

Registration tips

Getting the class you want

Registration in Extension classes is on a first-come, first-served basis. So, the best way to obtain space in a limited class is to register early - by mail.

Mail registration: Mailing in your registration is easy and convenient for both you and the Extension Classes registration office. You avoid standing in line and the registration office can schedule staff time efficiently.

Try to time submission of your registration form and tuition check so that it is received by the registration office on the first day of mail registration (August 15 for fall quarter). Usually, if you mail your registration on Friday or Saturday, it is received on Monday and processed as the first day's mail.

Second choice: Some classes or sections of classes fill on the first or second day of registration. If you have an alter-

nate section or course you are willing to accept, be sure to indicate that in an attached note or on an alternate choice form (available by calling 376-3000).

Early registration permission: If you are in a degree or certificate program and must have a particular class that is a program or graduation requirement or a prerequisite for other courses, you may receive early registration permission to insure you receive a spot in class. You must make your request in writing and you must include transcripts. Special permission requests are reviewed by the Extension Counseling Office. Your request should be submitted at least three weeks before the start of mail registration. See page 25 in the bulletin.

No more telephones: Telephone space reservations have been discontinued this year. Instead, the mail registration period has been extended by one week. We hope that will promote additional use of mail registration and allow for better processing of registrations. In the past, busy telephones and already filled classes were discouraging or frustrating, we know, to many people who hoped to reserve space in limited classes by telephone.

Closed classes: If the class you wanted is filled when you try to register, you can wait to see if spots in the class become available after the close of the

continued page 5

See fall registration dates, page 3

Education is for everyone

You'll find "education for everyone" in Extension offerings for 1983-84 - from one-day noncredit courses to master's degrees you can earn through evening attendance.

That's why so many people, with such a variety of backgrounds and interests, take University of Minnesota Extension classes each year.

Extension classes provide the educational opportunities important to advancing your career, or completing a degree, or just studying something that is really important to you.

New courses, registration information, and details on student services are featured in this issue of **Info**, but be sure to look through the new 1983-84 Extension Classes bulletin that describes all the learning possibilities available to you through Extension. Call 376-3000 to request registration materials or a bulletin if you don't have one.



Planning — the key to your career

Now that the economy is improving, many adults are taking the time to reassess their careers. The career planning workshop offered through the Extension Counseling Office helps participants to identify their occupational interests, skills, and values.

An interest inventory is administered, and self-discovery exercises are assigned. Lectures relating to different aspects of the job market, decision making, and goal setting are presented, also.

The workshop will meet Mondays, Sept. 19-Oct. 24, from 6 to 8 p.m. in Nolte Center. Cost is \$95. Call 373-3905 for registration information.

The Extension Counseling Office also provides vocational testing and counseling on an individual basis. As of July 1, fees for testing are \$72 for students and \$110 for nonstudents. (Cost figures on page 33 in the bulletin are incorrect.) Call 373-3905 for information.



Maybe things will be looking up for Gopher football coach Joe Salem this year. Although his team's 3-8 record last year was a disappointment, Saturday night football was a success with considerable increases in attendance and fan interest when Gopher football moved into the Hubert H. Humphrey Metrodome. Extension students who register for three credits or more this fall are eligible to purchase season football tickets at student rates (\$22.50 for five games). The seating is reserved for each game and a guest adjacent season ticket may be purchased for the same price. See pages 497-498 in the bulletin for details. (References in the bulletin to six games are incorrect; there are five home games.) Since proof of enrollment is required to pick up or purchase tickets, students may want to register in person (opens September 7) and pay fees immediately so they have a receipted fee statement to present when obtaining tickets (available the week before the first game - September 12 to 16). The first game is September 17 with Nebraska. Other home games are with Purdue, Wisconsin, Illinois, and Michigan.

Come visit us September 7

It's time again for our annual fall open house - and you're invited.

If Extension is new to you, if you want to get acquainted with the campus, or if you have questions about "where" and "how," come to the Extension Classes open house, Wednesday, September 7 in the Nolte Center Lounge (315 Pillsbury Drive S.E.) on the Minneapolis campus. Hours are 5 to 8 p.m.

Staff members and program advisers will be on hand to answer your questions about registration in classes, degrees and certificates, bookstores, and student services. In-person registration for fall quarter and fall semester classes begins the same day.

Departmental advisers can explain courses and programs in their departments and colleges and how they relate to Extension; these include English, engineering, mathematics, accounting, University Without Walls, School of

Management, and General College.

Special sessions on study tips and what to expect in college classes are scheduled, also. Sources for study skills help will be explained.

Representatives from other departments in Continuing Education and Extension can answer questions about correspondence courses, radio and television courses, and noncredit courses and seminars. Helpful bulletins and literature describing those courses and programs will be available.

You don't have to be an Extension student to attend. Even if you have no specific questions, stop in for a cup of coffee or cider and get acquainted.

Free babysitting will be offered in Nolte Center, and you can park free in Nolte Center garage. See the parking and campus maps near the end of the Extension Classes bulletin for locations. Questions? Call us at 376-7500.

Course costs vary by level and by college

Tuition for Extension classes varies by course level and the per-credit rate of the college offering the credits. The tuition rate times the number of credits the course carries - plus any course fees or special fees - determines the course cost.

All 1000-level courses, regardless of college, are \$34 a credit. Certificate credit courses, entrance credit courses, and most other 0000-level courses have tuition computed at this rate, also.

For 3000- and 5000-level courses, the following per-credit tuition rates by college are used (rates subject to regents approval).

| | |
|------------------------------|-------|
| General College | 34.25 |
| Liberal Arts | 34.75 |
| Management | 37.75 |
| Agriculture | 40.50 |
| Home Economics | 40.50 |
| Education | 40.75 |
| Institute of Technology | 40.75 |
| Biological Sciences | 41.50 |
| Forestry | 43.75 |
| Public Health | 44.50 |
| Pharmacy | 45.00 |
| Nursing | 48.50 |
| Medical School | 53.00 |
| Graduate School (8000-level) | 68.00 |

Students who register for graduate credit pay the indicated CEE cost listed with the course. However, if the credits are transferred to the Graduate School record, the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted on the graduate program. The tuition difference charged will be the difference between the rates in effect when the credits are transferred.

BWCA study tour combines natural history, literature

Registration is open now for an early fall special term class, IC 0900 **The Singing Wilderness: Sigurd Olson's Boundary Waters Canoe Area**. Dates are Sept. 8-11 for this Study and Travel Adventure to Ely that focuses on Olson's writings about humans and nature; social and natural history of the area. No credit, no tuition, \$185 course fee (includes transportation, meals, lodging, field trips); total \$185. No camping required. Call 376-7500 now for an itinerary and registration materials.

Learning made easy and entertaining

Informal Courses return this fall with a variety of both new and back-by-popular demand courses.

There are no credits, no grades, and no transcripts in Informal Courses – just interesting lectures, lively discussion, and sometimes a guest speaker or a field trip. Most classes meet four to eight times.

A few classes are listed briefly here. Be sure to see the Informal Courses section of the noncredit course offerings in the bulletin (starting on page 421) for complete course descriptions.

Arts and Humanities

IC O108 **Introduction to Color Photography.** Lectures and demonstration of equipment, processes; supervised assignments in the studio and outdoors.

IC O116 **Twin Cities Theatre: Roots and Wings.** An inside look at some of the best local theatre in the country; meet with artists; performances (admission extra).

IC O167 **Printmaking.** Creative and individual approach; techniques of design and process.

IC O168 **Studio Art Painting in Oils and Acrylics.** Improve skills, encourage personal ideas in oils and acrylics.

Other courses: watercolor, Russian literature, understanding movies, more.

Nature and the Outdoors

IC O206 **Minnesota's Woodlands: Trees and Forests.**

IC O211 **Minnesota Waterfowl.** Natural history, conservation practices, field trips.

IC O254 **Super-Insulated and Energy-Efficient New Construction.** Earth-sheltered, super-insulated, other design options, equipment; financing; cost saving evaluation.

IC O287 **Outdoor Survival Workshop.** How to become physically and mentally capable of handling a survival circumstance; firecraft, psychology, effects of cold and heat, emergency survival kits; field trip.

IC O294 **Sailing: Basic Techniques.** For the absolute novice; techniques, boats, gear, costs.

Other courses: nature photography, bird identification, Minnesota ecology.

Growth and Development

IC O436 **Magazine Writing.** How to find ideas for articles; writing techniques; contacting editors; manuscript submission.

IC O441 **Newsletter Workshop: Writing and Layout.** Two separate classes.

Improve your organization's newsletter – the way it looks or the way it reads.

IC O494 **Gene Cloning: Genetic Engineering.** The risks, responsibilities, and regulations of recombinant technology and gene manipulation.

IC O574 **Small Landlords and Legal Matters.** Leases and rental agreements, deposits, eviction, inspections and code,

insurance and liability, using conciliation court.

Other courses: yoga, home computers, traveling in France, the Soviet Union, more.

Many classes have limits on enrollment. Register as early as possible to avoid disappointment.

Fall registration

Registration for fall classes begins in just a few weeks. Dates and procedures are outlined here, but be sure to refer to the new 1983-84 Extension Classes bulletin, pages 10-13 and 20-24, for complete information.

MAIL REGISTRATION

August 15 to September 14: Registration forms with checks will be accepted by mail at 101 Westbrook Hall for limited- and nonlimited-enrollment classes. To request registration forms, call 376-3000.

Students must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check.

Registrations are processed daily; early registrations (received before August 15) will be returned to the student.

If your limited class is closed, your registration and check will be returned. If there is an acceptable alternative section or course you want, include an alternate choice form or a note giving your second and third choices.

TELEPHONE REQUESTS FOR LIMITED-ENROLLMENT CLASSES

Requests for space in limited classes are no longer accepted by telephone. Students should register early by mail.

IN-PERSON REGISTRATION

September 7 to 14: Registrations will be accepted at 101 Westbrook Hall on the Minneapolis campus; at the MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis; or at the downtown St. Paul registration booth in the Northwestern National Bank Building, Fifth and Minnesota. See page 11 in the bulletin for registration hours. All registration offices are closed weekends.

Off-campus classes: Students should register by mail for classes held at neighborhood centers. **In-person registrations are not accepted at neighborhood centers.** Extension classes are held at Minnetonka High School, Richfield High School, Robbinsdale/Armstrong Senior High School (Plymouth), Irondale High School (New Brighton), and Alexander Ramsey High School (Roseville). Registration materials are available during regular business hours at the school district offices and education centers listed on page 25 in the bulletin.

September 14 is the last day to register without a late fee for most fall quarter and fall semester classes.

Fall classes begin the week of September 26.



Every year it's something new

Corrections to information in the bulletin, as well as some new sections or other changes, are listed below. See also the "bulletin changes" section that appears each month in **Info** for updated information about courses or procedures.

Corrections

Dates for **summer terms** in 1984, listed on the inside back cover, are incorrect. The correct dates (also listed on page 18) are June 11 to July 13 for the first 5-week term, July 16 to August 17 for the second 5-week term, and June 11 to August 17 for the 10-week term.

The **certificate application fee** for this year will be \$12, not \$10 as printed in the bulletin (page 547). Also, the certificate completion fee is \$15 for 1983-84.

New policies, sections, programs

Effective fall quarter, a \$2 charge will be assessed for each **official transcript** request. See the section on "grade reports and transcripts" on page 42 in the bulletin.

Telephone reservations for space in limited-enrollment classes no longer will be accepted. Students must register by mail or in person. Mail registration has been extended by one week.

The **Master of Business Taxation** degree program, available through Extension for some time, is now described in the bulletin. See page 545.

A new certificate in **geriatric pharmacy** is available, although requirements were not completely set at press time. Call Continuing Education in Pharmacy for information, 376-5313.

The **Course Offerings** section is now divided into two parts, credit and non-

credit courses. Noncredit programs follow the credit courses (starting on page 421) and have a red bar on the margin of righthand pages. These non-credit classes include Informal Courses, Professional Improvement Courses, and MacPhail courses.

New areas of courses this year include **Comparative Literature**, **Hindi** (see

South and Southwest Asian Studies), and **Modern Greek** (see Foreign Studies, page 187).

In the listings under **Insurance**, new programs are described for the designations Certified Financial Planner and Chartered Life Underwriter/Chartered Financial Consultant.

We're in your neighborhood

In addition to the centrally located Minneapolis and St. Paul campuses of the University, Extension classes are held at five suburban neighborhood locations.

Classes at these local school buildings usually have limits on enrollment, so early registration by mail is recommended (in-person registrations are not accepted at neighborhood centers).

Neighborhood centers and fall classes are listed below.

Irondale High School, 2425 Long Lake Road, New Brighton

GC 1111 **Science in Context: Weather and Climate**

IR 3010 **Human Relations and Applied Organization Theory**

PsyS 5152 **Disturbed and Disturbing Students I: Background and Assessment**

Econ 1001 **Principles of Economics**

Psy 1001 **General Psychology**

Minnetonka High School, 18301 Highway 7, Minnetonka

BFin 3000 **Finance Fundamentals**

Comp 1011 **Writing Practice**

Math 0009 **Intermediate Algebra**

Psy 1003 **Application of Psychology to Living**

Econ 1001 **Principles of Economics**

Alexander Ramsey High School, 1261 W. Highway 36, Roseville

BLaw 3058 **Business Law**

Math 0009 **Intermediate Algebra**

Math 1111 **College Algebra and Analytic Geometry**

Math 1201 **Pre-Calculus**

Math 1211 **Calculus I**

QA 3055 **Introduction to Management Sciences**

Econ 1001, 1002 **Principles of Economics**

Richfield Senior High School, 7001 Harriet Ave. S., Richfield

Comp 1011 **Writing Practice**

IR 3002 **Labor Markets and the Management of Human Resources**

Mgmt 3001 **Fundamentals of Management**

Mktg 3000 **Principles of Marketing**

Math 1111 **College Algebra and Analytic Geometry**

Math 1201 **Pre-Calculus**

Math 1211 **Calculus I**

Spch 1101 **Fundamentals of Speech Communication: Oral Communication**

Econ 1001 **Principles of Economics**

Psy 1001 **General Psychology**

Robbinsdale/Armstrong Senior High School, 10635 36th Ave. N., Plymouth

AmSt 1101 **American Life**

Comp 1011 **Writing Practice**

IR 0001C **Supervision I: Elements of Supervision**

Math 0009 **Intermediate Algebra**

Econ 1001, 1002 **Principles of Economics**

Psy 1001 **General Psychology**

See pages 594-598 in the new Extension Classes bulletin for more information.

in short . . .

Edith Mucke, director of Continuing Education for Women (CEW) since 1974, retired after 15 years in Extension. The CEW program grew significantly during that time and has become an important starting point for many women who want to complete degrees.

. . . .

The bulletin cover for 1983-84 is the creation of illustrator Greg Michaels, whose distinctive work has appeared on several Continuing Education and Extension publications in recent years. The fanciful penguins suggest a variety of backgrounds and interests. That same diversity is evident in the wide range of people taking Extension classes, whether it's to complete a degree, develop job skills, or pursue a favorite interest.



UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO
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Registration Office: 101 Westbrook Hall
Telephone 373-3195

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Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the **INFO** mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

Try a new course this fall

Courses, courses, courses.

You'll find hundreds of them to choose from in the 1983-84 Extension Classes bulletin. Many are new, and a few of those are noted below.

Note that the Course Offerings are divided into two sections - credit and noncredit. The noncredit courses follow the credit classes and begin on page 421. Noncredit programs include Informal Courses, Professional Improvement Courses, and MacPhail courses. The non-credit courses section is marked with a red bar on right hand pages to make it easier to distinguish.

Be sure to check the many cross references for related courses in other disciplines, the list of courses by television and radio (page 517), and the index which includes many topical listings.

Social Sciences

Afro 5900 20th-Century Black Philosophical Thought - Protest. Major persons and organizations involved in the protest movement.

FSoS 5240 Special Topics in Family Social Science. Focus on U.S. minority families: husband-wife relationship, family patterns, parenting, extended family.

Geog 5376 American Metropolitan Regions. Patterns of population, wealth, land use.

Hist 3480 Gandhi: Saint or Revolutionary? In-depth look at the Indian leader who was a social reformer, politician, lawyer, and man of religion.

SW 5021 Human Sexuality for Health and Helping Professionals I. Sexuality related to the health and well-being of individuals and society.

Arts and Humanities

AmSt 1920 Old Time Country Music and the Blues. Music and lives of Southern whites and blacks in the twenties and thirties, social contexts.

Arts 1404 Color. Color and pictorial organization; investigation of color and its visual implications.

CLit 5311 Fantasy Literature. All courses in Comparative Literature are new. This course focuses on fantasy primarily from 1800 on, especially in novels. See page 120 for course descriptions.

Engl 3910 The Celtic World. History, folkways, traditional oral culture.

Mus 5950 Music in Minnesota. History of ethnic group music, community band music, music instruction, Minnesota composers. Taught by Johannes Riedel.

Science and Engineering

Biol 3051 Biology and the Future of Man. Nontechnical review of biological factors related to pollution, warfare, population growth and food supply, resource sufficiency, aging, genetics, more.

CE 3100 Surveying and Mapping. Theory and fundamentals; precision measurements of distance, elevation, angle, direction, geomatics for design.

EE 3060 Semiconductor Devices. Elementary semiconductor physics; pn junction diodes, bipolar junction and field-effect transistors.

Education

CISy 5206 Microcomputers in Elementary Classrooms. Applications in instruction; evaluation of available programs.

Elem 5145 Classroom Management. For teachers, administrators, support staff; student behavior, teacher organizational tasks.

Phys 5951 Physics for Junior High School Teachers. Demonstration lectures and laboratory exercises.

SeEd 5324 Teaching Theatre Arts in Secondary Schools. Philosophy, methods, materials.

focus on faculty . . .

Dean Donald Z. Woods

Continuing Education and Extension

Donald Z. Woods, associate dean in Continuing Education and Extension for 20 years, retired June 30.

Woods was (and is) a strong advocate for quality of education in Extension and for equal accessibility of University opportunities and services to evening students.

As a professor of speech-communication, Woods taught an introductory speech course every quarter in Extension classes. He regularly taught a graduate course in the College of Education, also.

Woods says that the experience and background his Extension students brought to class made his evening classes rewarding and personally worthwhile. But more important, he says, is the dedication and the devotion to self-improvement he has seen in Extension students.

"For evening students, going to school is just one of many responsibilities that must be worked into a schedule that usually includes work and family obligations as well as study," Woods points out.

"I want to tell them that they are very special people. They deserve full access to the very best of the University's resources."

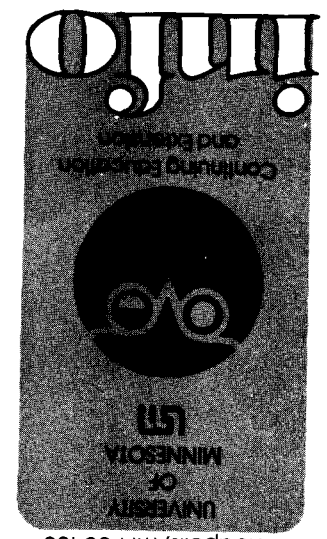


Woods

registration from page 1

regular registration period. Spaces in classes sometimes occur when students do not pay tuition or when they withdraw from classes immediately after registering. Space is offered on a first-come, first-served basis in person at 101 Westbrook Hall on reopening day; reopening day for each term is identified in the calendar pages (10-19) in the bulletin. **Available spaces in classes that closed earlier are rare, however.**

Students may contact the instructor or department about getting into closed classes. Written permission from the instructor is required. Many departments do not allow class limits to be exceeded and will not grant permission to students seeking an overload space in class. Some departments list this policy explicitly at the beginning of their course listings, but all departments or instructors have the option of strictly enforcing class limits. Most do enforce limits to insure quality instruction for students whose registrations were received and processed early.



To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Info (USPS 711-240)
 Extension Classes
 University of Minnesota
 180 Westbrook Hall
 77 Pleasant Street S.E.
 Minneapolis, MN 55455

Second class postage paid, Minneapolis, Minnesota

See an adviser about degree plans

You can discuss educational objectives, before registering for fall classes, with faculty advisers from specific colleges and departments.

Students with more than 45 credits, who plan to work toward a degree in the following areas should call 373-3905 to make an appointment: computer science, home economics, mechanical engineering, electrical engineering, civil engineering.

Meetings will be on campus in the evening during August. You must bring transcripts of all previous college work.

In addition, General College students may call the General College advising offices, 376-2950, for individual appointments to review past work and degree progress.

For students who are either admitted to or interested in the School of Management, evening appointments, available between 4:30 and 8:30, can be made for August 1, 9, 17, or 25. Call 373-3701 for an appointment (weekdays, 8 a.m. to 4:30 p.m.). Remember to bring a transcript of all previous college work.

Counselors and program advisers are available in Extension Counseling for all students who have less than 45 credits or who cannot attend the other scheduled appointments. Counselors and advisers are available on a walk-in basis for fall registration from August 1 through September 14 from 9 a.m. to

7:30 p.m., Monday through Thursday, and from 9 a.m. to 4 p.m. on Friday. (Limited service between noon and 1 p.m. and 4 to 5 p.m.).

Regular office hours are 9 a.m. to 4 p.m., Monday through Friday, or by appointment in the evening on Monday through Thursday.

Need help starting college? This workshop is for you

Sometimes the most troublesome part about college is fear of the unknown – not knowing what to expect in classes, or what courses to take, or what degree or program options exist.

If you're not sure where to start, plan to attend the free back-to-school workshop on Tuesday, August 23.

The evening workshop is 6 to 9:30 in 140 Nolte Center on the Minneapolis campus.

You'll find answers to questions about courses, degrees, financial aid, student advising, and study skills.

An adviser from the Extension Counseling Office will explain educational opportunities in Extension Classes, Independent Study correspondence and television courses, and programs in other Continuing Education and Extension departments.

The director of the Reading/Writing Skills Center will answer questions about study skills help and demonstrate in small groups the tutoring program available.

Pre-registration is necessary. Call 376-7500 to add your name to the list or for directions or more information.

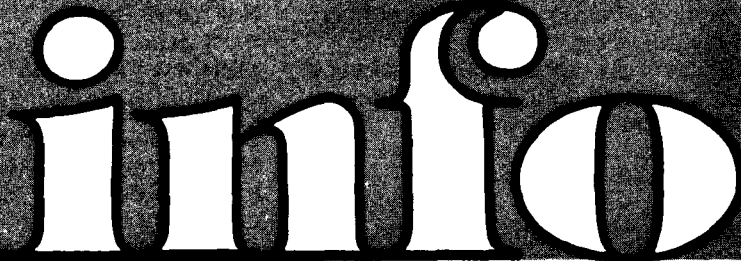
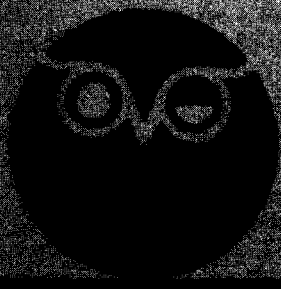
bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | FALL CHANGE |
|------------------|--|
| Anat 3004, sec 1 | Change day to Monday, change time to 1-4 |
| PubH 5500, sec 2 | Added: Public Health-Normal Growth and Development , 3 degree credits, \$133.50. Fall quarter, sec 2, W 4:30-7, Mayo 1220 |
| Per 3011, sec 1 | Meets MW 4:15-6 |
| PsyF 5173, sec 1 | Change to fall quarter, Th 6-8:30 |
| PsyS 5310, sec 1 | Change to fall quarter |

Social work students note

Students who have been completing major course work for a B.A. in social welfare, but who have not formally declared the major, should contact the Extension Counseling Office immediately. This major is in a transition period and may be phased out in the near future.



Registration open for fall classes

You can still register for fall term Extension classes.

Registration by mail continues through September 14, and in-person registration is September 7 to September 14 at the locations listed below:

101 Wesbrook Hall - Minneapolis Campus. Register in person at 101 Wesbrook Hall between noon and 8 p.m. (except for Friday, September 9, when the office closes at 4:30 p.m.)

