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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@umn.edu, call us at (612) 626-0348, or check out our web site 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 courses that you are taking today offer you something for all of the areas of your life tomorrow?

The College of Liberal Arts (CLA) exists at the crossroads of a world of knowledge and ideas. In this 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 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, as well as depth in one or more fields.

The goal of CLA’s 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 for dynamic lifelong learning, regardless of his or her career path.

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 by 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 your undergraduate career a success! Right at the top of this list is your CLA student community. It is the place to call, e-mail, or stop by when you have a question, find some information confusing, encounter 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 student community. It’s their job to help you use University resources, 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 appropriate resources.

Your advising team

Your CLA student community adviser
Your CLA student community 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 plans, or difficulties you face and to understand what requirements you need to complete to graduate.

Your CLA student community adviser helps you:
• plan your program to stay on track for timely graduation
• explore 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 mentor
Your peer mentor is an experienced fellow student who is knowledgeable about CLA and University requirements and resources.

Your peer mentor 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, campus jobs and activities
CLA student communities

**Arts**
560 Heller Hall, West Bank
(612) 624-7504
http://arts.class.umn.edu
Acting
Art
Art History
BIS/IDIM
Dance
Music
Music Education
Music Performance
Music Therapy
Theatre Arts

**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

**Health & Natural Sciences**
B-18 Johnston Hall, East Bank
(612) 624-6044
http://hns.class.umn.edu
Astronomy
Biology, Society, and Environment
BIS/IDIM
Chemistry
Geology
Microbiology
Physics
Physiology
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
Public Health
Veterinary Medicine

**Honors-CLA (HCLA)**
115 Johnston Hall, East Bank
(612) 624-5522
www.cla.umn.edu/honors/
All CLA majors

**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

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

**Psychological Sciences**
30 Johnston Hall, East Bank
(612) 626-7707
http://psysci.class.umn.edu
BIS/IDIM
Child Psychology
Psychology
Speech-Language-Hearing Sciences

**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

**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
Your departmental adviser
Your departmental adviser is the expert on your major department’s requirements, courses, activities, and faculty. See pages 22-23 for a list of the CLA major advising offices.

Your departmental 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 complete its requirements
• enrich your major through participation in study abroad or student organizations and events in your major department
• plan for graduate studies, professional schools, and careers related to your major

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

Your career counselor can help you:
• locate information and offer resources to help you decide on a major
• gain relevant experience by showing you how to access internships, job opportunities, 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

online
resources

Career &
Community
Learning Center
http://
www.cclc.umn.edu

CCLC’s web site has lots of practical information to help you decide on a major and learn about careers and unique learning opportunities to enrich your undergraduate experience.
Services available through your CLA student community

Your CLA student community is made up of staff and fellow students who share your academic interest area. Keeping in touch with your student community will help you stay informed about what’s happening in CLA and at the University as well as what you need to do to graduate. Below are some services your community offers:

Adviser appointments
Make an appointment with an adviser in your CLA student community to discuss your academic plans and questions, find out what you need to do to finish your degree, and prepare for life after college. If you’d like to meet with your departmental adviser, contact your major department. See page 6 for a list of student community contact information. See pages 22-23 for a list of CLA major department contact information. The web address for scheduling an appointment with an adviser in your CLA student community is http://ulook.umn.edu.

Walk-in advising
Stop in to see a walk-in adviser when you have a quick question (walk-in sessions are typically 5-10 minutes), need assistance with course planning, or need help reading your APAS report (degree audit). If the walk-in adviser can’t help you with your situation, he or she will connect you with resources 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 meet students who share your interests. Visit your student community’s web site often for up-to-date information.

E-mail
Your University 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 account frequently. You may use e-mail to ask your adviser questions, and your adviser and student community will use e-mail to send you information you need to know about upcoming events, deadlines, and opportunities. Although you should not use e-mail to schedule appointments, you can schedule advising appointments online (see Adviser appointments, above).

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

Computer access
Use computers in your student community to check your e-mail and look up academic information on the Web.
Student communities serving all CLA majors

**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 new student orientation through graduation, ensuring that they make the most of their undergraduate experience.

**Honors—College of Liberal Arts (HCLA)**
HCLA provides students who excel academically the opportunity to enrich their education and demonstrate their abilities at a high level. Honors courses, advising, and co-curricular 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 HCLA and must complete the HCLA requirements for their major.

Online resources
Your student community has a web site loaded with information about requirements, careers, majors, college events, ways to get involved, and how to complete the things you need to do to earn your degree.

The following features can be found on the CLA student community web sites:

- **Spotlight on...**
  Your student community’s home page features timely news and information. Want to know what’s happening 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 and areas of interest.

- **Learn more about...**
  We have 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...**
  Includes quick links to:
  - upcoming events for the campus and the community
  - the Career and Community Learning Center
  - Individualized Degree Programs, which can help you design your own major or degree
  - a collection of online tools that can help you plan for your advising appointment

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**online resources**

**Martin Luther King, Jr. Program**
http://www.mlk.class.umn.edu
The MLK office is open to any CLA student who wishes to be part of a multicultural environment.

**Honors-CLA (HCLA)**
http://www.cla.umn.edu/honors
HCLA provides an integrated program of special educational and co-curricular activities to help students reach their full potential.
• **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.

### Web site addresses

- **Arts Student Community**
  [http://arts.class.umn.edu](http://arts.class.umn.edu)

- **Communications & Media Student Community**
  [http://cam.class.umn.edu](http://cam.class.umn.edu)

- **Health & Natural Sciences Student Community**
  [http://hns.class.umn.edu](http://hns.class.umn.edu)

- **Honors-CLA (HCLA)**
  [http://www.cla.umn.edu/honors](http://www.cla.umn.edu/honors)

- **Languages & Mathematics Student Community**
  [http://langmath.class.umn.edu](http://langmath.class.umn.edu)

- **Martin Luther King, Jr. Program**
  [http://mlk.class.umn.edu](http://mlk.class.umn.edu)

- **Psychological Sciences Student Community**
  [http://psysci.class.umn.edu](http://psysci.class.umn.edu)

- **Social Sciences Student Community**
  [http://socsci.class.umn.edu](http://socsci.class.umn.edu)

- **Society & Culture Student Community**
  [http://sandc.class.umn.edu](http://sandc.class.umn.edu)

### 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. The UMTC liberal education requirements include:

- 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: physical and biological sciences, history and social sciences, arts and humanities, and mathematical thinking.

These requirements apply to all students enrolling at the UMTC campus fall 1999 or later.

**Diversified core curriculum**

**1. Physical and Biological Sciences**

This area is intended to develop your understanding of physical and biological principles. You will be able to use the methods of scientific inquiry—the ways in which scientists investigate physical and biological phenomena. It will foster an appreciation of science and the value of the scientific perspective.

You need a minimum of eight credits, including one course with lab or field experience in the physical sciences and one course with lab or field experience in the biological sciences.

**2. History and Social Sciences**

To learn how historians and social scientists describe and analyze human experiences and behaviors, you will study the interrelationships among individuals, institutions, structures, events, and ideas. You will develop an understanding of the roles individuals play in their historical, cultural, social, economic, and political worlds.

