

*Ease on into school***Learning your way around the U**

New noncredit classes from the Practical Scholar—including two free short courses—can help you get started and succeed as an Extension Classes stu-

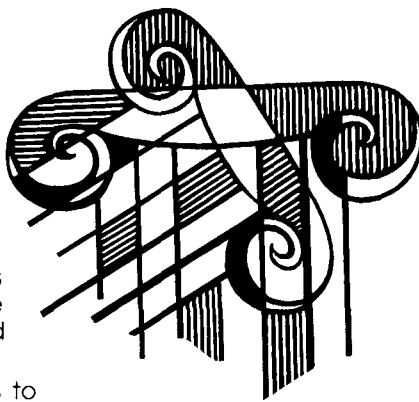
dent. All classes are offered every term (or just prior to the beginning of the term).

Navigating the University. Welcome

Empower yourself

Adult and part-time students bring plenty of experience—and motivation—with them to class every evening.

They're people like you, who work during the day in business, government, and at home, but they invest in themselves and their futures by taking college courses to advance careers and finish degrees. And they come to the University of Minnesota for a lot of very good reasons that you should consider.



- **Choose just what you need.** Take classes to acquire the skills you want for career advancement or to complete a degree. Hundreds of Extension classes are scheduled each year in over 100 academic departments.
- **A proven quality program.** Extension has been offering University evening classes for 80 years. Classes are taught both by regular faculty and practicing professionals appointed by the academic departments as adjunct faculty. You get the best of both—a nationally known major teaching and research institution located in a large metropolitan business center. Dozens of degree options and majors can be completed through evening classes, including new degrees such as the Bachelor of Applied Business offered at Inver Hills Community College and the Bachelor of Information Networking offered at North Hennepin Community College.
- **Extension classes are cost-effective.** The University of Minnesota is your public University, providing affordable education in the land-grant tradition. Tuition for introductory courses is about \$80 a credit.
- **All the advising you need—days or evenings.** From program planning to financial aid to career development, you can get the help you need from the CEE/UC Counseling office. Full-time professional advisers, who specialize in helping adult and part-time students, can help you get started . . . and finish.
- **Convenience, service.** Simple registration by mail makes it easy to enroll. Classes meet evenings and weekends when working people can attend (but daytime classes are open through Extension registration, too). And most classes are held on the centrally located East Bank and West Bank campuses, with thousands of low-cost parking spaces available after 4:30 p.m. right on campus, usually within three blocks of your classroom, in attendant-staffed ramps and lots.
- **Explore, experiment, grow.** Anyone may enroll in Extension classes. You don't have to be in a degree program. Try classes in computers, marketing, composition, geography, health, nutrition, engineering, art, biology, and many more areas. You can find out what college classes are like and discover if you are "college-able" before committing to a degree or certificate program.
If you haven't received your copy of the new 1995-96 Extension Classes bulletin, call 624-2388 to request a copy.

to the University! In this free one-evening class you'll discover the opportunities that CEE/UC can provide that can help you in education, work, and life. Learn about parking, libraries, your e-mail account (for credit classes students), how the University is organized, what degrees are available, recreational sports, and program advising. Limit 50. Meets on campus, T, Sept. 12, 6:30-8:30 p.m. **Call 626-8787 to reserve your spot.**

Free Library Course: Demystifying the Electronic Library. Get acquainted with the University's library system, the largest in the state, in this free class. Learn about online library catalogs and periodical indexes and how to search for information and how to use your e-mail account in that process. **Open only to students registered in University credit classes.** Meets Th, Oct. 12-26 (3 meetings), 6:30-8:30 p.m., on the West Bank. **Call 626-8787 to reserve your spot.**

PSch 0615 Surviving as a Student: Managing the Multiple Priorities of Your Life. Strategies for negotiating the multiple demands of being a student, wage-earner, family member, and partner. Making decisions, managing time, building support systems. No credit, \$34. Meets M, 6:30-8:30 p.m., Oct. 16-23 (2 meetings). See the bulletin, page 452, or call 624-8880.

PSch 0616 Test-Taking Strategies. Tips on studying for and taking all kinds of tests. Exercises and evaluation. No credit, \$34. Meets T, 6:30-8:30 p.m., Sept. 19-26 (2 meetings). See the bulletin, page 453, or call 624-8880.

PSch 0617 Taking Effective Notes from Lecture and Text. When, why, and how to take notes. Experiment with new note-taking styles and adapt styles to fit your needs. No credit, \$17. Meets Th, 6:30-8:30 p.m., Oct. 5 (1 meeting). See the bulletin, page 453, or call 624-8880.

Explore careers, earn credit

REX puts you in U research

Learn how you can become part of a University research team in special information meetings in August and September.

Research Explorations (REX) allows you to learn by doing.

- Get real-world experience as a research volunteer . . . studying the colonial life of Honduran Indians, measuring the leaching of pesticides in groundwater, or examining pollination in prairies.
- Explore career possibilities, add to your resumé, do something you're interested in, earn college credit (optional for most projects).
- Commit for a few hours a week over a quarter or in an intensive two-week immersion; scheduling options vary by project.
- Bring the enthusiasm and skills you already have . . . most REX opportunities need your curiosity, adaptability, and willingness to learn and support important research.

A sampling of recent REX projects includes the following.

Measurement of O₂ and pH in Muscle
Immunology of Multiple Sclerosis
Cultural Diversity in the Workplace
Origins of English Words
Configuring French Identity: Texts, Images, Institutions
Precast Concrete Members Subjected to Earthquake Loading
Breeding and Producing Crops in Minnesota
Computer and English Poetry
CitySongs: A Music Demonstration Project
Racial Differences in Home Ownership and Mortgage Debt
Relationships in Adoptive Families
. . . and many more

A flat fee is charged for instruction and participation in REX projects; rate varies but is usually \$150. Credit registration (optional) is based on per-credit tuition rates. Call 624-5092 for information.

Semester classes are now special term

In the past, some academic departments have scheduled classes on the 16-week semester schedule (including final exams). Generally, these included 5-credit courses, science courses with labs, some language courses, and economics.

Fall semester and spring semester terms are discontinued starting this year, a move that will simplify registration periods, record keeping, and room scheduling.

Economics will continue with 16-week terms, but these will be treated as special term classes for registration purposes. Dates for special term classes are given in the section line part of the course description.

Register for fall economics classes during regular fall quarter registration dates; classes begin the same week as fall quarter classes and continue through the week of January 29.

Second term classes in economics will begin the week of Feb. 12 and continue through finals week in spring quarter (June 3-8). These courses are considered winter special term; you may register during winter quarter registration dates (starting Nov. 1), but the registration period is ex-

tended until Feb. 2 (late fees take effect after that date). Classes do not meet during quarter breaks (Dec. 11-Jan. 1; Mar. 18-23).



EVENING REX INFORMATION SESSION

Plan to attend an information meeting about Research Explorations, Wednesday, Aug. 23, 6 to 7 p.m., at Nolte Center, Room 140, on the East Bank campus.

Find out more about the program and meet REX program staff. You'll also hear from a project leader and participants and their reactions to the program.

Complimentary parking provided in the Church Street Garage. Refreshments provided. Please call 624-5092 to reserve your space.

BROWN BAG INFORMATION SESSIONS

Meet with REX staff and find out more about the program in special midday meetings on Thursday, Sept. 28, at Nolte Center, Room 140; come in at either 11:30 a.m. or 12:45 p.m. Refreshments provided. Sorry, no complimentary parking for these daytime meetings. Please call 624-5092 if you plan to attend.

See page 155 in the bulletin for details. All credits earned in Extension Classes are quarter credits, regardless of term length.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Westbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

Parking primer—more options this year

Parking Services announced a rate increase July 1 for public parking. Daily-rate parking facilities will go to \$1.75 a day. Hourly lots and ramps and hourly garages go up slightly to \$1.05 and \$1.65 respectively.

Surface public lots and contract lots are generally available to Extension students coming to campus in the evening at the \$1.75 rate. On the East Bank, these include:

- Public lots at the Huron Blvd. Parking Complex (across from Mariucci Arena)
- Contract parking lots that open to public parking after 4:30 (such as C51 and C55 on Fourth Street S.E., located a half-block off University Ave. S.E., on 19th and 16th Avenues S.E.)
- Carpool lots such as Lot 33 and Lot 36 (Fourth Street S.E. near 19th Ave. S.E.), available to vehicles with one occupant after 12 noon.

Several ramps and garages open for public parking at off-peak flat rates after 4:30, also. These include Nolte Center Garage and Church Street Garage (right on campus) and the East River Road and Oak Street Ramps (these two ramps go off-peak rates after 2 p.m.). Rates vary depending on location. (These facilities are not available at daily rates on special event nights, however; see below.)

On the West Bank, evening parking is available in Lots 86 and C88 (adjacent to the Law Building); in ramps on 19th Ave. and 21st Ave.; and in surface lots off 4th Street South. Rates vary by location and range from \$1.75 to \$2.50 a day.

On the St. Paul campus, daily rate parking is offered evenings in Lots S101 at Cleveland and Commonwealth; S102 and S104 off Buford, just east of Gortner (north and east of the Earle Brown Center); and other contract lots may open to public parking as well.

Caution: Never park in a contract parking facility unless an attendant is on duty to collect payment. Your car may be ticketed and towed.

Special events

When special events occur on weeknights, such as men's basketball at Williams Arena or concerts at Northrop Auditorium, most parking facilities will go to event-rate parking (\$5). Evening students can obtain a hang tag at 101 Wesbrook Hall to assure them daily rates in Lot 33 (spaces may be limited); watch for details and specific dates in upcoming issues of *Info*.

More information

- See the parking maps near the end of the bulletin for locations of parking facilities (pages 550-552).
- Call 624-2388 to request color-keyed versions of these maps.

- Call Parking Services for information about rates and availability, 626-PARK.

Parking contracts

A limited number of contract parking spots will be available fall quarter to commuter students. If you come to campus several times a week and want a guaranteed spot, student contract parking may be an attractive option for

you. Rates vary from \$63 a quarter at the Como Avenue commuter lot off campus at Como Avenue and 29th Ave. S.E. (includes bus pass) to \$89.25 for surface lots adjacent to campus (East Bank and St. Paul) and \$133.50 (plus a \$15 refundable key card deposit) for the 21st Ave. ramp on the West Bank. Call 626-PARK to request materials; deadlines apply.

Chem fee will be billed; no more cards

The chemistry fee that covers equipment and materials will now be billed to students when they register for chemistry courses. This billing will be reflected on the fee statement and is due before the class begins. This payment method replaces the deposit card that previously was purchased in the registration

office (as described on page 97 in the bulletin).

If any additional fees accrue during the quarter because of breakage, an additional charge will be billed to your account. (If fees are not paid, a hold will be placed on your records and you will not be able to register until fees are paid and posted to your account.)



Child Abuse Prevention Studies Start this fall in CAPS program

The innovative Child Abuse Prevention Studies (CAPS) Certificate program gets underway again this fall with an offering of the introductory course, **SW 5301 Child Abuse Prevention I: Research and Theory**.

Students not admitted to the certificate may register for this course, which serves as the foundation for the 18-credit certificate (six courses). This postgraduate-level certificate is considered unique in the nation because of its interdisciplinary focus that emphasizes the etiology of abuse, neglect, and violence, as well as both theory and strategies and skills involved in advocacy, program development, and leadership.

Although the courses are available for graduate credit in the School of Social Work, the course work and the certificate are designed to serve a variety of people who work with or on behalf of children. These include educators, school administrators, law enforcement and courts personnel, child care workers, community health workers, clergy, and others in human services settings whose work relates to children and families. (No prerequisite course work for the first class.)

The CAPS certificate can be completed in two years taking one course a

quarter. Students and faculty say they are finding it to be an ideal supplement to previous education or experience and believe it will be a valuable career credential. The only requirement for admission to the certificate is successful completion of the introductory course, SW 5301.

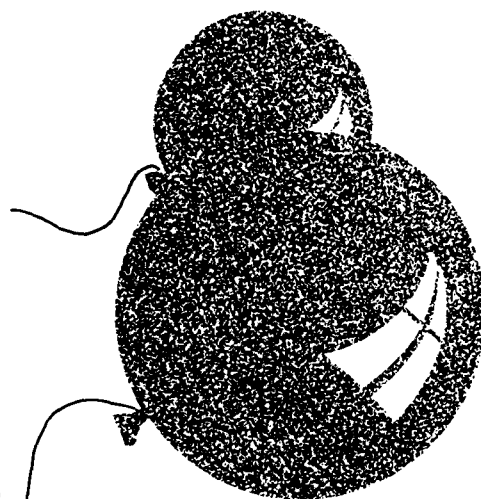
The class meets Thursdays, 4-7 p.m., on campus (location tba) and will be offered over interactive television to other sites.

See the bulletin, page 355, for course descriptions. The certificate is described on page 524. You are urged to call the CAPS certificate adviser at the CEE/UC counseling office if you have questions, 625-2500.

CAPS in western Minnesota

The CAPS coursework will be available via interactive (two-way audio/video) television at locations in Morris, Pipestone, and Marshall starting this fall. Information meetings are scheduled August 16 and 17 in those communities and in Willmar. Call the CEE center at the University of Minnesota-Morris for CAPS registration materials or to inquire about meeting locations if you receive this newsletter in time to respond: 1-800-842-0030.

Education Fest . . . You're invited!



Education Fest is an open house for you, the adult and part-time student.

Thursday, Sept. 7, 5-8 p.m.

Nolte Center, Minneapolis Campus (East Bank)

The atmosphere is informal, but there's plenty to do. For instance:

- Learn about undergraduate degrees and classes
- Complimentary parking
- Pick up catalogs, course information
- Talk with a program adviser
- Learn about e-mail; surf the internet
- Refreshments
- Register for prizes
- Free posters, bookmarks, other items
- Discover new learning opportunities: self-paced independent study courses, research internships, management seminars, teacher education, and much more.

The registration office in Wesbrook Hall is open until 8 p.m., and you may register for a fall quarter Extension class or independent study course that evening.

Parking will be provided at no charge in either the Nolte Garage or the Church Street Ramp (exact site not set at press time) on the evening of Education Fest. From University Avenue, turn right on 17th Avenue S.E. (Church Street on campus), and go one block and watch for signs.

Have questions, need directions? Call 626-1633.

in short . . .

Correction on I.D. card office hours

Please note the correct hours of the U Card Office in Coffman Union are 8:30 a.m. to 4 p.m., Monday through Friday. See the bulletin, page 39, for details about identification cards.