MacPhail Center, 1128 LaSalle Ave. - Downtown Minneapolis. Registrations are accepted at the MacPhail Center office between noon and 8 p.m. (except for Friday, September 9, when the office closes at 4:30 p.m.)

St. Paul Registration Booth, Northwestern National Bank Building, Fifth and Minnesota - Downtown St. Paul. The registration booth is on the skyway level and is open from 9 a.m. to 5 p.m.

All registration offices are closed weekends.

Students are urged to pay tuition with a personal check or money order. The St. Paul registration booth cannot accept cash.

Registration in Extension classes is on a first-come, first-served basis. Some high-demand classes, or certain sections of them, have already filled. Register as early as possible.

The last day to register without late fee is September 14 for most classes. If you miss that deadline, you can register by mail with a \$5 late fee on September 15 and 16. Late registration in person resumes on September 19 and continues through the first week of classes with the \$5 late fee. See page 11 in the bulletin for office hours during late registration; see page 27 in the bulletin for office hours once classes begin (September 26).

Most Informal Courses and Professional Improvement Courses have extended registration, and late fees do not take effect until one week before the class begins.

Registrations are not accepted at the neighborhood centers (register by mail for classes at these locations). However, you may pick up registration forms and bulletins at the following school district locations during regular business hours:

Richfield: Richfield Community Education Center, 7001 Elliot Ave. S., Richfield.

Robbinsdale: Fair Community Education Center, 3915 Adair Ave. N., Crystal.

Minnetonka: School District Administration Building, Community Services Office, 261 School Ave., Excelsior.

Roseville: Fairview Community School Center, 1910 W. County Road B, Roseville.

Mounds View: Edgewood Community Center, 5100 Edgewood Drive, New Brighton.

Start language study now

Sprechen sie Deutsch? Snakker du norsk? ¿Habla usted Español? Parlez-vous français?

If you don't, you can learn how through Extension classes. Courses in foreign languages are some of the most popular evening classes offered. Students enroll for a variety of reasons, including study of family heritage, preparation for travel, and completion of degree requirements. Most course sequences start in the fall.

The list of languages you can select from (see below) is impressive. Bulletin page numbers are included in parentheses so you can check course descriptions.

| | | |
|---------------------------|---------------------------|---------------------------|
| Arabic (397) | Greek (186, 227) | Norwegian (373) |
| Chinese (147) | Hebrew (78) | Persian (398) |
| Dutch (144) | Hindi (397) | Polish (371) |
| Finnish (186, 373) | Italian (187, 261) | Russian (371) |
| French (188, 448) | Japanese (148) | Spanish (398, 448) |
| German (226, 449) | Latin (267) | Swedish (373) |

B.S.B. students nearing degree have course option

Extension students working on a School of Management degree who expect to graduate this year (1983-84) may substitute Econ 3101 for Econ 3105/BGS 3001. Those required classes are not offered this year in Extension.

The substitution applies only to students who meet both criteria listed below.

1. Students who have been admitted to a B.S.B. program through Extension (day school students admitted as regular full-time students to the School of Management are not eligible).

2. Students eligible for graduation in Spring 1984 or earlier.

In order to have the substitution approved, students must make an appointment with a School of Management adviser in 225 Mgmt/Econ for a degree check.

Call 373-3701 for an appointment or with questions.

Don't forget the Extension Classes Open House on Wednesday, September 7, in Nolte Center on the Minneapolis campus. Stop by any time between 5 p.m. and 8 p.m. Extension advisers and staff will be on hand to answer questions, show you around, and give out helpful literature and college bulletins. Free refreshments, free babysitting, and free parking (in Nolte Garage). Call for details or directions: 376-7500.



Textbooks — you can plan ahead and buy early

University bookstores are open extended evening and Saturday hours at the beginning of the quarter.

Students are urged to buy books early and take advantage of special hours.

Most required texts are in stock before classes begin and may be purchased before or on the first night of classes.

See the Extension Classes bulletin, pages 29-30, for hours at each of the bookstores listed below.

Minnesota Book Center - Williamson Hall (east bank), 373-3688. Books for most departments in CLA, IT, Education, and General College.

Harold D. Smith Bookstore (west bank), 373-4450. Books for the School of Management and several CLA departments with west bank offices or classrooms and Family Social Science courses held on the west bank.

Books Underground (St. Paul campus), 373-0800. Books for classes on the St. Paul campus.

Health Sciences Bookstore - 2-554 Moos Health Science Tower (east bank), 376-4007. Books for courses in the health sciences.

For details on resale of books, books for off-campus classes, and other bookstore details, see the bulletin, pages 29-30.

Be sure to save the sales receipt. If your class is canceled or if you drop the class, you may return books for a full refund through the second week of classes provided you have the sales receipt and the books have not been marked, written in, or damaged in any way.

MSA Store: This store is a student enterprise of the Minnesota Student Association. The store does not carry textbooks but does sell reference books, popular literature, school and art supplies, calculators, crafts and art merchandise, records, greeting cards, health and beauty aids, clothing, and reduced-admission movie tickets, all at discounted prices. The MSA store is on the ground floor level of Coffman Union; regular hours are 8 a.m. to 7 p.m., weekdays; 11 a.m. to 5 p.m., Saturdays; and 1-5 p.m. on Sundays. Telephone 373-2408.

Counseling office offers career workshops, testing

Learn how your personal skills and work experience are transferable to different occupations through the career planning workshop offered by the Extension Counseling Office.

Participants complete exercises to help them identify their skills, abilities, interests, and values and then learn how they fit into the world of work. The workshop also includes assignments on decision making and goal setting to help students develop plans for their careers.

The next workshop begins September 19 and meets once a week, on Monday nights, through October 24 (six sessions). Cost is \$95. Call 373-3905 for registration information.

The Extension Counseling Office also offers a battery of tests to help in the career-planning process. Participants review with a counselor the results of a psychological inventory, a values questionnaire, an abilities test, and the Strong Campbell Interest Inventory. Cost for testing and interpretation is \$72 for students and prospective students and \$110 for others. Call 373-3905 for information.

bulletin changes . . .

(All room changes will be posted in the classrooms)

| | |
|-----------------------|---|
| Acct 5126, sec 1 | Change to spring quarter, TTh, 6-7:30, AndH 370 |
| Acct 5135, sec 1 | Change time to 5:30-7 |
| Acct 5180, sec 1 | Cancel |
| Anat 1004, sec 1 | Change to 3001, sec 1, 5 degree credits, \$265; meets 6-9:15 |
| Anat 3004, sec 1 | Change day to Monday, change time to 1-4 |
| Arch 5141, sec 1 | Added: Historic Preservation , 4 degree credits, \$168. Fall quarter, sec 1, TTh, 5:15-7, arr. |
| ArH 1016, sec 1 | Moved to campus, JonesH 207b |
| AgJo 3159, sec 1 | Added: Publications Editing , 4 degree credits, \$162. Fall quarter, sec 1, W, 6:10-8:15, HckrH 312 |
| CISy 5203, sec 1 | Cancel |
| Dtch 3011, sec 1 | Sec 1 is 3011, offered fall quarter as listed; sec 2, spring, is 3012 |
| Elem 5338, sec 1 | Cancel |
| FR 5403, sec 1 | Change dates to Oct. 14, 15, 16, Nov. 7. No late fee through Oct. 7 |
| GC 1485, sec 2 | Cancel |
| Jour 5615, sec 1 | Change day to Monday |
| Per 3011, sec 1 | Meets MW, 4:15-6 |
| Pol 3810, sec 1 | Change room to AndH 210 (west bank) |
| PsyS 5310, sec 1 | Change to fall quarter (Counseling Women for Career Development) |
| PsyF 5173, sec 1 | Change to fall quarter, Th 5-8:30 (Issues in School Desegregation) |
| Psy 3607, sec 1 | Change to spring quarter, T, NichH 213 |
| PubH 3037/5037, sec 1 | Change dates to Nov. 3, 4, 5. No late fee through Oct. 27. |
| PubH 5500, sec 2 | Added: Public Health - Normal Growth and Development , 3 degree credits, \$133.50. Fall quarter, sec 2, W, 4:30-7, Mayo 1220 |
| Soc 1960, sec 1 | Cancel; course still available as 3960 |
| UrBS 3900, sec 1 | Change day to Monday |
| PIC 0115, sec 1 | Change dates to Oct. 13 to Nov. 10. No late fee through Oct. 6 |

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Westbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice.

Extension certificates awarded

The students listed below completed Continuing Education and Extension certificates during summer and fall terms in 1981. This listing was scheduled to run last March but was delayed.

CEW notes . . .

Orientation Day

Continuing Education for Women (CEW) will hold a free Orientation Day, for women considering returning to school, on Tuesday, September 13, from 9:30 a.m. to noon at MacPhail Center.

Learn about counseling services, study skills, and a faculty perspective on returning students. Staff from CEW will be on hand to answer questions and distribute bulletins and helpful literature. For more information, call 373-9743.

Numbers got you down?

The Math Anxiety Program is designed especially for people who are afraid of mathematics or who encounter blocks in mathematics.

Through a combination of course work and support services, students can overcome their fears in mathematics and master the level of math skills they need or want. The program helps students with their attitudes about math while they work on improving abilities.

The program includes a diagnostic clinic, math classes, a support group, and free tutorial services. In the diagnostic clinic, scheduled for Wednesday, September 14, students will be tested to assess their current levels of math skills and to help in determining placement in an appropriate math class.

The program is offered through Continuing Education for Women in cooperation with Extension Classes and the General College. For information and registration materials, call 373-9743.

Credit during the day

You can earn credits during daytime hours without enrolling as a full-time day school student.

Continuing Education for Women (CEW) is offering 21 credit courses this fall at the MacPhail Center in downtown Minneapolis, including introductory courses in accounting, economics, and psychology as well as courses in female sexuality, heredity and human society, the modern feminist novel, and more. Classes usually meet once a week either in the morning or afternoon.

Call 373-9743 for a CEW bulletin or more information.

Winter and spring 1982 certificate recipients were listed in the April-May issue; note the correction to that listing, also:

Real Estate Certificate (Winter 1982): David Formanek, with distinction, Richfield.

SUMMER SESSION I AND II, 1981

Behavior Analyst: Hermione Livermore, with high distinction, Minneapolis.

Commercial Art: Lorraine Owings, with distinction, Minneapolis.

Human Services: LeAnn Kathman, with distinction, Rockford.

Interior Design: Virginia Bartholomew, with high distinction, Minneapolis; Mary Jo Hanson, with distinction, Minneapolis.

Liberal Arts: Jane Carlyle, with high distinction, St. Paul; Gerald Gannucci, Fridley.

Mathematics and Science: Joseph Hines, Edina; James Smith, with high distinction, Minneapolis.

Senior Accounting: James Saranpaa, Virginia.

Senior Business Administration: William Johnson, Hopkins.

Junior Business Administration: Gerald Gannucci, Fridley; Gail Kunert, Blaine; Bradford Lee, Cottage Grove; Miki Simons, Minneapolis.

Credit and Financial Management: Katherine Austin, Minneapolis.

Industrial Relations: David Kollitz, with distinction, Minneapolis; Donna Pinotti, St. Paul; Gloria Pozzini, Stillwater; Deborah Rue, Minneapolis; Richard Rockwood, Houston, Texas.

Information Systems Analysis and Design: Michael Ayers, Minneapolis; Carol Danek, St. Paul; Mary Greene, with distinction, Minneapolis; David Kallenbach, Coon Rapids.

Undergraduate Development Certificate (UDC) in Computer Science (45 credits): Larry Fish, Delavan.

UDC in Engineering and Science (45 credits): Leslie Rustad, Minneapolis.

UDC in Electrical Engineering (90 credits): James Glowaski, St. Paul.

FALL QUARTER 1981

Behavior Analyst: Mary Kay Mitchell, with high distinction, Blaine; Wendy Wiedenman, with high distinction, Huron, S.D.

Alcohol and Drug Counseling Education: Brian Hannula, with high distinction, St. Louis Park; Debra LaFond, with distinction, Minneapolis; Paul Maas, with high distinction, Minneapolis; Kirk MacKinnon, with high distinction, Minneapolis; Kath-

erine Peterson, with high distinction, Minneapolis; Nancy Reinisch, with distinction, Denver, Col.; David Rosenker, West St. Paul.

Early Childhood Studies (90 credits): Paula Kosek, Minneapolis; Pattijo Sagerer, St. Paul.

General Studies: Larry Pebbles, with distinction, Sandstone.

Human Services: Beverly Rau, with high distinction, Minneapolis; Carol Canniff, with high distinction, Minneapolis.

Interior Design: Karen Dale, with distinction, Minneapolis; Boyka Draskovich, with high distinction, St. Paul; Lorreen Hadfield, with distinction, St. Paul.

Liberal Arts: Dolores Dobberstein, with distinction, Minneapolis; Mark Montague, with distinction, Minneapolis.

Mathematics and Science: Spyragelos Tzakis, Athens, Greece.

Junior Accounting: Joyce Cronin, Superior, Wis.

Senior Business Administration: John Anderson, Minneapolis; Randall Barabas, Minneapolis; Steven Carson, Stillwater; Janet Roseen, with distinction, Minneapolis; Jose Sante, Minneapolis; Bryan Swenson, with distinction, Minneapolis; Roger Vincent, Minneapolis.

Junior Business Administration: Thomas Benson, Duluth; Roger Brustad, with high distinction, Minneapolis; Daniel Miller, with high distinction, Plymouth; Harlan Stokes, with distinction, Minneapolis.

Credit and Financial Management: Wallace Schrade, with distinction, Minneapolis.

Industrial Relations: Bruce Anderson, Minneapolis; Kathleen Birthler, with distinction, Crystal; Carol Brenny, with distinction, Minneapolis; William Fischer, with distinction, Maple Plain; Nancy Garlid, with high distinction, Minneapolis; Virginia Halsey, with distinction, Minneapolis; Douglas McKillop, West St. Paul; Thomas Pavick, Minneapolis; Emeric Pratt, Minneapolis; Maureen Tomechko, Minneapolis.

Information Systems Analysis and Design: Robert Hufkins, St. Paul; Rebecca McPeck, with distinction, Minneapolis; Arlene Rees, St. Paul.

Real Estate: David Malas, Minneapolis; Steven Mueller, with high distinction, St. Paul.

UDC in Computer Science (45 credits): Janet Drake, Inver Grove Heights; Li-Yuan Lee, with distinction, St. Paul.

UDC in Computer Science (90 credits): Trygve Helseth, Minneapolis.

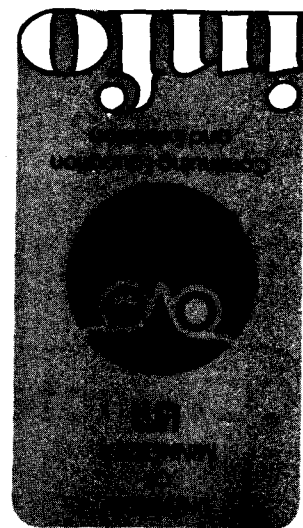
UDC in Engineering and Science (45 credits): Joseph Mack, Minneapolis; Ray Starr, with distinction, Cottage Grove.

UDC in Electrical Engineering (90 credits): David Brand, Hopkins; Joseph Tichich, St. Paul.

UDC in Electrical Engineering (135 credits): Rich Nygren, Champlin.

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Minneapolis, MN 55455

PICs provide career-related education

More than half the students responding in surveys of Extension students said that the classes they were taking would help them on the job or help them get a better job.

For many of those students, the learning is more important than credits or a degree - especially since many students hold entry-level professional or technical jobs already.

Noncredit Professional Improvement Courses (PICs) were designed for those students. Classes meet evenings, when most working people can attend, and offer an affordable way to pursue professional development and gain the skills crucial to job success.

Most PICs meet once a week, for a few weeks, and give students a chance to put new learning to work on the job and then discuss results in class. Instructors come from both the University and the business world.

PICs are offered in six categories: Leadership and Management - Levels I and II; Accounting and Finance; Sales, Marketing, Public Relations; Information Systems - Computers and Data Processing; Personal Development; and Training and Consulting.

Leadership and Management - Level I courses are for new or aspiring managers or supervisors or those who want a review of the basics in leadership and management. Examples of courses include PIC O101 **Basic Supervision**, PIC O102 **Improving Communication Skills in the Workplace**, and PIC O104 **Efficient Reading for Managers**. Later in the year, other courses are PIC O107 **Effective Listening Skills** and PIC O108 **Leadership and Participation in the Work Group**.

Leadership and Management - Level II courses are for the manager or professional who has been on the job for a longer time and who wants to sharpen

PICs and related programs join to serve you better

Professional Improvement Courses (PICs) have gone through some organizational changes since last year.

PICs are now part of a new management education effort that combines the resources of several Continuing Education and Extension departments and programs - Continuing Management Education, Continuing Education for Women Management Programs, the Department of Conferences, and Extension Classes. The result will be coordinated management education for the business, management, and professional communities. The objective will be to deliver high-quality, "one-stop" management education to a large range of general and specialized audiences and in a variety of formats (including evening classes, all-day or half-day workshops, conferences, seminars, noontime "brown-bag" classes, and more).

To receive your copy of a special brochure listing fall programs and describing registration procedures, call 373-1536.

See the related story in this **Info** about fall Professional Improvement Courses.

skills in a particular area. Specific courses within this level include PIC O113 **How Successful Women Manage**, PIC O114 **Hiring: Selection for the Non-Personnel Worker**, and PIC O116 **Project Management**.

Courses in other categories include PIC O202 **Reading and Interpreting Financial Statements**, PIC O203 **How to Budget in a Service Organization**, PIC O301 **Basic Guide to Public Relations**, PIC O401 **Management Information Systems**, PIC O502 **Dealing With Job Stress**, PIC O503 **Personal Financial Management**, and PIC O601 **Training and Development for the New Manager**.

See page 461 in the bulletin for PIC course listings and complete descriptions. Call 373-1536 for more information, quarterly updates on added classes, and courses offered in cooperation with the American Management Association.

Adviser available at Minnetonka

An adviser from the Extension Counseling Office will be available at Minnetonka High School to meet with students and prospective students on Tuesday, September 13, 5:30-7:30 p.m., in room 123.

Extension advisers can answer questions about courses and explain degree and certificate options available through Extension. No appointment is necessary. Students may want to bring transcripts of previous college work.

Minnetonka High School is located at 18301 Highway 7 in Minnetonka.

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Samplers are your best education value

Sampler lectures return for 1983-84 with something new and something old.

New are the topics (listed below with dates) beginning with a review of the Arthurian legend and ending with a look at the American musical theatre tradition.

Old is the price. Samplers are still just \$1. No preregistration is required. Persons 62 and older are admitted free.

All Samplers are held at the Earle Brown Continuing Education Center on the St. Paul campus and begin at 7:30 p.m. Free parking is available in lots adjacent to the building.

Sampler announcements are issued twice a year. To be placed on the Sampler mailing list, call 376-7500 (birth date required for coding purposes).

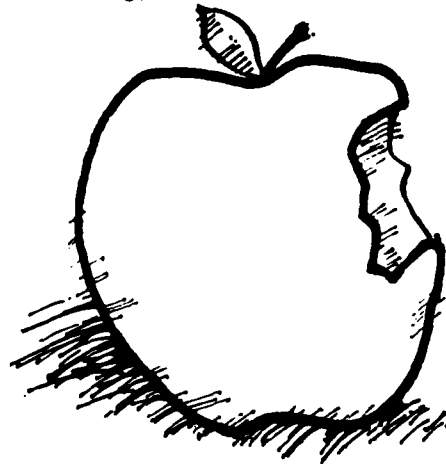
KING ARTHUR: REALITY AND LEGEND (October 3), Frederick Suppe, History.

CHILDREN'S LITERATURE: TREASURES OF THE KERLAN COLLECTION (October 10), Karen Nelson Hoyle, Curator, Kerlan Collection, University Libraries.

EXPLOSIVE ISSUES: SEX, WOMEN, AND THE BOMB (October 18), Elaine May, Associate Professor, American Studies.

EATING DISORDERS (October 24), John T. Kelly, Professor, Family Practice and Community Health.

LATE GLACIAL HISTORY OF MINNESOTA (November 7), Barry Goldstein, Instructor, Geology.



BUYING A HOME COMPUTER (November 8), Carolyn Marker, Senior Systems Analyst, Audio-Visual Library Services.

THE ARCHITECTURE OF INDIA: SACRED SPACE (November 15), Frederick Asher, Professor, Art History.

SKETCHES OF NEW ORLEANS (December 5), Clark Miller, History.

MALE-FEMALE COMMUNICATIONS: A CULTURAL CLASH (December 15), Jerri McArthur, Assistant Professor, Speech-Communication.

UNCLE TOM'S CABIN AND GONE WITH THE WIND (January 11), Martin Roth, Professor, English.

THE ULTIMATE WINTER EXPERIENCE: BWCA CAMPING AND SKIING (January 17), Tim Kneeland, Director, Institute for Survival Education.

HUMAN ANIMAL BOND TODAY: PLEASURES OR VEXATIONS? (January 24), Joseph Quigley and Robert K. Anderson, Public Health Veterinary Medicine.

AMERICAN MUSICAL THEATRE (January 25), Vern Sutton, Professor, Music.

Courses focus on social and health issues

One-day courses are offered this fall that emphasize key social problems and developmental disorders of children and adolescents.

The courses are offered through Public Health and through Child and Adolescent Psychiatry and are intended for teachers, helping professionals, clergy, police officers, public health workers, and parents.

The workshop courses carry one credit; graduate credit is available. In the Public Health workshops, noncredit registration at reduced tuition is possible. None of the courses have prerequisites.

Titles and abbreviated descriptions are given below. See the bulletin page listed in parentheses for complete course descriptions. Call 373-1536 if you have questions about registration.

CAPy 5606 SCHOOL REFUSAL AND THE SCHOOL PHOBIC CHILD, 1 degree credit, \$53, sec 1, Tuesday, October 11, 8:30 a.m.-3:30, FordH 496. The school phobic:

behavior patterns of the child and family, intervention and treatment strategies including techniques for school personnel, follow-up studies (added to the CAPy schedule after bulletin printing; not listed).

PubH 5640 CHILD ABUSE AND NEGLECT SEMINAR, 1 degree credit, \$62.50 (includes lunch and study manual); \$40.25 for no credit (includes lunch and manual); sec 1, Saturday, October 29, 8 a.m.-4:30, St. Paul Student Center Theatre. Causes, symptoms, dynamics, the role of the community and the schools. Taught by Robert ten Bensel, M.D. (page 352).

PubH 5644 CHALLENGE OF PREVENTION: HEALTH PROMOTION FOR CHILDREN AND YOUTH, 1 degree credit, \$62.50 (includes lunch and a study manual); \$40.25 for no credit (includes lunch and manual); sec 1, Saturday, November 12, 8 a.m.-4:30, McNH 33.

Prevention and health promotion for children and young people, history, programs, government involvement, public health systems (page 353).

CAPy 5619 WORKSHOP: SEXUAL DEVELOPMENT AND DEVIANCE IN CHILDREN AND ADOLESCENTS, 1 degree credit, \$53, sec 1, Wednesday, November 16, 8:30 a.m.-3:30, MMA Aud. Sexual identity, sexual preference establishment, patterns of maladjustment, understanding and intervention (page 110).

CAPy 5620 WORKSHOP: HYPERACTIVITY AND ATTENTION DEFICIT DISORDER OF CHILDREN, ADOLESCENTS, AND ADULTS, 1 degree credit, \$53, sec 1, Thursday, December 8, 8:30 a.m.-3:30, MMA Aud. Attention deficits in children, adolescents, adults; diagnostic strategies, issues, treatment interventions for family, physicians, school (page 110).

Student board reviews year, organizes for 83-84

Support services, student fees, and assessing the needs of Extension students, were the key issues for the Extension Classes Student Board last year, according to 1982-83 chairperson Galen O'Connor.