You need a minimum of nine credits, including one course in historical perspectives and two courses in the social sciences.

**3. Arts and Humanities**

Through this area you can gain an understanding of approaches to the human condition through works of art, literature, and philosophy. You will study how artists create and humanistic scholars think, and will be able to make aesthetic judgments.

You need a minimum of six credits, including one course in literature and one course in the other humanities.
4. **Mathematical Thinking**

You will study mathematical modes of thinking 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 one course of at least three credits.**

**Designated themes of liberal education**

The designated themes offer a dimension to 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 three credits in each of the following areas:**

- **Citizenship and Public Ethics**—reflection on and determination of a clearer sense of your civic relationships and obligations to the community
- **Cultural Diversity**—understanding the roles gender, ethnicity, and race play in shaping the human experience and developing the social and cultural fabric of the United States
- **Environment**—knowledge of the interaction and interdependence of the environmental systems and human social and cultural systems
- **International Perspectives**—comprehension of the roles individuals play in a rapidly changing global environment dominated by the internationalization of most human endeavors

**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 composition course to be chosen from the following:** EngC 1011, 1012, 1013, 1014, 1015, 1016, 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 composition course. See your student community or the English composition program (225 Lind Hall or http://composition.cla.umn.edu) for more information. It is not possible, however, to be exempted from the 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 an adviser in your CLA student community as you choose whether or not to enroll in a non-native speaker section of freshman composition.
University of Minnesota–Twin Cities
Liberal Education Requirements Summary

Diversified Core Curriculum

Physical and Biological Sciences
A minimum of eight credits distributed as follows:

• one course with lab or field experience in the physical sciences

• one course with lab or field experience in the biological sciences

History and Social Sciences
A minimum of nine credits distributed as follows:

• two courses in the social sciences

• one course in historical perspectives

Arts and Humanities
A minimum of six credits distributed as follows:

• one course in other humanities

• one course in literature

Mathematical Thinking
A minimum of one course totaling at least three credits

Designated Themes of Liberal Education
A minimum of one course of at least three credits in each of the following thematic areas:

• Citizenship and Public Ethics

• Cultural Diversity

• Environment

• International Perspectives

Writing Requirement

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

• four writing intensive courses as follows:
  – two courses at any level
  – one course at the 3xxx, 4xxx, or 5xxx level
  - one course at the 3xxx, 4xxx, or 5xxx level should be in your major department
Applying coursework from previous schools to these requirements

If you transferred to CLA from another institution, you were asked to provide transcripts of coursework from your previous school(s) to the University of Minnesota. You must also provide an official record of advanced placement (AP) and International Baccalaureate (IB) credits to the University. The Office of Admissions evaluates your coursework for transferability of credit towards the Liberal Education Requirements and other requirements. The college evaluates how transfer courses will apply towards your degree.

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

- Courses in physical education, applied music, or enrichment. The number of credits in physical education, applied music, and enrichment courses is limited to six. Ask an adviser in your CLA student community 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 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, typing, or other practical skills courses.

The level of coursework is noted on the summary as introductory (1xxx or 2xxx level at the University of Minnesota) or upper level—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 your previous school. If you wish to have individual courses reviewed for upper-level credit, contact your student community to begin an evaluation. Courses transfer, but may require evaluation before being allowed in major. Your departmental adviser will need to assess how major courses will fit into your major program.

Minnesota Transfer Curriculum

Transfer students from a Minnesota public post-secondary institution have fulfilled the UMTC liberal education requirements, under the following conditions:

- Those students who have completed the Minnesota Transfer Curriculum (MnTC) before entering the University of Minnesota are exempt from the diversified core, designated themes, and the freshman composition requirements.
• Those students who have completed an associate of arts (A.A.) degree, but not the MnTC, at a Minnesota community college have completed the diversified core and freshman composition requirements.

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

**Other Degrees**

• Students wishing to complete a second degree who have already completed a B.A. from a regionally accredited U.S. college or university (or an equivalent bachelor’s degree from a foreign institution) are exempt from the freshman writing, writing intensive, diversified core, designated themes, and second language requirements.

• Students wishing to complete a second degree who have already completed a bachelor’s degree from a regionally accredited U.S. college or university (or an equivalent bachelor’s degree from a foreign institution) other than a B.A. are exempt from the freshman writing, writing intensive, diversified core, and designated themes requirements.

• Students with an A.A. from a non-Minnesota community college or those who have completed an A.A. from a four-year college or university 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. Requirements for other degrees 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 most frequently granted degree 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 characteristically 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 departments offer programs leading to this professional degree. It combines general education and second language study (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 (B.I.S.)**

This degree allows students to create their own degree programs by combining courses in three areas of concentration, rather than majoring in one academic field. One of the concentrations may consist of courses from outside CLA. 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. A dual degree is 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. When one bachelor’s degree is from CLA and the second is from another college, students are not required to complete 150 credits. However, all CLA degree requirements, including the CLA residency, must be completed.

Majors

Your major is your chosen field that you will study in depth. With more than 60 CLA majors to choose from, you are certain to find a match for your interests (see page 18 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:

• declaring your major by completing a major program form 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 on independent study and directed research
• 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 (also know as a senior project)

Declare your major by 60 credits

By the time you complete 60 credits (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 placed on their record that will prevent 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 60-credit declaration 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

The CLA B.A. degree and some CLA B.S. degree programs require completion of a major project (also known as a senior project), intended to be the capstone experience of your work in the major field. Most of the time, the requirements for your major project will be fulfilled by the creation of a scholarly paper, research project, creative project, or the completion of a specific course and associated coursework. Consult with your departmental adviser about your major project at the beginning of your final year or earlier.
**College of Liberal Arts majors**

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

- Acting (B.F.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 and Literature
- Astronomy
- Biology, Society and Environment
- Chemistry
- Chicano Studies
- Child Psychology (B.A. or B.S.)
- Classical and Near Eastern Archaeology
- Classical Civilization
- Communication Studies
- Computer Science
- Cultural Studies and Comparative Literature
- Dance (B.A. or B.F.A.)
- Economics (B.A., B.A.-quantitative emphasis, 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 (B.I.S. available)*
- Individually Designed Interdepartmental Major (B.A. or B.I.S.)*
- Italian Studies
- Jewish Studies
- Journalism and Mass Communication
- Latin
- Linguistics
- Mathematics
- Microbiology*
- Music (B.A. or B.M.)
- Music Education (B.M.)*
- Music Performance (B.M.)*
- Music Therapy (B.M.)*
- Philosophy
- Physics
- Physiology*
- Political Science
- Psychology
- Religious Studies
- Russian
- Scandinavian Languages and Finnish**
- Sociology (B.A. or B.S.)*
- Spanish Studies
- Spanish-Portuguese Studies
- Speech-Language-Hearing Sciences
- Statistics
- Studies in Cinema and Media Culture
- Theatre Arts
- Urban Studies (B.A. or B.S.)
- Women’s Studies

* Major only, no minor available

**Emphases in Danish, Finnish, Norwegian, and Swedish available

† Emphasis in Law, Criminology, and Deviance available

**College of Liberal Arts minors**

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

- Asian American Studies
- Austrian and Central European Studies
- Biblical Studies
- Dutch Studies
- East Asian Studies
- English as a Second Language (ESL)
- Environmental Geosciences
- European Area Studies
- Foreign Studies
- Gay, Lesbian, Bisexual, Transgender (GLBT) Studies
- History of Medicine
- History of Science and Technology
- Humanities in the West
- Latin American Studies
- Medieval Studies
- New Media Studies
- Russian Area Studies
- South Asian and Middle Eastern 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 form or one-year plan. Contact the department that offers the major you want or your CLA student community for more information.

