post-baccalaureate students in professional degree programs.
8xxx Courses for graduate students.
9xxx Courses for graduate students.

Credit load

Full-time status is defined as taking 12-15 credits per term. For some financial aid purposes, 12 credits is considered full-time; for others 15 credits is considered full-time. Remember that you must average 15 credits per term to stay on track to graduate in four years. The maximum number of credits that undergraduates can take in either fall or spring term is 20.
13-Credit Registration Requirement
Effective fall 2002, all degree-seeking undergraduates, that is, freshman and transfer students, entering the Twin Cities campus will be expected to register for at least 13 credits a semester. Degree-seeking students with life situations that clearly do not allow them to be full-time students may seek an exemption to this policy. If you have questions about this policy or about seeking an exemption, there are several resources that you may find helpful:

- Visit our how-to guide on the University’s 13-credit policy at http://www.class.umn.edu/13_credit_policy/. This website discussed the exemptions and provides more information on the 13-credit policy.
- Visit the University’s OneStop website on the 13-credit policy at http://onestop.umn.edu/13credits/index.html.
- Contact your college adviser in your CLA student community. See page 6 for a list of student communities.

Grading options
Students may choose one of two grading options for their courses. With the A-F grading option students receive a grade on the A-F scale, which includes plus and minus grades. Students can also register for the S-N grading option. With the S-N option students receive a grade of S for satisfactory work or N for no credit. The minimum grade required for an S grade is a C-. The instructor determines the level of work required for an S grade. S and N grades are not factored into a student’s grade point average.

There are strict deadlines for changing grade base options after your initial registration. See the Making Changes to Your Registration section on page 41.
Reading the **Class Schedule**

**Department or Division**
- Contact information for the department offering the course
- Where you can buy books and materials for this course
- Course number

This "W" indicates that the course is writing intensive.

**Time the class meets.** This course has a lecture that meets on Monday, Wednesday, and Friday from 9:05-9:55 a.m.

**Class number.** You will use this number to register for your class.

**Section number**
- Credits for the course. This course is worth 4 credits.

In addition to the lecture, you must register for a lab. This lab meets on Tuesdays from 11:15 a.m. - 1:10 p.m. in Shevlin Hall, Room 17.

**Departmental Course Designator**
- College that is offering the course
- Course title

This section is used to list liberal education requirements the course fulfills, prerequisites required to take the course, or other course information.

**Course location.** Lecture is held in Shevlin Hall, Room 20.

**Instructor's name.** The instructor for this course is Charles E. Speaks.

---

**Reading the Diversified Core Curriculum Courses Grid**

This grid is found near the front of the **Class Schedule**.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Designator and Title</th>
<th>Diversified Core</th>
<th>Designated Themes</th>
<th>Writing Intensive</th>
<th>Offered on page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmSt 325 (W)</td>
<td>American Popular Culture and Politics: 1900 to 1945</td>
<td>HP</td>
<td>CPE</td>
<td>WI</td>
<td>78</td>
</tr>
</tbody>
</table>

- Course number
- Course is writing intensive
- Course title

meets the historical perspectives requirement for the diversified core curriculum
meets the citizenship and public ethics requirement for the designated themes
fulfills writing intensive requirement
Reading the **Class Schedule** online

The Twin Cities campus will no longer be publishing the printed version of the **Class Schedule** after fall 2003. However, the **Class Schedule** can be found online at [http://onestop.umn.edu/schedule/html/tc.html](http://onestop.umn.edu/schedule/html/tc.html). After selecting the appropriate term and department, you will see course listings similar to the one below.

---

**Course Title**

*Communication Disorders*

**Fall 2003**

To view independent and distance learning sections, scroll to the bottom of this page.

---

**Fall Session**

---

**Course Details**

- **Departmental Course Designator**: COMM
- **Course Number**: 360

---

**Section Details**

- **Section Number**: 002
  - **Class Time**: 09:00am-09:55am MWF
  - **Instructor**: Sheehy 17, TCETRANK, 4 cr.
  - **Location**: St. Mary's Hall
  - **Seats Available**: 16 of 16 seats open

---

**Additional Information**

In addition to the lecture, you must register for a lab. This lab meets on Mondays from 11:15 a.m.-1:10 p.m.