Grades on computer

You can look up your grades using the University's Student Access System, part of the Administrative Information Systems (AIS) Public Access Information menu. All information requests and choices you are given are simple key-boarding or menu-driven. Terminals are available in 202 Fraser Hall, 130 Coffey Hall, on the concourse level in Williamson, and on LUMINA terminals in the libraries. You can also log in from other computers via e-mail through Gopher and internet. You will need your student ID number, social security number, and password (you will be prompted to set a password the first time you enter the system). Access hours are limited. Other options available deal with day school class availability, registration, and records. See the bulletin, page 39, for details.

Transcripts

New transcript policies take effect this year. Regular service for official transcripts cost \$4 (up \$1) and rush service is \$8 (down \$1). Starting fall quarter, credit card payment is available. Also, FAX requests are anticipated for fall quarter; credit card payment is required. See the bulletin, page 38-39 for details.

New, added classes

New or added classes to note for fall. Call 625-3333 for registration information or 624-1641 for course information.

VDM 3001 Basic Environmental Toxicology. Discussion of environmental chemistry, chemical pollution, and health hazards of environmental pollution. (Prereq Chem 1001, Biol 1005 or equivalent or permission) Sec 1, 4 credits. Meets TTh, 6-8 p.m. on the St. Paul campus. (See the bulletin, page 370.)

ID 3505 Homosexuality, Bisexuality, and Transgender in America. Added class. Evolution of modern sexual identities, communities, and politics. Comparison of sexual and moral systems of different cultures. Rise of the modern lesbian and gay rights movement. Role of religion, law, politics, and medicine in the definition of sexual identities. The course will be structured around lectures, readings, class discussions, and research/writing assignments. (No prereq) Sec 1, 4 credits. Meets T, 6:20-8:30 p.m.



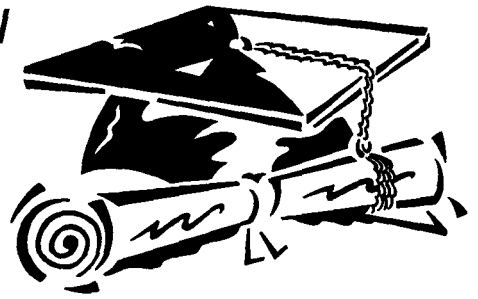
At the EdFest open house, you can learn about CEE/UC programs, register for a fall class, surf the internet, maybe even win a door prize.

Degrees of difference—new for you

Several new degrees have become available in Continuing Education and Extension during the last two years.

These degrees are particularly designed to serve the educational and professional needs of adult and part-time students. Depending on the program, emphases include interdisciplinary learning, "applied" courses, and flexibility in choosing courses so you can tailor your education to meet your academic interests, professional interests, and career goals.

See the brief descriptions below of three new degrees. Check the Extension Classes bulletin for more information and contact the appropriate office listed to arrange to attend an information meeting.



Bachelor of Applied Business (B.A.B.)

(Information meetings—Inver Hills Community College, Aug. 14 and Sept. 13, 6:30 p.m.; call 626-8724 to attend.)

A practitioner-oriented business degree intended for working people. Offered cooperatively with Inver Hills Community College as part of the Twin Cities Higher Education Partnership.

- Classes offered evenings at Inver Hills—easy access, easy parking, supportive atmosphere.
- Courses address real-world business issues and workplace skills.
- Small classes, usually 15 to 25 students. Scheduling arranged so that B.A.B. students may take classes together as a cohort.
- Graduates acquire a portfolio of skills and competencies valuable to students in their current jobs and that can help them advance in their careers.
- Focused curriculum means that 60 of the 86 upper division credits are in Professional Skills Core and Functional Area courses (required courses).
- Graduation in three to four years (8-10 credits a quarter) for students entering with 90 quarter credits and prerequisites completed.
- Easy entry into the program. Students transfer into this program and are admitted based on college work and life experience.
- Priority registration in B.A.B. classes is given to students admitted to the program.
- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

Bachelor of Information Networking (B.I.N.)

(Information meeting—Mall of America, Aug. 29, 6:30 p.m.; call 624-0029 to attend.)

The B.I.N. is designed to equip students with the skills to build careers in the new era of information technology. Offered cooperatively with North Hennepin Community College.

- The B.I.N. is an interdisciplinary blend of computer science, management and information systems, liberal arts, science and engineering, and hands-on experience.
- Classes offered evenings at North Hennepin.
- Course work and prerequisites are designed to accommodate full-time and part-time students, transfer students from community colleges and other schools, and professionals updating career skills.
- Scheduling is arranged so students can take many classes together as a cohort.
- Admission is limited to 20 students a year to insure close

interaction with faculty and small classes.

- Students are admitted based on college work, experience, and ability to succeed in technical course work.
- A state-of-the-art computer lab at North Hennepin is dedicated to the classes and needs of B.I.N. students.
- Priority registration is given to B.I.N. students in required classes.
- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

Master of Liberal Studies (M.L.S.)

(Information meeting—Aug. 24, 6-8 p.m., U of M East Bank; call 626-8724 to attend.)

Timeless education, timely learning through an interdisciplinary master's degree designed for adult and part-time students. Offered jointly by the Graduate School and Continuing Education and Extension.

- The M.L.S. is an 11-course graduate degree program with evening courses. Students taking one course a term (including summers) can complete the degree in three years.
- Four M.L.S. seminars (topics will vary) plus final project course form the core courses.
- In six elective courses, students study in depth a topic they select that is important to their professional, career, or academic interests.
- Students are encouraged to move through the program as a cohort taking many classes together.
- The M.L.S. can meet the advanced degree needs of a variety of students . . .
 - liberal arts graduates who want to continue studies but without the narrow curriculum that most structured advanced degrees require;
 - professionals in specialized careers (teachers, engineers, health professionals, science and technical professionals) who want to broaden their understanding of society.
 - students who want to combine courses and academic perspectives that cut across traditional disciplines (e.g., humanities and health care, business and philosophy, artistic expression and politics);
 - working people for whom a master's degree is an important career credential.
- The wide variety of academic opportunities available at a major teaching and research university are accessible through this interdisciplinary degree.
- Admission is based on academic record (3.00 g.p.a.), the student's program proposal and goals submitted with application materials, and other indicators of the student's ability to succeed in graduate study. An earned bachelor's degree from an accredited institution is required; the GRE is optional and not required for graduates with a final g.p.a. provided on their transcripts.

University Archives
10 Walter Library
Minneapolis Campus
CAMPUS MAIL
(EC2)

Second class postage paid, Minneapolis, Minnesota

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. (Please allow two months for records to be corrected.)



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

Fall registration underway

Registration for fall classes begins this month. Dates and procedures are outlined here, but be sure to refer to the new 1995-96 Extension Classes Bulletin, pages 6-7 and 12, for complete information.

MAIL/FAX REGISTRATION

August 1 to September 14: Registration forms with checks will be accepted by mail at 101 Westbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

You must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one. The form may be photocopied if you need additional forms.

Registrations are processed daily; early registrations (received before Aug. 1) will be returned to the student.

If your limited class is closed, your registration form and check will be returned. If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

IN-PERSON REGISTRATION

Westbrook Hall: Registrations will be accepted at 101 Westbrook Hall from Aug. 14 to Sept. 13. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. This office (only) also is

open Saturday, Aug. 19, 9 a.m. to 1 p.m. Closed Labor Day, Sept. 4., and Sundays.

MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis: Registrations accepted at this office from Aug. 14 to Sept. 13. Hours are 8:30 a.m. to 6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

St. Paul Skyway Booth, Norwest Center, Fifth and Minnesota: Registrations accepted Sept. 5-13. Hours are 9 a.m. to 5 p.m., Monday through Friday. Closed weekends and holidays.

The full amount of tuition and fees is due when you register. You may charge

tuition and fees on VISA, Discover, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

Off-campus classes: Students should register by mail for classes held at neighborhood centers. In-person registrations are not accepted at these school locations (Richfield High School and Roseville Area High School).

September 13 is the last day to register without a late fee for most fall quarter classes.

Fall quarter classes begin Sept. 21 (Thursday) through Sept. 27 (Wednesday).

What tuition do I pay?

Different tuition rates are listed with each degree credit course. (Exception: If you are registering for a course that has a course number beginning with zero, 0XXX, only one rate will be listed for that course.)

If you have been admitted to a degree program at the University of Minnesota and are classified as a nonresident, non-reciprocity student, you will need to pay nonresident tuition rates. Answer the questions below to determine your status; only one will apply.

I have never been admitted to a degree program at the University of Minnesota. (Pay Minnesota resident tuition rates.)

I have been admitted to a degree program at the University of Minnesota and am classified as a resident or reciprocity student. (Pay Minnesota resident tuition rates.)

I have been admitted to a degree program at the University of Minnesota and am classified as a nonresident, non-reciprocity student. (Pay nonresident tuition rates.)

Student status is subject to compliance review. Students must indicate their nonresidency/nonreciprocity status on the registration form (section 3) when registering in Extension Classes.

In addition, graduate credit tuition rates vary depending on whether you are classified as a resident or nonresident and whether you intend to apply the course to a University of Minnesota Graduate School program or not. See the bulletin, page 24.

Manage your career

Career counseling services and workshops from Extension Classes and the CEE/UC Counseling Department help you plan your future whether you're starting out or starting over.

You'll find a friendly, supportive atmosphere in a specially designed six-session workshop, **Career Decisions—Strategies for Change**, led by professional counselors. You will have a chance to:

- consider values, job satisfaction, and interests
- explore educational opportunities and skills you have or can develop
- take the Strong Interest Inventory and Myers-Briggs Type Indicator

... all with people like you in an affordable noncredit evening class.

Additional courses also are scheduled with focused topics to suit your particular needs, including . . .

- **Risk Taking for Personal Growth**
- **Career Unrest and Mid-Life Transitions: Realizing Change** (spring)
- **A Career Audit: Deciding What To Do With the Rest of Your Life** (a weekend retreat on Nov. 3-5 with a planning meeting Oct. 17)
- **Beyond Career Decisions: Strategies for Action** (spring)

Career and personal development courses

More courses on careers from the Compleat & Practical that can help you evaluate where you are and where you want to go. See the noncredit section of the bulletin or call 624-8880.

Opportunities in Health Care: Careers for the Future (PSch 0669). A one-evening session on jobs and settings in the health professions, whether you're starting out or starting over, in this fast-growing career area. T, 6:30-9:30 p.m., Oct. 10.

Discovery Writing (PSch 0671). Learn to use writing skills and activities, regardless of your experience or ability, to help you examine your life and express what you're learning about your-

In addition, a career assessment course is offered for college credit that can be applied to degree programs. **Life/Career Planning** (ID 3925/Jour 3925) is a comprehensive, quarter-long course that offers an overview of career planning and management with specific attention to selection, maximizing education, career-pathing, conducting a pro-active job search, resumé preparation, interviewing practice, and transition issues. See page 261 in the bulletin.

The CEE/UC Counseling Department also offers an individual career/educa-

tional counseling program (a fee-based service).

And as always, CEE/UC Counseling provides free academic advising to students interested in taking Extension classes and planning or working on degree programs through CEE/UC.

Noncredit classes are offered by the Compleat and Practical Scholar; call 624-8880 for registration information. Call the counseling department, 625-2500, if you want to make an appointment with an adviser or find out more about individual career counseling.

New computer science master's degree aimed at working adults

A new graduate degree is now available from the Institute of Technology.

The Master of Computer and Information Sciences (MCIS) degree is designed for the working professional. This degree is a "coursework only" master's degree. A master's thesis or Plan B papers are not required; there is no oral examination.

However, because the degree is based on regular academic course work, students pursuing the MCIS will

receive just as rigorous an education as students working on the traditional Master of Science degree. Students who earn the MCIS will be at the same place as other master's degree recipients; they simply arrived there by a different route.

The MCIS is a 44-credit program (minimum), all at the 5000-level or above, with 28 credits required in the major. In addition, two credits of the Computer Science Colloquium must be completed before filing a degree program; these do not count in the degree program. A minor and supporting program are also part of the degree.

Admission requirements include:

- B.S. or B.A. in computer science or a related field
- g.p.a. of 3.00 or better in undergraduate and any postgraduate study
- equivalent of six months full-time computer-related industrial experience in the United States
- three letters of recommendation

GRE scores are not required.

Students may take course work in evening Extension Classes or register through Extension for spots in day school classes (some of which are scheduled late afternoons and evenings).

For application materials, call the Department of Computer Science, 625-4002.

Bookstores serve you well

University bookstores continue with expanded hours this year that should prove convenient for most Extension students. Regular hours and fall quarter special hours are given below; note that hours vary by bookstore.

REGULAR HOURS

The University of Minnesota Bookstore-East Bank is regularly open 8:30 a.m. to 6 p.m., Monday through Friday. (This bookstore is in Williamson Hall; formerly known as the Minnesota Book Center.)

The University Bookstore-West Bank (H.D. Smith Bookstore) is open 8:30 a.m. to 5:30 p.m., Monday through Thursday (5 p.m. on Friday).

The University Bookstore-Health Science (Moos Tower), hours are 8:30 a.m. to 5:30 p.m., Monday through Thursday (5 p.m. on Friday).

Bookstore tips

- Most required textbooks are in stock before classes begin and may be purchased before or on the first night of class. You are urged to buy books early to assure the best selection of quality used books. (Note: Students in Composition courses should attend class before buying books).
- Generally, books are available at the bookstores on the campus where the department offices are located (even if the classes meet elsewhere). In the course offerings section of the bulletin, a note appears near the beginning of each department's listing identifying the appropriate bookstore to find books.
- You may call for book information and to check on textbook availability. Call early in the day and be ready to give the department and course

The University Bookstore-St. Paul (in the lower level at the St. Paul Campus Student Center; formerly Books Underground) is open 9 a.m. to 5 p.m., Monday through Friday.

SPECIAL FALL TERM HOURS

University bookstores are open extended hours before classes begin and during the first week of each quarter to make it easier for you to shop for textbooks and course materials. The additional hours are given below for fall. **The first week of fall classes is considered Thursday-Wednesday, Sept. 21-27.**

Note also that the Minnesota Book Center is open all Saturdays during fall quarter (starting Sept. 9).

University of Minnesota Bookstore-East Bank (Williamson Hall), 625-6000. Books for most departments in CLA, IT, Education, and General College.

number (rather than the course title or topic). This is especially important for General College courses or other colleges or departments with courses in a variety of areas.