At the annual board dinner meeting in June, O'Connor reviewed the board's efforts in those areas and predicted that fees and student services would continue as prominent matters for this year's board.

The dinner meeting was attended by Extension senators declared elected and appointed to the University Senate this spring, by last year's board members, and by staff members from Continuing Education and Extension (CEE).

Last year, the student board lobbied successfully for maintaining electible participation by Extension students in health service benefits, recreational sports, and student union memberships. The board also opposed any additional student fees on Extension students, and none were assessed. Surveys of evening students on program needs and scheduling and of evening express bus possibilities were also done, and results are being compiled.

Dean Harold Miller of CEE thanked the board members for their advocacy role and told them their discussions with University officers were significant in influencing decisions beneficial to Extension students. "No one can tell that story

like you, the students, can," Miller said of board members' help in explaining the importance of extending the University's educational resources to adult and part-time students.

Citations were given to several of last year's board members including O'Connor, Steven Hanson, Polly Hoyer, Bruce MacGregor, Brian Meline, Eric Nelson, Judith Zylkowski, Tim Cutting, Steven Feig, Linda Schmidt, and Patricia Webster. Associate Dean Donald Z. Woods, who retired in June, received a special citation from the board. Woods served for 15 years as the representative to the board from the Dean's Office.

New Extension senators at the meeting were Alice Eckardt, Paul Tran, and David Typpo. Board members reappointed for 1983-84 include Hanson, Feig, Meline, O'Connor, MacGregor, Zylkowski, David Lenander, and JoAnn Johnson. Hanson, Feig, and Johnson also were appointed to the University Senate, and Zylkowski and MacGregor were designated as alternates. Additional senate and alternate appointments are possible later this year; there are eight Extension student senate seats.

Temporary officers were selected. They are Brian Meline, chair; Steve Hanson, vice chair; and Bruce MacGregor, secretary. Permanent board officers are to be selected at the September 7 meeting.

If you are interested in attending a meeting or want to know more about the board, call 376-7500 for information.

bulletin changes . . .

(All room changes will be posted in the classrooms)

| | |
|-------------------------|--|
| Acct 5126, sec 1 | Change to spring quarter, TTh, 6-7:30, AndH 370 |
| Arch 5141, sec 1 | Added: Historic Preservation , 4 degree credits, \$168. Fall quarter, sec 1, TTh, 5:15-7, Arch 20 |
| AgJo 3159, sec 1 | Added: Publications Editing , 4 degree credits, \$162. Fall quarter, sec 1, W, 6:10-8:40, HckrH 312 |
| Ast 1015, sec 1,2 | Classes will begin the week of Oct. 3 |
| CAPy 5606, sec 1 | Added: Workshop: School Refusal and the School Phobic Child , 1 degree credit, \$53. Fall spec term, Oct. 11, T, 8:30 a.m.-3:30, FordH 496. No late fee through Oct. 4. |
| FR 5403, sec 1 | Change dates to Oct. 14,15,16, Nov. 7. No late fee through Oct. 7. |
| GC 3642, sec 1 | Change to 4 credits, \$137. |
| PsyS 5310, sec 1 | Change to fall quarter (Counseling Women for Career Development) |
| Psy 3607, sec 1 | Change to spring quarter, T, NichH 213 |
| PubH 3029/5029, sec 1,2 | Change Saturday meeting to Oct. 8 |
| PubH 3030/5030, sec 1,2 | Change Saturday meeting to Nov. 19 |
| PubH 3037/5037, sec 1 | Change dates to Nov. 3,4,5. No late fee through Oct. 27. |
| PubH 5500, sec 2 | Added: Public Health - Normal Growth and Development , 3 degree credits, \$133.50. Fall quarter, sec 2, W, 4:30-7, Mayo 1220 |
| YoSt 5230, sec 1 | Dates are Oct. 14,15,17; F,Sa,M, 8:30 a.m.-4:30, McNH 386a |
| IC O441, sec 1 | Meets Thursdays, Oct. 6-27 |
| PIC O115, sec 1 | Change dates to Oct. 13 to Nov. 10. No late fee through Oct. 6. |

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall
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Charles R. Cheesebrough
Editor

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Noncredit classes offer insights to Europe and travel

Two noncredit Continuing Education for Women courses offer a special treat to armchair travelers or ready-to-go travelers. Call 373-9743 for information.

Great Cities: Paris, Rome, Athens, London explores the history, art, architecture, and ambiance of these European cities through lectures and slides. Fridays, Oct. 14-Nov. 4, 9:30-11:30 a.m., St. Paul College Club; \$45 all sessions, \$16 one session.

Contemporary Austria, with its image of music, fairy-tale castles, cathedrals, rich cuisine, cut crystal and fine arts, is reviewed in four class sessions, Tuesdays, Oct. 11-Nov. 1, 7:30-9:30 p.m.; offered in cooperation with the Volkfest Kulturhaus; \$30 (\$25 for Volkfest members).

Live, learn, and earn University credit abroad

Explore the University of Minnesota's global campus through a study abroad program offered by the Extension Classes Office of Study Abroad (ECOSA).

ECOSA programs are cosponsored by University academic departments and led by University professors. Most include one quarter of study while living abroad with other University students.

In most cases, credits can be applied to distribution requirements, second language requirements, or major requirements for University degree programs.

Once you apply and are accepted into the program, orientation meetings with instructors and staff help you prepare to live and to study in your host country.

Call 373-1855 for more information about the programs described below. Costs include tuition and fees, air fare, accommodations, and in some cases, meals and in-country field trips. Costs and program details are subject to change.


A general information meeting is set for October 6, 3:15-5:30 p.m., at 337 Coffman Memorial Union.

Anthropology in Mexico - Winter Quarter 1984: Pre-Hispanic Mesoamerica and modern cultural anthropology; beginning Spanish course (12-13 credits). Students study at the Cemanahuac educational institute in

Cuernavaca, a cultural and arts center; \$2,195.

Spanish in Cuernavaca - Winter Quarter 1984: Spanish courses available

The Global Campus



- Anthropology in Mexico
- Art Education in Europe
- Family Issues in Scandinavia
- Forestry Seminar in Scandinavia
- French in Montpellier
- German in Graz
- Hebrew Ulpan in Israel
- International Program in Toledo, Spain
- Literature in London
- Minnesota Studies in International Development
- Spanish in Cuernavaca
- Swedish in Växjö

at all levels (12-14 credits). Students live with Mexican families as part of the program; \$2,181.

Literature in London - Spring Quarter 1984: Courses in criticism, drama, Shakespeare, contemporary London theatre (12-16 credits). Field trip to Shakespeare performances at Stratford-on-Avon; directed-study internships in London Fringe theatres available; \$2,455.

Swedish in Växjö - Spring Quarter 1984: Intensive Swedish language instruction, culture courses, field trips (12-16 credits); \$2,500 (approximate).

French in Montpellier - Spring Quarter 1984: French language courses at all levels (12-15 credits). Students stay with French families; field trip to Paris; \$3,190.

Hebrew Ulpan in Israel - Summer 1984: Intensive Hebrew language instruction while living and working on an Israeli kibbutz; one-week tour of Israel included (15 credits); \$2,500 (approximate).

Plus additional programs that cover art education and art history in Europe, family studies or forestry in Scandinavia, German in Austria, and study in Toledo, Spain, and in international development areas.



Nationally known free-lance photographer Rohn Engh will teach his successful marketing workshop, based on his book, "How to Sell and Re-Sell Your Photographs," this November. The course (IC O440, sec 1) explains how to set up a photo marketing business. Engh will cover what makes photographs marketable, but the emphasis is on selling photos, not taking pictures. The two-session noncredit course meets evenings at the Earle Brown Continuing Education Center on the St. Paul campus. Section 2 of the course (separate registration) features Gerry Engh explaining how to market your writing. Cost is \$45 per section; see the course description on page 442 in the bulletin. Registration is open now.

Learn about libraries with this free short course

Using the library efficiently is essential whether you are looking for a single fact or several books.

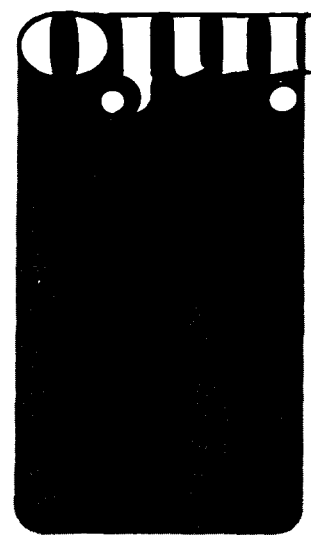
Learn to save time and effort in the library with the free, two-session library course offered each quarter by Extension Classes and MINITEX (Minnesota Interlibrary Telecommunications Exchange).

The first session shows you how libraries are organized and means of access to information in libraries. The second class introduces reference books and shows you how resources are organized in various subjects. This knowledge helps you find the information you need, especially for papers or assignments, even if you don't know the subject well.

The instructor for this noncredit course is Marcia Pankake, assistant professor in University Libraries.

No preregistration is required.

Fall classes are October 4 and 11, 6:30 to 9 p.m., in Blegen Hall 360 on the West Bank.



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College courses—and credit—by television and radio

Scandinavia, linguistics, and alcohol use and problems are among the subjects covered in television and radio courses offered this fall by the Department of Independent Study.

Courses are offered for credit; each course is an integrated learning package consisting of a television or radio component, a study guide, and textbooks. Assignments are mailed in and instructors maintain telephone office hours.

In the Twin Cities, television courses are broadcast on KTCA-TV, channel 2, and radio courses are on KUOM, 770 AM, and KBEM, 88.5 FM.

Registration is open now through October 14 without a late fee. Call for information and registration materials, 376-4925.

Television courses

The Nature of Human Language. Linguistics 1001, 4 credits; Saturdays, 10:30 a.m., Oct. 1 to Dec. 3.

Fundamentals of Alcohol Problems. Public Health 5033, 3 credits; Saturdays, 10 a.m., Oct. 1 to Dec. 3 (graduate credit available)

Child Abuse and Neglect. Public Health 5642, 3 credits; Mondays, 7 a.m., Oct. 3 to Dec. 5. (graduate credit available)

Modern Scandinavian History. History 5200, 4 credits; Saturdays, 9:30 a.m., Oct. 1 to Dec. 3. (graduate credit available)

Plus: Television courses related to PBS presentations this fall of "Vietnam" and "Middletown" and the NBC miniseries, "Kennedy."

Radio courses

Scientific Revolution. History of Science 1812, 4 credits; KBEM, Mondays and Wednesdays, 6:30 p.m., Sept. 26 to Nov. 30.

Murder, Mystery, and Mayhem: Whodunit? General College 3377, 4

credits; KBEM, Tuesdays and Thursdays, 6:30 p.m., Sept. 27 to Dec. 1.

Journal and Memoir Writing. Composition 3050, 4 credits; KBEM, Sundays, 10 a.m., Oct. 2 to Dec. 4.

Nuclear Weapons, Nuclear War. International Relations 3105/Sociology 3960, 4 credits; KUOM, Mondays and Wednesdays, 11:30 a.m., Oct. 3 to Dec. 7.

American Nature Writing. English 3920, 4 credits; KUOM, Mondays and Wednesdays, 11 a.m., Oct. 3 to Dec. 7.

Want a new career? Planning can help

The next career planning workshop, offered by the Extension Counseling Office, is set for November 2 to December 14.

In the six Monday evening meetings, students will learn about their interests and abilities and the skills and education required to plan or change careers. Methods of researching careers and setting goals are covered, also.

Cost is \$95; enrollment is limited. Call the Extension Counseling Office, 373-3905, for information.

University Theatre: plays for all seasons, tastes, and budgets

The University Theatre begins its 53rd season in November with quality performances at affordable prices.

Six plays (listed below) will be staged at the theatres in Rarig Center on the West Bank.

Extension students qualify for discounted ticket prices. Call the box office for information, 373-2337.

Something's Afoot, a spoof on Agatha Christie mysteries, November 4 to 20.

Translations, by Brian Friel, explores English intrusions on Celtic traditions, November 18 to December 4.

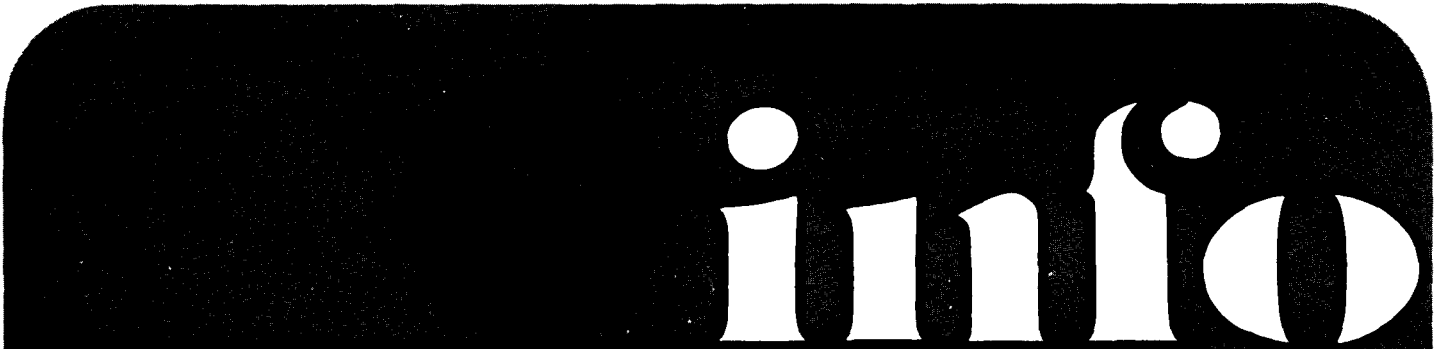
George Bernard Shaw's **Major Barbara**, January 27 to February 12.

Moliere's **Learned Ladies**, February 27 to March 4.

Richard II, Shakespeare's tale of fallen kings, April 20 to May 6.

Gemini, an Obie award winner by Albert Innaurto, May 11 to 27.

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Try a tour with a difference

You can combine the pleasures of a vacation with the satisfactions of learning through noncredit Study and Travel Adventures.

Every study tour is led by a University instructor who is an expert in the field. That expertise, plus pre-trip meetings and limited tour size, ensure valuable interaction and special insight into other places and cultures.

Registration in the tours listed below is open now. Call 376-7500 to request detailed itineraries and cost information.

Off the Beaten Path in the Caribbean (IC O904), Jan. 29-Feb. 9. The beauty, history, culture, and people of Santo Domingo and the Dominican Republic, the birthplace of Spanish America.

The Maya of Yucatan (IC O907), Feb. 15-27. The Mayan ruins and archaeological wonders of Mexico's Yucatan peninsula; led by experienced anthropologists.

Greece: A Spring Odyssey (IC O917), Mar. 10-23. Contemporary Greece with its beauty and character and its Classical and Byzantine heritages; Athens, the Argolid, and Delphi; island trips. Professor Theofanis Stavrou is the group leader.

Birding and Natural History in South Texas (IC O919), Apr. 14-20. A premier birding area: Mexican species plus more than 50 other species rarely or never seen in Minnesota. Timed to coincide with the songbird migration; shorebird and crane habitats also featured.

The Magic of New Orleans (IC O920), Mar. 19-24. The city that offers a unique blend of French, Spanish, and truly American cultures - combined to delight all the senses. Emphasis on Jazz, creole cooking, architecture, antebellum society. Visits to the French Quarter, Natchez plantations, other sites.

Art and History of the Hawaiian Islands (IC O921), Mar. 7-21. A two-week trip that offers a new appreciation for this nearby tropical paradise - its historic and cultural heritage. Price in bulletin is **incorrect** (\$2,150); approximate cost is \$1,650.

Other tours include:
Historic Portugal: Europe's Gateway to the World (IC O916), Apr. 15-25.

The Highlands and Islands of Scotland: Natural History (IC O918), May 18-June 2.

Wildlife and Wildlands of Alaska (IC O923), July 6-15.

Trekking Through Time: Zion National Park (IC O924), June 16-22.

French Cooking and Conversation (IC O913), tentatively scheduled, September 1984.

Elderhostel winter session scheduled

Elderhostel, the summertime living-and-learning program for people 60 and older, will offer a winter session this year, January 22-28, at the YMCA Lyman Lodge conference and retreat center on Lake Minnetonka.

Noncredit courses offered during the week include: Minnesota Movers and Shakers - A Historical Review; The Ecology of a Northern Winter; and Creative Writing. Several extracurricular activities also are planned.

Cost is \$190 (includes food, lodging, instruction, activities). For registration information, call 376-2704.



Testing helps in job planning

For career-conscious students who want to know more about their own vocational strengths and interests, the Extension Counseling Office offers a comprehensive plan of testing and results interpretation.

Students complete an interest inventory, a values questionnaire, and a psychological inventory. There is an optional abilities test. Results are reviewed in both group and individual sessions, and participants are aided by a counselor in their career search.

Cost for testing is \$72 for Extension students, \$110 for nonstudents. Call 373-3905 for information.

HOLIDAY REMINDER November 24-25 (Thursday, Friday)

Thanksgiving holidays. All offices are closed. Classes do not meet.

| | |
|-------------------------------|---|
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| New courses galore for winter | 3 |
| Winter registration opens | 5 |
| Finding those college \$\$\$ | 6 |

Lifelong learning suits this alumni couple just fine

For Sanford and Lenore Bordeau, education really has been a lifelong endeavor.

The Bordeaus earned University of Minnesota bachelor degrees in the 1920s – he in electrical engineering and she in French. They were married a few years later in 1929.

Over the next four decades, they routinely took classes through Extension. Lenore enrolled in courses in horticulture and gardening, and in the arts and humanities with her husband. The benefits of that learning showed up in their garden, Sanford says, as well as in travels around the globe since they selected many culture-related courses with travel plans in mind.

Lenore also took more language courses to complement her undergraduate education and sharpen her skills as a language teacher; she taught high school French for 18 years in Minneapolis.

Sanford, in addition to the liberal arts courses, studied geology and botany just because he was interested in the natural sciences.

When solid state technology arrived,

he updated his professional abilities through new courses in electrical engineering. "I was glad those courses were available through the Department of Electrical Engineering to help me modernize my background," Sanford says. He worked 40 years for Electric Machinery Manufacturing Company, a division of McGraw-Edison, in Minneapolis as an engineering writer and editor.

The couple retired in Hawaii in 1971, but Sanford remained busy working on a book, recently published, on the history of electrical science and its pioneers. That project kept him close to the "U," he says, since he used the valuable resources in the University's physics, engineering, and reference libraries.

Several years ago, the Bordeaus arranged, through the University of Minnesota Foundation, for a portion of their estate to fund an endowment to benefit the electrical engineering department.

"I have always felt that education didn't stop with graduation," Sanford says. And a lifetime of learning for the Bordeaus – particularly including Extension classes – is evidence of that.



Sanford and Lenore Bordeau

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year – August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice.

Registration reminder

You are not officially registered until you have paid tuition. Students who register in person, and reserve space in limited classes, must pay for courses by the end of the regular registration period (December 14 for winter quarter) **or their spaces in limited classes are forfeited.** The only exception is for students on tuition waiver who have not yet received their financial aid checks.

Forfeited spaces are offered on a first-come, first-served basis on reopening day.

in short . . .

Jour 5559 Case Studies in Public Relations (4 degree credits, \$139) is added for winter. Case study approach to the application of public relations principles in the solution of problems in business, government, education, and community. Designed to enable students to sharpen their perceptions, insights, and judgments in examining practical and ethical questions. (Prereq 5549, professional jour major status or #; if you do not have professional major status in the School of Journalism, you may not apply this toward major requirements. May not be taken for graduate credit). Open to no-credit registration, \$69.50. Winter quarter, sec 1, M, 6:20-8:50, MurH 308.

★ ★ ★

Social work students and students in related areas interested in **Psy 5105 The Analytical Psychology of C.G. Jung** may register for this course, also, as SW 5010, sec 2. The sections will meet concurrently winter quarter. Tuition for four credits in the Social Work section is \$162; all other registration information is the same. See description in the bulletin, page 333.

★ ★ ★

Parking Services now operates a 24-hour Space Finder telephone referral service to help students, staff, and visitors find available parking space. Call 376-PARK for help.

★ ★ ★

Extension students are invited to attend Extension Classes Student Board meetings. The board is active on many issues important to Extension students and is seeking your ideas on how to improve your experience at the University as an Extension student. The next meeting is scheduled for Friday, Nov. 4, at 6 p.m. in the Nolte Center Library.

New courses: energy, Luther, education, more

Hundreds of evening courses are scheduled for winter quarter, including many new ones. A few are highlighted below. See the course offerings section in the bulletin (departments are listed alphabetically) for complete course descriptions.

Social Sciences

Anth 3501 Minnesota Archaeology. Prehistoric and historic site archaeology.

GC 3115 Evolution and the Modern Species. Evolution topics and principles, adaptation and environmental change.

PA 5141 Energy Policy I: Supply and Demand Options. Energy supply systems, use patterns, environmental impact, regulation, policy options.

Scan 3670 Topics in Scandinavian Literature: Sweden Today. Examination of contemporary issues in Swedish life.

WoSt 3200 Women and Work. Social, political, familial, economic contexts. Topics may include work and family, working-class women, women in the

professions, women and development in the third world.

Arts and Humanities

ArtS 3430 Paper: Pulp to Plastic Expression. Papermaking, paper as part of a total expression of an art work.

CLit 5910 1984: Issues and Answers. George Orwell's novel, career, Dystopian writings, totalitarianism, political and social trends.

GC 3471 Creativity: Advanced Skill Development. Problem defining and idea collecting using imaginative skills, personal awareness, exercises in applying the senses and creative dynamics; examination of the creative process.

Mus 5704 Music in Latin America. From prehistory through colonial times to the present (including subsequent spring course, 5705). Taught by Johannes Riedel; applicable to second-language requirement, Route II, for Spanish and Portuguese.

ReIS 5960 Martin Luther, 1483-1983. Critical examination of Luther's writing, beliefs, changing interpretations. Open to no-credit registration at half price, also.

Engineering and Science

CE 5104 Photogrammetry. Stereoscopy and parallax; geometry of single and overlapping photographs; aerial cameras, calibration; terrestrial photogrammetry; more.

EE 3061 Analog Electronics. Small single models for the BJT and FET; elementary amplifiers, differential and operational amplifiers, prereq 3010, 3060.

LA 3094 Landscape Architecture Graphics. Architectural drawing course: lettering and layout, freehand drawing, plan drawing, sections and elevations, perspective drawing. Instruction adjusted to ability of students; for entry-level students or professionals who want to refine skills, have supervised practice. No-credit registration possible.

Education

EdAd 5202 Politics of Education. Social science findings, concepts, methods applied to political context of educational administration; government and policymaking.

PE 5103 Practicum: Physical Education for the Handicapped in a Mainstreamed Setting. Review of current theory, practices.

SeEd 5194 English Language Arts Curricula in the Secondary School. Growth and development of English as a major school subject; current direction.

Fall classes are still available to help you in . . .

If you're interested in taking a course this fall, there are special term courses that you can still register for - if you hurry.

Many noncredit Professional Improvement Courses and some Informal Courses begin this month. Here's a brief review; the bulletin page where you will find the complete course description is listed in parentheses. Call 373-3196 to check whether space is available and that the course is scheduled as listed (and not changed or canceled). Then register in person at 101 Westbrook Hall on the Minneapolis campus.

...career advancement

Management Skills (PIC 0112) emphasizes practical management skills and the functions of management; designed for supervisors and managers without formal management training. Meets Thursdays, Nov. 3-Dec. 8 (467).

Hiring the Right Person: Selection for the Non-Personnel Manager (PIC 0114) helps you avoid common hiring errors, covers interviewing do's and don'ts, techniques for selecting and hiring. Meets Tuesdays, Nov. 15-Dec. 6 (468).

Reading and Interpreting Financial Statements (PIC 0202) teaches the critical tools of financial analysis: comparison of statements, percentage analysis, and computation of ratios; understanding financial principles,

assessing performance; for financial or nonfinancial managers. Tuesdays, Nov. 8-Dec. 6 (471).