---

**Credits**

This course is worth 4 credits.

---

**Location**

Lab is held in Sheehan Hall, Room 17. The name links to a map to this hall.
Using the *Class Schedule* and the *Course Guide*, choose two courses that you would consider taking for each of the requirements listed below. From these, your adviser will help you plan your registration for the upcoming term. A list of courses that fulfill these requirements is located in section three of the *Class Schedule*.

### Physical Science with Lab (Phys/L)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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</table>

### Biological Science with Lab (Bio/L)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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</table>

### Historical Perspectives (HP)

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<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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### Social Sciences (SSci)

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<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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### Literature (Lit)

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<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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### Other Humanities (AH)

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<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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### Mathematical Thinking (Math)

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<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
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</table>
Use your APAS report, also known as a degree audit, to determine which of the Liberal Education requirements you still need to complete. Refer to the Reading an APAS report section of this handbook on pages 26-27 to learn how completed requirements are indicated on the report.

<table>
<thead>
<tr>
<th>Cultural Diversity (CD)</th>
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</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
<td>Diversified Core?</td>
<td>Writing Intensive?</td>
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<tr>
<th>International Perspective (IP)</th>
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</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
<td>Diversified Core?</td>
<td>Writing Intensive?</td>
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<thead>
<tr>
<th>Environment (Envt)</th>
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</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
<td>Diversified Core?</td>
<td>Writing Intensive?</td>
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<table>
<thead>
<tr>
<th>Citizenship and Public Ethics (C/PE)</th>
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</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
<td>Diversified Core?</td>
<td>Writing Intensive?</td>
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<table>
<thead>
<tr>
<th>Second Language</th>
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<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
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</table>

Questions for your adviser:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
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_____________________________________________________________________________
### Completing the Course Request Form

(See page 34-35 for a guide to reading the Class Schedule and the Class Schedule online.)

<table>
<thead>
<tr>
<th>Name</th>
<th>ID number</th>
<th>Term/year</th>
<th>1st Choice</th>
<th>2nd Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE REQUEST FORM</td>
<td>Planning Copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Number</td>
<td>A-F</td>
<td>S-N</td>
<td>Cr</td>
<td>Subject/Catalog Number/Section</td>
</tr>
<tr>
<td>10046</td>
<td>A-F</td>
<td>4</td>
<td></td>
<td>MATH 101</td>
</tr>
<tr>
<td>13445</td>
<td>A-F</td>
<td>4</td>
<td></td>
<td><em>ECON 101</em></td>
</tr>
<tr>
<td>Mon</td>
<td>Fri</td>
<td>EngC</td>
<td>Act-Lec</td>
<td>09:00</td>
</tr>
<tr>
<td>Tues</td>
<td>Fri</td>
<td>Act-Lab</td>
<td>-</td>
<td>12:20</td>
</tr>
<tr>
<td>Wed</td>
<td>Fri</td>
<td>EngC</td>
<td>Act-Lec</td>
<td>10:10</td>
</tr>
<tr>
<td>Thurs</td>
<td>Fri</td>
<td>EngC</td>
<td>Act-Lec</td>
<td>12:45</td>
</tr>
<tr>
<td>Fri</td>
<td>Sat</td>
<td>EngC</td>
<td>Act-Lec</td>
<td>09:00</td>
</tr>
</tbody>
</table>

### ASTRONOMY (Ast)
356 Tate Laboratory of Physics, 116 Church Street SE, East Bank Campus, Minneapolis, MN 55455, 612-624-0211, www.astro.umn.edu

Institute of Technology

Course materials are available at the University of Minnesota Bookstore, Coffman Union, 300 Washington Ave SE, Minneapolis, MN 55455, 612-624-6000, www.bookstore.umn.edu/

**1001 Exploring the Universe**
(Credit will not be granted if credit has been received for: AST 101/1H, AST 105; prereq: Math 101; meets CLE req of Environment Theme; meets CLE req of Physical Science/Lab Core)