- Be sure to save the sales receipt if you buy textbooks. If it becomes necessary, you may return books for a full refund through Oct. 4 provided you have the sales receipt and the books have not been marked, written in, or damaged in any way.
- The best time to sell your fall quarter books back to the bookstore is Dec. 4-9. Resale of your textbooks is not assured. The bookstore buys back books that have been identified for use in subsequent terms, are in good condition, and only in quantities necessary to meet expected need.

Before classes begin: Monday, Sept. 18, through Wednesday, Sept. 20, 8:30 a.m. to 7 p.m.

First week of classes: Thursday, Sept. 21, 7:30 a.m. to 7:30 p.m.; Friday, Sept. 22, 7:30 a.m. to 6:30 p.m.; Monday through Wednesday, Sept. 25-27, 7:30 a.m. to 7:30 p.m.

Second week of classes: Thursday, Sept. 28, 8:30 a.m. to 6:30 p.m.; Friday, Sept. 29, 8:30 a.m. to 6 p.m.; Monday through Wednesday, Oct. 2-4, 8:30 a.m. to 6:30 p.m.

Regular 8:30 a.m. to 6 p.m. hours resume on Thursday, Oct. 5.

Saturdays: Sept. 9 through Dec. 30, 10 a.m. to 4 p.m. In addition, hours are extended on Sept. 16 (10 a.m.-6 p.m.), Sept. 23 (9 a.m. to 6 p.m.), the Saturday of finals week, Dec. 9 (9 a.m. to 4 p.m.), and Dec. 30 (10 a.m.-6 p.m.).

University of Minnesota Bookstore-West Bank (adjacent to Blegen Hall), 625-3000. Books for the School of Management, several CLA departments, and music education (see page 18 for listing).

First week of classes: Thursday, Sept. 21, through Wednesday, Sept. 27, 8 a.m. to 7:30 p.m. (Friday, Sept. 22, 8 a.m. to 6:30 p.m.).

Second week of classes: Thursday, Sept. 28, 8:30 a.m. to 6:30 p.m.; Friday, Sept. 29, 8:30 a.m. to 5 p.m.; Monday through Wednesday, Oct. 2-4, 8:30 a.m. to 6:30 p.m.

Saturdays: Sept. 16, 23, 30, this bookstore is open 10 a.m. to 2 p.m.; also Dec. 9 (finals week), 9 a.m. to 3 p.m.

University of Minnesota Bookstore-St. Paul (Student Center, lower level), 624-9200. Books for classes on the St. Paul campus.

First week of classes: Thursday, Sept. 21, through Wednesday, Sept. 27, 8 a.m. to 6:30 p.m.

Second week of classes: Thursday, Sept. 28, 8:30 a.m. to 6:30 p.m.; Friday, Sept. 29, 8:30 a.m. to 5 p.m., Monday-Wednesday, Oct. 2-4, 8:30 a.m. to 6:30 p.m.

Saturday: Sept. 23 only, 10 a.m. to 4 p.m.

University of Minnesota Bookstore-Health Science (2-544 Moos Health Science Tower), 625-8600. Books for courses in the health sciences.

First week of classes: Thursday, Sept. 21, through Wednesday, Sept. 27, 8 a.m. to 6:30 p.m.

Second week of classes: Thursday, Sept. 28, 8:30 a.m. to 6:30 p.m.; Friday, Sept. 29, 8:30 a.m. to 5 p.m.; Monday-Wednesday, Oct. 2-4, 8:30 a.m. to 6:30 p.m.

Saturdays: Sept. 23 and 30, this bookstore is open 10 a.m. to 2 p.m.

* * *

Bookstores are closed on University holidays (Nov. 23, 24; Dec. 25, 26; Jan. 1).

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

Solid Waste Management Certificate available

The first course in the new Solid Waste Management Certificate program will be offered this fall. Registration is open to all qualified students; you need not be admitted to the certificate program.

Principles of Waste Management (Soil 5600) is a new, four-credit, introductory

course. Basic prerequisite is previous completion of a college biology or chemistry course, but exceptions will be considered upon request.

Course topics include understanding the issues, problems, and solutions in remediating the waste stream gener-

ated by today's society; waste stream dynamics; municipal solid waste and yard waste composting, waste-to-energy incineration, ash disposal, recycling, landfills, direct lands disposal, regulatory trends, case studies.

The program is a post-baccalaureate credential designed for professionals working on solid waste and related environmental issues that can be tailored to fit specific interests, such as regulation and enforcement, policy making, disposal/recycling management, or communications.

* * *

Applications for fall are currently being accepted. For information about this course or application materials, call 625-2500.

Solid Waste Management Certificate (24 credits)

Required introductory course—4 credits

- Principles of Waste Management (Soil 5600)

Required core courses—2 credits each (tentatively scheduled winter and spring 1996)

- Applied Economics of Solid Waste
- Regulatory and Legal Framework of Waste Management
- Solid Waste Policy and Administration

Required capstone course (2 credits)

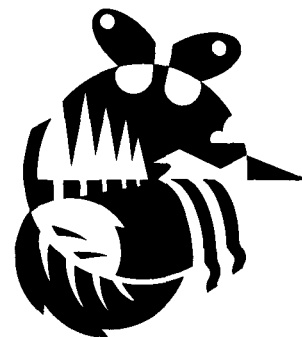
- A directed study course designed to link the classroom with the profession (issue analysis, case study, etc.)

Electives—12 credits (3 or 4 courses)

(The list below is only a sample of graduate-level courses available through Extension registration.)

- Introduction to Hazardous Waste Management
- Garbage, Government, and the Globe

- Solid and Hazardous Waste Management
- Solid and Hazardous Waste Processing
- General Environmental Toxicology
- Air Pollution Control
- Advanced Environmental Geology
- Environmental Law
- Environmental Law for Engineers
- Law and Urban Affairs
- Politics of the Regulatory Process
- Environmental Policy
- Resource and Environmental Economics
- Economics of Natural Resource Policy
- Managerial Communications
- Communication in Technology and Environmental Impact Assessment
- Business and the Natural Environment
- Topics in Business, Government, and Society
- External Affairs Management
- ... and many more



in short . . .

Added computer science course

A required course in the computer science degree program has been added for fall quarter.

CSci 3322 Algorithms and Data Structures II. 4 credits, \$374 (resident undergraduate). Fundamental paradigms for algorithm design with the supporting data structures. Complexity, correctness analysis, and lower bound theory. Implementation of selected algorithms and data structures using C++. Requires payment of IT computer lab fee (Prereq 3311, 3321. Limit 60). Fall Qtr, Sec 1, 6:10-8:40 p.m., TTh, AkerH 209, Thornborton.

Register in 101 Westbrook Hall; call 624-4866 with questions.

Courses on AIDS

Anth 5920 Topics in Anthropology: Anthropology of AIDS. Analysis of AIDS phenomena in its cultural, social, economic, medical, and psychological dimensions. Fall quarter, meets TTh, 4:30-6. See the bulletin, page 70.

HSU 5010 Public Health Approaches to AIDS. A survey of HIV infection from a public health perspective with emphasis on intervention. Case presentations, guest lecturers. Fall quarter, meets W, 4:40-7:20. See the bulletin, page 232. Also offered as Public Health 5010. Repeated spring quarter.

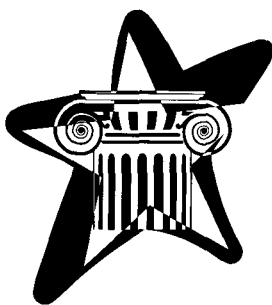
Be a star teacher

New Saturday seminars provide convenient professional development opportunities for teachers this fall, offered by the nationally recognized College of Education and Human Development and Extension Classes. You'll find . . .

- Accessible sites like Minnetonka High School and the easy-to-get-to, easy-to-park-at Earle Brown Continuing Education Center on the St. Paul campus (adjacent to the state fairgrounds).
- Practical scheduling—by request—on Saturdays. Each session is one full day followed by a half-day three to four weeks later. Offered for one graduate credit.
- Relevant learning that fits your teaching practice—an opportunity to work with colleagues, develop lesson plans and learner outcomes, and use new technology.

Here's the fall line-up. Call 625-1855 for registration materials and complete descriptions.

Leaves, Trees, and Kids: Find the Forest in Your Environment. Oct. 7 all day



and Nov. 11 morning only at Earle Brown Center.

Raising Achievement Through Cooperative Learning. Oct. 14 all day and Nov. 11 afternoon only at Earle Brown Center.

Investigating Euclidean Geometry Through Computer Applications. Oct 7 all day and Nov. 4 morning only at Minnetonka High School.

Teaching with Multimedia Hyperstudio. Oct. 21 all day and Nov. 18 morning only at Minnetonka High School.

Global Issues and the 21st Century. Sept. 30 all day and Oct. 28 morning only at Earle Brown Center.

Using Museums To Integrate Curriculum. Nov. 11 and 18, 10 a.m.-4 p.m., Minnesota Historical Society.

University Archives
10 Walter Library
Minneapolis Campus
CAMPUS MAIL
(EC2)

Second class postage paid, Minneapolis, Minnesota

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. (Please allow two months for records to be corrected.)



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

Fall registration update

You can still register for fall term Extension classes.

Registration by mail started Aug. 1 and continues through Sept. 13. In-person registration is also open Monday

through Friday at the locations listed below; hours vary.

101 Westbrook Hall—Minneapolis Campus. Register in person at 101 Westbrook Hall, Monday through Thurs-

day, between 8 a.m. and 8 p.m. (Fridays, 8 a.m. to 4:30 p.m.).

MacPhail Center, 1128 LaSalle Avenue—Downtown Minneapolis. Registrations are accepted at the MacPhail Center office between 8:30 a.m. and 6 p.m., Monday through Thursday (Fridays, 8:30 a.m. to 4:30 p.m.).

St. Paul Registration Booth, Norwest Center, Fifth and Minnesota—Downtown St. Paul. The registration booth is on the skyway level and is open Sept. 5-13 only from 9 a.m. to 5 p.m.

All offices are closed holidays and weekends.

Students are urged to register early and to pay tuition with a personal check or money order. You also may charge tuition and fees on VISA, MasterCard, or Discover. 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.

Late registration

The last day to register without a late fee is Sept. 13 for most classes.

If you miss the Sept. 13 deadline, you can register with a \$5 late fee starting Sept. 14. Late registration continues through the first week of classes (Sept. 30) with the \$5 late fee.

The registration office in 101 Westbrook Hall will be open Saturday, Sept. 30, 9 a.m. to 1 p.m., for late registration and cancellation. Complimentary parking is provided in the Church Street Garage (hours are limited); pick up a parking voucher in the registration office.

See pages 6-7 in the bulletin for a listing of all important dates including holidays and deadlines for cancellations, refunds, and scholastic committee approvals.

New degrees

For information about the new degrees available through CEE, call the phone numbers indicated.

Bachelor of Applied Business. Classes meet evenings at Inver Hills Community College. Designed especially for working adults. **Information meeting, Sept. 13, 6:30 p.m., Inver Hills.** Call 625-9001 to attend or for a descriptive brochure.

Bachelor of Information Networking. Classes meet evenings at North Hennepin Community College. Telephone 626-9707 for a descriptive brochure.

Master of Liberal Studies. Interdisciplinary graduate degree with in-depth study in a topic important to your academic or professional interests. May be completed in three years taking one class a term (including summers). Telephone 626-8724.

Master of Social Work—Weekend Program. Classes meet Saturday and Sunday afternoons on campus. Designed for working professionals. Complete in two years. Telephone 624-1096.

NOTE CORRECT REGISTRATION DATES

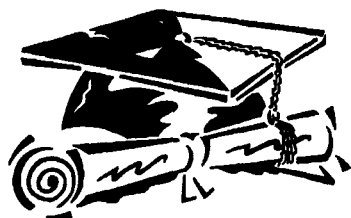
In the August issue of *Info*, in the story on registration, a subhead includes the dates "August 1 to September 14" in describing registration procedures. September 13 is the last date to register without a late fee, as indicated elsewhere in the story and in the bulletin.

Try a noncredit study skills course

Two new short courses from the Compleat & Practical Scholar can help you sharpen study skills, especially if you're returning to school after some time (offered so you can take both). Call 624-8880 or see the noncredit section of the Extension Classes bulletin for complete descriptions.

Taking Effective Notes from Lecture and Text (PSch 0617) teaches you when, why, and how to take notes; note-taking styles, evaluate to see which work best for you. One meeting, Th, Oct. 5.

Better Reading: Gaining Speed and Comprehension (PSch 0635) helps you improve the quality of the time you spend with textbooks. Strategies for reading college texts, comprehending material, recalling what you've read. Adjusting reading speed to fit your needs, purpose. Three meetings, Th, Oct. 12-26.



For school, health, helping professionals

Workshop classes on child health and behavior

Several one-day classes or short courses on health, behavior, and social issues are scheduled this fall through Extension Classes. Many focus on problems associated with pregnancy, children, and adolescents.

These courses are open to anyone and are especially useful to teachers, social service workers, counselors, health professionals, parents, and clergy. Brief descriptions or titles are given below; bulletin pages are indicated. Registration is open now and usually extends up until 10 days before the class without a late fee. (Late registration at the door often is possible.) These classes generally are offered for one credit; graduate credit is available.

Call 625-3322 for questions about registration.

PubH 5643 Sexual Abuse of Children. Historical overview, definitions, dynamics, outcomes, treatment, and function of the school and community in prevention. Taught by nationally recognized expert Robert ten Bensel, M.D. Meets Saturday, Oct. 7, 8 a.m. to 4:30 p.m. (Page 333)

PubH 5650 Teenage Pregnancy and Parenting: Models for Intervention. Issues related to pregnancy, abortion,

parenting, adoption. Theory and application related to adolescent development. Emphasis on skills and understanding for effective counseling, program development, parenting. Meets Saturday, Oct. 29, 8 a.m. to 4:30 p.m. (333)

PubH 5654 Adolescent Sexual Identity: Teen Risk and Professional Responsibility. Issues related to gay, lesbian, and bisexual adolescents and their families. Meets Saturday, Nov. 11, 8 a.m. to 4:30 p.m. (333)

Fall courses from Child and Adolescent Psychiatry are listed below. These one-day workshops meet Saturdays, 8:30 a.m.-3:30 p.m., \$150 (resident credit). Graduate credit is available. See course descriptions beginning on page 99 in the bulletin.