How To Budget in a Service Organization (PIC 0203) shows you how to plan, evaluate, and take corrective action in budgeting for the special needs of the service environment. Tuesdays, Nov. 22-Dec. 13 (472).

How To Buy and Use Small Business Computers (PIC 0403) assists first-time users in learning the information required to apply computer technology to their operations; equipment and systems available. Mondays, Nov. 7-Dec. 5 (478).

...self-improvement

The Arab-Israeli Conflict: After the Lebanon War (IC 0811). The Arab and Israeli views of history, conflicting ideologies, alternative courses of action for America in the Middle East; one-day course includes lunch. Saturday, Nov. 5 (453).

A Creative Approach to Fluent Writing (IC 0819) helps you develop your writing strengths, overcome your anxiety or writing blocks and self-critical attitudes; one-day course includes lunch. Friday, Nov. 18 (454).

How To Get the Most From Your Home Computer (IC 0593). How to load and run programs, flowcharting, programming problems, review of products available. Tuesdays, Nov. 1-29 (450).

Math problems? Divide and conquer

The Math Anxiety Program offered through Continuing Education for Women will hold a diagnostic clinic on December 15, 5:30-8:30 p.m., in 140 Nolte Center on the Minneapolis campus.

The diagnostic clinic is designed to help individuals determine their current level of math skills through testing. Discussion includes how to select a mathematics class based on test scores and an overview of available courses and support services.

A noncredit arithmetic and elementary algebra class will begin in January, also. All the mathematics classes are taught by instructors attuned to the needs of the math-anxious person.

For registration information, call 373-9743.

Students complete certificates

The students listed below earned certificates through Continuing Education and Extension during 1982 summer terms.

Summer Session I, 1982

Alcohol and Drug Counseling Education: Kathleen Boylan, with distinction, Minneapolis; Aviva Inberg, with high distinction, Golden Valley; Sheri Johnson, with high distinction, Alexandria; Dawn Lindgren, North Branch; Barbara Massler, with high distinction, New York, NY; Evelyn Nelson, with high distinction, Minneapolis; Martha Pottle, with distinction, St. Paul; Tamara Schirber, with distinction, St. Joseph; Louis Wilhelm, Burnsville.

Commercial Art: Anthony Bennett, with distinction, St. Paul.

Human Services: Vernon Plummer, with distinction, Moose Lake.

Interior Design: Kathleen Grove, with distinction, Minneapolis.

Senior Accounting: Thomas Sis, Minneapolis.

Junior Accounting: Mei Jen Chen, Minneapolis.

Senior Business Administration: Judith Foye, Maple Grove.

Industrial Relations: Roger Elais, Plymouth; Anna Marie Joseph, West St. Paul; Daniel Kohman, with high distinction, St. Paul; Susan Newlin, with distinction, Minneapolis; Mark Struthers, Minneapolis.

Information Systems Analysis and Design: Steven Mooney, Richfield.

Summer Session II, 1982

Alcohol and Drug Counseling Education: Laurel Olson, with high distinction, St. Paul.

Commercial Art: Carol Nelson, with high distinction, Minneapolis.

Mathematics and Science: Peter Vanderheyden, Brooklyn Park.

Senior Accounting: Karl Kern II, Chatfield; Jeff Nelson, Minneapolis.

Junior Accounting: Philip Losinski, with distinction, Roseville.

Junior Business Administration: Charlotte Ames, Vadnais Heights.

Industrial Relations: James Kwapick, St. Paul.

Information Systems Analysis and Design: William Brooks, with distinction, St. Paul; Donald Mathers, with distinction, Duluth.

Associate in Management of Administrative Services: Thomas Lux, St. Paul.

Undergraduate Development in Computer Science (45 credits): Paul Coler, with high distinction, Minneapolis; Roberta Pope, Eagan.

Undergraduate Development in Engineering and Science (45 credits): Peter Vanderheyden, Brooklyn Park.

Undergraduate Development in Engineering and Science (90 credits): Ray Starr, with distinction, Cottage Grove; Laura Nan Stish, Minneapolis.

bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | CHANGE |
|-------------------------|---|
| Acct 3201, sec 2 | Change to MW, 8:10-9:40 |
| Acct 5300, sec 1 | Added: Current Topics in Managerial Accounting , 4 degree credits, \$151. Winter quarter, sec 1, MW, 6-7:45, BlegH 125 (M) and BlegH 205 (W). |
| Anat 3005, sec 2 | Change to M, 1-4 |
| Arch 1032, sec 1 | Change to W |
| Arch 5055, sec 1 | Canceled |
| Arch 5142, sec 1 | Added: Historic Building Research and Documentation , 4 degree credits, \$163 plus \$5 course fee, total \$168. Winter quarter, sec 1, TTh, 5:15-7, Arch 55. |
| Arch 5052, sec 1 | Added: Early Medieval Architecture , 4 degree credits, \$163 plus \$4 course fee, total \$167. Winter quarter, sec 1, W, 6:20-8:50, Arch 25. |
| Arth 5911, sec 1 | Canceled |
| Ast 1015, sec 7,8 | Classes begin the week of Jan. 9 |
| CE 5004, sec 1 | Add limit of 40 |
| Dsgn 1526, sec 1 | Added: Presentation to Clients , 3 degree credits, \$102. Winter quarter, sec 1, M, 6:10-8:30, McNH 216. |
| CFP 0002 (II), sec 1 | Changed to winter quarter |
| CFP 0004C (IV), sec 1 | Canceled |
| HS 0321, sec 1 | Changed from fall semester to spring semester |
| Jour 5559, sec 1 | Added: Case Studies in Public Relations , 4 degree credits, \$139 (◆ \$69.50). Winter quarter, sec 1, M, 6:20-8:50, MurH 308. Change tuition to \$136 |
| Nor 1105, sec 2 | Change time to 6:15-8:30 |
| PsyS 5540, sec 1 | For course description, see PubH 5646. |
| PA 5671, sec 2 | Change Saturday meeting to Nov. 19 in McNH 274 (St. Paul campus) |
| PubH 3030/5030, sec 1,2 | Change to W |
| SPFE 5192, sec 1 | Added: The Analytical Psychology of C.G. Jung , 4 degree credits, \$162. Winter quarter, sec 2, W, 6:20-8:50, Arch 55. |
| SW 5010, sec 2 | Change tuition to \$139 (◆ 69.50) |
| Soc 3101, sec 2 | Canceled |
| Soc 5505, sec 1 | Change to W |
| Soc 5958, sec 1 | Meets MW, 4:15-6 |
| Per 3012, sec 2 | Added section: Winter quarter, sec 2, MW, 4:15-6, FoIH 406 (limit 5 Extension students). |
| Spch 5411, sec 2 | Canceled |
| Spch 5602, sec 1 | No late fee through Feb. 2 |
| PIC 0205, sec 1 | Change tuition to \$45 |
| PIC 0402, sec 2 | Add limit of 50; add room Minnetonka HS 117 |
| PIC 0501, sec 2 | Change tuition to \$96 plus \$24 special fee, total \$120. |
| PIC 0502, sec 2 | |

How to obtain transcripts

Current and former students may pick up one free unofficial copy of their transcript at 155 Williamson Hall between 9 a.m. and 2:30 p.m., Monday through Friday (190 Coffey Hall for students admitted to St. Paul campus-based colleges).

Official transcripts (specially certified and embossed with the University seal) cannot be given over the counter. Written requests should be dropped off or mailed; telephone orders are not accepted. There is a \$2 charge per transcript request (requests may include Extension transcripts and college transcripts).

The address is Transcript Service University of Minnesota, 155 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis MN 55455. Make checks or money orders payable to the University of Minnesota. (For St. Paul campus colleges: 190 Coffey Hall, 1420 Eckles Ave St. Paul, MN 55108.)

Advising effort aims at high school students

Gifted high school students often need a challenge beyond that found in their regular classes.

Each year, many of these students enroll in credit (and noncredit) college courses offered through Extension Classes and Extension Independent Study.

The chance to interact with college professors and college students can be the catalyst to stimulate advanced high school students to greater achievement.

In addition, students are exposed to college course work and learn what is required of students in college classes – experiences that can prove valuable when they begin college full time.

For these students, college courses

taken while in high school can accelerate their progress toward a degree since they are earning college credit.

Since evening and correspondence courses are open to enrollment by everyone, and because course work is done at times that don't conflict with high school attendance, Extension offerings have become an important educational resource for especially capable high school students, according to Extension counselor Darryl Sedio.

"We knew that these students were taking classes," Sedio says, "but now we're really making an effort to identify them and see that they are successful in their efforts."

Sedio notes that pre-registration advising can help students avoid

mistakes in course selection, especially when it applies to courses in degree programs students might wish to enter later.

College courses aren't for every teenager, Sedio points out, and he urges students to consult with their high school counselors. But many students can do college work while still in high school, he says, and his office can help students make the right decisions about courses and prepare for college classes.

Sedio is available by appointment (days or evenings) at the Extension Counseling Office, 314 Nolte Center. Call him at 373-3905 for information or for a descriptive brochure. Parents and counselors are welcome to call with questions.

Registration for winter quarter classes begins later this month. Dates are given here for mail and in-person registration. Be sure to see the bulletin, pages 20-23, for registration instructions.

Registration in Extension classes is on a first-come, first-served basis. Many classes fill early. **Prompt registration by mail offers you the best opportunity to get into a limited-enrollment class.**

MAIL REGISTRATION

November 14 to December 14: Registration forms with tuition checks will be accepted by mail for all winter classes (registrations received before November 14 will be returned).

IN-PERSON REGISTRATION

December 6 to December 14: In-person registration at 101 Westbrook Hall, Minneapolis campus; MacPhail Center, 1128 LaSalle Ave., in downtown Minneapolis; downtown St. Paul Skyway Registration Booth in the Northwestern National Bank Building. See the bulletin, page 15, for hours.

December 14: Last day to register without a late fee. Students who reserve spaces in limited classes during in-person registration must pay tuition by this date or lose their spaces in classes.

To request registration forms, the Extension Classes bulletin, or alternate choice forms, call 376-3000.

Winter quarter classes begin the week of January 3 (Tuesday).

Winter quarter registration



Spring semester registration will run simultaneously with winter quarter registration again this year (except that mail and in-person registrations will be accepted much longer, through January 25, for spring semester classes).

The important days and special procedures to note are:

- Registrations by mail will be accepted starting November 14.
- If you reserve space in a limited class during in-person registration, you must pay tuition by January 25 to complete registration; otherwise your space in class will be forfeited.
- The extended registration by mail and in person, after the close of the regular winter quarter registration period on December 14, is December 19 to January 25. Because classes are not in session for part of this period, and because of holiday closings, office hours vary. Check the office hours on pages 27-28 in the bulletin before stopping in at the campus registration office to register in person or to pay tuition.
- January 25 is the last day to register without a late fee for spring semester classes.

See page 17 in the bulletin for complete information.

Spring semester classes meet February 6 through June 9 (15 weeks).

Departments offering some semester-length classes include chemistry, Chinese, economics, French, general college, German, insurance, Italian, Japanese, physics, and psychology.

Spring semester registration

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Second class postage paid, Minneapolis, Minnesota

Plan ahead for financial aid

by Fran Van Slyke-Zaslofsky, Extension Counseling Office financial aid officer

Even if you lack the financial resources, you can probably still find a way to attend college.

You may require a little (or a lot) of help from financial aid sources and other student support offices on campus, a lot of self-help, and perhaps even some help from your friends or your employer.

But, by far the most important part of your financial aid search is you. A successful aid applicant is likely to be one who is informed, organized, and persistent. Planning ahead is essential – a year in advance is not too soon.

As a part-time student, you have a number of options, even though you are not in the financial aid mainstream. (Students receiving the largest financial aid packages are likely to be high-need, admitted, full-time day students working on a first bachelor's degree, who applied in January or February for aid they need the following fall.)

If you can join the mainstream group, by all means, do so. If you can't, read on.

The best way to begin your search is to talk with someone knowledgeable about financial aid. Given some basic information about your financial situation and educational plan, an Extension Counseling adviser or counselor can assist you in exploring options. The Extension Counseling Office is located in 314 Nolte Center (phone 373-3905).

Each financial aid program has its own set of eligibility criteria. Most (not all) require financial need, but definitions of need vary greatly by program. Most base eligibility on household size, previous year's income, and current

assets; others allow estimates of income for the present year when circumstances have changed drastically. Some exclude assets and others base eligibility on projected income for the academic year. Most programs require that recipients be admitted to a degree or certificate program and enroll in courses for credit. Almost all programs require U.S. citizenship or classification as a permanent resident of the United States; some require Minnesota residence.

Your next step is an equally important, but much neglected, part of the search – learn more about what financial aid is and how it works.

You must understand the process, know how to ask intelligent questions, and understand the answers you are given to your intelligent questions!

Day classes are open to you

In addition to over 2,000 evening and late afternoon classes listed in the 1983-84 Extension Classes bulletin, many day school classes are open to Extension students this year as joint day/Extension classes.

Registration is through the Extension Registration Office in 101 Wesbrook (not day school class reservation offices). Students enrolled at the University through the day school may not register for day classes through Extension.

Check the course offerings section of the bulletin for those departments that will offer joint day/Extension classes this year. A boxed-in note appears near the

The downtown Minneapolis and downtown St. Paul public libraries have several excellent reference materials that will help "demystify" the process. Ask for: **Don't Miss Out: The Ambitious Student's Guide to Scholarships and Loans** by Robert Leider, a booklet published by Octameron Associates and updated every year; **Paying for Your Education: A Guide for Adult Learners**, a booklet published by the College Entrance Examination Board in 1980; and "Paying for College with Less Help from Uncle Sam," an article that appeared in the October 1982 issue of **Changing Times** magazine.

Conduct your search carefully. It's a very important part of your education!

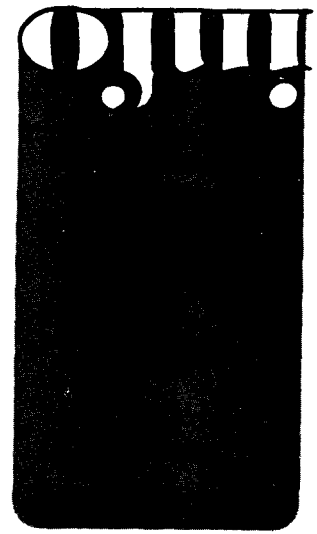
Watch for more information in **Info** next month about financial aid.

beginning of the department's course listing.

Some of the departments that will open many day classes to Extension students this year are English, animal science, geography, civil engineering, biology, anthropology, political science, and several foreign languages.

Call 376-3000 about two weeks before mail registration starts each quarter to request a day school Class Schedule and registration instructions. In the Class Schedule, see the section entitled "Courses Open Through Continuing Education and Extension" for a list of joint day/Extension classes.

To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.



Info (USPS 711-240)
University of Minnesota
Extension Classes
180 Westbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

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Second in a series

Financial aid options

by Fran Van Slyke-Zaslowsky, Extension Counseling Office financial aid officer

The first step in conducting a successful financial aid search (covered last month) is identifying options. The next step involves evaluating the options - financial aid takes several forms and some options may be more attractive than others.

Grants and scholarships are considered "gift" aid, which means that they do not have to be repaid. Grants are awarded according to need. The main criterion for scholarship awards is academic performance, although most scholarship recipients must also demonstrate need. Merit ("no need") scholarships based solely on scholastic achievement are relatively scarce.

Loans must be repaid. Some loans have a need requirement; others do not. Educational loans carry lower interest charges than other loans in the marketplace, and repayment usually does not begin until the borrower graduates or leaves school.

College Work-Study provides funds for part-time work opportunities for students. Recipients must demonstrate need and be full-time day students.

Scholarships are a financial aid source which should not be overlooked by students whose grade average is B or higher. Locating specific scholarship sources may require considerable resourcefulness, and completing applications usually involves more creative energy than other financial aid forms. Some programs require more detailed information about the family budget, more narrative, such as a personal statement or an explanation of the educational plan and career goals, and letters of recommendation.

Some of the least restrictive programs are scholarships for mature women beginning or continuing their education. Many of these programs encourage applications from students studying in high-growth fields and specialized non-traditional fields with good job prospects. Sources include local, regional, and national organizations such as the Business and Professional Women's Foundation, American Business Women's Association, Soroptimist Club, and the Carol McPherson Scholarship Fund (at the University of Minnesota).

The downtown Minneapolis and downtown St. Paul public libraries have several reference books which list specific scholarship sources. Many of them are restricted to either high school seniors, who will attend college full time upon graduation, or to graduate students in master's and doctoral programs. Other funds may be restricted to specific schools or to students who reside in a particular geographic area (for example, a particular county). (Also keep in mind that many reference books can become quickly outdated.)

If you find a source which applies to your course of study and if you feel well qualified, by all means apply. If you write to a sponsor to request additional infor-

continued page 3

Match education plans to career opportunities

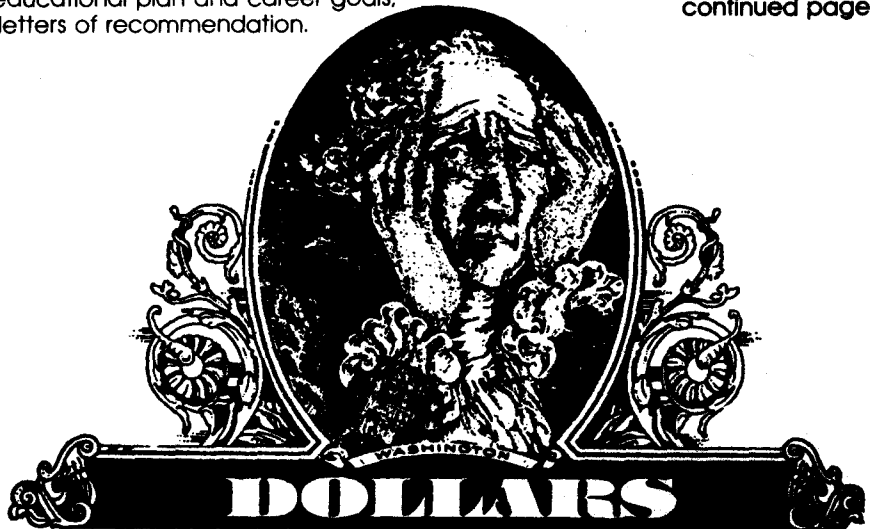
For Extension students, education and employment often are closely related. In fact, over half the students surveyed say that the courses they take will be useful at work or contribute to their getting better jobs.

The Extension Counseling Office offers workshops and testing services (described below) directly related to vocational planning. Call 373-3905 for registration information.

The Career Planning Workshop is a six-session class that helps students assess their interests, skills, and values related to work. Participants learn how to investigate career options and how to set goals and make decisions about career plans. The next workshop is January 4 to February 8 (Wednesdays, 6 to 8 p.m.). Cost is \$95.

The counseling office also offers a comprehensive test battery as a career-planning aid. Results of an interest inventory, values questionnaire, and psychological tests are reviewed with a professional counselor. Cost is \$72 for students, \$110 for others.

The Effective Job Search Workshop concentrates on techniques for finding a job once career decisions are made: developing a resumé, perfecting interviewing skills, building a contacts network, and more. The course meets Mondays for six weeks, January 9 to February 13, in the evening. Cost is \$95.



Winter quarter course notes and additions

Scandinavian insight

Sweden today. The words suggest many images – a liberal, open society; a democratic socialist state; precision engineering and advanced technology; world-famous cities that are both quaint and cosmopolitan.

You can examine Sweden, the country and the society, in a winter quarter course, **Scan 3670 Sweden Today**.

The instructor is Sven Windahl, associate professor of journalism and mass communications at Växjö University in Sweden. Windahl is a sociologist as well as a journalist. He has been a visiting scholar at the University of Minnesota and was the faculty director of the Swedish in Växjö program offered by

the Extension Classes Office of Study Abroad last spring.

The class is open to anyone; there are no prerequisites. No-credit registration is possible for \$69.50. See the course description on page 374 in the bulletin.

1984 and beyond

George Orwell's view of 1984 was highlighted by a totalitarian Big Brother government and the social manipulation of Newspeak. With that year nearly upon us, how much of Orwell's fiction can we find in reality?

CLit 5910 1984: Issues and Questions covers Orwell's career and writings,

other dystopian literature, and the political and social scenarios portrayed in prophetic literature.

See the bulletin, page 120, for a complete description of this winter quarter class. No-credit registration at one-half the regular tuition is available.

More courses

Dsgn 1526 Presentation to Clients is added for winter quarter. Designed to assist the consultant in a client-consultant relationship to attain and maintain a high level of performance and to present ideas or product in the most favorable manner possible (no prereq); 3 degree credits, \$102. Winter Qtr, sec 1, M, 6:10-8:30, McNH 216, Madson.

PubH 5615 Health of the School-Age Child, 3 degree credits, \$133.50. Current health status of school-age children. The social, familial, environmental, economic, and behavioral factors contributing to their current health problems. Role of the schools and other community agencies in promoting health. Winter Qtr, sec 1, M, 4:15-6, 1250 Mayo, St. Germaine.

Child behavior workshops

Several one-day workshops are offered through Child and Adolescent Psychiatry this winter that focus on specific aspects of child behavior and emotional disturbance or mental development.

These courses are directed at teachers, counselors, nurses and health workers, helping professionals, and parents. (See complete course descriptions on page 109 in the bulletin; graduate-credit is available.)

CAPy 5611 Workshop: The Emotionally Disturbed Mentally Retarded Child and Adolescent; Monday, January 23.

CAPy 5612 Workshop: Depression and Self-Destructive Behaviors in Children and Adolescents; Tuesday, March 13.

CAPy 5613 Workshop: Medical Disorders in Emotionally Disturbed Children and Adolescents; Wednesday, February 15.



No, these people are not attending a revival meeting or holding a séance. They are Extension students in an introductory psychology course offered through Extension Classes this fall. Instructor Jon Koerner has students hold hands or link up hand-to-shoulder and then send a squeeze along the human chain. "The exercise gives students firsthand experience with psychological experimentation and the principles of the experimental method," Koerner says. The exercise demonstrates – and measures the speed of – nervous conduction. The distance is estimated and the time required to send the impulse around is divided into that distance. Koerner says that individual reaction times and arm lengths hinder precise accuracy, but the exercise does illustrate the nature of scientific reasoning.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Westbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year – August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice.



Extension student board gets under way for 1983-84

The Extension Classes Student Board has selected officers for 1983-84.

The chairman is Steven Hanson, who was a board member last year. He is studying mechanical engineering. Vice chair is David Typpo, a computer analyst for Lee Data Corporation. Bruce MacGregor will serve as secretary; he is seeking a business degree through Extension and was a board member last year, also.

All students are invited to attend student board meetings. Meetings are held the first Friday of the month, in the evening, at Nolte Center. Call 376-7500 to confirm date and time.

Upcoming guests at board meetings include Dean Harold Miller of Continuing

Design students take note

Students in the Interior Design Certificate program should note that **Dsgn 1453 Interior Problems II: Certificate** will be offered for the final time winter quarter.

No further admissions are accepted into this certificate program. It has been replaced with the bachelor of science degree in interior design as offered through the College of Home Economics. Students in the certificate program must complete work by June 1988.

If you have questions about either the certificate program or the bachelor of science degree, call Extension Counseling at 373-3905.

financial aid from page 1

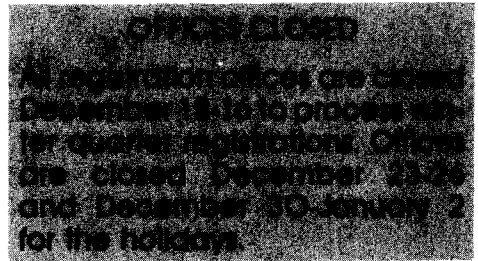
When you submit your financial information and an application, be sure to enclose a stamped, self-addressed envelope.

You may encounter other local scholarship sponsors (foundations, corporations, community organizations) which have not yet expanded their scope to mature beginning students or re-entry students. If you welcome a challenge, contact them and persuade them to broaden their horizons to include adult and part-time learners.