- 001 LEC, 09:00am-09:55am MWF, Phys 150
- 002 LEC, 10:10am-11:05am MWF, Phys 166
- 003 LEC, 12:45pm-02:00pm TH, Phys 166
- 004 LEC, 07:15pm-08:30pm MWF, Phys 169; Meets with 20755 AST 1205

**10048**
LEC, 09:00am-11:00am T, Phys 849, 09/03-12/03; Registration in both a lecture and a LAB section is required. Labs begin the week of September 8th, 4 cr

### JOURNALISM AND MASS COMMUNICATION (Jour)
111 Murphy Hall, 206 Church Street SE, East Bank Campus, Minneapolis, MN 55455, 612-624-6000, www.sjmc.umn.edu

- **1001 Introduction to Mass Communication** (A-F only; prereq: Open to non-journal major; meets CLE req of Citizenship/Lib Arts Theme; meets CLE req of Social Science Core)
- **10128**
  - 001 LEC, 10:25pm-12:00am MWF, Murl 120, 1 seat reserved for non-enrolled students, 3 cr
  - 002 LEC, 11:15am-12:05pm MWF, Murl 130, 1 seat reserved for non-enrolled students, 3 cr

### FRENCH (Fren)
250 Povell Hall, 9 Pleasant Street, SE, East Bank Campus, Minneapolis, MN 55455, 612-624-4308, cla.umn.edu/frnt

- **1001 Beginning French**
  - 13445, 06:00pm-08:00pm MTWThF

### ENGLISH: COMPOSITION (EngC)
225 Lind Hall, 207 Church Street SE, East Bank Campus, Minneapolis, MN 55455, 612-624-2888, composition.cla.umn.edu

- **1012 University Writing and Critical Reading:** Perspectives on Multiculturalism
  - 10128, 001 WKS, 10:10am-11:00am MWF, LindH 320, 4 cr
  - 11086, 002 WKS, 09:00am-09:55am MWF, LindH 315, 4 cr
Registration planning: Freshmen

You will need:

- **Class Schedule** or the online version of the schedule at http://onestop.umn.edu/schedule/html/tc.html
- **Course Guide** or the online version of the guide at http://onestop.umn.edu/guide/html/tc.html
- Open course list

Look through the **Course Guide** and the **Class Schedule** and use the worksheet on pages 36-37 to record courses that you are considering for each of the liberal education requirements and the second language requirement. A list of courses and the requirements they fulfill is located in section three of the **Class Schedule**. Remember that some courses may overlap and fulfill more than one requirement.

When you have selected at least two possible courses for each requirement, your adviser will help you choose among these courses and register for the following year.

You will then use the planning copy of a course request form to put together a tentative schedule from the courses you’ve chosen. Page 38 shows a sample of how to use the form. As you plan, you might also want to pencil in any other time commitments that you will have, such as work, family commitments, and so on.

**Making a success of your first year**

As you plan your program with your adviser, keep in mind the following for a successful first year:

- Complete any high school preparation requirements.
- Complete your freshman (first-year) composition requirement and take at least one writing intensive course.
- Continue to build on studies begun in high school, especially math, science, and second language, by taking course sequences in these areas now. Don’t put them off.
- During the year, take at least one class in each of the four diversified core liberal education areas. One should be writing intensive.
- Take at least one class in a field that you might consider as a major.
- Each credit that you take will require one hour of work in the classroom and a minimum of two hours of work outside of the classroom. A 15-credit registration will require 15 hours of classroom time and 30 hours of work outside the classroom for a work week of 45 hours—and that’s to meet basic expectations for a C grade. Time management will be an invaluable skill.
- To graduate in four years without having to take summer classes, you must average 15 credits per semester.
- Financial aid for full-time students requires that you take 12 credits. The Minnesota State Grant program requires 15 credits for full-time status.
Registration planning: Transfer students

You will need:

- *Class Schedule* or the online version of the schedule at http://onestop.umn.edu/schedule/html/tc.html
- *Course Guide* or the online version of the guide at http://onestop.umn.edu/guide/html/tc.html
- Open course list

As you plan your registration, keep in mind that some of your coursework from your previous school may fulfill some of the liberal education and other requirements. Your Transfer Record of Articulated Courses (or TRAC report) and/or your APAS report, also known as your degree audit, will show you what College of Liberal Arts requirements your coursework fulfills, if any. Your adviser will help you interpret these reports.