CAPy 5620 Attention-Deficit Hyperactivity Disorder: Diagnostic Strategies and Educational Interventions. ADHD and the related behavioral and educational problems it presents. Definition, causation theories, assessment techniques. Treatment approaches including parent management, medication, and educational intervention. Nov. 11.

CAPy 5624 Eating Disorders in Children and Adolescents: Medical and Psychological Perspectives. Clinical characteristics of anorexia and bulimia nervosa. Etiological factors, multidimensional treatment approaches. Nov. 4

CAPy 5627 Aggressive, Delinquent, and Conduct Disordered Behavior in Children. Anti-social and aggressive

behavior; crime and violence; developmental pathways that lead to serious conduct disorder. Current theories and methods of treatment. Oct. 21.

CAPy 5636 Screening and Assessment Strategies for Children With Disruptive Behavioral Disorders. Specific techniques. Functional-based diagnostic assessment model examples with ADHD. Behavior rating scales, structured interview schedules, general abilities tests, neuropsychological measurement procedures. Dec. 2.

See also courses listed under **Youth Studies (YoSt)**, including both short-term workshops (three days) and regular quarter-length classes, scheduled throughout the year, on working with youth and their families, working with youth individually, working with groups, and experiential learning options. Courses begin on page 391. Titles, dates include the following.

YoSt 3100 Introduction to Youth Work. Fall quarter.

YoSt 5100 Youth in the World. Fall quarter.

YoSt 5201 Youth Work Practice: Internship Seminar. Fall quarter.

YoSt 5230 Work with Youth-Individual. Oct. 6, 7, 9.

YoSt 5312 Seminar: Direct Work with Adolescents. Fall quarter.

YoSt 5330 Child and Adolescent Psychology for Practitioners. Fall quarter.

Credit card credits

When you drop one course and add another (cancel/add), tuition payments made by credit card cannot be transferred to the new course from the original course you registered for.

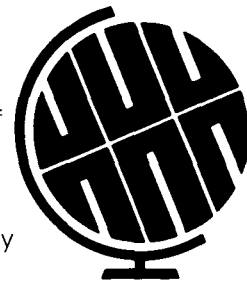
Your account must be credited for the tuition payment for the canceled class and a new charge made for the added class. Your credit card account balance may show both charges until the credit is posted.



About the bulletin cover

This year's original cover art is the work of award-winning artist Alan Brunettin. A Chicago-based sculptor and painter, Brunettin works in clay using a bas-relief and acrylics technique. The "opening doors" theme is one long associated with the access that Continuing Education and Extension/University College provides to adult and part-time students. His art will appear on several CEE/UC publications during 1995-96. We in CEE/UC are pleased with the exciting, unique look he has created for us.

Leadership for the common good



Whether you believe that leaders are made or born, the qualities that contribute to leadership can be identified and developed. Decide for yourself whether that means you're learning them or nurturing them.

One of the most in-depth personal and professional development opportunities—if you find yourself in a leadership position—is the **Leadership for the Common Good** seminar offered by the Humphrey Institute of Public Affairs.

In this two-quarter course, students from a variety of backgrounds—government, private industry, education, nonprofit organizations—come together to review topics such as:

- leadership skills
- critical thinking
- emerging issues
- organizational guidance
- community building
- global perspectives

Among the goals, say instructors John Bryson and Barbara Crosby, is recognizing how to exercise power effectively and responsibly, how to build collective power for beneficial

change, and how to motivate people and lead organizations in the pursuit of the common good.

In the seminar, you will . . .

- Learn basic leadership models
- Review leadership and public policy issues
- Combine practical insight and exercises with theory that is both timeless and timely
- Clarify personal viewpoints and relate your own experience to the ideas presented
- Discover a community of learners (including international fellows) who join you in considering public problems and their solutions.

Comments from some of last year's participants are included below. For application materials, call Extension Classes at 624-9896. **Leadership for the Common Good** meets once a week (plus two retreat sessions) during winter and spring quarters and is offered either for 3 graduate credits a quarter or no-credit audit.

Renee Jenson



"I'm a woman active in the community and I wanted to learn to be a better leader. Many leadership opportunities seem focused toward men; this program is really for everyone. I wanted the chance to meet other community leaders and that was an important benefit for me, especially as an adult student with lots of other responsibilities in my life."

The seminar gave her avenues she wouldn't have found otherwise, she says, a network with a diverse range of students whom she describes as "all strong leaders from the Twin Cities and around the world."

Jenson is working on her master's degree in public affairs in the Humphrey Institute, worked as executive assistant for the University of Minnesota faculty association last year, is a member of the White Bear Lake school board, and serves as a committee chair for an activist group disputing planning and zoning decisions in her community.

Robert Burmeister



"You need to keep yourself fresh, stay open to new ideas. The seminar was an amazing learning environment. The instructors create a sense of peer learning, one where there is unique cohesion among a very diverse group from various backgrounds and countries."

The international component in the seminar, the participation of the Humphrey and Muskie Scholars from other nations, was particularly appealing and rewarding, says Burmeister, associate pastor at North Heights Lutheran Church, now a congregation of 6,000, where he has served for 19 years. He has applied some seminar skills already, using one of the models in a presentation at a staff retreat this summer.

Freddie Davis



"The chance to learn how I could work for change in public sector organizations was exciting to me. I think that if more people had training in leadership, some of the serious problems within government organizations could be addressed."

She says she recognizes the value of much of what she learned now that she's taken the time to "reflect," as the seminar title suggests. "You appreciate more the ideas and skills as you pull those out in your day-to-day work and see ways to apply them." She has used one model from the seminar, a systematic process to address needs and organize people's efforts by first collecting information through open-ended forums, then creating a task force to identify issues, followed by a committee charged to identify and implement outcomes.

Davis, a corrections unit supervisor for Hennepin County, has been a member or leader of several state corrections committees.

Elaine Beaudreau Patton



"At his point in my life, having held a variety of positions, I wanted to spend some time exploring and thinking about leadership and what that means . . . where we're going in our society and in the world."

Patton, education director at the American Indian OIC in Minneapolis, says the leadership seminar provided her background for her work with Phil Baird, president of the National American Indian Education Association, in a consulting organization that deals with measuring and meeting education needs for American Indians from early childhood education through post-secondary.

Patton, a Native American (Oglala Sioux/White Earth Ojibwe), notes that the idea of exercising "shared power," which is presented in the seminar as an important contemporary model for global decision making, isn't a new concept—it clearly reflects a traditional American Indian value that no one leader can know everything. Instead, as in the Iroquois Confederacy, many chiefs emerge—each with special knowledge or abilities—and this group of leaders, sharing power, can democratically work for the common good.

Tuition costs depend on several factors

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.

In addition, Extension students who are admitted to University degree programs and classified as nonresident/non-reciprocity students must pay the nonresident tuition rate.

Tuition and other fees are given with each course listed in the Extension Classes bulletin.

All 1000-level courses, regardless of college, are \$79.50 a credit for residents, reciprocity, and non-degree students. Certificate credit courses, entrance-credit courses, and most other 0000-level courses have tuition computed at this rate, also. (The nonresident rate is \$230.55 a credit.)

For 3000- and 5000-level courses, the following per-credit tuition rates by college—or school or department in some cases—apply to resident/reciprocity students and non-degree students (subject to change without notice).

General College	86.00
Liberal Arts	86.00
Human Ecology	86.00
University College	93.50
Management	93.50
Architecture, Landscape Arch	93.50
Institute of Technology	93.50
Education	93.50
Agriculture (including FScN)	93.50
Biological Sciences	93.50
Natural Resources	93.50
Nursing	93.50
Bachelor of Applied Business (CEE/UC)	93.50
Public Health*	118.00
Health Science Units	150.00
Physical Medicine	150.00
Veterinary Medicine	150.00
Medical School	150.00
Pharmacy	171.50
Graduate School	215.50

***The tuition for Public Health was adjusted, after the bulletin was printed, to \$118 a credit (from \$150) for residents and \$259.60 (from \$330) for nonresidents.** This adjustment applies to rates for undergraduate credit and graduate credit registration only. Tuition listed with courses is computed at the old rates. Students who register and pay the tuition listed will receive a refund, except for students registering for Graduate School credit, which remains at \$215.50 (resident) and \$474.10 (nonresident) a credit.

The **graduate credit** rate (\$118 a credit for residents, \$259.60 for nonresidents)

listed with many 5000-level courses applies to students seeking graduate credit who **will not be** applying the credits to an advanced degree program offered through the University's Graduate School. This rate applies, for example, to professional master's degrees programs such as the M.Ed. degrees offered through CEE/UC and the College of

Education, as well as master's degrees in some other colleges.

For credits to be applied in a University of Minnesota Graduate School program, the **Graduate School tuition** rate is \$215.50 for residents/reciprocity-approved students and \$474.10 for nonresidents.

Tuition must be paid at time of registration.

Plan for event night parking

When special events occur on campus, such as sports events at Williams Arena and performances at Northrop Auditorium, special event rates go into effect at many of the public and contract parking lots, ramps, and garages, usually at 4:30 p.m. (In addition, some facilities may be by reservation only.)

On event nights, Extension students may park in Lot 33 on the East Bank after 4:30 p.m. at the regular daily rate if they have a special-event hang tag. Lot 33 is the large lot located between Fourth Street S.E. and Fifth Street S.E. at 17th Ave. S.E.; during the day it is primarily a carpool lot.

Many students will not need hang tags. Note the following requirements.

- Hang tags are given out in person only at the Extension Classes Registration Office in 101 Wesbrook Hall. The office is open evenings, Monday through Thursday, until 8 p.m. when classes are in session. Proof of current registration is required.
- Hang tags in fall quarter (and in most terms) will be given only to students whose classes meet on the East Bank of the Minneapolis campus (event rates seldom apply at other campuses).

- Hang tags are valid only for the weeknight(s) that the student's class actually meets.

Relatively few special events conflict with Extension classes. Men's basketball is the most frequently scheduled weeknight event. During fall quarter, Gopher basketball games are scheduled on three Thursdays, Nov. 9, 16, and 30, and a Tuesday, Nov. 28.

For Northrop performances, some surface lots farther from campus are not at the event rate. Also, event rates for Northrop go into effect two hours beforehand (three hours in Church Street Garage).

For Gopher women's regular sports events, the event rate is \$2.50 and applies only in the two lots closest to the Sports Pavilion (the west end of Williams Arena), Lots 36 and 31.

A parking space is neither reserved nor guaranteed in Lot 33 on an event night. Space is limited; lots may fill at any time. Please allow extra time to park and get to class on event nights, especially if you usually arrive on campus after 6 p.m.

For parking information, call 626-PARK.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

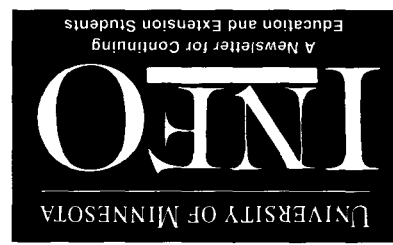
Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.



Info (USPS 71-1-240)
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. (Please allow two months for records to be corrected.)

University Archives
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Language tutoring and other campus delights

To help you gain mastery in foreign languages, Extension Classes conducts a tutoring program as a part of certain popular language classes.

This fall, tutors will be available to help students enrolled in the initial courses in the beginning and intermediate course sequences (1101 and 1104) in Spanish and in the beginning French and German courses (1101 only).

The services continues winter and spring quarters in the second and third courses in the sequences.

Tutors will be available to answer questions, help you review, explain usage, and provide the support you need to help make your learning experience a satisfying one. It's free, take advantage.

Announcements will be made in class the first week of the term about hours and arrangements.

* * *

Here's information about a few other campus services and facilities available to evening students.

Escort service: 624-WALK

The University police department provides a free security escort service (24 hours a day). To request an escort between buildings or to bus stops or parking lots, call 624-WALK. Campus phones are available in the main lobbies of classroom buildings.

Libraries

Extension students are encouraged to make use of University libraries. Call Library Information, 624-0303, to determine where particular materials are located, find out hours, locate books or periodicals, and learn about LUMINA, the computerized catalog system. When using University libraries, you must present

a current fee statement and bar-coded University I.D. card or a library borrowers card if you don't have a University student I.D. (available from the libraries).

Restaurants

Several campus food service locations are available to evening students. Those listed below are open until at least 6 p.m., on Monday through Thursday evenings when most Extension classes meet.

Metropol (Blegen Hall, West Bank). Snack bar with pizza, frozen yogurt, muffins, sandwiches, popcorn, cookies, beverages.

Rug-on-the-Wall (Blegen Hall, West Bank). Short-line cafeteria serving sandwiches, salads, desserts, beverages.

Jerzees (Coffman Union, East Bank). Pizza, snacks, deli sandwiches, espresso.

Terrace Cafe (St. Paul Student Center). Full-service cafeteria with pizza, entrees, short-order items, beverages, serve-yourself bars.

Picture this!

Photography courses of all kinds are offered each term by the Compleat Scholar. These short-term noncredit courses range from the beginning to the advanced. Call 624-8880 for information or see the noncredit section of the bulletin; photography courses begin on page 415. Fall classes that begin later in the term are listed below.

Street Photography (CSch 0257). Take to the streets with camera in hand. Study the photographs of Dorothea Lange, Margaret B. White, Paul Martin, and

Russell Lee and learn their styles. Technique issues such as low light, preparation for quick imaging, awareness of components of a good photograph. Nov. 6-Dec. 4; meets at MacPhail Center, 1128 LaSalle Ave, downtown Minneapolis.

Digital Photography Workshop (CSch 0264). Basic to intermediate course designed for photographers, designers, printers, publishers. Digital cameras and computers including high-end Dicomed Imaginator workstations and cameras. Experiment with entry-level and professional equipment. Nov. 2-Dec. 7.

More Darkroom and Photography Techniques (CSch 0247). Advanced photography techniques including pushing film, dodging and burning, contrast controls, toners, matting, and framing. Bring black-and white film to develop and negatives and papers to print to the first class. A good refresher course. Oct. 31-Nov. 28; MacPhail Center.

Demystifying Photography: A Look on the Inside (CSch 0250). Photographic art and insight into the photographic process. Discussion with museum and gallery staff and individual artists. Oct. 25-Nov. 29; MacPhail and other sites.