If you need assistance in your financial aid search, contact the Extension Counseling Office in 314 Nolte Center (telephone 373-3905).

Watch for more information about financial aid next month.

Education and Extension in January and later in the year, representatives from the University's parking services department and central administration.



bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | CHANGE |
|-----------------------|---|
| Acct 3201, sec 2 | Change to MW, 8:10-9:40 |
| Acct 5300, sec 1 | Added: Current Topics in Managerial Accounting , 4 degree credits, \$151. Winter quarter, sec 1, MW, 6-7:45, BlegH 125 (M) and BlegH 205 (W) |
| Anat 3005, sec 2 | Change to M, 1-4 |
| Arch 1032, sec 1 | Change to W |
| Arch 5055, sec 1 | Reinstate; offered as listed but change room to Arch 5 |
| Arch 5142, sec 1 | Added: Historic Building Research and Documentation , 4 degree credits, \$163 plus \$5 course fee, total \$168. Winter quarter, sec 1, TTh, 5:15-7, Arch 55. |
| Arch 5052, sec 1 | Added: Early Medieval Architecture , 4 degree credits, \$163 plus \$4 course fee, total \$167. Winter quarter, sec 1, W, 6:20-8:50, Arch 25. |
| Arth 5911, sec 1 | Canceled |
| ArtS 5400, sec 1 | Change time to 6:10-9:10 |
| Ast 1015, sec 7,8 | Classes begin the week of Jan. 9 |
| CE 5004, sec 1 | Add limit of 40 |
| Dsgn 1526, sec 1 | Added: Presentation to Clients , 3 degree credits, \$102. Winter quarter, sec 1, M, 6:10-8:30, McNH 216 |
| EdAd 5110, sec 1 | Added: Personal Time Management and Administration , 2 degree credits, \$81.50. Winter quarter, sec 1, W, 4:15-6, ClaOff 31 |
| FoSt 3002, sec 8 | Canceled |
| Geog 3341, sec 1 | Added: Industrialization and Trade , 4 degree credits, \$139. Winter quarter, sec 1, Th, 6:20-8:50, BlegH 255. |
| CFP 0002C (II), sec 1 | Changed to winter quarter |
| CFP 0004C (IV), sec 1 | Canceled |
| HS 0321, sec 1 | Changed from fall semester to spring semester |
| Jour 5559, sec 1 | Added: Case Studies in Public Relations , 4 degree credits, \$139 (◆ \$69.50). Winter quarter, sec 1, M, 6:20-8:50, MurH 308. |
| OM 3041, sec 2 | Added: Project Management , 4 degree credits, \$151. Winter quarter, sec 2, M, 5:30-9:15, BlegH 425 |
| Nor 1105, sec 2 | Change tuition to \$136 |
| PsyS 5540, sec 1 | Change time to 6:15-8:30 |
| PA 5671, sec 2 | For course description, see PubH 5646 |
| PubH 5615, sec 1 | Added: Health of the School-Age Child , 3 degree credits, \$133.50. Winter quarter, sec 1, M, 4:15-6, 1250 Mayo |
| SPFE 5192, sec 1 | Change to W |
| SW 5010, sec 2 | Added: The Analytical Psychology of C.G. Jung , 4 degree credits, \$162. Winter quarter, sec 2, W, 6:20-8:50, Arch 55. |
| Soc 3101, sec 2 | Change tuition to \$139 (◆ \$69.50) |
| Soc 5505, sec 1 | Canceled |
| Soc 5958, sec 1 | Change to W |
| Per 3012, sec 2 | Meets MW, 4:15-6 |
| Spch 5411, sec 2 | Added section: Winter quarter sec 2, MW, 4:15-6, FolH 406 (limit 5 Extension students) |
| Spch 5602, sec 1 | Canceled |
| Urbs 3900, sec 2 | Change to M |
| IC 0921, sec 1 | Cost is \$1,650, not \$2,150 |
| PIC 0205, sec 1 | No late fee through Feb. 2 |
| PIC 0402, sec 2 | Change tuition to \$45 |
| PIC 0501, sec 2 | Add limit of 50; add room Minnetonka HS 117 |
| PIC 0502, sec 2 | Change tuition to \$96 plus \$24 special fee, total \$120 |

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Winter registration continues

Registration for winter quarter Extension classes is open now through December 14. You may register by mail through that date, or stop by and register in person from December 6 to 14 at the locations listed below.

Registration in Extension classes is on a first-come, first-served basis. Some high-demand classes, or certain sections of them, have already filled.

When you reserve classes in person,

you must pay tuition by December 14 to complete registration. Otherwise, your space in class is forfeited.

The last day to register without a late fee is December 14 for most winter quarter classes.

Late registration by mail with a \$5 late fee starts December 15. Late registrations are accepted in person at 101 Westbrook Hall (only) starting December 19. See page 15 in the bulletin for a sum-

mary of dates and hours for winter registration (including late registration).

New ballet program for youngsters at MacPhail Center

MacPhail Center for the Arts announces the appointment of Annette Atwood as an instructor in Royal Academy of Dance Ballet.

The specially created program features group classes that follow the Royal Academy of Dance Children's Syllabus created by Dame Margot Fonteyn.

Emphasis is on awareness of the body and its capacity for movement, sensitivity to music, and the satisfactions of mastering goals and moving to new challenges. But most important, the syllabus is designed to be enjoyed and to provide a clear sense of achievement as the child progresses.

Atwood, a full member of the Royal Academy, is a noted kinesiologist and a performing member of the San Francisco Imperial Ballet and the San Francisco Dance Theater. She has taught and lectured with the American Dance Festival, Dance Masters of America, the University of Wisconsin, and the David Howard School of Ballet in New York. In April 1983, she successfully entered the first Minnesota candidates for Imperial Society Major Ballet Examination.

A class of 9- and 10-year olds is forming now and will meet Thursdays at 5 p.m. For registration information, call MacPhail Center at 373-1925.

IN-PERSON REGISTRATION LOCATIONS - DECEMBER 6-14

- **101 Westbrook Hall, Minneapolis campus.** Hours are 9 a.m. to 8 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.
 - **MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis.** Hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.
 - **Skyway Registration Booth, Northwestern National Bank Building, downtown St. Paul.** Hours are 9 a.m. to 5 p.m., Monday through Friday.
- All registration offices are closed weekends.

Noncredit courses from CEW

Continuing Education for Women offers several new noncredit, short-term classes this winter as well as popular repeats in topics that range from nuclear arms to dreams.

Some courses are offered during the day and at convenient off-campus sites. Call 373-9743 for a CEW free bulletin.

Nuclear Militarism and Its Critics examines the search for new political alternatives to the international politics of nuclear militarism.

Psychology of Relationships covers what draws people into relationships, why they turn out as they do, and how to improve them.

Computers: A Practical Introduction is designed for the novice who wants to develop an understanding of computers; topics include BASIC language and simple programming and uses, especially with home computers.

Fin De Siecle Fiction: Visions of the Apocalypse reviews fiction written around 1900 and the sense of an ending common to it.

Other classes include **Does The Bible Really Say That?; Fantasies and Dreams: Their Meaning and Intention;** and **David Hockney: From Canvases to Sets for the Met.**

MKC
9EV231



Third in a series

Financial aid — the time to apply is now

by Fran Van Slyke-Zaslowsky, Extension Counseling Office financial aid officer

The financial aid factory is gearing up for 1984-85, and the production schedule may involve eight to nine months.

The end product, your financial aid package, will depend on a timely and accurate application. If you plan to enroll on a full-time basis in the fall of 1984, you can increase your options for aid by applying in January or February. Although part-time students also must plan ahead, their timelines are somewhat later (generally March to May).

Full-time students will use the ACT packets. ACT is the American College Testing Program, a processor of financial aid applications. The packet contains an all-purpose aid application form, which covers grants, loans, scholarships, and work-study as well as other application materials. Students whose files are complete by the priority deadline of April 27, 1984, have the advantage of being considered for larger aid packages, provided that they are eligible otherwise.

Achieving "complete file" status usually entails six to eight weeks of lead time for processing of the application by

ACT and completion of other application materials by various sources. Although the resources are limited for students who complete their applications after April 27, the Minnesota State Scholarship and Grant, Pell Grant, and Guaranteed Student Loan programs will remain options well into the academic year.

Completing aid applications is admittedly a chore, but it's a task that can bring monetary rewards! It is important to pick up aid applications from the school you plan to attend since many schools require different or additional forms.

Correct completion of application forms is crucial, so read the instructions carefully. Don't guess at income information; check specific lines on your tax forms and financial statements. Don't

leave any items blank unless you are specifically instructed to do so.

Be sure your social security number is correct and all of the required signatures appear on the application. The application packet may contain forms which must be sent to several different addresses. Double-check the instructions to make sure you are routing them properly.

Finally, don't overlook another necessary step in the process — admission to a degree or certificate program. It is advisable to inquire about admission at the same time you apply for financial aid since most financial aid is contingent upon admission to a program.

For more information about financial aid or admission, contact the Extension Counseling Office, 314 Nolte Center (telephone 373-3905).

Unlock the secrets of the library

This winter, Extension Classes will again offer the free course on how to use the library more efficiently.

The first session shows you how libraries are organized and means of access to information in libraries. The second class introduces reference books and shows you how resources are organized in various subjects. This

knowledge helps you find the information you need, especially for term papers or assignments, even if you don't know the subject well.

The course content applies to all libraries, but special attention is given to University of Minnesota libraries. The University has several libraries, and books in some subjects are housed in buildings other than Wilson Library (west bank), Walter Library (east bank), and the St. Paul campus library. For example, there are separate libraries for architecture, journalism, and biomedical books and periodicals.

The class meets January 11 and 18, 6:30-9 p.m., in Mgmt/Econ 136. The instructor is Marcia Pankake, assistant professor in the library. No preregistration is required. See the course description on page 452 in the bulletin.

For information about University library hours and locations, call general library information at 373-3082. You must present a current paid fee statement (your receipted copy of the registration form) when borrowing books from University of Minnesota libraries.



focus on faculty . . .

Lou Lachter
Public Relations Specialist
3M Company

Combining what students want in the classroom with what they need to know on the job was a major objective for Professional Improvement Courses (PICs) when they started a few years ago.

Lou Lachter, a public relations specialist at 3M Company, accomplishes exactly that goal in his popular noncredit class, **Basic Guide to Public Relations (PIC O301)**.

Lachter is one of the many adjunct faculty from the business world who teach evening Extension classes. Just as the students they teach, these instructors bring real-life examples and potential applications to class with them each week.

"I try to address individual needs, so I have students evaluate the class every time," Lachter says. The result is that specific questions and details can be covered as the course progresses.

The six-week course surveys public relations, reviewing topics such as how

the press is organized, how to plan and to evaluate public relations efforts, and how to make and maintain good media contacts.

Practical problems are addressed each week – handling "bad news" and negative publicity, for example – Lachter says. Students also practice writing news releases, collecting facts and putting them into news story form, and editing copy to make sure stories are concise and clear, as well as interesting.

Lachter says he tries to offer students work-a-day hints he has learned over several years in public relations work, and work samples of clippings files, company publications, and evaluation reports are circulated and discussed in class.

At 3M, Lachter works at publicizing products and their applications in several product areas and creating awareness of the 3M people involved, he says, both to the general public and

to specialized audiences. His responsibilities mostly involve managing public relations or serving as a representative of the company. He regularly coordinates special events and participates in trade shows and conferences nationwide.

Philip Lundblad, PICs program director, says the Lachter course, offered for the third consecutive year (in cooperation with Continuing Education for Women), is a perfect example of how the short-course format works well for career-related education. "Students can use what they learn in class the same week," he notes.

An extra benefit is the value of interaction among students. "People compare their common experiences at work and develop professional contacts," Lundblad explains. They also can explore new ideas, experiment a little, or seek a peer's opinion outside the pressures or restrictions of the workplace.

PICs bring you job-related education this winter

Upcoming winter term PICs to help you in career advancement include the following (see pages 461-484 in the bulletin for complete listings and course descriptions).

Effective Listening Skills (PIC O107) helps you improve communication skills and ability to gather and retrieve information.

Management Skills (PIC O112) covers what managers do, the five functions of management, leadership, motivation, and more with an emphasis on practical skills rather than theory.

Moving Up: Career Tactics for Women (PIC O504) teaches you how to make the system work for you, how to act rather than react, and how to handle barriers to career growth.

Telephone Techniques (PIC O305) reviews techniques for creating positive

impressions on the phone and improving public contact skills.

Many more courses are available in computers and their use, office automation, assertiveness training, supervision, and other areas.

Some PICs are cosponsored with the **American Management Association**. They include: PIC O118 **Manufacturing Management**; PIC O205 **Planning and Administering the Company Budget**; and PIC O406 **Computer Basics for Management**.

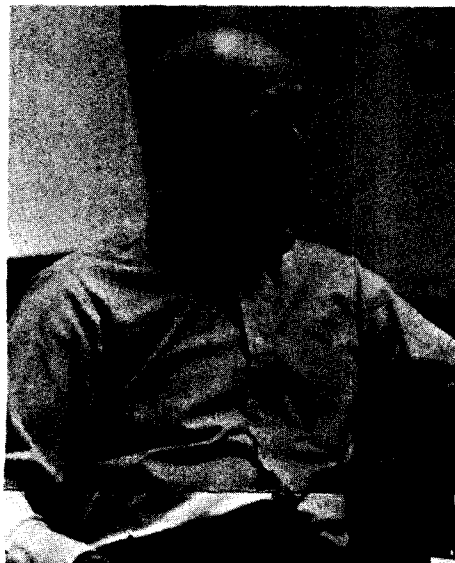
A popular fall Professional Improvement Course, **Overcoming Fear of Speaking (PIC O205)** will be repeated this spring, April 24 to May 29, 6:30-8:30 p.m. Call 373-5166 for registration information.

Plan your career

The career planning workshop, offered through the Extension Counseling Office, will be offered again, Feb. 15 to Mar. 21 (six meetings), Wednesdays, 6 to 8 p.m.

After surveying skills, interests, and values, workshop participants are able to specify career objectives better. Students take an interest inventory and learn techniques for setting goals and making decisions.

Cost is \$95. Call the counseling office for registration materials, 373-3905.



Lou Lachter

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
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in short . . .

Group leadership

OM 3041 Project Management is added for winter quarter. Register immediately in 101 Wesbrook Hall if you are interested in this course; the late fee is waived through the first week of classes. Topics include project planning, scheduling, budgeting, staffing, controls, and communication with and motivation of team members; 4 degree credits, \$151 (prereq 3000 or #, limited to 25 Extension students). Winter quarter, sec 2, M, 5:30-9:15, BlegH 425, Robert Yourzak.

Saturday workshop

A new one-day Public Health workshop, **Alcohol and the Family: Effects on the Fetus and the Child** (PubH 5608), is scheduled for Saturday, Feb. 4, on the St. Paul campus. This course will

be offered only once in the Twin Cities this year. enrollment is limited; registration is open now. See the course description on page 352 in the bulletin, or call 373-1536 for registration information.

Watch for more information in an upcoming **Info** about the instructor, Robert ten Bense, M.D., an internationally recognized expert in child abuse and the director of the University's Maternal and Child Health Program.

Paint without numbers

IC O168 Studio Art Painting in Quils and Acrylics will be repeated winter quarter. See page 428 in the bulletin for course description. Meets Wednesdays, 6:30-9, Feb. 8 to Mar. 28 (8 meetings), ArtB 151; sec 2, no credit, \$76.

CEW courses

Continuing Education for Women will offer four new noncredit, short-term courses that begin in February. Call 373-9743 for information or a bulletin.

Creativity: The Person, the Process, the Product. Examination of outstanding creative people in a variety of fields, how they accomplish what they do, and how those methods apply to the rest of us.

The Phenomenon of Rock Music looks at the influence on American psychological and cultural mores, the history, and the important contributors.

Women's Theater covers ideas, theories, practice and a session with Martha Boesing of At the Foot of the Mountain Theater Company.

Planning Early for Financial Security at Retirement reviews life-planning stages, advisers, inflation, interest, tax planning, and more.

Spring semester registration

Registration is open now for spring semester courses and continues in person and by mail through January 25.

Departments offering some semester-length courses (15 weeks) include chemistry, Chinese, economics, French, General College, German, insurance, Italian, Japanese, physics, and psychology.

In-person registration is at 101 Wesbrook Hall on the Minneapolis campus. Office hours are reduced between quarters, so be sure to check the schedule given on pages 27-28 in the bulletin. Once winter quarter classes begin (Tuesday, January 3), the office is regularly open Monday through Thursday until 8 p.m. and Friday until 4:30 p.m.

See page 17 in the bulletin for complete registration information about spring semester. Registration procedures are described on pages 20-24.

January 25 is the last day to register without a late fee.

Snowstorms cancel Extension classes

For the first time in recent history, the University closed for two consecutive school days (November 23 and 28) and Extension classes were canceled because of the weather.

We received many telephone calls, from early morning on, from students and instructors who wanted to know whether classes would be canceled.

Please remember that when classes are canceled, there will be an announcement broadcast on KUOM radio (770 AM) at 4 p.m. (or earlier). Other local radio and television stations generally are notified and carry the announcement, also.

Classes rarely are canceled. Missing one Extension class is often equivalent to missing a week of day school classes. The official viewpoint is that the Extension administration should not make students' decisions for them. However, if conditions are dangerous or virtually impossible, then we do have an obligation to discourage instructors and students from risking the trip to campus.

Was is it a computerized holiday?

Learn to use your new home computer confidently and efficiently through a new added noncredit Informal Course.

IC O595 Computer Camp for Adults is a two-day survey of how to make the best possible use of your computer, including selecting and using software, word processing, and spread sheets. The course meets 9 a.m. to 4 p.m., February 11 and 12, at the new computer lab at the Earle Brown Center. Cost is \$98 (\$180 for two people from the same household); includes lunches.

Call 376-7500 for a complete course description and registration forms. Limited to 20 students.

Another winter term noncredit computer course is **IC O813 Getting to Know the Computer**. This one-day introductory course presents basic fundamentals and terminology. See the bulletin, page 453, for a complete description; meets W, Feb. 15, 8:30 a.m. to 4 p.m. Registration is open now.

Parking hints and contacts

Building construction (on the west bank) and snow banks (everywhere) have reduced the number of convenient parking spaces on campus.

New options, including shuttle buses from off-campus parking lots or ramps, are under study. If any additional bus

service or parking alternatives become available, they will be outlined in **Info** as early as possible. Watch for notices in student unions and in the **Minnesota Daily**, also.

Parking information is available by calling 376-PARK. For information about intercampus buses, which serve the 700-space Como Avenue commuter lot at Como and 29th Avenues S.E., call University Transit Services at 373-O374.

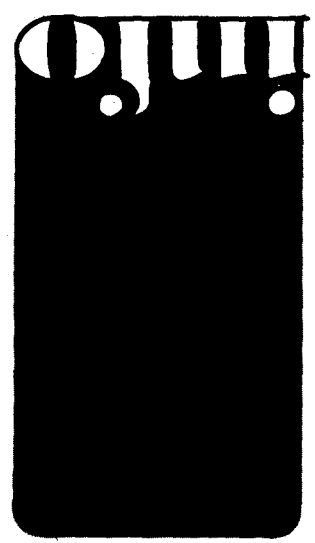
Call 376-7500 for map reprints (or see the maps in the bulletin, pages 583-593) or for help in locating buildings or lots.

For information on parking for the handicapped, call the University Police Department at 373-3550. Handicapped parking spaces are available on campus, and most are close to major classroom buildings and recommended handicap routes.

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77 Pleasant Street S.E.
Minneapolis, MN 55455

Easy learning with Informal Courses

Winter term noncredit Informal Courses have a practical, how-to-do-it emphasis this year in many areas in the arts, the outdoors, and personal interests.

Informal Courses are short-term classes that bring you college learning without the grades, exams, and obligations of earning credit. A few are highlighted below, but see the Informal Courses section of the bulletin, pages 424-454 for a complete course listing. Registration is open now; don't delay.

Arts, humanities

IC O133 Music: How To Listen To It. An introduction to music and its appreciation, origins, great composers, and more.

IC O162 Introduction to Weaving. Limited enrollment; begins January 10, so inquire now about registration.

Plus the arts of China and 19th-century Russian literature.

Nature and the outdoors

IC O202 Taxidermy: Mounting A Game Bird. Introduction to taxidermy; students will mount a quail.

IC O210 Animal Behavior. Animal group and individual behavior; meets at the Minnesota Zoo.

IC O226 Ecology of Minnesota Fish. Minnesota game fish, species and habits, management practices.

IC O251 Energy Conservation (new home construction). Insulation, mechanical systems, active and passive solar systems, construction design and techniques.

IC O265 Coral Reefs. Ecology and features; helpful for divers.

IC O290 Horses. Two sections: section 1 covers health, care, diseases; section 2 covers management, training, showing.

Personal interests, skills

IC O416 Effective Time Management.

IC O428 Introduction to Editing. Survey of copy editing, publications and production.

IC O440 Selling Your Photographs; Selling Your Writing. Popular marketing workshops led by free-lance photographer Rohn Engh and free-lance writer Gerry Engh.

IC O483 Nutrition for Your Pregnancy. Well-balanced diets and how they effect you and the fetus; dietary analysis and self-assessment.

Plus yoga, basic income taxation, effective lobbying techniques, publicity for nonprofit organizations, rapid reading, and the archaeology of the Yucatan Peninsula.

Call 376-WALK for Campus Alerts

The University Police Department offers a new service for students walking alone on the Minneapolis campus in the evenings.

Extension students leaving classes may call 376-WALK to request a campus safety escort.

Callers are walked to their destinations. The security escorts can go short distances off campus. Escorts usually will wait with callers at bus stops or in parking lots until the cars depart.

The escort service, now in its fourth year, is available Monday through Thursday, 8:00 p.m. to 1 a.m. during the school year when classes are in session. (A service of the Winter Branch.)

bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | CHANGE |
|--------------------|--|
| Ast 1015, sec 7-12 | Classes begin the week of Jan. 9 |
| OM 3041, sec 2 | Added: Project Management , 4 degree credits, \$151. Winter quarter, sec 2, M, 5:30-9:15, BlegH 425. |
| PubH 3036, sec 2 | Rooms are MoosT 2-571 (Friday) and MoosT 2-676/2-680 (Saturday and Mondays) |
| IC O277, sec 1 | Canceled |
| IC O168, sec 2 | Added: Studio Art Painting in Oils and Acrylics , no credit, \$76. Winter spec term, sec 2, W, 6:30-9, Feb. 8-Mar. 28, ArtB 151. |
| IC O595, sec 1 | Added: Computer Camp for Adults , no credit, \$98. Winter spec term, sec 1, SaSu, 9 a.m.-4, Feb. 11-12, EBCEC. Cost is \$1,650, not \$2,150 |
| IC O921, sec 1 | No late fee through Feb. 2 |
| PIC O205, sec 1 | Change tuition to \$45 |
| PIC O402, sec 2 | Change room to LindH 215 |
| PIC O408, sec 1 | Add limit of 50; add room Minnetonka HS 117 |
| PIC O501, sec 2 | Change dates to Jan. 3-19 (no late fee through Dec. 27); |
| PIC O502, sec 2 | change tuition to \$96 plus \$24 special fee, total \$120. |

MKC
9 EV231



Samplers — a touch of class for a dollar

Sampler lectures this winter and spring cover a variety of topics ranging from American blues music to Polish Nobel Prize winners.

Samplers are one-evening presentations by experts. Anyone may attend. Admission is \$1 payable at the door (no preregistration is required). Persons 62 and older are admitted free.

All Samplers begin at 7:30 p.m. and are held at the Earle Brown Continuing Education Center on the St. Paul campus. Dates and titles are listed below.

Sampler announcements are issued twice a year. To be placed on the mailing list, call 376-7500.