To plan your registration, look through the *Course Guide* and the *Class Schedule* and use the worksheet on pages 36-37 to record courses that you are considering for each of the requirements that you have not satisfied. A list of courses and the requirements they fulfill is located in section three of the *Class Schedule*.

When you have selected at least two possible courses for each requirement, your adviser will help you choose among these courses and register for the following year. Remember that some courses may overlap and fulfill more than one requirement.

You will then use the planning copy of a course request form to put together a tentative schedule from the courses you’ve chosen. Page 38 shows a sample of how to use the form. As you plan, you might also want to pencil in any other time commitments that you will have, such as work, family commitments, and so on.

Making a success of your first year

Keep in mind these goals for a successful first year:

- Meet with your college adviser at least once during the year to make sure that you are on track.
- If you have any remaining high school preparation requirements, complete them as soon as possible. You will not be able to graduate until you have fulfilled all of these requirements.
- If you need to complete the second language requirement, start working on it right away.
- Be sure to include courses at the 3xxx, 4xxx, or 5xxx level in your registration. If you plan to complete a B.A., remember that at least 48 of the 120 total credits that you need must be taken in 3xxx, 4xxx, or 5xxx level courses with 18 credits of the 48 being taken outside of your major.
- Remember that you will be required to declare a major by the time you have completed 60 credits. If you are still unsure about what you want to major in, talk with your college adviser.
Making Changes to Your Registration

You should make every effort to complete your final registration before the first day of class. Read the Course Guide carefully, see your college and/or major adviser before registration, and make sure you have all prerequisites before registering for a course. When necessary, you can make changes to your registration on the Web or in person at the Registration Center in 200 Fraser Hall or 130 West Bank Skyway. However, the University puts some restrictions on when you can cancel or add classes. You need to know these essential 15-week semester deadlines:

**Week 1:**

Through the end of the first week of classes, you can

- add classes
- change sections
- change grading systems between A-F and S-N
- cancel classes with no record of it showing on your transcript.

**Week 2:**

Through the end of the second week of classes, you can

- add classes, but only with the instructor's approval
- change sections, but only with the instructor's approval
- change grading systems between A-F and S-N
- cancel classes with no record of it showing on your transcript.

**Weeks 3-8:**

For weeks three through eight, you

- cannot add classes without approval from the instructor and the college scholastic committee. You will need to file a petition in your student community. Note that these kinds of approvals are not given routinely. If you are not able to add a class until this time, let your student community know before the end of the second week.
- can cancel classes, however, a “W” will show on your transcript. Keep in mind that withdrawing from a class costs you money, time, and lost effort. Before withdrawing, consult with your instructor and your college adviser for possible alternatives.

**Weeks 9-15:**

For weeks nine through fifteen, you cannot

- add classes without approval of the instructor and the college scholastic committee (see information for adding classes during weeks 3-8)
- cancel classes without approval of the college scholastic committee. A “W” will show on your transcript if you are allowed to withdraw.
More on cancellations after the eighth week

The University expects students to make most registration decisions before the first day of class. If you are having trouble in a course, you are expected to take action early. Your instructor and your adviser can direct you to the many resources the University provides to help students succeed. However, if you decide that you need to request college permission to cancel a course after the eighth week, you have three options to discuss with your student community:

- your one-time-only cancel, which you may use to drop one class. You have the option of using this only once during your undergraduate enrollment.
- a complete exit by canceling all of your courses for the current term. You do not need approval to do a complete exit up to the end of the eighth week.
- a cancellation for verified extenuating circumstances that arose after the eighth week.

To use any of these options, you will need to file a petition in your CLA student community. The petition must be filed and the cancellation must be processed no later than the last day of instruction, so plan ahead. Petitions for extenuating circumstances should be filed as soon as possible, because you will usually not get a same-day response to this type of petition. You may also need time to provide the required documentation of your extenuating circumstances. Notify your student community as soon as possible in cases where extenuating circumstances are present (“extenuating” usually means circumstances that are beyond your control and arose after the eighth week deadline).