The basic process of declaring a major includes:

• completing a major program form or one-year plan with a departmental adviser
• submitting a copy to your CLA student community
• 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 departmental adviser, your CLA student community, and you.

Changing and adding majors and minors

You are not obligated to stay with your first choice of major after completing the major program form or one-year plan. To change from one liberal arts major to another, or to declare additional majors and minors, consult with 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 departmental 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 departmental adviser on completing a joint major project (also known as a senior project). If this is not possible, only one major project must be completed.
The second language requirement

The second language requirement gives 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. The instruction in the language courses is proficiency based, so students not only learn about the language, but learn to use the language in common situations.

The second language requirement must be satisfied if you are pursuing a B.A. or B.I.S. degree, or a B.F.A. degree in art. Students pursuing a B.S. or B.M. degree, or a B.F.A. degree in acting or dance are not required to satisfy the second language degree requirement; however, they are required to satisfy the high school preparation second language requirement (two years of a language in high school, or one year of college study in a language).

The CLA second language degree requirement can be satisfied in one of two ways:

• A grade of C-, S, or better in a fourth semester University of Minnesota language class. Transfer courses at the fourth semester level will fulfill this requirement if they are at least four semester credits, or

• A passing score on the Language Proficiency Exam (LPE), which tests reading, listening, writing, and speaking skills at the fourth semester level. A transcript line will be added for those students who pass the LPE. (Not all languages may offer an LPE. See page 21 for a list of the specific languages.)

If you have had significant language instruction other than for college-level credit (for example, five or more years of high school-level instruction), you may want to consider attempting the LPE.
If you started at the third year level of a language in college, discuss your options with an adviser in your CLA student community.

To avoid a delay in graduation, you are strongly encouraged to begin or continue studying a second language as soon as possible after entering college.

As of fall 2004, CLA offers language proficiency testing and at least four semesters of instruction in the following languages to fulfill the second language requirement:

- Chinese
- Danish
- Dutch
- Finnish
- French
- German
- Hebrew (modern)
- Hindi
- Italian
- Japanese
- Norwegian
- Polish
- Portuguese
- Russian
- Spanish
- Swedish

In addition, at least four semesters of instruction are offered in the following languages to fulfill the second language requirement (but no LPE is offered):

- American Sign Language (ASL)
- Arabic
- Dakota
- Greek (biblical, classical, and modern)
- Hebrew (biblical)
- Hmong
- Korean
- Latin
- Ojibwe
- Urdu

Other ancient languages taught at the University—for example, Akkadian, Coptic, or Sanskrit—do not currently fulfill the CLA second language requirement; however, they do count for degree credit and might count toward major requirements. Consult with your CLA student community before you begin study in any language that does not currently offer an LPE and for which there is no fourth semester course at the University. If English is not your first language, you may be exempted from this requirement. See an adviser in your CLA student community to discuss this possibility.
# CLA major advising offices and web sites

<table>
<thead>
<tr>
<th>Major</th>
<th>Office</th>
<th>Phone Number</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American and African Studies</td>
<td>808 Social Sciences</td>
<td>(612) 624-9847</td>
<td><a href="http://www.afroam.umn.edu">http://www.afroam.umn.edu</a></td>
</tr>
<tr>
<td>American Indian Studies</td>
<td>2 Scott</td>
<td>(612) 624-1338</td>
<td><a href="http://cla.umn.edu/amerind/">http://cla.umn.edu/amerind/</a></td>
</tr>
<tr>
<td>American Studies</td>
<td>104 Scott</td>
<td>(612) 624-4190</td>
<td><a href="http://cla.umn.edu/american/">http://cla.umn.edu/american/</a></td>
</tr>
<tr>
<td>Ancient Near Eastern Studies</td>
<td>305 Folwell</td>
<td>(612) 625-5353</td>
<td><a href="http://cnes.cla.umn.edu/undergraduate/undergrd.html">http://cnes.cla.umn.edu/undergraduate/undergrd.html</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td>385B Humphrey</td>
<td>(612) 625-2379</td>
<td><a href="http://cla.umn.edu/anthropology">http://cla.umn.edu/anthropology</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>107 Rapson</td>
<td>(612) 626-1000</td>
<td><a href="http://www.cala.umn.edu/">http://www.cala.umn.edu/</a></td>
</tr>
<tr>
<td>Art</td>
<td>E201 Regis</td>
<td>(612) 625-8096, ext. 0</td>
<td><a href="http://artdept.umn.edu/">http://artdept.umn.edu/</a></td>
</tr>
<tr>
<td>Art History</td>
<td>338 Heller</td>
<td>(612) 624-4500</td>
<td><a href="http://www.arthist.umn.edu/">http://www.arthist.umn.edu/</a></td>
</tr>
<tr>
<td>Asian Languages and Literatures</td>
<td>453 Folwell</td>
<td>(612) 625-6534</td>
<td><a href="http://www.all.umn.edu/undergraduate.html">http://www.all.umn.edu/undergraduate.html</a></td>
</tr>
<tr>
<td>Astronomy</td>
<td>356 Physics</td>
<td>(612) 624-0211</td>
<td><a href="http://www.astro.umn.edu/undergrad/">http://www.astro.umn.edu/undergrad/</a></td>
</tr>
<tr>
<td>B.I.S.</td>
<td>(see Individualized Degree Programs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology, Society, and Environment</td>
<td>223 Snyder (St. Paul Campus)</td>
<td>(612) 624-9717</td>
<td><a href="http://biosci.cbs.umn.edu/">http://biosci.cbs.umn.edu/</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>135 Smith</td>
<td>(612) 624-8008</td>
<td><a href="http://www.chem.umn.edu/">http://www.chem.umn.edu/</a></td>
</tr>
<tr>
<td>Chicano Studies</td>
<td>2 Scott</td>
<td>(612) 624-6309</td>
<td><a href="http://cla.umn.edu/chicano/">http://cla.umn.edu/chicano/</a></td>
</tr>
<tr>
<td>Child Psychology</td>
<td>106 Institute of Child Development</td>
<td>(612) 624-1891</td>
<td><a href="http://education.umn.edu/icd/">http://education.umn.edu/icd/</a></td>
</tr>
<tr>
<td>Classical and Near Eastern Archaeology</td>
<td>305 Folwell</td>
<td>(612) 625-5353</td>
<td><a href="http://cnes.cla.umn.edu/undergraduate/undergrd.html">http://cnes.cla.umn.edu/undergraduate/undergrd.html</a></td>
</tr>
<tr>
<td>Classical Civilization</td>
<td>305 Folwell</td>
<td>(612) 625-5353</td>
<td><a href="http://cnes.cla.umn.edu/undergraduate/undergrd.html">http://cnes.cla.umn.edu/undergraduate/undergrd.html</a></td>
</tr>
<tr>
<td>Communication Studies</td>
<td>278 Ford</td>
<td>(612) 624-7036</td>
<td><a href="http://www.comm.umn.edu/">http://www.comm.umn.edu/</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td>4-192 EE/CS</td>
<td>(612) 625-4002</td>
<td><a href="http://www.cs.umn.edu/ugrad">http://www.cs.umn.edu/ugrad</a></td>
</tr>
<tr>
<td>Cultural Studies and Comparative Literature</td>
<td>350 Folwell</td>
<td>(612) 624-8099</td>
<td><a href="http://cscl.cla.umn.edu/">http://cscl.cla.umn.edu/</a></td>
</tr>
<tr>
<td>Dance</td>
<td>111 Barker</td>
<td>(612) 624-5060</td>
<td><a href="http://cla.umn.edu/theatre/">http://cla.umn.edu/theatre/</a></td>
</tr>
<tr>
<td>Economics</td>
<td>1073 Heller</td>
<td>(612) 625-5893</td>
<td><a href="http://www.econ.umn.edu/">http://www.econ.umn.edu/</a></td>
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<tr>
<td>English</td>
<td>225 Lind</td>
<td>(612) 625-4592</td>
<td><a href="http://english.cla.umn.edu/">http://english.cla.umn.edu/</a></td>
</tr>
<tr>
<td>French and Italian Studies</td>
<td>260 Folwell</td>
<td>(612) 624-4308</td>
<td><a href="http://www.frit.umn.edu/ugrad/frit.htm">http://www.frit.umn.edu/ugrad/frit.htm</a></td>
</tr>
<tr>
<td>Geography</td>
<td>425 Social Sciences</td>
<td>(612) 625-0133</td>
<td><a href="http://www.geog.umn.edu/">http://www.geog.umn.edu/</a></td>
</tr>
<tr>
<td>Geology</td>
<td>104 Pillsbury</td>
<td>(612) 624-1333</td>
<td><a href="http://www.geo.umn.edu/">http://www.geo.umn.edu/</a></td>
</tr>
<tr>
<td>German Studies</td>
<td>205 Folwell</td>
<td>(612) 625-2080</td>
<td><a href="http://www.folwell.umn.edu/gsd/">http://www.folwell.umn.edu/gsd/</a></td>
</tr>
<tr>
<td>Global Studies</td>
<td>232 Social Sciences</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/">http://igs.cla.umn.edu/</a></td>
</tr>
<tr>
<td>Greek</td>
<td>305 Folwell</td>
<td>(612) 625-5353</td>
<td><a href="http://cnes.cla.umn.edu/undergraduate/undergrad.html">http://cnes.cla.umn.edu/undergraduate/undergrad.html</a></td>
</tr>
</tbody>
</table>
**Hebrew**  
305 Folwell  
(612) 625-5353  
http://cnes.cla.umn.edu/undergraduate/undergrad.html