THE BLUES AND MUSIC OF THE AMERICAN SOUTH IN THE 1920s AND 1930s (February 7), John E. Plomondon and Stephen Wiley, American Studies.

COMEDY AS PERVERSION (February 15), Gary Thomas, Assistant Professor of Humanities.

ECUADOR AND PERU: ANCIENT MYSTERIES AND MODERN LORE (February 23), Sally Chirinos, General College.

WILDLIFE AND WILD LANDS OF ALASKA (February 28), James Cooper, Associate Professor of Fisheries and Wildlife.

AMERICAN JAZZ AND EUROPEAN ART (March 6), William Rogers, Director of the World Affairs Center.

CHEESE: A HARVEST OF GRASS (March 14), Howard Morris, Professor of Food Science and Nutrition.

WILL PEOPLE EVER SPEAK ONE LANGUAGE? (March 29), Anatoly Liberman, Professor of German.

RECENT DREAM RESEARCH (April 3), Sherry Wilson, Instructor, General College.

ACID RAIN AND ECOSYSTEMS (April 10), Gregg Platt, Plant Pathology.

BWCA: MINNESOTA'S WILDERNESS (May 1), Bill Cunningham, Professor of Genetics and Cell Biology.

IMAGES OF THE VIKINGS (May 9), Michael Metcalf, Associate Professor of History.

MINNESOTA'S MIGRATORY BIRDS: WHERE AND HOW THEY SPENT THE WINTER (May 17), Bruce Fall, Ecology and Behavioral Biology.

POLAND'S NOBEL PRIZE WINNERS (May 21), Leonard Polakiewicz, Assistant Professor of Slavic Languages.

Spring quarter registration



Registration for spring quarter classes begins later this month. Dates are given here for mail registration and in-person registration. Be sure to see the bulletin, pages 20-25, for registration instructions.

Registration in Extension classes is on a first-come, first-served basis. Many classes fill early. Prompt registration by mail offers you the best opportunity to get into a limited-enrollment class.

February 13 to March 14: Registrations accepted by mail for all spring classes (registrations received before February 13 will be returned).

March 6 to 14: In-person registration at 101 Wesbrook Hall, Minneapolis campus; MacPhail Center, 1128 LaSalle Ave, downtown Minneapolis; St. Paul Skyway Registration Booth, Northwestern National Bank Building, Fifth and Minnesota, downtown St. Paul. Weekdays only. See the bulletin, page 19, for complete details and hours.

March 14: Last day to register without a late fee for most credit classes.

To request the Extension Classes Bulletin, registration forms, and alternate section forms, call 376-3000.

Spring quarter classes begin the week of March 26 and run through June 9.

Free study skills help is available

If you need help with study problems, stop by the Extension Classes Reading/Writing Skills Center in room 1 Nicholson Hall.

Free tutoring is available to students having difficulties in note taking, outlining, theme writing, research techniques, reading, grammar, footnoting, preparation of bibliographies, vocabulary, spelling, and studying techniques for exams. Any student registered in an Extension class is eligible.

No appointment is necessary. The study center is open Monday through Thursday from 8 a.m. to 8 p.m.; 8 a.m. to 3 p.m. on Friday. The center is closed weekends, between quarters, and in the summer.

Many classes in study skills and writing skills are available through Extension classes (at regular tuition rates). Six individual study courses offered through the skills center are described in the bulletin on pages 201-202. Students proceed at their own rate and arrange their study schedule with the instructor.

In addition, a free two-session course about how to use the library is offered early each quarter; see page 452 for a description and dates.

Try a new course this spring

Hundreds of courses are offered evenings this spring, including dozens of brand new ones. A few new courses are listed below; see the bulletin (page given in parentheses) for the complete course description. If you don't have a copy of the bulletin, call 376-3000 to request one.

Arts and Humanities

AmSt 1920 (sec 2) American Renewal - A Nation of Communities. The renaissance of citizen involvement, neighborhood organizations, and civic interest is explored (75).

Arth 5769 Connoisseurship in Oriental Art

CLit 5643 The Literature of the Holy Grail from early Celtic elements to Perceval and Monty Python (120).

Pius Clas 1006 Age of Nero (117); Engl 5672 Techniques of Modern and Contemporary Novel (172).

Engineering and Science

CSci 3001 Perspectives on Computers and Society. Partnership or confrontation? Development, potentials and uses that will influence daily living, privacy (127).

EE 3009 Linear Circuits I covers circuit elements, two- and three-terminal resistive elements, Kirchoff's laws, storage elements, more; accompanying laboratory is EE 1400, offered same nights (158-159).

EE 3062 Digital Electronics is a continuation of a series; bipolar and field-effect transistors, inverters, gates, flip-flops, logic arrays (159).

ME 5244 Vibration Engineering (291).

Social Sciences

EAS 3467 The Nationalistic Revolution in China: 1900 to Present (149).

GC 1487 Contemporary Minnesota covers recurring issues with focus on particularly important current topics (207)

Geog 3355 Environmental Problems (223).

Hist 3633 Germany: Empire to Hitler, 1848-1945 reviews unification, World War I, the Weimar years, rise of the Nazis (239).

WoSt 1155 Women in World Cultures focuses on the lives of women in non-Western societies including their social position and familial roles (414).

Plus **YoSt 5711 Introduction to Consultation in Youth Work (420); HSU 5019 Rights of Children and Youth: Abuse and Neglect (231);** and **Hist 3700 Scottish History (239).**

Education

PE 5111 Physical Education Facilities. Planning and uses of areas and facilities; current trends and problems (310).

PsyS 5145 Teaching Speech to the Hearing Impaired includes demonstration and practice sessions (322).

Senate filing opens this month

If you're interested in issues important to Extension students and the University, then consider running for the University Senate, the University's academic governing body.

Eight elected Extension student senators (or alternates) will join faculty and day school student senators in the senate to consider both the University's internal affairs and its role in the community.

You will also serve on the Extension Classes Student Board with other appointed board members and Extension staff.

Candidates must file for election between February 27 and March 30. From April 23 to May 6, Extension students will vote in classrooms or by mail for senators and alternates.

To file as a candidate, you must meet these eligibility requirements:

1. You must be carrying three credits through Extension at the time of election (spring quarter).

2. You must have earned a minimum of 12 University of Minnesota credits within the last five years.

Filing forms, election information, and details on the student board may be obtained at 180 Westbrook Hall on the Minneapolis campus; telephone 376-7500.

Counseling office can help in career planning

The Extension Counseling Office can help you in career planning efforts through testing and helpful workshops.

The test battery includes an interest inventory, a values questionnaire, and a psychological inventory. Results are reviewed with a counselor. Cost is \$72 for students and \$110 for nonstudents.

The career planning workshop helps you discover skills, values, and personality characteristics related to career choices. Occupations are researched and students also learn methods of decision making and goal setting. Cost for the six-week evening workshop is \$95.

Call for information and registration materials, 373-3905.

Career fair set

The third annual Career Information Fair (for non-technical students) is March 1 in Coffman Union's Great Hall on the east bank campus.

Students can talk with representatives from companies, government agencies, and professional associations about non-technical career opportunities. For more information, contact the CLA Career Development Office in 345 Fraser Hall or call 373-2818.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Westbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice.

Irondale, Ramsey classes note

The week of February 20-24 is mid-winter break at Ramsey High School in Roseville and Irondale High School in New Brighton. Classes regularly scheduled at Ramsey and Irondale will meet elsewhere that week. Check with your instructor for the class location and time.

focus on faculty . . .

Public Health workshops reveal "society's secrets"

The most frequent cause of mental retardation and birth defects in newborns is Fetal Alcohol Syndrome (FAS). It occurs in one of every 600 births.

And it is totally preventable.

Insights into FAS and alcohol-related problems are part of the newest public health workshop, **Alcohol and the Family: Effects on the Fetus and the Child** (PubH 5608), taught by Robert ten Bensel, M.D. (Rescheduled to May 19 from Feb. 5.)

The director of the Program in Maternal and Child Health at the University, ten Bensel says the new course is an integral part of the course sequence on abuse and neglect. It is based on the same foundations, he says, as the other one-day courses, **Child Abuse and Neglect** (PubH 5640) and **Sexual Abuse of Children** (PubH 5643), that he teaches in Extension Classes.

Child abuse and sexual abuse, along with chemical dependency, ten Bensel calls the "secrets of society" because the conditions, although widespread, are still subject to individual and public denial and ignorance.

"There is now a readiness in society to address FAS and alcohol abuse," ten Bensel says, and the course offers an opportunity to review symptoms, prevention resources, and intervention methods.

Advances in recent years in the recognition and treatment of alcoholism and chemical dependency represent a good model for how understanding and intervention also can help treat abuse and neglect conditions, according to ten Bensel. "The interpersonal and behavioral problems associated with all these conditions are similar," ten Bensel notes.

Not surprising is the fact that alcoholism and abuse/neglect patterns frequently occur together. So part of the agenda in all the courses, and in the alcohol and family course especially, is to discuss the emotional abuse (or neglect) children are subjected to in chemically dependent families.

Healthful living, ten Bensel emphasizes, is simply a cumulative effort of several small preventative measures – primarily using good judgment or restraint in diet, substance use (all kinds), and family relations. In the case of FAS, it specifically means avoiding alcohol during pregnancy and generally maintaining good prenatal health, practices that could wipe out FAS.

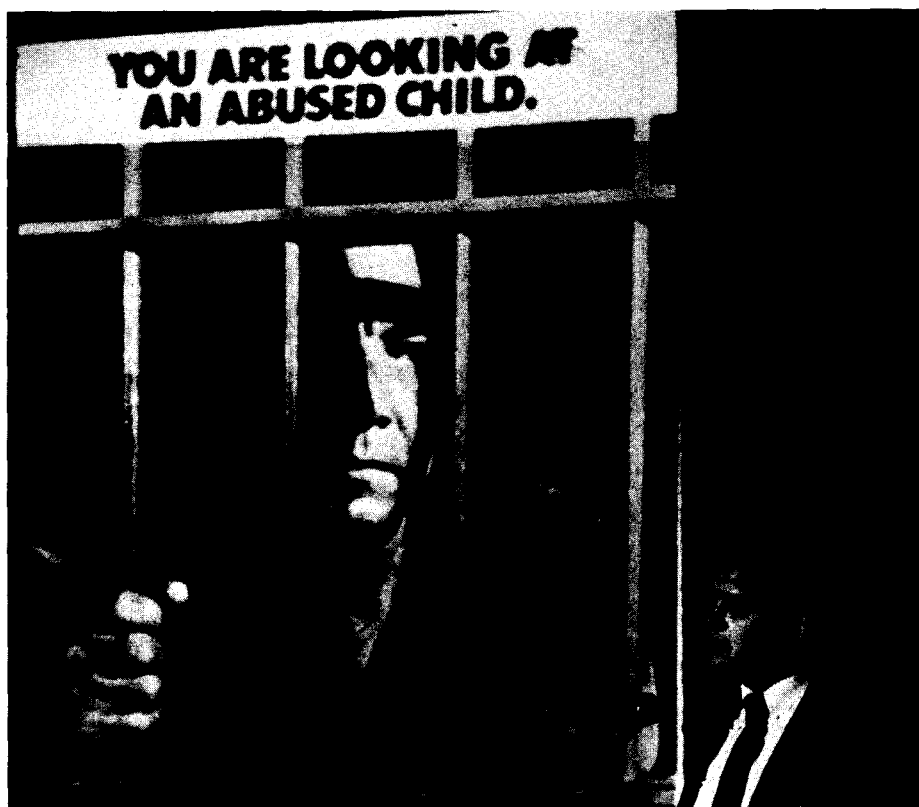
Just as with other health problems, preventative medicine works best in cases of child abuse and substance

abuse. The course is another means of informing the public (ten Bensel calls it "educational intervention") on how to recognize harmful conditions and what to do about them.

Although anyone may enroll, the course is directed at those who are likely to see the consequences of abuse and neglect and who are required by law to report suspected abuse cases. That includes teachers, police, doctors,

nurses, helping professionals, social service workers, and child care providers.

Ten Bensel says that he believes current child health practices – such as the reporting requirement, the effort to educate the public, and attempts to teach children to understand what is acceptable interpersonal behavior – can help reveal those secrets of society where children are the victims.



Robert ten Bensel, director of the Maternal and Child Health Program and a nationally recognized expert on child abuse, reviews the affects of alcohol on the fetus and family life in his newest workshop course.

Courses available in child health

PH

Several workshop courses on key social issues are offered through **Public Health, Youth Studies**, and other departments. Remaining Twin Cities courses are listed below with the bulletin page in parentheses.

PubH 5608 Alcohol and the Family: Effects on the Fetus and the Child; (page 352). Rescheduled to May 19.

PubH 5625 Working With Adolescents; Saturday, Apr. 14 (352).

PubH 5643 Sexual Abuse of Children; May 5 (353).

PubH 5907 Nutrition Education: An Integrated Approach; Mar. 10 (353).

YoSt 5231 Work With Youth – Families; Feb. 17-20 (417).

YoSt 5402 Serious Adolescent Sexuality Problems: Sexual Abuse, Rape, Incest, Prostitution, and Unplanned Pregnancy; Feb. 2, 9, 16 or Feb. 3, 10, 17 (419).

For information about Public Health workshops, call 373-1855; for Youth Studies courses, call 376-7624.



Info (USPS 711-240)
 Extension Classes
 University of Minnesota
 180 Westbrook Hall
 77 Pleasant Street S.E.
 Minneapolis, MN 55455

To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

CAMPUS MAIL
 University Archives
 10 Walter Library

Second Class Postage Paid at Minneapolis, Minnesota

Everything you ever wanted to know about college

If you want to return to school, or try college for the first time, but aren't sure where to begin, the back-to-school workshop is for you.

The atmosphere at the workshop – set for Saturday, March 10, 8 a.m. to 1 p.m. – will be informal, with plenty of time for discussion and explanation.

A Continuing Education and Extension counselor and the director of the Reading/Writing Skills Center will lead the program. The location is Nolte Center on the Minneapolis campus.

You will find answers to questions about courses, degrees, certificates, study help, financial aid, and other student services. You will learn about educational opportunities in Extension evening (and daytime) classes, courses by correspondence and television, and courses in other Continuing Education and Extension departments.

If you are not confident about how to study, or what to expect in college classes, you can find out what kind of help you need and about free tutoring in note taking, theme writing, and other study skills.

Parking is usually available in the Nolte Center garage or in public parking lots on Fourth Street S.E. (one block north of University Avenue). Nolte Center is just one-half block off University Avenue on Church Street (17th Avenue S.E.) on the east bank campus.

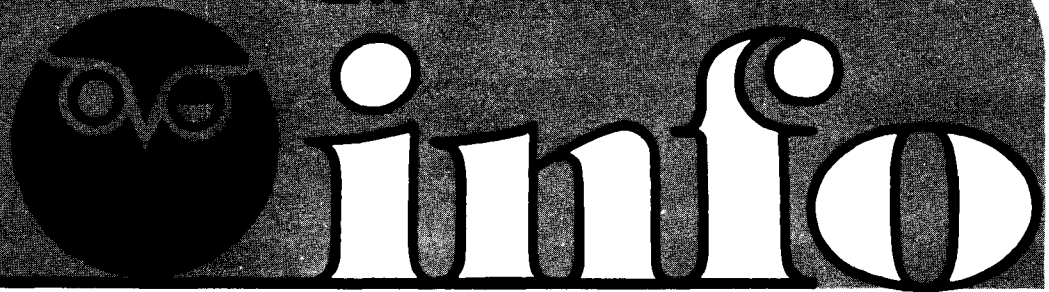
Call 376-7500 to add your name to the registration list for this free workshop or to request campus maps or directions. Space is limited and past sessions have filled, so call now.

bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | CHANGE |
|----------------------|--|
| Acct 3101, sec 5, 6 | Change day to MW, change room to AkerH 313 |
| Acct 5126, sec 1 | Change to spring quarter, TTh, 6-7:30, AndH 370 |
| Anat 1004, sec 1 | Change course number to 3001, 5 degree credits, \$265. |
| Arch 3033, sec 1 | Change day to W, change room to CivMinE 213 |
| Arth 3935, sec 1 | Canceled |
| Art 1015, sec 13, 14 | Classes begin the week of April 2 |
| CiSy 5219, sec 1 | Canceled |
| Dsgn 3451, sec 1 | Change day to TTh, change room to McNH B3 |
| FSoS 5218, sec 1 | Canceled |
| FScN 5555, sec 1 | Canceled |
| FoSt 3003, sec 9 | Canceled |
| FoSt 3006, sec 1 | Added: Advanced Modern Greek II , 5 degree credits, \$173.75. Spring quarter, sec 1, Sa, 9 a.m.-1, arr. Change day to T |
| Hum 3701, sec 1 | Changed to winter quarter |
| CFP 0002C, sec 1 | Added section, meets W, 7:30-10, BlegH 225 |
| CFP 0003C, sec 2 | Change to spring quarter; change time to 5-7:30 |
| CFP 0004C, sec 1 | Change day to Th |
| Mgmt 5175, sec 1 | Limited to 25 |
| MuEd 5720, sec 2 | Canceled |
| OM 3041, sec 1 | Meets Tuesday only |
| PsyS 5175, sec 1 | Change day to W, change time to 4-6:30 |
| PsyS 5181, sec 1 | Canceled; students may inquire about PsyS 5549, added below. |
| PsyS 5301, sec 1 | Canceled |
| PsyS 5302, sec 2 | Canceled |
| PsyS 5310, sec 1 | Added: Assessment of the Preschool Child , 3 degree credits, \$122.25. Spring spec term, sec 1, Sa, 8:30 a.m.-4:30, Apr. 14, 28, May 12, June 2, EItH N647. |
| PsyS 5549, sec 1 | Canceled |
| PsyF 5149, sec 2 | Change to spring quarter; change day to T and room to NichH 213 |
| Psy 3607, sec 1 | Change to spring spec term, May 19 |
| PubH 5608, sec 1 | Canceled |
| PubH 5805, sec 1 | Change time to 4:15-6 |
| SPFE 5155, sec 1 | Change time to 6:30-8:30 |
| SPFE 5211, sec 1 | Change day to M |
| UrbS 3900, sec 3 | Added: Overcoming Fear of Speaking , no credit, \$70 plus \$5 special fee, \$75. Spring spec term, sec 2, W, 6:30-8:30, April 24-May 29, Nolte Center arr. |
| PIC 0105, sec 2 | |

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Extension students earn certificates

The students listed below have completed Continuing Education and Extension certificates.

Fall Quarter 1982

Alcohol and Drug Counseling Education: Laura Bauer, Minneapolis; John Crawford, Minneapolis; Elaine Fealy, Minneapolis; Susan Holmen, with high distinction, Minneapolis; Monica Meyer,

with distinction, Shoreview; Everett Miller, Schriever, La.; Marilyn Sanchelli, with high distinction, White Bear Lake; Elizabeth Seaquist, Minneapolis.

Commercial Art: John Hall, with distinction, St. Paul; Margaret King, with high distinction, St. Louis Park.

Early Childhood Studies: Rivka Gill, with high distinction, Minneapolis.

Human Services: Janice Corran, with high distinction, Sioux City, Iowa; Jacqueline Ness, with distinction, Minneapolis.

Interior Design: Sharon Anderson, with distinction, Plymouth; Yvonne Reding, St. Paul.

Liberal Arts: Marie McGowan, with distinction, Burnsville; Brian Larson, Monticello.

Mathematics and Science: Brian Meline, Brooklyn Park; Randall Voss, North St. Paul.

Senior Accounting: Paul Cavanor, with high distinction, Minneapolis; Kenneth Damlo, with distinction, Burnsville; John Katzmark, West St. Paul; William Mordaunt, with distinction, Minneapolis; John Szaynowski, St. Paul; Howard Thompson, with high distinction, St. Paul; Danell Tobey, with distinction, Minneapolis.

Senior Business Administration: Paul Gam, with high distinction, Minneapolis; Raymond Palmer, St. Paul; Terrence Palmer, with distinction, Roseville; Kenneth Schroepfer, St. Paul.

Junior Business Administration: Steven Engelhart, Burnsville; Mark Pinney, Professor; Phillip Pommier, Roseville.

Industrial Relations: Kim Ann-Erkel Burnes, with high distinction, Minneapolis; Sharon Degideo, with distinction, Brooklyn Center; Jane Herrmann, Minneapolis; Joan Mossey, with high distinction, Minneapolis; Dale VanVreede, Maple Grove.

Information Systems Analysis and Design: Anthony Bojar, Eden Prairie; Cynthia Erickson, with high distinction, St. Paul; Maryln Gaskins, Edina; John Kruse, with distinction, Minneapolis; Kevin Voje, Minneapolis; Adrienne Wickstrom, with distinction, New Brighton.

Real Estate: Otto Palmer, Roseville.

Undergraduate Development Certificate (UDC) in Computer Science (45 credits): Karen Doerr, St. Louis Park; Kathryn Eder, with high distinction, Shoreview.

UDC in Engineering and Science (45 credits): Bede Braegelmann, Farmington; Kathryn Greenbaum, with high distinction, St. Paul

Free library course can help you be a better student

Learn to save time and effort in the library with the free, two-session library course offered each quarter by Extension Classes.

The first session shows you how libraries are organized and means of access to information in libraries. The second class introduces reference books and shows you how resources are organized in various subjects. This knowledge helps you find the information you need, especially for papers or assignments, even if you don't know the subject well.

The class meets April 3 and 10, 6:30-9 p.m., in Mgmt/Econ 130 on the West Bank. The instructor is Marcia Pankake, assistant professor in the library. No advance registration is required. See the complete course description on page 452 in the bulletin.

New study abroad programs

Applications are being accepted now for two of the newest study abroad programs offered through the Extension Classes Office of Study Abroad (ECOSA).

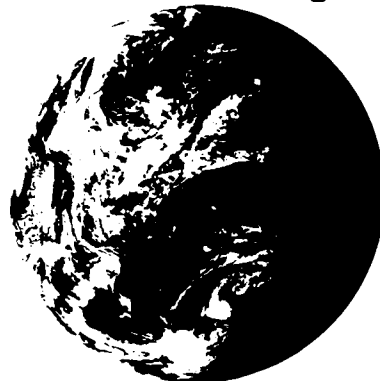
Swedish in Växjö is a one-quarter residence program for students who want to study Swedish language and culture in depth. Credits (12-16 available) apply to second-language requirements in the College of Liberal Arts.

Summer Term in Poland is July 14 to Aug. 25 in Lublin, Poland. It includes introductory Polish language instruction and the study of Polish culture featuring field trips, guest lectures, and cultural events. Group leader is University professor Leonard Polakiewicz.

Israel: The Promised Land is a new six-week summer program that features Jerusalem and Galilee (8 credits).

Call ECOSA for detailed program descriptions or application materials, 373-1855.

The Global Campus



continued page 4

Classes that are easy to take

Dozens of new courses as well as popular repeats are offered this spring through Informal Courses.

Informal Courses are noncredit evening and weekend classes that meet a few times. They offer college learning without the obligations of quarter-long classes, exams, and earning credit.

A few courses are highlighted below. Look over this listing and see complete course descriptions on pages 424-459 in the bulletin. Or call 376-7500 if you have questions about a course on a particular topic. Registration is open now for all spring Informal Courses.

Arts and Humanities

IC O165 Painting in Watercolor is an introductory course. You can experiment, get the guidance you need, and perfect technique.

IC O114 Sad Movies Make Me Cry: Films That Touch Our Lives. Why do some movies move us to tears, cheers,

in short . . .

Near graduation?

Students in the final quarter of degree programs in the School of Management or the College of Liberal Arts must notify their college offices of course numbers and sections they are taking through Extension.

Business degree students should contact the Undergraduate Studies Office, 373-3701, at least four weeks before the end of the quarter.

College of Liberal Arts students also should contact their college offices at least four weeks before the end of the quarter. Check with the Extension Counseling Office, 373-3905, if you need the telephone number of your college office.

The graduation fee payment deadline is early April for spring quarter, so call immediately.

The granting of a degree could be delayed without this notification.