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INFO

A Newsletter for Continuing
Education and Extension Students

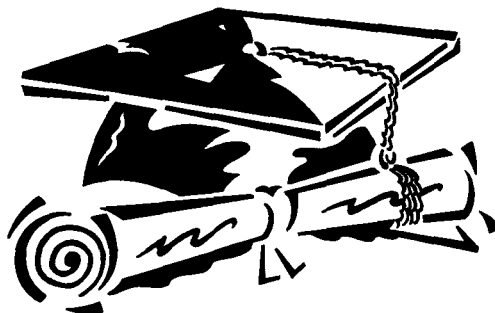
Education you can take to work

B.A.B. expanding to North Hennepin CC

The Bachelor of Applied Business (B.A.B.), a new degree especially for working people, will begin this spring at North Hennepin Community College in Brooklyn Park. The B.A.B. was developed cooperatively by the University of Minnesota and area community colleges through the Twin Cities Higher Education Partnership. The B.A.B. already is in its second full year with evening classes meeting at Inver Hills Community College (see winter classes below).

If you haven't attended an information meeting yet to learn more about this unique, practitioner-oriented de-

gree, here's your opportunity. (Advance registration is necessary; call to reserve your spot.)



• **Thursday, Dec. 7, 5:30-7 p.m., Norse Room, Campus Center, North Hennepin CC. Call 625-9001 for reservations.**

• **Wednesday, Dec. 13, 6:30 p.m., Mall of America (Metropolitan Learning Alliance). Call 624-0029 for reservations.**

You'll learn how this unique degree for adult and part-time students addresses real-world business issues in courses and helps you take your education to the workplace. You'll also learn about prerequisites, curriculum, evening classes, and student services to help you get started . . . and finish.

B.A.B. winter courses at Inver Hills

Call 625-9001 for registration materials (no prerequisites unless indicated; open to non-admitted students on a space-available basis).

COMMUNICATING FOR RESULTS (BAB 3023)

The ability to influence and persuade based on sound ideas is critical to effectiveness in organizations. Focuses on aspects of communication that are essential to being persuasive and influential. Topics: organizing and presenting ideas effectively, strategies for audience analysis, choosing communication methods, making appropriate use of informal influence methods, handling dissent. Processes for intercultural communication. Thursdays, 6-9 p.m., begins Jan. 4. Victoria Mikelonis.

PROBLEM SOLVING IN COMPLEX ORGANIZATIONS (BAB 3012)

An open systems perspective. Emphasis on the importance of analyzing root causes and the effects of problems and solutions across boundaries in the organization. Process analysis as a tool for problem solving. Commonly used problem-solving frameworks or processes. Techniques for conducting root cause analyses, expanding alternatives, predicting consequences, and making choices. Tuesdays, 6-9 p.m., begins Jan. 2. Nancy Johnson.

ACCOUNTING AND FINANCE FOR MANAGERS (BAB 3101)

Expands on lower division work in financial accounting and adds principal concepts of finance. Emphasis on business decision making from an accounting and financial perspective, including topics such as analysis of cost-volume-profit relationships, capital budgeting, variances, uses and sources of funds, and valuation (prereq Principles of Financial Accounting I and II or equiv). Mondays, 6-9 p.m., begins Jan. 8. Thomas Vickman.

MANAGEMENT AND HUMAN RESOURCE PRACTICES (BAB 3104)

Overview of human resource practices in organizations as well as basic responsibilities of front line managers. Emphasis on providing day-to-day leadership, including organizing work, motivating employees, delegating, coordinating, and achieving results. Human resource practices carried out at the frontline include selection, induction, and training of new employees, employee appraisal, handling grievances, and discipline. Wednesdays, 6-9 p.m., begins Jan. 3. Emily Hause.

from the student board . . .

Getting involved—that's what the CEE/UC Student Board is about. The board's purpose is to promote and encourage quality educational opportunities for the adult, part-time, and non-traditional student by providing a forum for CEE/UC students, faculty, and administration to exchange ideas and information.

Meetings are held on the first Friday of each month during the school year at 6 p.m. in Nolte Center, room 125 (the library).

You're invited to attend and find out more. Anyone currently registered as a CEE/UC student for at least 3 credits and who has earned a minimum of 12 credits through CEE/UC during the past 5 years is eligible to serve on the board. Student board members may also be appointed to the University Senate, the primary academic governing body of the University.

Please direct your questions, concerns, or interest in board membership via voice mail (612/626-8501) or via e-mail to the CEE/UC staff secretary to the board (mmariani@mail.cee.umn.edu). Also, look for information regarding the student board on the World-Wide Web (<http://www.cee.umn.edu/adm/studbrd.html>).

Be a better student—here's help

Many credit and noncredit courses are available to help you sharpen study skills and be more successful in your college career. A few are described here; see the bulletin for complete descriptions (bulletin page number given in parentheses).

Returning to Learning (LASK 1501) is offered Tuesday mornings at Fairview Community Center in Rosville and Wednesday evenings on campus this winter. Students turn life goals into education plans by developing an academic plan, assessing and managing life issues that influence progress, and upgrading study skills and learning strategies. (276)

Becoming a Master Student (LASK 1001). Practical assistance in developing efficient study habits, organizing materials, preparing for exams, improving reading and writing skills. Morning and evening sections available winter. (275)

Writing Laboratory: Basic Writing (GC 1421). Writing on various topics in response to reading and discussion. Emphasis on clear and effective written expression; revision; personal help. GC 1422 is sequel course. Check with an adviser on composition requirements in the college you may be interested in earning a degree from; other courses are available in Comp. (221)

College Reading and Learning Skills (Rhet 1441). Developing speed, comprehension, retention, and flexibility in reading college assignments; clarity and precision in writing; accurate, effective listening; test taking; vocabulary. (342)

Noncredit short courses

Call the Compleat and Practical Scholar for additional information (624-8880).

Surviving as a Student: Managing the Multiple Priorities in Your Life (PSch 0615). Strategies for negotiating the multiple demands of being a student, wage-earner, family member, partner. Reaching decisions, managing time, building support systems. Two meetings, Jan. 22, 29. (452)

Test-Taking Strategies (PSch 0616). Learn tips on studying for and taking both objective tests (multiple choice, true/false, etc.) and subjective tests (essay). Practice test and review. Two meetings, Jan. 11, 18. (453)

Taking Effective Notes from Lecture and Text (PSch 0617). When, why, how to take notes; various techniques. One meeting, Jan. 10. (453)

Grammar Refresher (PSch 0620). Grammar, punctuation, sentence structure, common problem areas. Six meetings, Jan. 23-Feb. 27. (453)

Better Reading: Gaining Speed and Comprehension (PSch 0635). Strategies for reading college texts, comprehending material, recalling. Adjusting reading speed. Techniques, strategies. Three meetings, Jan. 17-31. (454)

Elementary Algebra (PSch 0652). Equivalent to a first high school course in algebra. Algebra skills and mathematical procedures. Signed numbers, exponents, expressions, equations, inequalities, factoring, polynomials, rational expressions, and graphs. (455)

General College also offers **noncredit preparatory mathematics courses** in elementary algebra, plane geometry, and intermediate algebra (spread over two quarters), all of which are scheduled every term.

Build leadership skills with this Humphrey Institute seminar

Learn how leaders accomplish what they do and how you can foster those abilities in your professional, community, or academic life in **Leadership for the Common Good** offered by the Reflective Leadership Program in the Humphrey Institute of Public Affairs.

Leadership for the Common Good is a two-term seminar (PA 5941-5942) that combines theory and application in ways that can matter for you. Classes meet once a week winter and spring quarters 1996 (plus two retreat sessions; no class in March). You'll find . . .

- examples of basic leadership models
- insights into public policy and leadership
- intellectual stimulus for people in mid-career
- a community of learners (from all over the world)
- the best minds in public affairs from the Humphrey Institute and the community
- exercises in planning, decision making, consensus building, sharing power

Participants come from a variety of backgrounds, but most play active roles in their organizations or communities and say that the seminar provides them with skills and techniques that make them better, more effective contributors and leaders.

This seminar is offered for either noncredit audit or 3 graduate credits each term. Registration is through the Department of Extension Classes. Participants need not be in a degree program.

Call 624-9896 for a descriptive brochure or referral to the instructors who can explain more about the courses and how students apply what they learn in **Leadership for the Common Good**.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

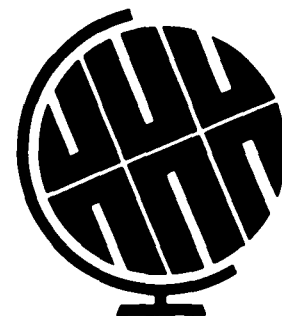
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Ease on into college

Thinking about college? Want to explore course and degree options through CEE/UC? Need to know how to register and what to take? The CEE/UC Department of Counseling offers group information sessions designed for students who are new to the University and want to learn how their educational goals could be met through the University of Minnesota.

Topics in these groups include returning to school, understanding the University's organization, registration procedures, general requirements, specific degree program admission and major requirements, and how to select courses. General information about financial aid will be included. There will be an opportunity to ask individual questions, and if students bring a transcript, they will be able to discuss transfer of credits.

Sessions are held frequently, both on and off campus. Sign up for session by calling 624-0029. Upcoming sessions include...

- Nov. 29 Nolte Center, UofM East Bank
 - Dec. 4 Minnetonka Community Center
 - Dec. 6 Nolte Center, UofM East Bank
 - Dec. 11 Nolte Center, UofM East Bank
 - Dec. 13 Mall of America, Bloomington
- Additional meetings will be offered in January and February for spring quarter enrollment.

Registering in day classes

Sometimes adult and part-time students find it convenient to take classes scheduled during the day. To find out more about including day classes in your schedule, through joint registration, contact the counseling office for information about procedures, 625-2500.

Roseville and Richfield classes

Take a class near home or work this winter. Extension credit classes are scheduled at Roseville Area High School and at Richfield Senior High School.

Register for these classes through regular mail or in-person registration procedures.

Registrations are not accepted at these sites or at school district offices.

Winter classes are highlighted below. See the bulletin, page 553, for more information. Also see the course offerings section for the department that offers the course for complete description and section information (number, day, time, room).

Roseville Area High School— West Campus

Math 1142	Short Calculus
Math 1251	One-Variable Differential and Integral Calculus I
Psy 1001	Introduction to Psychology

Richfield Senior High School

Phil 1001 Logic

Econ 1102 incorrectly is listed on page 553; it is not offered.

Coming spring quarter at Roseville: Comp 1011 Writing Practice, Mktg 3000 Principles of Marketing, Math 1252 Integral Calculus II, Psy 3201 Social Psychology. At Richfield: Psy 3604 Abnormal Psychology.

Extension classes may be scheduled at other off-campus sites, as well. Locations are given with courses in the bulletin.

Winter registration

Registration for winter quarter and winter special term classes begins this month. Dates and procedures are outlined here, but be sure to refer to the new 1995-96 Extension Classes Bulletin, pages 8-9 and 12-15, for complete information.

MAIL/FAX REGISTRATION

November 1 to December 13: Registrations will be accepted by mail at 101 Wesbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

When registering by mail and paying with a check, you must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one. The form may be photocopied if you need additional forms.

Registrations are processed daily; early registrations (received before Nov. 1) will be returned to the student.

If your limited class is closed, your registration form and check will be returned. If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

IN-PERSON REGISTRATION

Wesbrook Hall: Registrations will be accepted at 101 Wesbrook Hall from Nov. 13 to Dec. 13. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. This office (only) also is open Saturday, Nov. 18, 9 a.m. to 1 p.m., and Saturday, Jan. 6, 9 a.m. to 1 p.m. Closed other weekend days and Thanksgiving holidays (Nov. 23-24).

MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis: Registrations accepted at this office from Nov. 13 to Dec. 13. Hours are 8:30 a.m. to 6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

St. Paul Skyway Booth, Norwest Center, Fifth and Minnesota—NEW LOCATION: The registration booth has been moved to the Wabasha side of the Norwest Center. Registrations accepted Dec. 5-13. Hours are 9 a.m. to 5 p.m., Monday through Friday. Closed weekends and holidays.

The full amount of tuition and fees is due when you register. You may charge tuition and fees on VISA, Discover, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

Off-campus classes: Students should register by mail for classes held at neighborhood centers. In-person registrations are not accepted at these school locations (Richfield High School and Roseville Area High School).

December 13 is the last day to register without a late fee for most winter quarter classes.

Fall quarter classes begin Jan. 2 (Tuesday) through Jan. 8 (Monday).



Put a little learning in your weekend

Spend uninterrupted time reading a book, discussing a challenging idea, or studying with an expert. Compleat Scholar Weekends (noncredit) combine the pleasures of learning with a weekend away from it all.

Each weekend is led by a University of Minnesota faculty member or expert, is limited in size to allow for small group conversations, and is held at a comfortable retreat center or lodge with recreational facilities to enjoy during your free time. Call 624-8880 for registration information.

WINTER WILDLIFE (Feb. 16-18). Enjoy the northern beauty of Itasca State Park by studying adaptations of plants and animals to the Minnesota winter climate. Strap on the snowshoes for two half-day nature hikes to look for examples of wildlife activity and to discuss their strategies for survival. Use the afternoons for personal interests such as cross-country skiing or to carry out optional mini-experiments suggested by the instructor. The pre-trip meeting (Wednesday, Jan. 17) includes an introductory lecture and time to plan transportation, food, and lodging arrangements at the Lake Itasca Forestry and Biological Station. Before heading to Itasca, get acquainted with winter wildlife during a half-day field trip to Cedar Creek Natural History Area (Saturday, Feb. 3) Jake Miller, Ph.D., ecology, evolution, and behavior.

THE BEGINNING AND END OF THE UNIVERSE (Mar. 1-3). In a deep underground iron mine in northern Minnesota, scientists from around the world are searching for clues to understand both the beginning and the possible end of the universe. Learn about the science behind the search for spontaneous decay of matter (proton decay) and the importance of measuring the mass of neutrinos, a possible component of dark matter. Visit the operating Soudan 2 Detector, 1,000 tons of

heavily instrumented iron located in a room 45-feet wide by 230-feet long by 40-feet high that is one-half mile underground in Soudan Underground Mine State Park. Hear about the proposed experiment that would send a beam of neutrinos from the Fermilab near Chicago straight through the earth to Soudan. Stay in a comfortable cabin at Silver Lake Lodge, a historic resort near Ely. Pre-trip lecture on Wednesday, Feb. 7. Marvin Marshak, head, School of Physics and Astronomy.