**History**  
660 Social Sciences  
(612) 624-5227  
http://www.hist.umn.edu

**Individualized Degree Programs: B.I.S. and IDIM**  
345 Fraser  
(612) 624-8006  
http://idp.class.umn.edu/

**Italian Studies**  
260 Folwell  
(612) 624-4308  
http://cla.umn.edu/frit/ugrad/italian.htm

**Jewish Studies**  
305 Folwell  
(612) 624-4914  
http://jwst.cla.umn.edu/

**Journalism and Mass Communication**  
110 Murphy  
(612) 625-0120  
http://sjmc.umn.edu/

**Latin**  
305 Folwell  
(612) 625-5353  
http://cnes.cla.umn.edu/undergraduate/undergrad.html

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

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

**Microbiology**  
1460 Mayo  
(612) 624-5947  
http://www.microbiology.med.umn.edu/

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

**Philosophy**  
831 Heller  
(612) 625-6563  
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**  
1482 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.cla.umn.edu/undergraduate/undergrad.html

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

**Scandinavian Languages and Finnish**  
205 Folwell  
(612) 625-2080  
http://www.folwell.umn.edu/gsd

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

**Spanish Studies**  
5c Folwell  
(612) 625-5858  
http://spanport.cla.umn.edu/ugrad.htm

**Spanish-Portuguese Studies**  
5c Folwell  
(612) 625-5858  
http://spanport.cla.umn.edu/ugrad.htm

**Speech-Language-Hearing Sciences**  
115 Shevlin  
(612) 624-3322  
http://www.slhs.umn.edu/

**Statistics**  
313 Ford  
(612) 625-8046  
http://www.stat.umn.edu/Programs/BABS.html

**Studies in Cinema and Media Culture**  
350 Folwell  
(612) 624-8099  
http://cscl.cla.umn.edu/

**Theatre Arts**  
580 Rarig  
(612) 625-6699  
http://cla.umn.edu/theatre/

**Urban Studies**  
348 Social Sciences  
(612) 626-1626  
http://urbanStudies.cla.umn.edu

**Women's Studies**  
425 Ford  
(612) 624-6809  
http://womenstudy.cla.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.

CLA minor advising offices and web sites

The following subjects are only available for minor study; you can complete a minor in the subjects listed on pages 22-23 (with the exception of Ancient Near Eastern Studies, French and Italian Studies, Individualized Degree Programs, Microbiology, Music Education, Music Performance, Music Therapy, and Physiology, which are available for major study only).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Phone</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian American Studies</td>
<td>204 Scott</td>
<td>(612) 624-4190</td>
<td><a href="http://www.cla.umn.edu/aasi/academic.html">http://www.cla.umn.edu/aasi/academic.html</a></td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>305 Folwell</td>
<td>(612) 625-5353</td>
<td><a href="http://cnes.cla.umn.edu/">http://cnes.cla.umn.edu/</a></td>
</tr>
<tr>
<td>Dutch Studies</td>
<td>215 Folwell</td>
<td>(612) 625-4988</td>
<td><a href="http://www.folwell.umn.edu/gsd/">http://www.folwell.umn.edu/gsd/</a></td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>21A Social Science</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/students/eas.htm">http://igs.cla.umn.edu/students/eas.htm</a></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>214 Nolte Center</td>
<td>(612) 624-3331</td>
<td><a href="http://www.iles.umn.edu/esl.htm">http://www.iles.umn.edu/esl.htm</a></td>
</tr>
<tr>
<td>Environmental Geosciences</td>
<td>104 Pillsbury</td>
<td>(612) 624-1333</td>
<td><a href="http://www.geo.umn.edu/dept/students/minor.html">http://www.geo.umn.edu/dept/students/minor.html</a></td>
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<tr>
<td>European Area Studies</td>
<td>232 Social Science</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/students/eur.htm">http://igs.cla.umn.edu/students/eur.htm</a></td>
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<tr>
<td>Austrian and Central European Studies</td>
<td>214 Social Sciences</td>
<td>(612) 626-7705</td>
<td><a href="http://www.cges.umn.edu/">http://www.cges.umn.edu/</a></td>
</tr>
<tr>
<td>Foreign Studies</td>
<td>230 Heller</td>
<td>(612) 626-9000</td>
<td><a href="http://www.umabroad.umn.edu/academic/foreignstudies/">http://www.umabroad.umn.edu/academic/foreignstudies/</a></td>
</tr>
<tr>
<td>History of Medicine</td>
<td>510 Diehl</td>
<td>(612) 624-1909</td>
<td><a href="http://www.med.umn.edu/history/minor.html">http://www.med.umn.edu/history/minor.html</a></td>
</tr>
<tr>
<td>History of Science and Technology</td>
<td>381 Tate</td>
<td>(612) 624-7069</td>
<td><a href="http://groups.physics.umn.edu/hsci/">http://groups.physics.umn.edu/hsci/</a></td>
</tr>
<tr>
<td>Humanities in the West</td>
<td>831 Heller</td>
<td>(612) 625-6563</td>
<td><a href="http://humanities.umn.edu/requirements.html">http://humanities.umn.edu/requirements.html</a></td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>232 Social Science</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/students/las.htm">http://igs.cla.umn.edu/students/las.htm</a></td>
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<tr>
<td>Medieval Studies</td>
<td>131 Nolte</td>
<td>(612) 626-0805</td>
<td><a href="http://www.cmedst.umn.edu/">http://www.cmedst.umn.edu/</a></td>
</tr>
<tr>
<td>New Media Studies</td>
<td>111 Murphy</td>
<td>(612) 624-8593</td>
<td><a href="http://www.inms.umn.edu/">http://www.inms.umn.edu/</a></td>
</tr>
<tr>
<td>Russian Area Studies</td>
<td>232 Social Science</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/students/ras.htm">http://igs.cla.umn.edu/students/ras.htm</a></td>
</tr>
<tr>
<td>South Asian and Middle Eastern Area Studies</td>
<td>232 Social Science</td>
<td>(612) 624-9353</td>
<td><a href="http://igs.cla.umn.edu/students/same.htm">http://igs.cla.umn.edu/students/same.htm</a></td>
</tr>
</tbody>
</table>
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 B.I.S. degree are required to complete a minimum of 50 credits at the 3xxx, 4xxx, 5xxx level within their BIS programs.