Trade your books for cash

The Minnesota Student Association (MSA) is holding a book swap this month, and evening hours have been specially set so Extension students can participate.

Students bring textbooks in during finals week of winter quarter, March 12-16. Books are then put on sale the first week of spring quarter, March 26-30. Students are responsible for pricing their own books.

The following week, on April 4-6, students may pick up their money or unsold books.

or applause? Review the movie-making elements that engage us on a personal and emotional level. Screenings in class included.

Plus: Russian literature (Gorky, Pasternak, Solzhenitsyn); antiques; introductory photography and color photography; and bookbinding.

The Great Outdoors

IC O239 A Spectacle of Wild Geese. A close-up study of geese, their migration and behavior; trip to Sand Lake National Wildlife Refuge.

IC O235 Minnesota Birds: Abundance and Distribution. Learning birds means more than identification - study the when, where, and how many in this course that builds on beginning and intermediate Informal Courses in ornithology (also offered this spring). Numerous field trips.

Plus: Minnesota plants; hives and honeybees for the amateur beekeeper;

Hours are 9 a.m. to 3 p.m. on weekdays plus evening hours, Monday through Thursday, from 5 to 8. The location is 40 Coffman Memorial Union on the Minneapolis campus.

MSA is seeking volunteers, also, to help with the book swap. For information about MSA or the book swap, call 373-2414.

Early Childhood Studies

Students nearing completion of the 90-credit **Early Childhood Studies Certificate** should contact Gail Fraser at the Extension Counseling Office, 373-3905, as soon as possible regarding changes in state licensure requirements.

GC students unite!

Extension students who hold General College degrees or certificates or who are working on a program through General College are eligible for membership in the General College Alumni Society.

The Alumni Board holds monthly meetings to discuss pertinent issues and to plan activities for General College students, alumni, and faculty.

If you are interested in joining, call Harold Meeker, Second Vice President, at 472-6682; Julie Bates, the secretary-treasurer, at 373-2414; or the Minnesota Alumni Association, 373-2466.

landscaping your yard; energy-efficient housing and solar energy; advanced nature photography; marine navigation; and one-day courses on behavior of common birds (IC O817) and photographing wild flowers (IC O818).

Personal Growth and Interests

IC O592 Which Home Computer to Buy helps you identify your computer needs and the options available to you.

IC O593 How To Get the Most From Your Home Computer. So you already have one and you only have a few recipes and household accounts on it - make your investment pay off in convenience, accessibility, and time saving.

Plus: writing poetry; selling your photos; getting your free-lance writing published; newsletter writing and layout; part-time farming; preparing wills and planning your estate; and career evaluation.

Travel and Exploring

IC O600 Orientation for Travelers to Europe. Be a traveler, not a tourist; learn about travel documents, special places to see or visit, and economical options in travel planning.

IC O583 German for Travelers is a survival course for those with no or little previous study of German; focus is on the practical - changing money, ordering food, asking directions, using public transportation, etc.

Also available: French for Travelers.

Plus Study and Travel Adventures, noncredit study tours that combine learning with leisure and are led by University instructors: **IC O916 Historic Portugal: Europe's Gateway to the World** (April 15-25, \$1,620); **IC O918 Natural History of the Highlands and Islands of Scotland** (May 18-June 2, \$2,515); **IC O923 The Wildlife and Wild Lands of Alaska** (July 6-15, \$1,625); **IC O924 Trekking Through Time: Zion National Park** (June 16-22, \$445).



Career advancement depends on you

You know what information you need to do your job well – and you know what learning can help you advance on the job.

Professional Improvement Courses (PICs) can provide the knowledge and skills important to the new (or aspiring) manager, supervisor, or professional employee.

PICs offer results-oriented career development in affordable noncredit classes offered after work. Weekly meetings give you a chance to apply what you learn and then to evaluate and to compare experiences with the instructor and with your peers outside the pressures of the workplace.

New courses are listed below but check the Extension Classes bulletin, pages 461 to 484, for a complete listing and detailed course descriptions. Call 373-5166 if you have specific questions about PICs or courses in a particular topic.

PIC O105 Overcoming Fear of Speaking can help you handle anxiety related to presenting reports and giving presentations. Added spring section (not shown in bulletin) meets Tuesdays, 6:30-8:30, April 24-May 29.

PIC O121 Style-Based Management for Nurses is for registered nurses who work in a supervisory role or management position (or will be).

PIC O207 Cost Accounting for Profit Improvement. Applying cost account-

ing to your company's particular needs; how to collect and evaluate information related to cost accumulation, control, and recovery; indirect expense, formula estimating, progress curve, more. Offered in cooperation with the American Management Association's Extension Institute.

PIC O306 Telephone Sales can improve your selling performance and telephone use techniques; motivation in selling, sales strategies, generating or qualifying leads, handling objections,

closing the sale, creating positive initial contact, and improving listening comprehension.

PIC O404 How To Plan and Implement Word Processing Systems. Doing a feasibility study, gathering workload data, planning a system and selecting equipment; installation, start-up, training.

Plus: COBOL; BASIC; Effective Writing for Computer Professionals; Effective Classroom Training Techniques; Budgeting by Department; and Efficient Reading for Managers.

In addition, many popular courses are repeated including courses in basic supervision, improving memory skills, arts management, group leadership, advertising, planning cash flow, direct mail marketing, and more.



March hours and closings

Special office hours and holidays in March include the following:

March 19: Winter holiday; all offices closed.

March 19-26: Spring semester recess; classes dismissed.

March 15-16: Registration and cashier's offices closed to process spring quarter registrations (late registrations accepted by mail only with a \$5 late fee).

March 20-22: Late registration period for spring quarter. Registration office in 101 Wesbrook Hall open 8 a.m. to 8 p.m.

March 23: Reopening day – forfeited spaces in closed classes become available, 8 a.m. to 4:30 p.m.

Career planning workshops

The next career planning workshop, offered by the Extension Counseling Office, is set for March 26 to April 30.

In the six Monday evening meetings, students will learn about their interests and abilities and the skills and education required to plan or change careers. Methods of researching career possibilities and setting occupation objectives are covered, also.

Cost is \$95 and advance registration is required. Call 373-3905 for registration materials.

A test battery to measure your interests, skills, and values related to academic and career objectives also is available from the Extension Counseling Office. Test results are reviewed with a counselor. Cost is \$72 for students and \$110 for others. Call 373-3905 for information.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year – August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice.

Hey, no fare!

The 10-cent bus fare on intercampus buses between the East Bank and West Bank has been eliminated. Intercampus bus service on route 13 buses also is free between the Minneapolis and St. Paul campuses (provided students don't get off at intermediate stops such as the remote parking lot on Como Avenue S.E.)

TV courses: child abuse, classics, careers, more

You can earn degree credits through home study courses by television offered by Extension Independent Study.

Each course is an integrated combination of television, study guide, and texts. Written assignments and tests are

done at home and submitted by mail; instructors hold telephone office hours to answer questions.

Registration is open now for the following spring courses. Call 376-4925 for registration materials and information. Most 5000-level courses are

available for graduate credit to qualified students.

Broadcasts in the Twin Cities are on KTCA-TV, Channel 2. Starting dates and times are given with each course.

Child Abuse and Neglect (PubH 5642, 3 degree credits). Historic review, basic concepts, intervention. For teachers, parents, social service workers, and health professionals. Instructor is Robert ten Bensel, M.D., a nationally recognized expert on child abuse. Wednesdays, 7 a.m., April 4-June 6.

Understanding and Working With Adolescents (YoSt 5333, 4 degree credits). A survey of the physical, emotional, and behavioral changes and experiences that are part of adolescence. Tuesdays, 7 a.m., April 3-June 5.

The Changing Physical World (Phys 1003, 4 degree credits). Nontechnical introduction to the events and discoveries of 20th-century physics: relativity, quantum theory, astrophysics, big bang and black holes, nuclear reactors and bombs. Humanistic and philosophical concerns. Saturdays, 10 a.m., March 31-June 2 (repeated Thursday, 7 a.m., April 5-June 7).

Famous Figures in Ancient Biography (Clas 5006, 4 degree credits). Archaeological and documentary evidence for historical and legendary characters such as Homer, Sappho, Alexander. Heroic tradition, psychohistorical analysis. Saturdays, 9:30 a.m., March 31-June 2.

Career Development and Planning (PsyS 5300, 4 degree credits). For education students, teachers, counselors, career development and employment advisers, and other professionals who are interested in their own career planning or in helping others with career decisions. Lifespan career development, labor market trends, career changing, sex-role socialization and stereotyping. Saturdays, 10:30 a.m., March 31-June 2 (repeated Fridays, 7 a.m., April 6-June 8).

Roman Realities: Life and Thought in the Roman Empire (Clas 3970, 4 degree credits). Offered in conjunction with "The Last Days of Pompeii," an ABC television series. Focus on social history through the study of art, archaeology, literature, dream interpretation, magic in ancient Italy.

Women Between Victorianism and Emancipation (WoSt 3910, 3 degree credits). Offered in conjunction with BBC production of "Nancy Astor" (first woman member of Parliament) to be aired on PBS. Changes in lives of English and American women from Victorian times to the present.

certificates from page 1

Winter Quarter 1983

Alcohol and Drug Counseling Education: Janice Aquilina, with high distinction, Rosemount; Barbara Bernston, with distinction, Minneapolis; Robert Hanson, with high distinction, Minneapolis; Dorothy Hawkins, Center City; Sandra Lyksett, with distinction, St. Paul; Diane Magnuson, with distinction, Edina; Barbara Pollard, with distinction, Duluth; Thomas Selinski, Duluth; Barbara Sunday, with high distinction, South St. Paul; Barbara TamSing, with distinction, St. Paul; Sharon Thompson, with distinction, Minneapolis.

Commercial Art: Gary Carlson, with high distinction, Forest Lake; James Schammel, with high distinction, Red Wing; Susan Scheller, Minneapolis.

Human Services: Susan Grandell, Minneapolis; Roxann X MacDonald, St. Paul.

Interior Design: Jane Miller, with high distinction, Minneapolis.

Liberal Arts: Dennis Mathieson, Isanti.

Senior Accounting: Bankole Olusola Amu, with distinction, Minneapolis; Thomas Beauchane, with distinction, Minneapolis; James Davoli, Houston, Tex.; Duane Krautbauer, with distinction, Minneapolis; Roger Vincent, Minneapolis.

Junior Accounting: Debra Fellman, with distinction, St. Paul; Deborah Fielder, Minneapolis; Richard Freimuth, with distinction, St. Paul; Ingeborg Martin, with high distinction, Duluth.

Senior Business Administration: Jose Gomez, with distinction, Minneapolis; James Cihon, St. Paul; Thomas Lux, St. Paul.

Junior Business Administration: Elizabeth Aulich, St. Paul; Sheila Autio, with distinction, Duluth; Douglas Baumann, with high distinction, Minneapolis; Jean Frovik, with distinction, Mound; John Hoschette, St. Paul; Steven Hudoba, with distinction, Minneapolis; Peggy Kotila, with high distinction, Minneapolis; Gordon McFaul, with high distinction, Duluth; William Mills, with distinction, Cloquet; Keven Shukur, Minneapolis.

Industrial Relations: Patricia Bontrager, Minneapolis; Donna Braun, Minneapolis; James Cihon, St. Paul; Carol Gordon, with distinction, Minneapolis; Candace Gunderson, Bloomington; Diane Hedberg, with distinction, Minneapolis; Linda Ireland, Minneapolis; Michael Kern, with distinction, Hibbing; Carol Knauss, St. Paul; Shirley Knutson, Minneapolis; Rebecca Lewis, Minneapolis; Kathe Murphy, Hopkins; Mark Nicholas, with distinction, Minneapolis; Robert Schoewe, with high distinction, Minneapolis; Roy Schwappach, Jr., with distinction, Sylvania, Ohio; Annette Ward, with distinction, Minneapolis.

Information Systems Analysis and Design: Susan Anshus, St. Paul; Robert Buck, with distinction, St. Paul; Mary Coralin, with high distinction, Minneapolis; Linda Dickson, with high distinction, St. Paul; Kennard Grimm, with distinction, Minneapolis; Bruce Koster, St. Paul; Gary Lahti, with high distinction, St. Paul; Rodney Lucero, Minneapolis; James Nelson, with high distinction, St. Paul; Mina Rafiee, with distinction, Minneapolis; Fernanda Riccu, with high distinction, St. Paul; Michael Ryder, with distinction, Minneapolis; Jerilyn Seely, with distinction, Minneapolis; Jeffrey Thomsen, with distinction, Minneapolis.

Associate in Management of Administrative Services: Christine Salimi, with high distinction, St. Paul.

Undergraduate Development Certificate (UDC) in Computer Science (45 credits): Robert Anderson, Chicago City.

UDC in Computer Science (90 credits): Larry Phelps, Minneapolis.

UDC in Engineering and Science (45 credits): Ruth Schneider, Minneapolis; Randall Voss, St. Paul.

UDC in Electrical Engineering (90 credits): George Chang-Gi Lin, Minneapolis.

UDC in Electrical Engineering (135 credits): Douglas Arntson, Minneapolis.

UDC in Mechanical Engineering (94-96 credits): Lee Gangl, St. Paul.

Added courses

AgJo 3159 Publications Editing has been added for spring quarter; inquire now in 101 Westbrook Hall if you're interested. Spring quarter, sec 3, W, 6:10-8:40, 210 Haecker Hall, Dueber (limit 16); 4 degree credits, \$162.

FSoS 5240 Special Topics in Family Social Science: Parenting II has been added for spring quarter. See the course description in the bulletin on page 178 for sec 2 (winter quarter) of FSoS 5240. Meets spring quarter, sec 6, Th, 6:20-8:50, McNH 198, Budd; 4 degree credits, \$162.

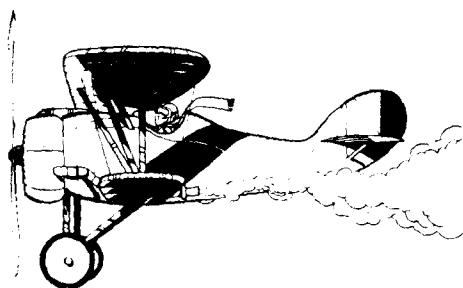
Continuing Education for Women features noncredit and daytime courses, workshops

Personal interests are featured in short-term noncredit courses from Continuing Education for Women that begin in March. Call 373-9743 for more information and registration materials for the following courses: **Identifying Transferable Work Skills**; **Managing Personal Stress**; **Investment Programs for People With Incomes of \$20,000 or Less**; and **A Tour of Medieval France**.

Other noncredit courses from CEW include several that touch on social issues: **Women in Developing Countries**; **Contemporary American Women and Politics**; **Japan in the 1980s: Lessons for Americans**; **Contemporary Fiction By Women**; **Orwell's 1984 Visions and Reality**; and **High Technology in the Home**.

In addition, many daytime credit courses, which meet off campus usually one day per week, are available through Continuing Education for Women.

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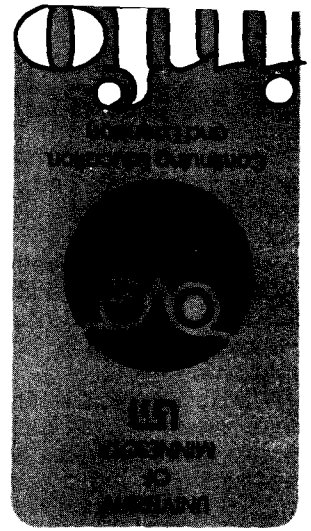


Happy landings. Did you know that the ground school course designed to provide the basic flight instruction required by the F.A.A. is offered through Extension Classes? The course prepares students for the F.A.A. written and oral examinations for certification as a private pilot. Credit or noncredit registration is possible. Students who have an interest in aviation, but not necessarily in pilot certification, also may enroll. Topics include navigation, radio aids, meteorology, flight theory, aircraft operations, and more; see the course description and accompanying explanations on page 70 in the Extension Classes Bulletin. Two sections are offered each quarter; classes meet twice a week in the evening. Select either a Minneapolis campus location or the University Flight Facilities at the Anoka County Airport (just west of interstate 35W on County Road J in Blaine).

bulletin changes . . .

(All room changes will be posted in the classrooms)

| COURSE | CHANGE |
|-------------------------|---|
| Acct 3101, sec 5,6 | Change day to MW, change room to AkerH 313 |
| Acct 5126, sec 1 | Change to spring quarter, TTh, 6-7:30, AndH 370 |
| AgJo 3159, sec 3 | Added: Publications Editing , 4 degree credits, \$162. Spring quarter, sec 3, W, 6:10-8:40, HckrH 312, Dueber. |
| Anat 1004, sec 1 | Change course number to 3001, 5 degree credits, \$265 |
| Arch 3033, sec 1 | Change day to W, change room to CivMinE 213 |
| Arth 3935, sec 1 | Canceled |
| Arts 3410/5410, sec 3,4 | Canceled |
| Ast 1015, sec 13,14 | Classes begin the week of April 2 |
| CISy 5219, sec 1 | Canceled |
| Dsgn 3451, sec 1 | Change day to TTh, change room to McNH B3 |
| EE 1400, sec 2 | Added section, meets W, 8:10-9:55, ElectE Labs |
| FSoS 5218, sec 1 | Canceled |
| FSoS 5240, sec 4 | Canceled |
| FSoS 5240, sec 6 | Added: Special Topics in Family Social Science: Parenting II , 4 degree credits, \$162. Spring quarter, sec 6, Th, 6:20-8:50, McNH 198, Budd. |
| FSoS 5260, sec 1 | Canceled |
| FScN 5555, sec 1 | Canceled |
| FoSt 3003, sec 9 | Canceled |
| FoSt 3006, sec 1 | Added: Advanced Modern Greek II , 5 degree credits, \$173.75. Spring quarter, sec 1, Sa, 9 a.m.-1, arr. |
| Hum 3701, sec 1 | Change day to T |
| CFP 0002C, sec 1 | Changed to winter quarter |
| CFP 0003C, sec 2 | Added section, meets W, 7:30-10, BlegH 225 |
| CFP 0004C, sec 1 | Change to spring quarter; change time to 5-7:30 |
| Mgmt 5175, sec 1 | Change day to Th |
| MIS 3131, sec 2 | Change day to M, LindH 305 |
| MuEd 5720, sec 2 | Limited to 25 |
| OM 3041, sec 1 | Reinstated; change day to T, Law 15 |
| PsyS 5175, sec 1 | Meets Tuesday only |
| PsyS 5181, sec 1 | Change day to W, change time to 4-6:30 |
| PsyS 5301, sec 1 | Canceled; students may inquire about PsyS 5549, added below. |
| PsyS 5302, sec 2 | Canceled |
| PsyS 5310, sec 1 | Canceled |
| PsyS 5549, sec 1 | Added: Assessment of the Preschool Child , 3 degree credits, \$122.25. Spring spec term, sec 1, Sa, 8:30 a.m.-4:30, Apr. 14, 28, May 12, June 2, Eth N647. |
| PsyF 5149, sec 2 | Canceled |
| Psy 3607, sec 1 | Change to spring quarter; change day to T and room to NichH 213 |
| PubH 5608, sec 2 | Change to spring spec term, May 19; Sa, 8 a.m.-4:30 |
| PubH 5609, sec 1 | Canceled |
| PubH 5805, sec 1 | Canceled |
| PubH 5854, sec 1 | Canceled |
| PubH 5855, sec 1 | Canceled |
| RE 0904C, sec 1 | Canceled |
| SPFE 5155, sec 1 | Change time to 4:15-6 |
| SPFE 5211, sec 1 | Change time to 6:30-8:30 |
| Urbs 3900, sec 3 | Change day to M |
| PIC 0105, sec 2 | Added: Overcoming Fear of Speaking , no credit, \$70 plus \$5 special fee, \$75 total. Spring spec term, sec 2, W, 6:30-8:30, April 24-May 29, Nolte Center arr. |



To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street SE, Minneapolis, MN 55455.

Info (USPS 711-240)
Extension Classes
University of Minnesota
180 Westbrook Hall
77 Pleasant Street SE,
Minneapolis, MN 55455

Second class postage paid, Minneapolis, Minnesota

Spring quarter registration continues

Registration for spring quarter Extension classes is open now through March 14. You may register by mail through that date, or stop by and register in person from March 6 to 14 at the locations listed below.

Registration in Extension classes is on a first-come, first-served basis. Some high-demand classes, or certain sections of them, have already filled.

When you reserve classes in person, you must pay tuition by March 14 to complete registration. Otherwise, your space in class is forfeited.

The last day to register without a late fee is March 14 for most spring quarter classes.

If you miss that deadline, you may register by mail with a \$5 late fee beginning March 15. Late registrations will be accepted in person at 101 Westbrook

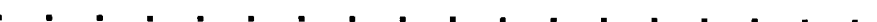
Hall (only) starting March 20. See page 19 in the bulletin for a summary of dates and hours for spring registration (including late registration).

Call 376-3000 to request registration forms or the Extension Classes Bulletin. Spring quarter classes begin the week of March 26.



IN-PERSON REGISTRATION LOCATIONS – March 6-14

- **101 Westbrook Hall, Minneapolis campus.** Hours are 9 a.m. to 8 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.
 - **MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis.** Hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.
 - **Skyway Registration Booth, Northwestern National Bank Building, downtown St. Paul.** Hours are 9 a.m. to 5 p.m., Monday through Friday.
- All registration offices are closed weekends.



Get involved — you can make a difference

Extension students interested in election to the University Senate – and in serving on the Extension Classes Student Board – must file between February 27 and March 30.

Eight senators and eight alternates will be elected, April 23 to May 6, by students voting in the classroom or by mail.

Elected senators (or alternates) will join faculty and day school student senators in the University Senate to consider both the University's internal affairs

and its role in the community.

As student board members, senators and alternates focus on the problems and concerns important to Extension students, issues such as campus lighting and security, parking and bus transportation, and access to student services and facilities. Guests at board meetings have included University president C. Peter Magrath, vice presidents and deans, and state legislators and regents.

To file as an Extension candidate, you must meet these eligibility requirements,

and you must be planning to register for fall Extension classes:

1. You must be carrying three credits through Extension at the time of election (spring quarter).
2. You must have earned a minimum of 12 University of Minnesota credits within the past five years.

Filing forms, election information, and details on the student board may be obtained at 180 Westbrook Hall on the Minneapolis campus; telephone 376-7500.

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9/20/84

Volume 14, Number 2, April-May 1984

Continuing Education and Extension
UNIVERSITY OF MINNESOTA

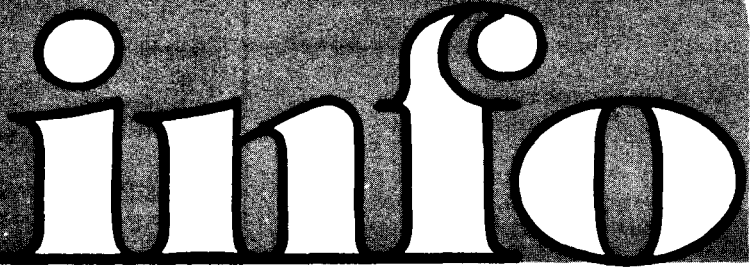
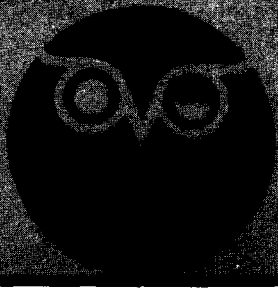


Chart your course for summer

Summer terms for Extension classes begin June 11, and many high-demand courses and required courses are scheduled. Classes in a few areas are highlighted below; see the Summer

Evening Extension Classes Bulletin for complete course descriptions.

Call 376-3000 to request a summer bulletin if you don't have one.

Call 373-3905 if you need to speak with an Extension advisor about course selection and degree requirements.

Business

Introductory and required business courses include **Acct 1024-1025 Principles of Financial Accounting I-II** and **Acct 3001 Managerial Accounting**.

Note that all accounting courses meet twice a week for seven weeks (although they follow the 10-week term for registration purposes).