FACES IN THE MIRROR: SELF-ESTEEM, SEXUALITY, AND SELF-IMAGE (Feb. 2-4). Discover the messages women have learned about their bodies and look at ways to enhance a woman's self-image. Would you like to be thinner, have a straighter nose, smaller thighs, curlier hair? Many women are dissatisfied with their self-image. Yet what you think and feel about your body, your looks, and your sexuality is affected by your personal, social, cultural, and spiritual history. Take time to explore ways to develop self-images that are healthier, more positive, and self-empowered. This weekend at Wilder Forest, a retreat center on 980 acres of forest and lakes in rural Washington County, includes lecture, discussion, movement, and guided imagery exercises. Pre-trip lecture on Tuesday, Jan. 16. Barbara Loeb, a dance instructor, body/movement therapist.

BEYOND THE COMING OUT STORY: A WEEK-END OF READING, WRITING, AND REFLECTION (Mar. 29-31). Coming out stories, poet Adrienne Rich notes in her forward to *The Original Coming Out Stories*, "both repeat and contradict each other. . . . They are incomplete; some of the truths we need are not here. The telling must go on." For lesbians, bisexuals, transgender persons, and gay men, the everyday experience of telling life

stories is an act of coming out. Over time, the coming out experience changes. Life stories shift from the initial act of coming out to the experience of being out. During this weekend at Wilder Forest, spend time in conversation about the place of coming out stories in your life, in reading and discussing essays by contemporary writers (Minne Bruce Pratt, Essex Hemphill, and Kate Bornstein, for example), and in writing and sharing your writing that goes beyond the coming out story. Lecture, discussion, and writing. Wednesday, Mar. 6. Ilene Alexander, Ph.D., American studies.

Coming later this spring (inquire now) . . .

Spring Wildflower Weekend (Apr. 27-28);
The Anatomy of a Trout Stream (May 18-19);
Wildflowers of the North Shore (June 14-16).

St. Paul skyway registration moves

The Extension Classes registration booth in downtown St. Paul has been re-located. You'll now find the booth at the skyway level of the Norwest Center at Wabasha between 5th and 6th (about a block west of its former location). This facility accepts winter quarter registrations in person from Dec. 5-13, 9 a.m. to 5 p.m. The skyway booth cannot accept cash; please pay by check or credit card.

added classes...

EngW 5130 Topics in Advanced Creative Writing: Collaborative Arts. Taught by Beth Corning, choreographer and director of Corning Dances & Company. Offers an expanded view of your creative education, regardless of your arts interest. Review creative arts beyond your own field, cultivate unpredictable and new possibilities, new rhythms through the bod of movement, special awareness through the use of projected images throughout a performing/installation space. Through the interaction with complementary art forms, a new art form is born. Through the interaction of multi-disciplinary participants, the creative spirit is stimulated, pushed, and encouraged. In class, collaborative teams create performance pieces. Departmental permission required; for applications contact the Program in Creative Writing, 209 Lind Hall, 625-6366. Registration is through Extension Classes; call 625-3898 for complete description. WQ, T, 4:15-6:45 p.m.



Barbara Loeb, dance instructor and body movement therapist, leads a weekend retreat on women's body image and self-awareness.

Master of Liberal Studies

A master's degree that is uniquely yours

You're unique—your graduate degree should be, too.

With the Master of Liberal Studies, you can create an emphasis that meets your academic or professional interests. You're also establishing a solid background, through required interdisciplinary courses that critically examine how we learn, the methodology of inquiry that scholars apply, and the analysis and assimilation of information.

Winter quarter courses are listed below. Liberal Studies courses are open on a space-available basis to students not yet admitted to the program. See the bulletin, page 276, for details and complete course descriptions. Call 626-8724 if you have questions



The M.L.S. is offered by the Graduate School and Continuing Education and Extension/University College. Call the M.L.S. program office for more information about application requirements and procedures.

Topics: Place, Power, and Culture in American Literatures (LS 5100, sec 4),

interdisciplinary readings that examine how place and landscapes are sites of contested authority influencing national identities and relationships of power and cultural interaction. Manifestations of cultural authority deriving from narrative imagery of place in works by authors such as Thoreau, Hawthorne, Hemingway, and Faulkner and contrasting conceptions in contemporary American Indian literatures. Carol A. Miller, associate professor, American Studies.

Topics: Individuality and Cognition (LS 5100, sec 3). Scientists studying human cognition have usually disregarded differences among individuals on the assumption that thought processes are similar of everyone. This course examines an alternative the "one brain for everyone" model. Review of research, physiology of information processing and human behavior; distinguishing ways in which individuals think, learn, make decisions, and communicate.

Environmental Ethics, Politics, and Public Policy (LS 5610). Duties within and beyond "borders." Who or what belongs to the mortal community of creatures deserving protection and respect. Assumptions about nature, the natural environment, other species, our relationship to future generations. Study of classic and contemporary texts. Terence W. Ball, professor, Political Science.

Drop it off

An outside drop box is now available at Wesbrook Hall for students who want to drop off registrations, independent study course assignments, and other correspondence to CEE offices in Wesbrook.

The box is located near the ground level entrance at the front of the building (Pleasant Street), just to the right of the main doors.

If you drop off a registration, it must be in an envelope; pay fees only by check,

money order, or credit card authorization; do not enclose cash.

The box is emptied daily. As with campus mail, registrations or cancellations are effective the day they are received (delivered from the box to the Wesbrook Hall office). If you are up against a deadline, remember that U.S. mail is effective the date of postmark and FAX messages are effective the day they are received. (HINT: Transaction reports from your FAX machine are useful as proof of notification; save them.)

Extension Classes phone numbers

Bulletins (course catalog)	624-2388
Campus security escort	624-WALK
Closed classes	625-3333
Compleat Scholar (noncredit)	624-8880
Correspondence courses (Independent Study)	624-0000
Counseling Office	625-2500
FAX (registration office)	625-1511
Financial aid advising	625-4334
Instructor's Phone Numbers	625-3333
Libraries	624-4552
Management Advancement Seminars (noncredit)	626-8713
Motorist Assistance Program (UofM parking lots)	626-PARK
Office hours	625-3333
Parking information	626-PARK
Rec Sports	625-6800
Registration office and information	625-3333
Research Explorations (internships)	624-5092
Student board (voice mail)	626-8501
Transcripts	625-5333
University phone directory information	625-5000
Bookstores	
East Bank	625-6000
West Bank	625-3000
St. Paul campus	624-9200
Health Sciences	625-8600

Graduate credit: know the rules

Students who register for graduate credit in Extension classes should be familiar with procedures and regulations regarding the use of graduate credit in advanced degree programs.

Limits are placed on the number of credits that can be transferred into University of Minnesota Graduate School degree programs. In addition, inclusion of graduate-level courses on your undergraduate transcript does not imply or guarantee that the credits will be approved for transfer to a Graduate School program or that you will be admitted to a Graduate School program.

If you are interested in taking classes for graduate credit and applying to the Graduate School, you are urged to contact advisers early in your planning. See the graduate credit section of the bulletin, pages 40-42, for information. Contact the CEE Counseling department, 625-2500, with general questions and for referral to graduate studies directors in academic departments or the Graduate School.



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Master of Social Work—weekend and ITV options

Television—considered by many a great time waster—is becoming a time saver for adult learners in Minnesota.

Suppose you're a helping professional and you want to continue your education, but the degree you really need—the Master of Social Work—isn't available in the community you live in. That's exactly the situation Stevan Huber of Rochester faced. He could commute to the Twin Cities or move to Duluth, he says, but a better solution came along last year through interactive television.

The M.S.W.—Distance Option is a University degree program that connects Huber and his peers in Rochester to other M.S.W. students in the Twin Cities and Moorhead via interactive television. The School of Social Work extends its Weekend Option classes offered on campus in the Twin Cities to students who are learning in classrooms at the University Center in Rochester and at Moorhead State University.

Sure, being in the same location with the instructor might be the ideal, says Huber, but distance education "is the next best thing to being there in person."

The Council on Social Work Education, the nationally accrediting body, agrees. The organization has recently approved the distance option master's degree.

Nan Kalke, distance option director in the School of Social Work, points out that the instruction for all students is essentially the same. "The students in Rochester and Moorhead are learning from the same faculty as our students on campus," she says. "They can ask questions and join discussion and have the reinforcement that comes from being part of a group."

On-site coordinators serve as a local contact for the students in Rochester



and Moorhead. Jarilyn Gess at Moorhead advises students on course requirements, collects assignments, answers questions about process and procedures, and checks equipment and hook-ups. "This option is a great opportunity for helping professionals in our area to earn an important career credential and to have contact with University of Minnesota faculty," says Gess.

The Master of Social Work is offered by the School of Social Work, the Graduate School, and University College/Continuing Education and Extension.

* * *

To learn more about the on-campus weekend option for the M.S.W., attend an information meeting Dec. 12, 5:30-7 p.m., 175 Ford Hall, or Dec. 19, 4:30-6:30 p.m., Sabathini Community Center, 310 E. 38th Street, Minneapolis. Experience in a social service setting (paid or volunteer) is required; undergraduate degree need not be in social work. Call 624-1096 for information.

For information about the distance education option, call the School of Social Work at 1-800-SSW-UOFM. Applicants must have an accredited undergraduate degree in social work or social welfare for this option.

Grad exam preparation classes

If you're planning to apply for graduate school or professional school, cost-effective and convenient short courses from the Practical Scholar can help you prepare for entrance exams. Call 624-8880 for more information about these noncredit classes.

Reviewing Math for the GRE or GMAT (PSch 0609). Brush up on basic math skills, practice in solving questions typical to these exams. Material covered from arithmetic, algebra, geometry, problem solving. Meets four times, Feb. 12-Mar. 4.

Preparing for the GRE (PSch 0610). Review of verbal, quantitative, analytical questions. Test-taking strategies, exercises. Reading comprehension, antonyms, analogies, sentence correction, comparison, graphs, reasoning,

advanced mathematics. Six meetings, TTh, Jan. 9-30.

Preparing for the GMAT (PSch 0611). Similar to 0610 with review of topics and question formats for the GMAT. Six meetings, Jan. 25-Feb. 29.

Also winter or other terms: **Preparing for the TOEFL; Preparing for the LSAT; Applying to and Financing Graduate School.**



21K
E232

Chemical dependency course work meets a need

Building stronger, healthier families and communities is a key outcome in many of the programs CEE/UC delivers to working professionals in the social services. Some of these, like the Child Abuse Prevention Studies certificate and the Master of Social Work by interactive tv, have been featured in recent issues of *Info*.

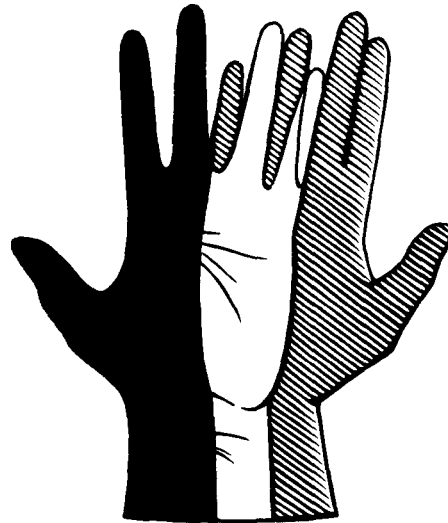
One of the original—and most successful—of these learning options is the Alcohol and Drug Counseling Program (ADCEP). The long-established certificate program received the outstanding program award in CEE/UC in 1993 and over the years has educated hundreds of chemical dependency and other helping professionals.

One of the positive features, according to ADCEP director Philip Colgan, is that the program maintains close community ties that help reinforce a "real-world" connection between theory, education, and practice.

For example, in one of the introductory courses (FSoS 3027), students hear from specialists and other guest speakers about important cultural influences in chemical abuse. "Students are exposed to a wider cultural viewpoint, how culture and family values relate to alcohol and drug use, and what that means both in policy and practice," says Colgan. A variety of ethnic and subcultural groups typically are repre-

sented, including African-Americans, Native Americans, the Lao community and other Southeast Asians, Hispanics, gays and lesbians, and those with disabilities.

The introductory course, **Current Issues and Pharmacology of Alcohol and Drug Abuse**, also provides students with an overview of the larger context of alcohol and drug use, the impact on families and society, and a framework in which to view and understand problems, says Colgan. "In addition to the cultural viewpoints, students learn about issues related to prevention and service delivery," he says.



The rewards of the outreach that ADCEP provides are many, says Colgan. They include educated, well-prepared professionals in the workforce; an enlightened public; more effective institutions; influence in public and social policy; and most important, stronger, healthier families.

* * *

Courses in this program are offered through the Department of Family Social Science in the College of Human Ecology. FSoS 3027 is offered winter quarter. The 4-credit course meets Tuesdays, 6:15-9:15, on the St. Paul campus. No prereq. This class and others in the program also are offered at the 5000-level and are available for graduate credit.

FSoS 3028 **Treatment of Alcohol and Drug Use Problems** is offered spring quarter and covers treatment approaches. No prereq.

If you're interested in knowing more about the ADCEP program, see the course listings in the bulletin starting on page 202 and the certificate description on page 523-524.

Credential options include the certificate, which can be an excellent complement to previous education or experience, or application of credits to undergraduate and graduate degrees; consult with an adviser early in your planning if you are considering any of these options.

Many ADCEP courses also serve as professional development opportunities for professionals already working in health care, education, human resources, and other areas.

Call the CEE/UC counseling office at 625-2500 to speak with an adviser or for referral to ADCEP.

Financial aid deadlines

The University's Office of Scholarships and Financial Aid (OSFA) has established new deadlines for registration.

In order to receive financial aid on the earliest disbursement (checks mailed out Dec. 27, 28), registration must appear on the student data base by Monday, Dec. 18. Earlier registration is recommended since delays can occur in processing registrations and recording them.

The final deadline for winter quarter registration is Friday, Jan. 12. The financial aid office's new policy is not to pay for any credits students register for after

that date (whether it is an initial registration or an added class or credits).

If you are eligible for financial aid, simply check financial aid in the method of payment section of the Extension Classes registration form when you register for Extension classes. (However, note that any holds on your record may prevent you from registering).

Check your financial aid eligibility and status before registering. If for some reason you do not receive financial aid (or receive less aid than the total of tuition and fees), you are responsible for payment.

Holiday closings

Offices are closed Dec. 25-26 (M-T) and Jan. 1 (M) for the holidays. During the holiday week (Dec. 27-29), the registration office in 101 Wesbrook Hall is open 8 a.m. to 4:30 p.m.

It's a dirty job, but someone has to do it

Garbage disposal is a health problem because it affects our environment. Garbage generation is an economic

problem since it is a byproduct of our consumer society. Garbage treatment is a political

problem because nobody wants an incinerator in his or her backyard.