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

- Students pursuing the B.F.A., B.I.S., and B.S. degrees are exempt from the requirement to take 18 upper-level credits outside of their major.

Students pursuing the following interdepartmental majors are also exempt: African American and African Studies; American Studies; Biology, Society and Environment; Classical Civilization; Global Studies; Individually Designed Interdepartmental Major (IDIM); Jewish Studies; Studies in Cinema and Media Culture, and 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 percent of their UMTC residency credits with grades of A-D, and up to 25 percent 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 120 total credit minimums. 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 adviser to find out how many 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 B.I.S. degree will allow up to 21 non-liberal arts credits to be used in an area of concentration.
To graduate on time, it’s important to plan ahead. Plan to meet with an adviser in your CLA student community at least once a semester. During your junior year, it’s vital to meet with an adviser in your CLA student community and with your departmental adviser. They will look over your coursework with you to ensure that you aren’t missing any courses and that you are on track for a timely graduation.

In your final balance sheet appointment, your CLA student community adviser reviews your academic record and determines whether you have met all your requirements. If you have completed all degree requirements, he or she then clears you for graduation.

Graduating with honors or distinction

Honors graduates complete college and departmental honors requirements, including completing honors projects in their majors and earning a minimum grade point average (GPA) of 3.5 for the last 60 credits of their undergraduate career. Students meeting these requirements may graduate cum laude. Students graduating magna cum laude have a minimum GPA of 3.66. Students graduating summa cum laude have a minimum GPA of 3.75 and have completed a thesis that has been approved by three readers, one of whom is outside the discipline of the major. If interested in applying for admission to Honors-CLA (HCLA), you can obtain an application from their web site, http://www.cla.umn.edu/honors/.

You do not have to be in HCLA to graduate with distinction or with high distinction. Students graduating with distinction must have a cumulative GPA of 3.75 or higher in University of Minnesota coursework at the time of graduation; students graduating with high distinction must have a cumulative GPA of 3.90 or higher. At least 60 of the total number of semester credits must have been completed at the University.

During your senior year, you’ll need to take these steps in order to graduate:

- Make an appointment with an adviser in your CLA student community to review all remaining graduation requirements.
- Apply for graduation in the CLA Student Information Office in 49 Johnston Hall. The deadline, available on the University’s One Stop web site at http://www.onestop.umn.edu (under Graduating), is strictly enforced.
- Before the end of your final term, if your major is one of the following, meet with your departmental adviser to complete a final major clearance form or updated major program form and bring a copy to your CLA student community:
  - American Studies
  - Anthropology
  - American Indian Studies
  - Asian Languages & Literatures
  - Astronomy
  - Bachelor of Individualized Studies
  - Chicano Studies
  - Cultural Studies & Comparative Literature
  - Dance
  - Global Studies
  - History
  - Individually Designed
  - Interdepartmental Major
  - Jewish Studies
  - Mathematics
  - Music
  - Physics
  - Spanish Studies
  - Russian
  - Spanish-Portuguese Studies
  - Studies in Cinema & Media Culture
  - Women’s Studies

Graduate in Four Years

http://www.class.umn.edu/steps

http://www.onestop.umn.edu

Check out these web sites and print out an APAS report to help you monitor your degree progress.
• If your major is not one of the above, **any changes in your major program** must be approved by your departmental adviser by submitting an amendment or revised major program form to your CLA 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  
  Italian Studies  
  Philosophy  
  French and Italian Studies

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

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

• Attend a **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. Summer and fall graduates attend the December ceremony; spring and intersession graduates attend the May ceremony.

• You may purchase a **cap, gown, and tassel** from the University of Minnesota Bookstore at Coffman Union several weeks before the ceremony.

After your CLA student community adviser clears you for your degree, a congratulatory postcard will be sent to you. Within four to six weeks after you are cleared for graduation, a graduation notation will appear on your transcript listing the degree earned, major(s) and minor(s) received, honors earned, date, and college granting the degree. Your diploma will be mailed to you three to four months after graduation. The diploma will list your name, the degree earned, and the date (one diploma per degree—not major—is awarded).

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

**Lack notices**

If you do not complete all degree requirements by the end of the term that you applied to graduate, your CLA student community will send you a lack notice after the grades have been posted for that term. This form will list requirements not yet completed, including major or minor approval forms not yet submitted to your CLA 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.

You must notify your CLA student community when you complete all degree requirements. Your degree could be delayed by several semesters if you fail to do so.
Putting it all together: Your APAS report

Your APAS (Academic Process Audit System) report, also known as a degree audit, provides you and your adviser with information about your progress toward fulfilling 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, courses in progress, and courses and credits still required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>3</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>6</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>3</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>6</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

As long as requirements are unmet, this message will remain on your APAS.