Business and Society (BGS 3002): strategic and dynamic relations of business and society; offered once only during the first 5-week term.

The basic **Business Law** course (BLaw 3058) is offered all terms, and students can select and the pace that suits them.

Introductory **Computer Science** courses in FORTRAN (CSci 3101) and programming (CSci 3104) will be offered both the first and second 5-week terms.

Pre-Professional Writing for Business (Comp 3032) focuses on the form and style of business writing, communicating in organizations, exercises and examples tied to students' major fields.

Other courses: Beginning computer programming courses in **Management Information Science** as well as required courses in statistics (QA 1050) and operations management (OM 3000) are offered through Management Sciences.

Also available are **Ins 3100 Risk Management and Insurance**; three courses in Industrial Relations; three courses in Business Finance; and three Management courses.

Late addition: BGS 3004 International Business, first 5-week term, MW, 5:30-8:15 (not in bulletin).

Arts and Humanities

Language courses in several departments are offered, including the noncredit courses designed to prepare graduate students for the second-

continued page 2

Summer closings

Holidays

Offices will be closed and no classes will meet on the following University holidays: Memorial Day (May 28, 1984) and Independence Day (July 4, 1984).

Counseling Office

The Extension Counseling Office, 314 Nolte Center, will be closed the week of June 25-29 for staff training meetings. Please remember that counselors and advisers will not be available during that week. The office will reopen July 2.

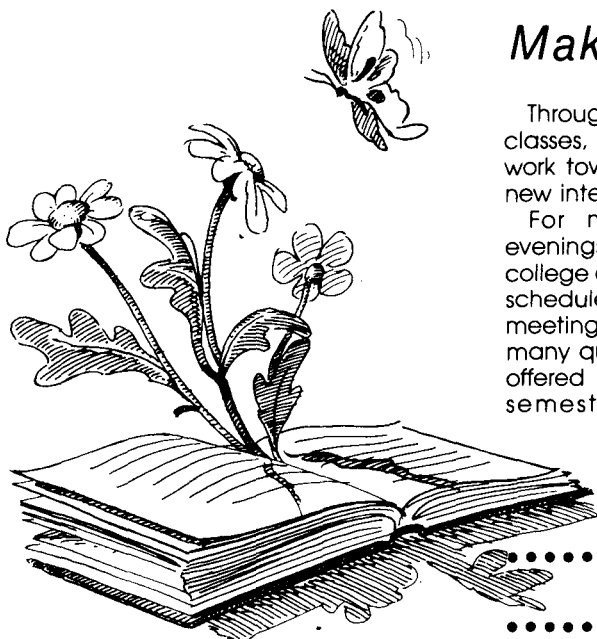
Make summertime a learning time

Through summer evening Extension classes, you can sharpen job skills, work toward a degree, or explore a new interest.

For many students, summer evenings are a good time for earning college credit because of the special schedule for most classes. Two class meetings each week mean: (1) many quarter-length classes can be offered over 5-week terms; and (2) semester-length classes and

five-credit courses have shorter class periods or are offered over 10 weeks instead of 15 weeks.

More than 200 credit and noncredit classes are waiting for you. So credit yourself for making a few summer evenings a time for learning this year. Check through the course titles in the Summer Evening Extension Classes Bulletin. If you don't have a copy, call 376-3000 to request one.



.....
See summer term and registration dates, page 2
.....

**summer courses
from page 1**

language reading requirement, in French, German, and Spanish. Beginning courses in Dutch, Chinese, German, and Latin, and intermediate courses in French and Spanish are set for summer, too.

ArH 1016 Introduction to Asian Art

ArH 5922 Film Genres: Comedy

GC 3251 Great Cities of Europe explores history, culture, of Rome, Madrid, Paris, London, Berlin, Moscow.

Ger 3641 German Folklore: legends, fairy tales, ballads; requires no previous German study.

Music 1051 Piano, for those with no piano background.

WoSt 3103 The Modern Feminist Novel is an analysis of fiction by women addressing women's identity, experiences.

Design courses are offered that focus on the design process and color and on practical applications for students in programs in interior design, retail.

Studio arts courses and composition courses that often fill during the regular school year are scheduled, also.

Social Sciences

Introductory courses in anthropology, economics, family social science, European and American history, linguistics, American government and politics, and beginning through advanced courses in psychology and sociology will be offered summer.

Hist 3812 Civil War and Reconstruction is taught by David Noble, covers U.S. politics and society from 1848 to 1877.

Soc 3101, 3102 American Criminal Justice and Criminal Behavior and Social Control survey criminal justice in the United States and basic issues of criminology and sociology of law.

Spch 3104 Broadcast Production and Creativity includes lectures and creative exercises, production techniques.

Science and Engineering

Biol 1009 General Biology: the cell, metabolism, heredity, reproduction, ecology, and evolution; laboratory follows lectures, TTh, 10-week term.

Bot 1009 Minnesota Plant Life is a nontechnical course; includes field trips.

ME 1025 Engineering Graphics: engineering representation; sketching techniques; standard and simplified practices; more.

IEOR 5000 Industrial Engineering Analysis: scientific management, methods engineering, work measurement, human factors, production and plant planning.

Civil Engineering courses are offered in soil mechanics, fluid mechanics, reinforced concrete structures, and masonry structures.

Also, many key mathematics courses, especially introductory noncredit and credit courses in algebra and calculus, are available during summer. Check with an Extension adviser if you aren't sure what mathematics course is right for you.

Summer registration

TERMS

First 5-week term June 11 to July 13
10-week term June 11 to August 17
Second 5-week term July 16 to August 17

REGISTRATION DATES

By mail (first 5-week and 10-week terms) May 7 to May 30
(second 5-week term) May 7 to July 3
In person (first 5-week and 10-week terms) May 21 to May 30
(second 5-week term) May 21 to July 3

REGISTRATION OFFICES

Minneapolis campus (373-3196) 101 Westbrook Hall
Downtown MacPhail Center (373-1925) .. 1128 LaSalle Ave., Minneapolis

All registration offices are closed weekends and holidays.

Mail registrations received before May 7 will be returned to the student.

Students are urged to register by mail for classes without enrollment limits. **May 30 is the last day to register without a late fee for 10-week term classes and first 5-week term classes; July 3 is the last day to register without a late fee for second 5-week term classes.**

Students who reserve space in limited classes during in-person registration must pay tuition by May 30 (for all terms); otherwise their spaces in class are forfeited.

See the Summer Evening Extension Classes Bulletin for complete registration instructions, dates, and hours.



**UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO
USPS 711-240**

Registration Office: 101 Westbrook Hall
Telephone 373-3195

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

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Extension students complete certificates

The following students have completed Continuing Education and Extension Certificates.

SPRING QUARTER, 1983

Alcohol and Drug Counseling

Education: Jo Ann Baum, Wyoming; Ruth Cioni, with high distinction, Brooklyn Center; Renee Collova-Bergee, with distinction, White Bear Lake; Susan Hoffman, with high distinction, Minneapolis; Geraldine Miller, with high distinction, Minneapolis; John Nelson, with distinction, Minneapolis; John Nordby, with distinction, St. Paul; Louise Peebles, with distinction, Excelsior; James Spencer, with distinction, St. Paul; Marcia Swartz, with high distinction, Minneapolis; Margaret Tripp, Belgrade; Larry Turner, with high distinction, Cottage Grove.

Commercial Art: Rebecca Britz, with distinction, North St. Paul; Chillon Johnson, with distinction, Anoka; Jacklyn Johnson, with distinction, St. Anthony; Rebecca Leschisin, with high distinction, Fridley; Patricia Miller, with high distinction, Minneapolis; Marianne Schulze, with high distinction, St. Paul.

Early Childhood Studies: Sonia Hoiland-Bakken, Minneapolis.

General Studies: Laura Johnson, with high distinction, St. Paul; James Larson, Jr., St. Paul.

Human Services: Maureen Andrew, Minneapolis; Nancy Dahlem, Morris.

Junior Accounting: Alicia Blank, Blaine; Robert Boman, Minneapolis; Lynn McEachran, with distinction, Blaine; Marion Willenbring, with distinction, Maple Grove.

Senior Business Administration: Patricia Leschke, with distinction, Roseville; Jean Trygstad, with distinction, Chaska.

Junior Business Administration: Bonnie Jean Andrews, with high distinction, St. Paul; Luann Filler, with distinction, St. Paul; Bryan Olson, Crystal; Albert Shoghanian, St. Louis Park.

Credit and Financial Management: Ione Botts, Plymouth.

Industrial Relations: Barbara Bjornson, St. Louis Park; Catherine Campbell, Bloomington; Patricia Galdonik, with distinction, St. Paul; David Juhl, Minneapolis; James Laing, with distinction, Wayzata; Kathy Lenzmeier, with high distinction, Eagan; Stephen Michel, St. Paul; Roger Morgan, Minneapolis; Frances Okrent, with distinction, Crystal; Mark Roesler, St. Paul; Joseph Russell, Minneapolis; Harry Singh, Brooklyn, N.Y.; Carol Stodieck, with distinction, Burnsville; Bonita Tresvant, Minneapolis.

continued page 4

Informal Courses — natural and easy study opportunities

Natural history and outdoors courses dominate the Informal Courses line-up again this summer.

Informal Courses are short-term, noncredit classes that offer college learning in a casual way, without the

pressures of exams, assignments, or grades. Many classes feature field trips or guest speakers. See the partial listing below; complete course descriptions are in the Summer Evening Extension Classes Bulletin, pages 80-85.

Human Ecology of Minnesota (IC 0204) reviews the impact of humankind on ecological systems and development, including extinction of species, pests and pathogens, the effects of logging, farm settlement, industry, and more. Local field trips plus one weekend field trip to Itasca State Park.

Minnesota Wild Flowers: Intermediate Course (IC 0228) is for those with some wild flower knowledge or experience. Evening lectures focus on botanical aspects and identification; supplemented with three Saturday morning field trips.

Field Methods in Bird Study (IC 0238) covers means of making you a better birder — including projects and personal study goals that amateurs can undertake in areas like feeding, territorial behavior, song and song recording, photography, bibliographic work, and more. Local field trips.

Nature Photography, Art and Technique (IC 0274), For those who want striking photos, background in natural history coupled with practical field techniques can yield an exciting new photographic experience. Topics: bird photography without a telephoto lens; "wet-belly" photography; film and equipment choices; composition and camera technique. Three Saturday morning field trips.

Lake Superior Nature Exploration (IC 0933). A three-day excursion to Duluth-Superior (Thursday evening to Sunday noon, July 26-29, plus orientation lecture) featuring geological and biological emphases: Lake Superior and its history, glacial action, Gooseberry Falls, harbor ecology, aquatic organisms, fish populations. Includes boat trip on the research vessel "L.L. Smith Jr." Lodging and meals included.

Other Informal Courses offer a three-day sailing trip in the Apostle Islands waters, a chance to perfect free-lance writing skills, a close-up look at Minnesota's prairies, and career-planning techniques.

Added classes

BGS 3004 International Business (4 degree credits, \$151) has been added for summer; first 5-week term, sec 2, MW, 5:30-8:15, room arr, limited to 60.

Survey of the Middle East, offered concurrently as History 3505 and Middle Eastern and South Asian Studies 3505/5505, as been added for summer. A survey of Middle East civilizations, societies, and countries from pre-Islamic times to the present; 4 degree credits, \$139, sec 2, second 5-week term, TH, 6-8:30, room arr, Farah. Register in 101 Wesbrook Hall.



certificates from page 3

Information Systems Analysis and Design: Richard Belisle, Minneapolis; Steven Crouse, with distinction, Eden Prairie; Dwight Dyrud, Minneapolis; Kenneth Ezuck, Brooklyn Center; Loren Falk, Minneapolis; James Fleming, with high distinction, Eagan; Russel Fritchman, Anoka; Douglas Haining, with distinction, Minneapolis; Juliane Hollands, with high distinction, Shoreview; Arleen Larson, with high distinction, Eden Prairie; Herbert Leifeld, with high distinction, Cottage Grove; Robert Madden, Hopkins; Kim Oakes, Coon Rapids; Lisa Perrett, Coon Rapids.

Real Estate: Christopher Bennett, Roseville; Joseph Bonfe, St. Paul; Ronald Erickson, Golden Valley; Raymond Lang, Minnetonka; Denise Lingwall, Coon Rapids; Cathie Lunde, Minneapolis; Patrick McGrath, Mound; Dale Rother, Hastings.

Undergraduate Development Certificate (UDC) in Computer Science (45 credits): Lisa Lang, Minnetonka; Gerard Nimis, with distinction, St. Paul; James Thornton, with distinction, St. Paul; David vanHuizen, Anoka; Nancy Wucherpfenning, Eagan.

UDC in Computer Science (90 credits): Walter Jankowski, White Bear Lake; Gerard Nimis, with distinction, St. Paul; Daniel Schultz, Cottage Grove; David vanHuizen, Anoka.

UDC in Engineering and Science (45 credits): Lane Freshwater, Lino Lakes; Richard Westmark, Tonka Bay.

UDC in Electrical Engineering (90 credits): David Stecking, Sartell.

UDC in Civil Engineering (90 credits): Guy Nowlan, with distinction, Hopkins.

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Alcohol and Drug Counseling Education: Leatrice Daniels, with distinction, Minneapolis; Diane Delvin, with distinction, New Brighton; Muriel Ebersole, Balsam Lake, Wis.; Victoria Koehnen, Rochester; Shery Newton, with high distinction, Minneapolis; Kimberly Ryan, with high distinction, St. Paul; Ragnhild Stockenstrom, Langgatan, Sweden.

Mathematics and Science: Evan Green, Brooklyn Center; Samir Hanna Safar, St. Paul; Kenneth Johnson, Jr., Minneapolis.

Senior Accounting: Kent Caufield, Minneapolis; Alan Finlayson, West St. Paul; Jeffrey Mattsson, Minneapolis; James Myott, with distinction, St. Paul.

Senior Business Administration: Scott Merrill, Minneapolis.

Industrial Relations: Sharlyn Anderson, with distinction, Minneapolis; Berit Bjork, Northfield; Linda Cooper, Minneapolis; Jan Etherington-Kelly, Monticello; Jean

Gage, Coon Rapids; Linda Ignatowicz, Minneapolis; Teresa Isenhardt, with distinction, Edina; Michele Murnane, Minneapolis; Mary O'Brien, Minnetonka; Thelma Olson, Wyoming; Estelle Smyser, with distinction, Minneapolis.

Information Systems Analysis and Design: Larry Bloom, Jr., Crystal; Paul Cullen, with high distinction, Arden Hills; Rosemary Oare, with high distinction, Minnetonka; Edward Tickner, Minneapolis.

Fellow in Management of Administrative Services: Jose Gaudencio Gomez, Blaine.

Associate in Management of Administrative Services: Linda Ignatowicz, Minneapolis.

Real Estate: Robert Kramer, St. Paul.

Undergraduate Development Certificate (UDC) in Computer Science (45 credits): Mark Cadwell, Minneapolis.

UDC in Computer Science (90 credits): David Sundry, Maplewood.

UDC in Engineering and Science (45 credits): Kenneth Johnson, Jr., Minneapolis.

UDC in Mechanical Engineering (94-96 credits): Mark Larson, Woodbury.



More than 30 certificate programs are offered through Continuing Education and Extension, including the Information Systems Analysis and Design Certificate, a program designed for students seeking professional careers in data communications, management technology, and data processing management. Most certificate programs provide specialized approaches to occupational areas or academic topics with concentrated course requirements and elective options, although a few programs in general studies or liberal arts are available. If you're interested in knowing more about certificate programs, contact an adviser at the Extension Counseling Office, 314 Nolte Center, 373-3905.

Elderhostel: you never outgrow your need to learn

Elderhostel, a living-and-learning program based on the idea that people 60 and older really are getting better instead of older, will offer two one-week sessions at the University this summer.

Elderhostel students stay on campus, interacting with peers and younger students, and take specially designed college-level, noncredit, short courses. Extracurricular and evening activities are also offered.

Cost to hostellers is \$190 for accommodations, meals, and class instruction.

Elderhostel is a national program now in its ninth year. The University of Minnesota — Twin Cities is one of 25 Minnesota colleges participating.

Dates and course titles are given below. Call 376-2704 for more information.

July 8-14: **20th-Century American Music; United States History; The Arab-Israeli Conflict.**

July 22-28: **Contemporary African Politics; Creative Writing; The Arab Israeli Conflict.**

Summer arts program has new location but same creative spirit

The new Split Rock Arts Program combines people, learning and place for a special experience in the arts this summer.

The program, known formerly as the Summer Arts Study Program at Quadra Mountain, has moved to Duluth, a city that offers the facilities of a major college campus and the friendliness of a small maritime city.

Through one-week workshops, starting Sundays from June 24 to July 29, you can explore art in an inviting, supportive atmosphere, in classes led by accomplished artists who are experienced teachers, as well. Topics abound: travel writing, children's book illustrating, drawing in color, writing nonfiction, journals—visual and written, nature photography, writing a novel, color and design in needlework, sunprinting, microcomputers and art, career building for artists, watercolor on handmade paper, and much more.

Courses are offered for credit, but noncredit, reduced-cost registration is possible. Qualified students may earn graduate credit.

For information about registration and accommodations, as well as complete course descriptions, call the Split Rock Arts Program, 373-4947.



SPLIT ROCK
arts program

Duluth, Minnesota

Criteria change for veterans benefits on certificate programs

Federal regulations have changed (effective January 1, 1984) for veterans claiming G.I Bill benefits for enrollment in certificate programs.

Two new requirements affect certification of the enrollment to the Veterans Administration:

1. **Attendance** — Instructors must sign a weekly *University form* attesting to class attendance and absences.

2. **Clock hours per week** — Payments are based on the number of hours and not the number of credits. Clock hours are determined by the total hours of class enrollment as listed for each course in the Extension bulletin. Courses with

times "arranged" must be documented in a letter from the instructor stating the hours the student was in attendance in the class. The letter must be submitted with the attendance form in order for the student to be certified. Minimum clock hours per week required for full-time certification are 22; for three-quarter time, 16 hours; for one-half time, 11 hours. For classes meeting 10 hours or fewer per week, only tuition and fees will be paid.

Extension Classes can supply the necessary forms at the registration office in 101 Wesbrook Hall; call 373-5777 with questions.

CEW courses set for summer

Continuing Education for Women (CEW) has several short-term, noncredit courses scheduled for summer: **The Collected and the Neglected in American Folk Art; Job Sharing — Innovative Working; Explorations in Minnesota History; Bridging Commun-**

ication Gaps; How To Improve Relationships Among Women; and Celebration of Life's Transitions.

For registration information and a free brochure listing the complete CEW summer program, call 373-9743.

in short . . .

Parking alert

Each year the Metropolitan Opera Company performs for a week at Northrop Auditorium on the Minneapolis campus. And each year the evening performances create an additional demand for limited campus parking. Opera week this year is May 21-26. Extension students should plan to arrive early for classes that week and keep in mind that some on-campus lots and garages may be reserved for opera staff and audience.

Cap and gown

Extension students who expect to graduate spring quarter may participate in graduation ceremonies. Dates, times, and locations vary with each college. Call the Extension Counseling Office, 373-3905, for information.

Careers fair

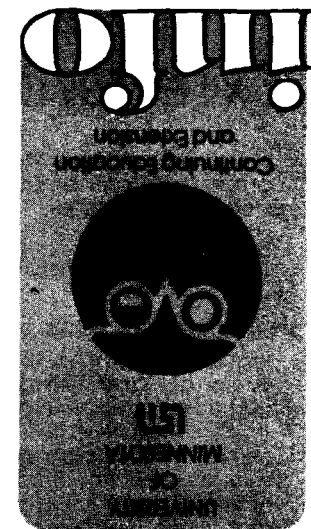
A career open house — for people interested in careers in design, family relationships, retail merchandising, food science and nutrition, and textiles and clothing — is scheduled for Sunday, April 29, 1 to 4 p.m., at McNeal Hall on the St. Paul campus. Faculty and students from the College of Home Economics will make presentations, and professionals and alumni will be on hand to talk about their jobs. For information, call 373-0933.

Be a traveler, not a tourist

Get more out of your European vacation by doing some advance planning. Through an all-day workshop, sponsored by Extension Classes and the International Study and Travel Center, you can learn all about essential and recommended travel documents, the latest in what and how to pack, the secrets of easy, inexpensive travel within Europe, and the best-kept secrets in where to go and what to see. Register now in 101 Wesbrook for IC 0600, sec 1; meets Saturday, May 5, 8:30 a.m. - 4 p.m., CMU third floor.

We're here when you are

Did you know the Extension Classes Registration Office (101 Wesbrook Hall) is open most evenings? During in-person registration periods and when classes are in session, the office is open Monday through Thursday evenings until 8 p.m. (Fridays until 4:30 p.m.). See the calendar pages in the bulletin for each term (10-19) for special registration hours. Also see the office hours listings, with holidays and closings noted, on pages 27-28.



To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Info (USPS 711-240)
Extension Classes
University of Minnesota
180 Westbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Second class postage paid, Minneapolis, Minnesota

One-day courses focus on sexual abuse, alcohol

Child sexual abuse was once one of the best-kept secrets in our society. While the myth of the "dangerous stranger" persists, the majority of child sexual victimization incidents are committed by someone known to the child — a friend, an acquaintance, a relative.

A one-day workshop on the causes and symptoms of sexual abuse is offered Saturday, May 5, at the St. Paul Student Center, 8 a.m. to 4:30 p.m.

The workshop is open to credit or noncredit registration and is open to

anyone, although it can be particularly helpful to educators, parents, clergy, helping professionals, and police officers.

Topics include historical overview, definitions, dynamics, treatment issues, criminal justice considerations, and the role of the school and community. The instructor is Robert ten Bensel, M.D., director of the University's Maternal and Child Health Program in the School of Public Health.

Cost is \$62.50 for credit registration

(one credit, Public Health 5643), lunch and a comprehensive study manual. Noncredit registration is \$40.25 for lunch and the manual.

Preregistration is required; call 373-1855 for registration materials.



Another Public Health Workshop, **PubH 5608 Alcohol and the Family: Effects on the Fetus and the Child**, is planned for May 19 (rescheduled from Feb. 4). This course examines Fetal Alcohol Syndrome (FAS) and the impact of parental alcohol abuse on children. Registration details and costs are same as for the sexual abuse workshop. Early registration is recommended.

Counseling office can help you plan your college and career goals

Make career plans now so that you can start getting the education you need this summer or fall.

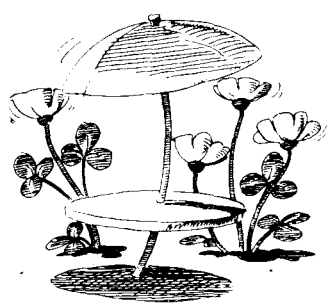
Through the popular Career Planning Workshop offered by the Extension Counseling Office, you can discover your interests and abilities and learn to plan for a specific profession. Students in the workshop learn how to explore career options and how to set occupational goals. Classes meet Wednesdays, 6 to 8 p.m., from May 9 to June 13. Cost is \$95 and registration is limited. Call 373-3905 for registration materials.

Additional career-planning workshops will be offered this summer — call for dates and information. (Workshop cost increases to \$100 in July.)



A counseling test battery also is available through the Extension

Counseling Office that includes an interest inventory, a value questionnaire, and a personality test. Results are reviewed with a professional counselor in both group and individual sessions. Cost is \$72 for students and prospective students, \$110 for others. Call 373-3905 for information. (Testing costs increase to \$76 and \$115 in July.)



No election

Extension students who filed as University Senate candidates will be declared elected as senators by a election commission of the student board.

There will be no election held since an insufficient number of candidates filed and a run-off is unnecessary.

News bulletin: New bulletins!

Watch for the 1984-85 Extension Classes bulletin this summer. It is in production now and will be available in early July. You will receive a copy automatically if you have registered for an Extension class any time in the last two years (and notified us of any address changes during that period). If you do not receive a copy by August 1, call 376-3000 to request one.