Each Class Schedule lists dates and requirements for canceling and adding classes. You should note these dates in your calendar each term. These deadlines are decision points for you—times to evaluate your progress, explore your options and (as a last resort) decide whether to withdraw from a course. Depending on the date of your withdrawal, you may be eligible for a refund of tuition and/or fees. Your refund or fees owed will be based on the date you officially cancel (by taking a completed cancellation form to the registration center), not on the date you stopped attending class.

Leaves of Absence

If you will not be registering for courses for two consecutive terms (not including intersession or summer session), you should contact your student community to discuss taking a leave of absence.
More on registration

Refunds and financial aid

If it becomes necessary for you to withdraw from your class(es), the point during the term at which you cancel your registration determines if you are eligible for any tuition refund. It also determines if you are responsible for paying back any financial aid funds you may have received for the term. See http://onestop.umn.edu/Finances/refunds/ for information about the tuition refund and financial aid refund policies. Keep in mind that refunds for cancellations are effective the day they are processed, not the day you stop attending class. It is also your responsibility to find out what credit load is required to remain eligible for any financial aid funds you were offered – this is very important as the types of financial aid awards and eligibility requirements vary widely. Contact OneStop Student Services for information on 200 Fraser Hall, by phone at 612-624-1111, or by e-mail at helpingu@umn.edu.

Billing

Your tuition and fees, as well as housing fees and other University office fees, are charged to your student account. By approximately the beginning of the third week, any financial aid you are eligible for has usually paid out to your student account and any credit balance remaining after tuition and fees have been paid has been issued to you by the method you designated, such as direct deposit or as a check. This is also the point at which a billing statement is generated and sent out to you detailing all cancel and add transactions as well as previous unpaid and current balance owed to the University. You are responsible for reporting any address changes or corrections to the University to ensure you receive your billing statements as well as other official University correspondence. You can view your student account online and obtain more information about billing and payments at: http://onestop.umn.edu/Finances/index02_sar.html. Contact OneStop Student Services for information on 200 Fraser Hall, by phone at 612-624-1111, or by e-mail at helpingu@umn.edu.

Registration Queue

Students who register for 13 or more credits each term are given priority in the registration queue times for the next term. The registration queue for each term has eight stages – students who have at least 13 credits in progress or who have approval for a temporary reduced credit load are allowed to register in stage 1 (seniors), 3 (juniors), 5 (sophomores), and 7 (freshmen); students who have fewer than 13 credits in progress (including those with approval for a continuing reduced credit load) are allowed to register in stages 2 (seniors), 4 (juniors), 6 (sophomores) and 8 (freshmen). More information about registration and determining your queue times can be found at: http://www.onestop.umn.edu/registrar/registration/index.html.
Fees
All University students are charged fees in addition to tuition. Those fees may include all or some of the following: course fees, student service fees, technology and collegiate fees, University fees, and late registration, late payment, and installment plan fees. You can opt out of some fees and some are refundable. More information on fees charged can be located at: http://www.onestop.umn.edu/Finances/ tuitionrates/2002-03/index.html.

Understanding holds and clearing them
If you have a hold on your record, you are not allowed to register, or in many cases, change your registration or obtain transcripts. It is very important to take care of any holds on your record well before your scheduled registration queue time, as delayed action on your part may result in you registering after the queue time you were eligible for. A hold may be placed due to any unpaid balance owed to the University, for academic reasons such as a required meeting with your CLA or major adviser, or for other disciplinary or scholastic reasons. You may be notified of an existing or impending hold by the department or office that placed the hold. To clear a hold you need to take care of the circumstances that resulted in the placement of the hold with the office that has authorized the hold. You can determine if you have any holds as well as obtain more information about where to clear holds at: http://onestop.umn.edu/registrar/registration/holds.html.
Academic probation

CLA measures the progress you are making toward your degree by monitoring your grade point average. You must maintain a minimum GPA of 2.0 (or C) each term at the University, and an overall University of Minnesota GPA of 2.0. CLA reviews students after fall and spring semesters. (Summer and intersession courses are not counted in either term reviews but do impact your cumulative GPA.)