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Requirement complete</td>
</tr>
<tr>
<td>-</td>
<td>Requirement not complete</td>
</tr>
<tr>
<td>R</td>
<td>Repeatability note</td>
</tr>
<tr>
<td>S</td>
<td>Course substitution note</td>
</tr>
<tr>
<td>W</td>
<td>Course write note</td>
</tr>
<tr>
<td>X</td>
<td>Course cross-reference note</td>
</tr>
</tbody>
</table>

Credits taken toward the number of credits required for graduation:

- 12 credits
- 15 credits
- 18 credits

Credits taken toward the number of applied music, physical education, and study skills:

- 3 credits
- 6 credits
- 9 credits

Credits taken toward the number of 3xxx-5xxx level credits:

- 2 credits
- 4 credits
- 6 credits

Credits taken toward the CLA residency requirement:

- 30 credits
- 40 credits
- 50 credits

Credits taken toward the freshman writing requirement:

- 1 credit
- 2 credits
- 3 credits

---

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

These symbols are used on your APAS to indicate whether your requirements are complete.
<table>
<thead>
<tr>
<th>Credits taken</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>toward the</td>
<td>college writing requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>physical and biological sciences requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>history and social sciences requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>arts and humanities requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>mathematical thinking requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>designated themes requirement</td>
</tr>
<tr>
<td></td>
<td>for the diversified core curriculum</td>
</tr>
<tr>
<td></td>
<td>second language requirement</td>
</tr>
<tr>
<td></td>
<td>for the second language</td>
</tr>
</tbody>
</table>

### Semester Curriculum Liberal Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversified Core - Physical and Biological Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Diversified Core - Ethical and Social Science</td>
<td>3</td>
</tr>
<tr>
<td>History and Social Sciences Courses</td>
<td>3</td>
</tr>
<tr>
<td>Designated Themes - Citizenship and Public Ethics</td>
<td>1</td>
</tr>
<tr>
<td>Designated Themes - Cultural Diversity</td>
<td>1</td>
</tr>
<tr>
<td>Designated Themes - Environment</td>
<td>1</td>
</tr>
<tr>
<td>Designated Themes - International Perspectives</td>
<td>1</td>
</tr>
<tr>
<td>Second Language Requirement</td>
<td>4</td>
</tr>
<tr>
<td>History of Crusade</td>
<td>1</td>
</tr>
</tbody>
</table>

### End of Report
Graduating in Four Years

Many University of Minnesota students realize 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. Students who take 13 or more credits each term could save thousands of dollars over the course of their undergraduate careers.

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for at least 15 credits each term in order to complete at least 30 credits by the end of your freshman year.</td>
<td>Fall and spring semester</td>
</tr>
<tr>
<td>Complete any missing high school preparation requirements.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Complete the freshman composition requirement.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Complete two semesters of a second language.</td>
<td>We strongly encourage you to begin fall semester.</td>
</tr>
<tr>
<td>Consider taking a freshman seminar.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Enter courses on the online four-year planning tool.</td>
<td>Fall and spring semester</td>
</tr>
<tr>
<td>Choose one or more possible majors and investigate them by meeting with a departmental adviser(s) or taking an introductory course in the major.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Investigate study abroad opportunities at the Learning Abroad Center.</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 and spring semester</td>
</tr>
<tr>
<td>Make a checkback appointment with your CLA adviser.</td>
<td>Fall and spring semester</td>
</tr>
</tbody>
</table>

## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for at least 15 credits each term; complete at least 60 credits by the end of summer term your sophomore year.</td>
<td>Fall and spring semester</td>
</tr>
<tr>
<td>Begin taking 3xxx-level courses.</td>
<td>Fall and/or spring semester</td>
</tr>
<tr>
<td>Make substantial progress on completing your liberal education requirements.</td>
<td>Fall and spring semester</td>
</tr>
<tr>
<td>Complete the second language requirement You will need to take any remaining courses and do one of the following: (1) earn a C-, S, or better, in a fourth semester class or (2) pass the Language Proficiency Exam (LPE).</td>
<td>We strongly encourage you to complete the second language requirement by the end of your sophomore year.</td>
</tr>
<tr>
<td>Enter courses on the online four-year planning tool.</td>
<td>Fall and spring semester</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 through the Career and Community Learning Center.</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>Explore possible internship, study abroad, or service learning opportunities. Begin investigating possible career paths through the Career and Community Learning Center.</td>
<td>Fall or spring semester</td>
</tr>
<tr>
<td>Make a checkback appointment with your CLA adviser.</td>
<td>Fall and spring semester</td>
</tr>
</tbody>
</table>
It’s all in the planning

You can finish most major programs at the University, along with all other degree requirements, in four years. 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.

## JUNIOR YEAR

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for at least 15 credits each term; complete at least 90 credits by the end of summer term your junior year.</td>
<td>Fall and spring semester</td>
</tr>
<tr>
<td>Complete general-education requirements (liberal education and CLA-specific requirements).</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Enter the courses proposed for your senior year in the online four-year planning tool, and review the plan with your CLA adviser.</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Consider doing individual work with a faculty member. Cultivate relationships with faculty members who can write you a letter of recommendation.</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Consider participating in an internship, study abroad, or service learning opportunity.</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Begin investigating possible career paths through the Career and Community Learning Center.</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Investigate graduate and/or professional school interests.</td>
<td>By the end of your third year</td>
</tr>
<tr>
<td>Meet with an adviser in your CLA student community for a balance sheet appointment, where you and your adviser will review your remaining requirements.</td>
<td>Before registering for fall semester of your senior year.</td>
</tr>
</tbody>
</table>

## SENIOR YEAR

<table>
<thead>
<tr>
<th>What?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete your major requirements.</td>
<td>By the end of your fourth year</td>
</tr>
<tr>
<td>Participate in an internship.</td>
<td>By the end of your fourth year</td>
</tr>
<tr>
<td>Apply to graduate or professional school(s), if appropriate. Entrance exams for graduate programs, such as the GRE, MCAT, and LSAT, are offered early in fall term.</td>
<td>By the end of fall semester (in general)</td>
</tr>
<tr>
<td>Complete your resume and career preparation. Consider participating in a Career and Community Learning Center workshop.</td>
<td>By the end of your fourth year</td>
</tr>
<tr>
<td>Apply for graduation.</td>
<td>The first week of your last semester</td>
</tr>
<tr>
<td>Make an appointment with your college adviser for a final balance sheet appointment.</td>
<td>By the end of your last semester</td>
</tr>
<tr>
<td>Prepare for post-graduation success.</td>
<td>By the end of your fourth year</td>
</tr>
</tbody>
</table>
Section 5
Planning Your Registration

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, please read the information below.

Course levels
In the online Class Schedule you will notice that courses have different numbers. Below is a guide showing 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 second, third, and fourth-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 13 or more credits per term. For some financial aid purposes, 12 credits is considered full-time, but 15 credits may be necessary for full-time status in other circumstances. Remember that you must average 15 credits per term to stay on track to graduate in four years. Twenty credits is the maximum number of credits that undergraduates can take in either fall or spring term, without the approval an adviser in their CLA student community.
13-Credit registration requirement
Effective fall 2005, all degree-seeking undergraduates at the Twin Cities campus are expected to register for at least 13 credits each 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/ for common questions about the policy (including exemptions).
- Visit the University’s One Stop web site at http://www.onestop.umn.edu (under Registration) for more information about the 13-credit policy.
- Contact an 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 minus. 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. No major or minor courses or prerequisites may be taken on the S-N option. Seventy-five percent of total credits here must be taken A-F, but never fewer than 30 credits.