Get the idea? Garbage is a complex problem, one that involves many facets for our society. A search for solutions requires cooperative, integrated efforts. And that's the approach in a popular Interdepartmental Study course offered winter and spring quarters.

Solid Waste Management

The second course in the new Solid Waste Management Certificate program will be offered this winter. Registration is open to all students; you need not be admitted to the certificate program.

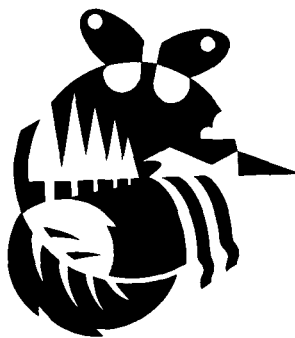
Regulatory and Legal Framework of Solid Waste Management (Public Health 5150-2) is a new, two-credit, core course. Basic prerequisite is previous completion of a college biology or chemistry course, but exceptions will be considered upon request.

Course topics include statutory and regulatory law; principles of common law; fairness, procedures, predictability and notice, formation of new law and rules, public participation; laws and law making related to handling solid waste. Offered for 2 graduate credits; meets alternate Saturdays, 9:30 a.m.-1:30 p.m., Jan 6-Mar. 16 (6 meetings), St. Paul campus. Instructors are Michael Austin, Department of Environmental Health and Safety (School of Public Health), and Arthur Dunn, Minnesota Office of Environmental Assistance.

The program is a post-baccalaureate credential designed for professionals working on solid waste and related environmental issues that can be tailored to fit specific interests, such as regulation and enforcement, policy making, disposal/recycling management, or communications.

* * *

For information about this course or registration materials, call 626-9707.



ID 5525 Garbage, Government, and the Globe. A rigorous analysis of how garbage affects not only the economy, politics, environment, and health, but also the lives of untold future generations of humans and other species. The problem of garbage does not lend itself to narrow disciplinary approaches, but calls for cooperation among many fields. Reflecting the need for boundary crossing, this course offers an interdisciplinary approach to learning about messy, real-world problems. Examine topics such as the movement of toxic materials through the environment; the management of solid wastes, especially those generated by incinerators, power plants, and municipal water treatment plants; the philosophical grounding of environmental exploitation in the ethics of humanism; the physical, chemical, and biological aspects of soils in environmental planning and conservation decisions; and the effect of environmental problems on economic competitiveness and domestic and international corporate operations. (No prereq. Inquire about graduate credit at the time of registration.)

Another section of this course (ID 5526) is offered Spring Quarter 1996 with different topics. If you would like to know more about the topics covered each quarter, please call (612) 624-1641.

More choices

CE 5098 Risk and Uncertainty in Environmental Decision Making. Added class. Risk uncertainty in hydrology and water resources management; mathematical and statistical bases for incorporating uncertainty into risk assessment models; EPA's framework for ecological risk assessment and application to aquatic ecosystems; WERF eco-risk assessment protocol and application to single stressor assessments; biodiversity, ecological integrity, other biological considerations; environmental risk and human health issues. Meets TH, 4:40-6:35. For registration materials, call 624-4866.

VDM 3002 Environmental and Human Ecotoxicology. Discussion of the ecosystem, human evolution, pollution and environment, effects of pollution on society, and future directions (prereq waived). See the bulletin, page 370.

See also the list of potential elective courses offered winter and spring in the Solid Waste Management Certificate program (open to all students).

Solid Waste Management Certificate (24 credits)

Required foundation course—4 credits

- Principles of Waste Management (Soil 5600; offered fall quarter 1996)

Required core courses—2 credits each

- Regulatory and Legal Framework of Waste Management (PubH 5150; offered winter quarter 1996)
- Applied Economics of Solid Waste
- Solid Waste Policy and Administration (includes public health emphases)

Required capstone course (2 credits)

- A directed study course designed to link the classroom with the profession (issue analysis, case study, etc.)

Electives—12 credits (3 or 4 courses)

Courses below are offered winter and spring 1996; registration is through the Department of Extension Classes. Call the Solid Waste Management Program Office for more information, 624-1641.

Winter Quarter 1996

Introduction to Hazardous Waste Management (PubH 5253)
Garbage, Government, and the Globe (ID 5525)
Environmental Health Law I (PubH 5150)
Strategic Planning and Management (PA 5230)
Risk and Uncertainty in Environmental Decision Making (CE 5098)
Environmental Ethics, Politics, and Public Policy (Pol 5610)

Spring Quarter 1996

Environmental Law for Engineers (CE 5580)
Law and Urban Affairs (PA 5221)
Garbage, Government, and the Globe (ID 5526)
Environmental Health Law II (PubH 5150)
Hazardous Materials Management (PubH 5255)

Bookstores open evenings and Saturdays

University bookstores offer extended weekday hours and some Saturdays early in winter quarter to make it easier for you to shop for textbooks and course materials (see winter quarter schedule below).

In addition, the East Bank bookstore in Williamson Hall is open on Saturday, Dec. 30, 10 a.m. to 6 p.m., and from 10 a.m. to 4 p.m. on Saturdays throughout the quarter. The West Bank bookstore will also be open Saturday, Dec. 30; hours are 10 a.m. to 2 p.m.

University of Minnesota Bookstore—East Bank (Williamson Hall), 625-6000. Books for most departments in CLA, IT, Education, and General College.

First week of classes: Tuesday—Thursday (Jan. 2-4), 7:30 a.m. to 7:30 p.m.; Friday (Jan. 5), 7:30 a.m. to 6 p.m.; Monday (Jan. 8), 8 a.m. to 7:30 p.m.

Second week of classes: Tuesday—Thursday (Jan. 9-11), 8:30 a.m. to 6:30 p.m.; Friday (Jan. 12), 8:30 a.m. to 6 p.m.

Regular hours: Monday—Friday, 8:30 a.m. to 6 p.m.; Saturday, 10 a.m. to 4 p.m. (this location only).

University of Minnesota Bookstore—West Bank (adjacent to Blegen Hall), 625-3000. Books for the Carlson School of Management and several CLA departments (see the bulletin, pages 18-19).

First week of classes: Tuesday (Jan. 2), 7:30 a.m. to 7:30 p.m.; Wednesday—Thursday (Jan. 3-4), 8 a.m.—7:30 p.m.; Friday (Jan. 5), 8 a.m. to 6 p.m.; Monday (Jan. 8), 8 a.m.—7:30 p.m.

Saturday (Jan. 6 only): 10 a.m. to 2 p.m.

Second week of classes: Tuesday—Thursday (Jan. 9-11), 8:30 a.m. to 6:30 p.m.; Friday (Jan. 12), 8:30 a.m. to 5 p.m.

Regular hours: Monday—Thursday, 8:30 a.m. to 5:30 p.m.; Friday, 8:30 a.m.—5 p.m.

University of Minnesota Bookstore—St. Paul campus (Student Center, lower level), 624-9200. Books for classes on the St. Paul campus.

First week of classes: Tuesday—Thursday (Jan. 2-4), 8 a.m. to 6:30 p.m.; Friday (Jan. 5), 8 a.m. to 5:30 p.m.

Saturday (Jan. 6 only): 10 a.m. to 2 p.m.

Second week of classes: Monday—Thursday (Jan. 8-11), 8:30 a.m.—6 p.m.; Friday (Jan. 12), 8:30 a.m. to 5 p.m.

Third week of classes: Tuesday—Friday (Jan. 16-19), 9 a.m.—5:30 p.m. (closed Jan. 15).

Regular hours: Monday—Friday, 9 a.m. to 5 p.m.

University of Minnesota Bookstore—Health Science (2-554 Moos Health Science Tower), 625-8600. Books for classes in the health sciences.

First week of classes: Tuesday—Thursday (Jan. 2-4), 8 a.m. to 6:30 p.m.; Friday (Jan. 5), 8 to 6 p.m.

Saturday (Jan. 6 only): 10 a.m. to 2 p.m.

Second week of classes: Monday (Jan. 8), 8 a.m. to 6:30 p.m.; Tuesday—Thursday (Jan. 9-11), 8:30 a.m. to 6:30 p.m.; Friday (Jan. 12), 8:30 a.m. to 6 p.m.

Regular hours: Monday—Friday, 8:30 a.m. to 5 p.m.

Mixing money and politics

Two fundamental introductory courses, Economics 1102 and Political Science 1001 are offered to Extension students in a combined format for Winter Quarter 1996. Concurrent meetings allow for topics to be team taught and integrated with a focus on the connections between economics, government, and politics that reflect their interrelationship in our society. Concurrent registration (9 credits total) is required; register separately for each course. See the bulletin, page 156 for details.

Instructors are John R. Freeman, professor of political science, and George D. Green, associate professor of history.

Econ 1102 Principles of Economics: Macro-Economics. Principles underlying

economic activity and the way these principles work out through our economic institutions. Macroeconomics: national income, money and banking, economic growth. (Prereq 1101 Microeconomics or equivalent, ability to handle simple graphics and elementary algebra at the level of GC 0623 and GC 0631. Concurrent registration is required in Pol 1001, sec. 3. Limited to a combined total of 28)

Pol 1001 American Government and Politics. Principles, organizations, processes, functions of government, and the interplay of political forces in the United States. Attention given throughout to current issues. (Prereq concurrent registration in Econ 1102, sec 4)

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

added classes...

Discover the Internet (PSch 0723). An additional section of this popular non-credit course has been added for winter. Find out how to use the information superhighway. Familiarity with personal computers is necessary. Lab uses Microsoft Windows but concepts apply to Macintosh. Added section 5, Sa, Feb. 3, 8:30 a.m.—5 p.m. (one meeting); Earle Brown Center computer lab, St. Paul campus; \$120 total, includes box lunch. Call 624-8880 for registration information. (See complete description in the bulletin on page 458).

Risk and Uncertainty in Environmental Decision Making (CE 5098). Described elsewhere in this issue. Call 624-4866 for registration information.

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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. (Please allow two months for records to be corrected.)



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

Late registration for winter quarter

Late registration for winter quarter and winter special term classes continues after Dec. 13 (the last day of the regular registration period) with a \$5 late fee (through the first week of classes).

You may register by mail or FAX or in person at 101 Westbrook Hall (only).

The office is open Dec. 11-12-13 until 8 p.m. Starting Dec. 14 (W), the main registration office in Westbrook Hall is open 8 a.m. to 4:30 p.m., Monday through Friday, until winter quarter classes begin (Tuesday, Jan. 2) except for University holidays: Dec. 25-26 (M-T) and Jan. 1 (M). Offices are closed these dates.

When winter quarter classes begin, the registration office resumes its regular hours when classes are in session: 8 a.m. to 8 p.m. on Monday through Thursday, 8 a.m. to 4:30 p.m. on Friday.

Additional Saturday hours: The Westbrook Hall office will be open on Saturday, Jan. 6, 9 a.m. to 1 p.m. This is an addition to the schedule. Also, parking is provided on campus in the Church Street Garage (entrance is opposite the Architecture building on Church Street S.E.); bring in the ramp ticket and receive a voucher at the information desk in 101 Westbrook Hall.

Call 625-3333 with questions about registration.

Noncredit courses in English as a Second Language provide help

Students who want to improve their English language skills can select from several classes in the English as a Second Language program. Students must take a placement test (prior to enrolling) and attach scores to their registration forms when registering. Contact the Minnesota English Center (MEC) at 624-1503 for information about testing and placement. (See the bulletin, page 199.)

ESL 0315 FUNDAMENTALS IN ENGLISH AS A SECOND LANGUAGE. No credit. A low-intermediate course designed to give non-native speakers the basic knowledge and skills needed for daily communication in spoken English; grammatical structures are explained with reference to their uses in social situations; instruction is also provided in pronunciation. Must be taken S-N. Meets TTh, 6:20-8:50.

ESL 0325-0326 DEVELOPING FLUENCY IN ENGLISH AS A SECOND LANGUAGE. No credit; 0325 offered winter, 0326 spring. An advanced course for non-native speakers who want to improve their communication skills for social, academic, and professional purposes; emphasis is placed on listening and speaking; content is drawn from the mass media. Must be taken S-N. Meets TTh, 6:20-8:50.

ESL 0352 ENGLISH FOR SCIENCE AND TECHNOLOGY. No credit. Focuses on English as it is used in scientific fields, emphasizing the language involved in formulating hypotheses, describing experiments, and presenting results. Includes reading, writing, listening, and speaking activities based on scientific and technical English. Must be taken S-N. Meets MW, 6:20-8:50.

Important winter quarter dates

- Jan. 2—Classes begin
- Jan. 8—Last day to cancel and receive a 100-percent refund
- Jan. 8—Late registrations must include a \$10 late fee
- Jan. 15—Late registrations must include a \$20 late fee
- Feb. 9—Last day to cancel and receive automatic "W"

Manage your career

Career counseling services and workshops from Extension Classes and the CEE/UC Counseling Department help you plan your future whether you're starting out or starting over.

You'll find a friendly, supportive atmosphere in a specially designed six-session workshop, **Career Decisions—Strategies for Change**, led by professional counselors. You will have a chance to . . .

- consider values, job satisfaction, and interests
- explore educational opportunities and skills you have or can develop
- take the Strong Interest Inventory and Myers-Briggs Type Indicator

. . . all with people like you in an affordable noncredit evening class.

Upcoming sections of this class begin Feb. 1, Mar. 27, and Apr. 25.

Additional courses are scheduled with focused topics to suit your particular needs, including . . .

- **Career Unrest and Mid-Life Transitions: Realizing Change** (Apr. 11-May 9)
- **Beyond Career Decisions: Strategies for Action** (May 7-28)

We're on the Web

Dial up Continuing Education and Extension/University College on the WorldWideWeb for all kinds of current information, including program descriptions and important, updated course information. You'll find us at . . .

<http://www.cee.umn.edu/>

That gets you to the CEE/UC homepage. You'll find direct links there to:

- Independent Study correspondence courses
- Extension Classes evening courses (see details below)
- Master of Business Taxation degree
- Bachelor of Information Networking degree
- Master of Liberal Studies degree
- CEE/UC Student Board
- CEE staff directory
- . . . and more

PRACTICAL SCHOLAR

The CEE/UC Counseling Department also offers an individual career/educational counseling program (a fee-based service).

And as always, CEE/UC Counseling

provides free academic advising to students interested in taking Extension classes and planning or working on degree programs through CEE/UC.