If either your GPA for the term or your cumulative GPA falls below 2.0, you are placed on academic probation. When on probation, a hold is placed on your record that requires you to meet with your adviser in your CLA student community prior to registration each term. You will remain on probation until both the term and the cumulative GPA are 2.0 or above. If you are on academic probation and both your cumulative and term GPAs fall below 2.0, you will be suspended.

If you are suspended, you cannot register for University courses for at least one full academic year. The College of Continuing Education (CCE) also recognizes CLA suspension. CCE evening and Distance Education courses are not an option for students on suspension.

Make an appointment to talk to your college adviser if you think you are in danger of being placed on probation or of being suspended or if you have questions.
Academic integrity

As a new member of the University community, it is important to be aware of what is expected of you and what you can expect of the University. This information is designed to clarify the values and actions of an academic community.

Five Fundamental Values: Honesty, Trust, Fairness, Respect, and Responsibility

An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.

Honesty...
An academic community of integrity begins with oneself and extends to others. In the quest for knowledge, students and faculty alike must be honest with themselves and with each other, whether in the classroom, laboratory, or library, or on the playing field. Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.

Trust...
An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. Only with trust can we believe in the research of others and move forward with new work. Only with trust can we collaborate with individuals, sharing information and ideas without fear that our work will be stolen, our careers stunted, or our reputations diminished. Only with trust can our communities believe in the social value and meaning of an institution’s scholarship and degrees.

Fairness...
An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty also has a right to expect fair treatment, not only from students but also from colleagues and their administration.

Respect...
An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. To be most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as a means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure.

Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared and contributing to discussions, meeting academic deadlines, and performing to the best of their ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct.

Faculty shows respect by taking students’ ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals.

Responsibility...
An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing. Every member of an academic community - each student, faculty member, and administrator - is responsible for upholding the integrity of scholarship and research. Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards. Being responsible means taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion.

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University of Minnesota Student Conduct Code
The University of Minnesota Student Conduct Code states: Subd: 1 Scholastic dishonesty. Submissions of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement.
Forms of Academic Dishonesty

Plagiarism

Plagiarism is the inclusion of someone else's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references, such as footnotes. Expectations may vary slightly among disciplines. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness. Indebtedness must be acknowledged whenever:

1. one quotes another person's actual words or replicates all or part of another's product;
2. one uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words;
3. one borrows facts, statistics, or other illustrative materials—unless the information is common knowledge.

Fabrication

Fabrication is the intentional use of information that the author has invented when he or she states or implies otherwise, or the falsification of research or other findings with the intent to deceive. Examples include, but are not limited to:

1. citing information not taken from the source indicated;
2. listing sources in a reference not used in the academic exercise;
3. inventing data or source information for research or other academic exercises.

Cheating

Cheating is an act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered, including the giving or receiving of unauthorized help in an academic exercise. Examples include, but are not limited to:

1. copying from another student's test paper, computer program, project, product, or performance;
2. collaborating without authority or allowing another student to copy one's work in a test situation;
3. using the course textbook or other material not authorized for use during a test;
4. using unauthorized materials during a test; for example, notes, formula lists, cues on a computer, photographs, symbolic representations, and notes written on clothing;
5. resubmitting substantially the same work that was produced for another assignment without the knowledge and permission of the instructor;
6. taking a test for someone else or permitting someone else to take a test for you.

Academic Misconduct

Academic misconduct is the intentional violation of university policies, such as tampering with grades, or taking part in obtaining or distributing any part of an unadministered test or any information about the test. Examples include, but are not limited to:

1. stealing, buying, or obtaining in any other unauthorized manner all or part of an unadministered test;
2. selling, trading, or giving away all or part of an unadministered test, including answers to an unadministered test;
3. attempting to change or changing, altering, or being an accessory to changing or altering a grade in a grade book, work submitted on a test or a final project, a "supplementary grade report" form, or other official academic records of the university which relate to grades;
4. entering a building or office for the purpose of obtaining an unadministered test.