Although it is rare, students may also register to audit a class. If you register to audit a class, a V (for visitor) is noted on your transcript. Although you pay tuition for the course, you are not required to complete assignments for the class and you do not receive credit or a grade.

There are strict deadlines for changing grade base options after your initial registration. See Making Changes to Your Registration on page 41.
Online resources to plan your schedule

Online resources can help you choose courses that fulfill liberal education requirements.

See the courses that complete the diversified core curriculum or the designated themes of liberal education at the One Stop web site, http://onestop.umn.edu/ (under Registration/Liberal Education Requirements).

Click on the link to the specific theme or core, such as the arts and humanities core or cultural diversity theme, that you would like to fulfill.

Then, view the table (sample shown below) to find the courses that fulfill the selected core or theme. The table will also show the other liberal education requirements that the course fulfills.

The following abbreviations are used in the table to indicate specific liberal education requirements:

- **Diversified Cores:** OH (Arts and Humanities); Bio/L (Biological Sciences with lab); HP (Historical Perspective); Lit (Literature); Math (Mathematical Thinking); Phys/L (Physical Sciences with lab); SocSci (Social Science)
- **Designated Themes:** C/PE (Citizenship and Public Ethics); CD (Cultural Diversity); Envt (Environment); IP (International Perspectives)
- **Writing Intensive:** WI
Using the Class Schedule

The Class Schedule can be found online at the One Stop web site, http://www.onestop.umn.edu/ (under Quick Links). To see course listings, you must first select the appropriate term and subject.

Use this pull-down menu to select from current and upcoming academic terms.

Select the desired academic department in the subject pull-down menu.

Click the "View" button to see course listings for the selected term and department.

View course listings from previous terms and select advanced search options by clicking on the appropriate link.

After selecting the appropriate term and department, you will see course listings similar to the one below.

Department or division
Course number
Departmental course designator
Time the class meets; this course has a lecture that meets on Tuesday and Thursday from 8:15-9:30 a.m.
Class number; you will use this number to register for your class.
Section number
The instructor’s name links to his or her e-mail address.

Course title
Links to the course guide (for the course description), the bookstore (for the book list), and the section status (for a listing of open spaces in each section).

This section is used to list liberal education requirements the course fulfills, prerequisites required to take the course, or other course information (such as whether the course is cross-listed).

Lab location; the name links to a map to this hall.

Credits for the course; this course is worth 4 credits.

Section status. There are 20 seats in this section and 19 are currently filled.

In addition to the lecture, you must register for a lab. This lab meets on Tuesdays from 12:20-2:15 p.m.
**Liberal education requirements course planning worksheet**

Using the online 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 online at the One Stop web site, http://www.onestop.umn.edu (under Registration/Liberal Education Requirements). See page 34 for information on how to use it.

<table>
<thead>
<tr>
<th>Physical Science with Lab (Phys/L)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological Science with Lab (Bio/L)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Historical Perspectives (HP)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences (SSci)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature (Lit)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Humanities (OH)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematical Thinking (Math)</th>
<th>Designated Theme?</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Designator</td>
<td>Course #</td>
<td>Title</td>
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<td></td>
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</tbody>
</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 pages 28-29 to learn how completed requirements are indicated on the report.

<table>
<thead>
<tr>
<th>Cultural Diversity (CD)</th>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Diversified</th>
<th>Writing Intensive?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>International Perspective (IP)</th>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Diversified</th>
<th>Writing Intensive?</th>
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</thead>
<tbody>
<tr>
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<th>Environment (Envt)</th>
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<th>Citizenship and Public Ethics (C/PE)</th>
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<th>Second Language</th>
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Questions for your adviser:

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Completing the course request form

Use the online Class Schedule to select possible courses. In the example below, the student has correctly used the Class Schedule to select a lab and lecture section for his or her astronomy course.

Enter all other courses into the course request form, which is shown below. The lower portion of the form can help you manage your time to avoid course conflicts while choosing your courses.
Registration planning: Freshmen

You will need:

- the online Class Schedule and Course Guide — both can be found on the One Stop web site at http://www.onestop.umn.edu/ (under Quick Links)
- the liberal education requirements course planning worksheet (found on pages 36-37 of this handbook)
- open course list
- planning copy of the course request form

Use the Course Guide, Class Schedule, and the course planning worksheet to record courses that you are considering for each of the liberal education requirements and the second language requirement. Use the Class Search tool, found on the University’s One Stop web site, http://www.onestop.umn.edu (under Quick Links), to search open courses by time, day of the week, or requirements. To see which courses meet the liberal education requirements, go to One Stop (under Registration). 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.

Put together a tentative schedule using the planning copy of the course request form. As you plan, you might also want to pencil in any other time commitments that you will have, such as work, family obligations, and so on.

Planning for success your first year in college

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 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 per week. 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.

Learning and Academic Skills Center
http://www.ucs.umn.edu/lasc

The Learning and Academic Skills Center has classes and workshops that can help you improve your grades, learn studying skills, and deal with issues that can affect your academic success like procrastination and test-taking anxiety.
Registration Planning: Transfer Students

You will need:

- the online Class Schedule and Course Guide—both can be found on the One Stop web site at http://www.onestop.umn.edu/ (under Quick Links)
- the liberal education requirements course planning worksheet (found on pages 36-37 of this handbook)
- open course list
- planning copy of the course request form (green half-sheet)
- your TRAC report (Transfer Record of Articulated Courses) and/or your APAS (Academic Progress Audit System) report

As you plan your registration, keep in mind that coursework from your previous school may fulfill liberal education and other requirements. Your TRAC report and your APAS report will show which requirements your coursework fulfills. Your adviser will help you interpret these reports.

To plan your registration, use the Course Guide, Class Schedule, and the course planning worksheet to record courses that you are considering for each of the requirements that you have not satisfied. Use the Course Search tool at the University’s One Stop web site, http://www.onestop.umn.edu (under Quick Links), to search open courses by time, day of the week, or requirements. To see which courses meet the liberal education requirements, go to One Stop (under Registration). Remember that some courses may overlap and fulfill more than one requirement.

Put together a tentative schedule using the planning copy of the course request form. As you plan, you might also want to pencil in any other time commitments that you will have, such as work, family obligations, and so on.

Making a success of your first year at the University of Minnesota

Keep in mind these goals for a successful first year:

- Meet with an adviser in your CLA student community at least once each semester to make sure 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 as soon as possible.
- Remember that at least 48 of the 120 total credits must be taken in 3xxx, 4xxx, or 5xxx-level courses. See pages 24–25 regarding distribution of these courses.
- Remember that you are required to declare a major by the time you have completed 60 credits. The process of declaring a major includes completing a major program form with your major adviser and filing a copy in your CLA student community (see page 19 for details). If you are still unsure about what you want to major in, talk with an adviser in your CLA student community.
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 and see your college or major adviser before registration to make sure you have completed 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, 130 Coffey Hall, or 130 West Bank Skyway. However, the University puts some restrictions on when you can cancel or add classes. You need to know the following semester deadlines.

Through the end of the first week of classes:
- You can add classes.
- You can change sections.
- You can change grading systems between A-F and S-N.
- You can cancel classes with no record of it showing on your transcript.