Students cannot evade (intentionally or unintentionally) a grade sanction by withdrawing from a course before or after the misconduct charge is reported. This also applies to late withdrawals, including discretionary late selective cancellation (also known as the "one-time-only drop.")
The College of Liberal Arts provides all students at the University of Minnesota a place from which to explore all majors that the University offers before making the choice of the college and degree that is the best fit. Many liberal arts students choose to include courses from other colleges in their degree programs or to complete a minor from another college. If you are considering transferring to another college within the University,

1. Consult the Undergraduate Catalog, which has admissions information for all the University’s colleges. Copies of the catalog are available at University bookstores.

2. Contact your college adviser. College requirements differ. Your adviser can assist you with choosing a program and learning about program prerequisites, application procedures, and admission criteria.

Listed below are the undergraduate majors and programs that each college at the U of M offers and contact information.

Carlson School of Management
Student Services
612-624-3313
www.csom.umn.edu

- Accounting (B.S.B.)
- Actuarial science (B.S.B.)
- Finance (B.S.B.)
- General management-self-designed (B.S.B.)
- General management-entrepreneurial studies (B.S.B.)
- Human resources and industrial relations (B.S.B.)
- International business (B.S.B.)
- Management Information Systems (B.S.B.)
- Marketing (B.S.B.)
- Risk Management and Insurance (B.S.B.)
- Supply Chain Management (B.S.B.)

College of Agricultural, Food & Environmental Sciences
Prospective Student Services
612-624-3045 or 1-800-866-AGRI
www.coaes.umn.edu

- Agricultural and food business management (B.S.)
- Agricultural, food and environmental education (B.S.)
- Agricultural industries and marketing (B.S.)
- Animal production systems (B.S.)
- Applied economics (B.S.)
- Crops, soils and pest management (B.S.)
- Environmental horticulture (B.S.)
- Environmental science (B.S.)
- Food science (B.S.)
- Nutrition (B.S.)
- Science in agriculture (B.S.)
- Scientific and technical communication (B.S.)
College of Architecture & Landscape Architecture
CALA Student Services Office
612-626-1000
www.cala.umn.edu

Architecture (B.S.)
Design Minor Program

Environmental design (B.E.D.)

College of Biological Sciences
Office of Student Services
612-624-9717
www.cbs.umn.edu

Biochemistry (B.S.)
Biology (B.S.)
Ecology, evolution, and behavior (B.S.)
Genetics, cell biology, and development (B.S.)

Microbiology (B.S.)
Neuroscience (B.S.)
Plant biology (B.S.)

College of Continuing Education
Inter-College Program
612-624-2004
www.cce.umn.edu/icp/

The Inter-College Program (ICP), founded in 1930, reflects the University's history of commitment to individualized undergraduate education. ICP offers students the opportunity to design their own bachelor of arts or bachelor of science degree programs using the educational resources of two or more colleges at the University. They may draw upon the offerings of nearly the entire University in selecting courses for a degree program.

If a student wants to pursue fields of study from different colleges, use special learning resources in their program, and seek increased responsibility for their undergraduate education, then ICP may be the right program. Contact an ICP adviser for further information.

Program for Individualized Learning
612-624-4020
www.cce.umn.edu/pil/

The Program for Individualized Learning (PIL) is an academically rigorous, writing intensive, liberal arts program designed for self-directed learners. PIL may be the right option for students who want to design their own baccalaureate degrees with a specialized or interdisciplinary area of study; to take responsibility for their education in collaboration with faculty and academic advisers; to develop independent projects as part of their baccalaureate degree work; and to incorporate college-level knowledge and skill gained through prior experiential learning.
College of Education and Human Development
Student and Professional Services
612-625-6501
www.education.umn.edu

To access licensure programs in the College of Education and Human Development, students typically complete a bachelor's degree in the subject area in which they intend to teach before admission. They then complete about fifteen additional months of full-time study in the College of Education and Human Development for licensure.

Students interested in teaching in most subject areas at the secondary level may apply for the Early Admission Program during their junior or senior year at the University of Minnesota if they meet credit requirements set by the college. These College of Education and Human Development initial licensure programs are offered at the master's level; both a strong academic performance and volunteer or other experience in education are needed to be competitive for this program. Students interested in teaching elementary school are encouraged to consider applying to the B.S. program in foundations of education—elementary.