Through the end of the second week of classes:
- You can add classes, but only with the instructor’s approval.
- You can change sections, but only with the instructor’s approval.
- You can change grading systems between A-F and S-N.
- You can cancel classes with no record of it showing on your transcript.

For weeks three through eight:
- You cannot add classes without approval from the instructor and your CLA student community. You will need to file a petition in your CLA 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 CLA student community know before the end of the second week.
- You can withdraw from classes, however, a W will appear 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 an adviser in your CLA student community for possible alternatives.
- You cannot change your grade base without approval from your CLA student community. Note that these types of approvals are almost never given.

For weeks nine through fifteen (sometimes sixteen):
- You cannot add classes without approval of the instructor and your CLA student community (see information for adding classes during weeks three through eight).
- You cannot withdraw from classes without approval of your CLA student community. A W will show on your transcript if you are allowed to withdraw.
- You cannot change your grade base without approval from your CLA student community. Note that these types of approvals are almost never given.

online resources

Drop/Add Requirement
http://www.onestop.umn.edu
For more information about uniform drop/add requirements (under Registration/How to Change Your Registration).
More on withdrawals 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 should take action early. Your instructor and your adviser can direct you to the many University resources to help students succeed. However, if you decide that you need to request college permission to drop 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 (extenuating usually means circumstances that are beyond your control)

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 by the date on the petition — and 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. You may also need time to provide the required documentation of your extenuating circumstances. Notify your CLA student community as soon as possible in cases where extenuating circumstances are present.

Registration deadlines and requirements can be found at the One Stop web site, http://www.onestop.umn.edu (under Registration/How to Change Your Registration). You should note cancelling and adding deadlines in your calendar each term. These deadlines are decision points for you. At these times you should 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 one term (not including intersession or summer session), you should contact your CLA student community to discuss taking a leave of absence. An adviser in your CLA student community can help you plan a constructive leave of absence and prepare you for returning to the University when you are ready.
More on registration

Refunds and financial aid

If it becomes necessary for you to withdraw from your class(es), you may be eligible for a partial tuition refund. If so, the refund amount will be determined by the date you canceled your registration. It also determines if you are responsible for paying back any financial aid funds you may have received for the term. See the One Stop web site at http://www.onestop.umn.edu/ (under Financial Aid) for 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 One Stop Student Services for more information.

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. 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.

All charges and credits applied to your account are recorded on your online billing statement. Approximately two weeks after the semester begins, you will receive an e-mail notice to your University account that your account bill is ready to be viewed electronically. You can obtain more information about billing and payments on the One Stop web site at http://www.onestop.umn.edu/ (from Tuition & Billing, link to UM-Pay Electronic Billing and Payment Services for Students).
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 one (seniors), three (juniors), five (sophomores), and seven (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 two (seniors), four (juniors), six (sophomores) and eight (freshmen). More information about registration and determining your queue times can be found at the One Stop web site, http://www.onestop.umn.edu/(under Registration).

Fees

All University students are charged fees in addition to tuition. Those fees may include 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 others are refundable. More information on fees charged can be located on the One Stop web site at http://www.onestop.umn.edu/(under Tuition and Billing/Tuition Rates and Fee Information).

Understanding holds and clearing them

If you have a hold on your record, you may not be allowed to register for classes. In many cases you are not allowed to 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 because delayed action on your part may result in a later registration time. 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 resolve the issue with the office that authorized the hold. You can determine if you have any holds and obtain more information about where to clear holds at the One Stop web site, http://www.onestop.umn.edu/(under Registration/Holds).
Academic probation

One of the ways that CLA measures the progress you are making toward your degree is by monitoring your grade point average (GPA). You must maintain a minimum GPA of 2.0 (or C) each term at the University, and a cumulative 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 will be placed on academic probation. When on probation, a hold is placed on your record that requires you to meet with an adviser in your CLA student community prior to registration for the following 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 an adviser in your CLA student community if you think you are in danger of being placed on probation or of being suspended or if you have questions about your academic status.

We’re here to help!

If you have a problem or a concern, your CLA student community can help you look at your options and decide on your next step. Contact us! See page 6 for contact information.
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.

Reprinted with permission from the Center for Academic Integrity, Fundamental Values Project, Kenan Ethics Program, Duke University.

University of Minnesota Conduct Code

The University of Minnesota Student Conduct Code states: Subd: 1 Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.
Forms of Scholastic 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 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.

With permission, portions of this section were adapted from the Student Academic Integrity brochure, University of Oregon.

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 “one-time only” drop).
The College of Liberal Arts provides all students at the University of Minnesota a place 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, however, you are considering transferring to another college within the University, you should:

- Consult the Undergraduate Catalog, which has admissions information for all the University’s colleges. Copies of the catalog are available at the University bookstores.
- Contact your student community 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 offered by each college at the University and contact information.

**Carlson School of Management**

**Student Services**

(612) 624-3313

http://www.csom.umn.edu

- Accounting (B.S.B.)
- Actuarial Science (B.S.B.)
- Entrepreneurial Management (B.S.B.)
- Finance (B.S.B.)
- General Management –
  - Self-Designed (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 (800) 866-AGRI

http://www.coafes.umn.edu

- Applied Plant Science (B.S.)
- Agricultural and Food Business Management (B.S.)
- Agricultural, Food, and Environmental Education (B.S.)
- Agricultural Industries and Marketing (B.S.)
- Animal Science (B.S.)
- Applied Economics (B.S.)
- Applied Plant Science (B.S.)
- Crops and Soil 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
http://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
http://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
http://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. Students 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 his or her program, and seek increased responsibility for his or her undergraduate education, then ICP may be the right program. Contact an ICP adviser for further information.

Program for Individualized Learning
(612) 624-4020
http://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.
To access licensure programs in the College of Education and Human Development (CEHD), 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.)

CEHD offers bachelor of science degrees for the following majors:

- Agricultural Education (B.S.)
- Business and Industry Education (B.S.)
- Business and Marketing Education (B.S.)
- Foundations of Education: Early Childhood (B.S.)
- Foundations of Education: Elementary (B.S.)
Health Sciences
Health and Natural Sciences Student Community
(612) 624-6044
http://hns.class.umn.edu

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 advisors, APAS reports and planning sheets available in the CLA Health and Natural Sciences Community in B-18 Johnston Hall or online (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. Because premed is not a major, they will need to choose an undergraduate 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) 624-1717
http://www.che.umn.edu

Clothing Design (B.S.)
Family Social Science (B.S.)
Food Science (B.S.)
Graphic Design (B.S.)
Housing Studies (B.S.)
Interior Design (B.S.)
Nutrition (B.S.)
Retail Merchandising (B.S.)
College of Natural Resources
CNR Student Services Office
(612) 624-6768
http://www.cnr.umn.edu

Bio-based Products (B.S.)
Environment and Natural Resources (B.S.)
Fisheries and Wildlife (B.S.)
Forest Resources (B. S.)
Recreation Resource Management (B. S.)
Urban and Community Forestry (B. S.)

Institute of Technology
Admissions
(612) 624-8504
http://www.it.umn.edu

Aerospace Engineering (B.S.)
Astrophysics (B.S.)
Bio-based Products Engineering (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.)
class advising web
www.class.umn.edu

planning your degree
registering for classes
using your student community
graduating in four years