CEHD’s initial licensure programs at the master’s level are offered with the following majors:

- Adult basic education (M.Ed.)
- Agricultural education (M.Ed.)
- Art education (M.Ed.)
- Business and marketing education (M.Ed.)
- Early childhood education (M.Ed.)
- Early childhood special education (M.Ed.)
- Elementary education (M.Ed.)
- English education (M.Ed.)
- Family education (M.Ed.)
- Industrial education (technology education) (M.Ed.)
- Mathematics education (M.Ed.)
- Physical education (M.Ed.)
- Science education (M.Ed.)
- Second languages and cultures education (including English as a second language) (M.Ed.)
- Social studies education (M.Ed.)
- Special education (M.Ed.)

CEHD offers bachelor of sciences degrees with the following majors:

- Agricultural education (B.S.)
- Business and industry education (B.S.)
- Foundations of education—early education (B.S.)
- Foundations of education—elementary (B.S.)
- Human resource development (B.S.)
- Kinesiology (B.S.)
- Recreation, park, and leisure studies (B.S.)
- Sport studies (B.S.)
- Technology education (B.S.)
Health Sciences
Students planning to apply to a health science program spend one to four years or more in pre-professional education depending on their field of interest: one or two years for dental hygiene and nursing, two or three years for medical technology, mortuary science and pharmacy; and at least three years for dentistry and veterinary medicine. Medicine, occupational therapy, physical therapy and public health require the completion of a bachelor’s degree. With the help of advisers, APAS reports (also known as degree audits) and planning sheets available in the CLA Health and Natural Sciences Community in B-18 Johnston Hall or online at http://hns.class.umn.edu/, students can organize their pre-professional education to fit individual circumstances.

Premedical students planning to apply to the medical school at the University of Minnesota-Duluth or -Twin Cities must complete a bachelor’s degree before beginning medical school. They will need to choose an undergraduate major, since premed is not a major. Many premed students choose a science major, but other successful applicants have majored in areas ranging from anthropology to women’s studies. The medical school faculty urges you to choose a major consistent with your interests and skills and one that offers a viable alternative to your primary goal.

Because all health science fields are grounded in the life sciences, students preparing to enter one of these areas should expect to take courses in biology and chemistry. They may also be required to take math and, for some health sciences, coursework in physics.

It is also important for health science professionals to have a broad education and to be able to write and speak effectively; therefore, students will be asked to take writing practice and courses in the behavioral sciences, humanities, and fine arts. In addition to these required courses, pre-health science students may also be asked to take a course in public speaking.

College of Human Ecology
Transfer advising
612-624-1725
www.che.umn.edu

| Clothing design (B.S.)     | Housing studies (B.S.)       |
| Family social science (B.S.) | Interior design (B.S.)       |
| Food science (B.S.)         | Nutrition (B.S.)             |
| Graphic design (B.S.)       | Retail merchandising (B.S.)  |
College of Natural Resources
CNR Student Services Office
612-624-6768
www.cnr.umn.edu

Fisheries and wildlife (B.S.)
Forest resources (B.S.)
Natural resources and environmental studies (B.S.)
Recreation resource management (B.S.)
Urban forestry (B.S.)
Wood and paper science (B.S.)

Institute of Technology
Admissions
612-624-8504
www.it.umn.edu

Aerospace engineering and mechanics (B.S.)
Electrical engineering (B.S.)
Astrophysics (B.S.)
Biomedical engineering (B.S.)
Biosystems and agricultural engineering (B.S.)
Chemical engineering (B.S.)
Chemistry (B.S.)
Civil engineering (B.S.)
Computer engineering (B.S.)

Computer science (B.S.)
Electrical engineering (B.S.)
Geological engineering (B.S.)
Geology (B.S.)
Geophysics (B.S.)
Materials science and engineering (B.S.)
Mathematics (B.S.)
Mechanical engineering (B.S.)
Physics (B.S.)
Statistics (B.S.)