These noncredit classes are offered by the Compleat and Practical Scholar; call 624-8880 for registration information. Call the counseling department, 625-2500, if you want to make an appointment with an adviser or find out more about individual career counseling.

Graduating soon? Check the details

Your final year in Extension classes before graduation—you finally made it.

After declaring a major, planning courses, and attending classes for all these years, all you need is to finish a few last requirements, including the necessary forms to graduate in that final quarter. Unfortunately, the last time you spoke with an adviser was three years ago.

Don't let any surprises delay your degree. Changes in requirements and the addition and discontinuance of courses can affect your progress significantly. So stay up to date on your status and on the requirements of your major or college.

Advisers at the CEE Counseling Department and in your major department are available to help. Extension advisers are continually in contact with college office staff in CLA, IT, Human Ecology, the Carlson School of Management, and the other various colleges and schools within the University.

Faculty advisers in the academic departments generally are available by appointment or during office hours. They want to help you get the most from your education. Keeping in touch through regular meetings with them is a great way to stay informed on what's happening in your field, to be a part of departmental activities, and to feel more a part of the University.

So, if you're near graduation, check with an extension adviser on the timetable for completing documents. If you're in a degree program—or plan soon to declare a major or to apply for admission—make regular contact with an adviser as you continue taking classes. It can save you time, worry, and money.

Call the CEE Counseling Department for more information, an advising appointment, or referral to departmental advisers; 625-2500.

Inquire now about financial aid

Financial aid is still available for the 1995-96 academic year. UC/CEE scholarships, including the Minority Access and Retention, Nolte, Schott, Women's Christian Association, and Mucke/Ruff Scholarships are available for spring quarter.

Other options are the Tuition Assistance Grant Program, Minnesota State Grant, Federal Pell Grant, Ford Federal Direct Loan, Ford Federal Direct Unsubsidized Loan, and Student Educational Loan Fund (SELF).

All of these financial aid programs are

open to adult part-time students. Requirements, such as admission, residency, inclusion or exclusion of students with a previously earned bachelor's degree, and minimum or maximum number of credits allowed vary by program.

While grant and scholarship programs require financial need, several loan programs are available to eligible students regardless of income.

If you need help with educational expenses, the UC/CEE counseling staff can assist you in exploring options. For

additional information, contact UC/CEE Counseling, 314 Nolte Center; 625-2500.

from the student board . . .

Continuing Education and Extension/University College at the University of Minnesota is one of the largest programs for adult and part-time students in the United States.

The CEE/UC Student Board acts as a forum for students, faculty, and administration in exchanging ideas and information pertaining to continuing education issues and in advocating for adult students.

The 1995-96 academic year brings with it many challenges as a result of the ongoing implementation of U2000. The focus of the CEE/UC Student Board has always been to address the concerns of nontraditional students and to ensure productive and rewarding academic experiences for them. With the expansion of programs and the recent addition of partnership degrees with other colleges, Extension students will have a greater selection of opportunities and classes from which to choose. The student board recognizes that with such expansion, issues that have direct impact on students will need to be addressed.

The CEE/UC Student Board is always looking for students who want to take an active role in meeting these challenges head on. We need to maintain a strong voice within student government and toward administration to assure that the needs of CEE/UC students are met. Let's work together to establish programs and services that can benefit the non-traditional student population and create a more positive educational experience. Contact the student board today for more information:

CEE/UC Student Board
University of Minnesota
200 Westbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455-0216
(612) 626-8501 (voice mail)

Sincerely,
Ron Bogenreif
CEE/UC Student Board President

P.S. Watch for more about the student board in *Info* next month. And contact us via e-mail at mmariani@mail.cee.umn.edu or look us up on the web at <http://www.cee.umn.edu/adm/studbrd.html/>



The 1995 recipients of the CEE/UC Distinguished Teaching Award (pictured here with CEE Dean Harold Miller) are (from left) Elizabeth (Betsy) Quintero, Associate Professor, College of Education and Human Service Professions, UM-Duluth; Dean Miller; Maria Gini, Associate Professor, Department of Computer Science; Leonard Polakiewicz, Associate Professor, Institute of Linguistics and Asian and Slavic Languages and Literature; Thomas Turner, Associate Professor, Spanish, Division of Humanities, UM-Morris. All are long-time instructors in CEE programs and were honored for their excellence in the classroom and outstanding service to students. Winners were formally announced at a recognition event Nov. 17. The selection committee is composed of faculty, staff, and students. Nominations are invited for 1996 awards; contact the CEE/UC Dean's Office, 624-9329.

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Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

Intercampus bus information

Effective winter quarter, the Route 13A intercampus bus will be discontinued. The Route 13B East Bank-West Bank shuttle bus service will cover the same stops with the addition of the Supercomputer Institute and the University's administrative offices at 1300 S. Second Street (the old FMC building) added.

Buses that leave Blegen Hall at 22 minutes after the hour (from 8:22 a.m. to 1:22 p.m.) and at 28 minutes after each hour (2:28 to 4:28) are wheelchair accessible. Stops are at Eddy Hall, Appleby Hall, Willey Hall, and the Supercomputer Institute. Check schedules at bus stops for additional information on evening hours and routes 13W (East Bank/West Bank via Washington Avenue) and 13S (East Bank/West Bank between Jones Hall on the East Bank and Blegen Hall on the West Bank).

Winter storm watch (and listen)

Extension classes are rarely canceled for any reason, including bad weather, since missing one Extension class is often equivalent to missing a week of day school classes.

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

Listen for this announcement (rather than calling); it is the quickest and easiest way to obtain the information.

Classes that meet at neighborhood centers in suburban school districts (Roseville, Richfield) will not meet if those school districts cancel classes and close schools.

Parking lot help

The motorist assistance program (M.A.P.) is available through Parking Services if you need help in University parking facilities.

University students, visitors, and employees parked in University parking facilities may take advantage of the services, which include unlocking vehicles, jump starts, tire changing, and referrals or transportation to a service station for problems that the motorist assistance service doesn't handle.

Motorist assistance is available from 7 a.m. to midnight, Monday through Thursday, and 7 a.m. to 10 p.m. on Friday (no service weekends or University holidays). Telephone Parking Operations at 626-PARK.

Bus fare cards

Students may get on or off buses at designated noncampus stops between the Minneapolis campus and St. Paul campus by paying a fare. (Bus service between regular campus terminals is free). An intercampus shuttle bus punch card is required to pay fare for these stops. Cost for the new card is \$7.50 (30 punches valued at 25 cents each); fares vary by time of day and location of the stop. Old cards will be honored but no

refunds are available for partially used cards.

Cards are available for purchase at Coffman Union and the West Bank Union Skyway; at the bursar's offices in Williamson Hall (East Bank), Anderson Hall (West Bank), and Coffey Hall (St. Paul); and at Parking and Transportation Services in room 301, Safety and Transportation Building, 511 Washington Ave. S.E. For more information, call 626-7275.



Saturday seminars for teachers

New Saturday seminars provide convenient professional development opportunities for teachers again this winter, offered by the nationally recognized College of Education and Human Development and Extension Classes. You'll find . . .

- Accessible sites like Minnetonka High School, Hopkins Eisenhower Community Center, and the easy-to-get-to, easy-to-park-at Earle Brown Continuing Education Center on the St. Paul campus (adjacent to the state fairgrounds).
- Practical scheduling on Saturdays. Each session is one full day followed by a half-day three to four weeks later. Offered for one graduate credit.
- Relevant learning that fits your teaching practice—an opportunity to work with colleagues, develop lesson plans and learner outcomes, and use new technology.

Here's the winter line-up. Call 625-1855 for registration materials and complete descriptions.

Teaching Students To Be Peacemakers. Help students learn healthy ways to resolve conflicts while they build a sense of community. Prepare a plan to teach students what is and what is not conflict and how to negotiate integrative agreements. Learn how to establish a peer mediation program as a classroom and school discipline tool and how to infuse this conflict training into different subject areas. Meets at Hopkins site on Jan. 13, 8:30 a.m.-3 p.m., and Feb. 10, 9 a.m.-noon.

Using the National Science Standards. Gain an overview of the new National Science Education Standards and consider their implications for instruction. You also will receive guidance in using the standards to design science pro-

grams and instruction. Workshop participants will develop one instructional unit for use in the classroom. Teams of teachers as well as individuals are invited to attend. Meets at Minnetonka on Jan. 20, 9 a.m.-3 p.m., and Mar. 2, 9 a.m.-noon.

Evaluating Multimedia for Education. What are multimedia products? Which multimedia products are appropriate for your classroom? How do you use them effectively? Find ways to answer these questions by examining methods for evaluating multimedia products for education. Apply these evaluation methods to media you may wish to use in your classroom. Meets at Minnetonka on Feb. 10, 9 a.m.-3 p.m., and Mar. 16, 9 a.m.-noon.

Teaching in Language Immersion Classrooms. A chance for immersion teachers to come together to explore the challenges, options, and issues of immersion teaching. Participants will have the opportunity to collaborate with colleagues from a variety of immersion programs to examine their own teaching challenges. Meets at Earle Brown Center, St. Paul campus, on Jan. 20, 9 a.m.-3 p.m., and Mar. 2, 9 a.m.-noon.

Working with Non-Native English Speakers in the Elementary Classroom. Explore the benefits and challenges of working with non-native English speaking students, with a goal of improving the overall classroom instructional practices. Participants will have the opportunity to collaborate with colleagues from other schools to examine strategies and issues related to language learning, cultural considerations, and integration of diverse learners in the classroom. Meets at Earle Brown Center, St. Paul campus, on Feb. 3, 9 a.m.-3 p.m., and Mar. 16, 9 a.m.-noon.



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. (Please allow two months for records to be corrected.)

University Archives
 10 Walter Library
 Minneapolis Campus
 CAMPUS MAIL
 (EC2)

Second class postage paid, Minneapolis, Minnesota

Independent Study . . . take the U with you

Is the Extension class you wanted already filled? Not offered winter quarter? Doesn't fit your work schedule?

Continue your education on a flexible schedule—yours! Correspondence courses through the Department of Independent Study allow you to earn credit no matter where you live and study at your own pace in times and places convenient to you.

Over 350 University of Minnesota regular college credit courses are offered the independent study way—and that includes many popular courses that are available for registration at any time. You'll find recently developed versions of first-year Spanish, French, and German; Psy 1001 Introduction to Psychology; and Comp 1011 Writing Practice.

You can register, order books and materials, and complete all assignments

by mail. Many courses have the option of sending in assignments by e-mail. You'll get a comprehensive study guide (written by University faculty or other experts approved by academic departments) that directs your reading, lesson completion, and learning efforts. And you get one-on-one evaluation by your instructor of the work you submit.

You set your own study schedule, and you can register at any time and take up to a year to complete your course. Credit cards accepted.

Call 624-0000 for more information and a free catalog (FAX 626-7900) or stop by the registration office on campus at 45 Westbrook Hall (open Tuesday and Thursday evenings until 8 p.m. throughout the year).

REX: freeway reseach and more

Commuters—imagine this.

You're driving to campus for your 5:30 Extension class; it's snowing; the radio traffic report says there's a multi-car accident blocking the center lane of the freeway you're driving on about a mile before your exit.

What do you do? Ignore the report because they always seem to be sensationalized? Take the next exit and seek an alternate route?

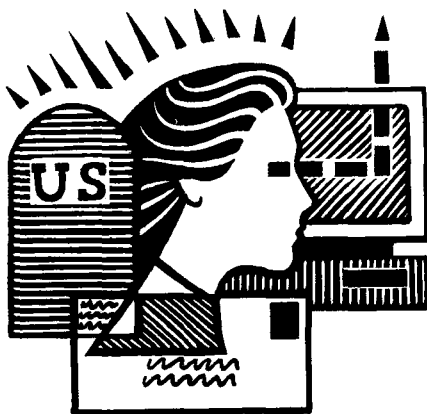
Learn more about how traffic information influences your choices by becoming part of a University research team. Through Research Explorations (REX), an Extension Classes program that matches research project volunteers with University faculty, you can study traffic jam avoidance and more than 70 other topics covered in REX projects. Research areas include societal and psychology issues; health and medicine; science and engineering (particularly environment and biology); archaeology; literature, art, and the humanities; and more.

REX participants help out collecting data, performing experiments, and recording information. Whether it's digging for artifacts at archaeological sites or digging for facts through historical

archives, you're contributing to research, learning more about something that interests you, adding to your resumé, and in many cases earning college credit through a directed study contract.

The project illustrated is called **Impact of Road Information/Incident Advisories on Drivers' Route Choices** and it's led by civil engineering professor Yorgos Stephanes. Here's the description: Information on road delays and incidents/accidents on the road affect drivers' choices of routes. This project seeks to quantify these effects so that we can find better ways to design traveler advisory messages on radio, TV, and variable message signs. REX volunteers interview commuters, tabulate responses in computer files, and help collect the information to analyze responses. Interviewing skills with an emphasis on personal interviews are required. Location: University campus.

For more information and a complete listing of REX projects, call 624-5092 and watch for details in upcoming issues of *Info*.



Holiday

All classes are dismissed and offices closed on Monday, Jan. 15, Martin Luther King, Jr., Birthday observance.



You're unique—your master's degree should be, too

Timeless education, timely learning through an interdisciplinary master's degree designed for adult and part-time students. That's what you get with the Master of Liberal Studies (M.L.S.), offered jointly by the Graduate School and Continuing Education and Extension.

- The M.L.S. is an 11-course graduate degree program with evening courses. Students taking one course a term (including summers) can complete the degree in three years.
- Four M.L.S. seminars (topics will vary) plus final project course form the core courses.
- In six elective courses, students study in depth a topic they select that is important to their professional, career, or academic interests.
- Students are encouraged to move through the program as a cohort taking many classes together.
- The M.L.S. can meet the advanced

degree needs of a variety of students . . .

- liberal arts graduates who want to continue studies but without the narrow curriculum that most structured advanced degrees require;
 - professionals in specialized careers (teachers, engineers, health professionals, science and technical professionals) who want to broaden their understanding of society;
 - students who want to combine courses and academic perspectives that cut across traditional disciplines (e.g., humanities and health care, business and philosophy, artistic expression and politics);
 - working people for whom a master's degree is an important career credential.
- The wide variety of academic opportunities available at a major teaching and research university are accessible through this interdisciplinary degree.

- Admission is based on academic record (3.00 g.p.a.), the student's program proposal and goals submitted with application materials, and other indicators of the student's ability to succeed in graduate study. An earned bachelor's degree from an accredited institution is required; the GRE is optional and not required for graduates with a final g.p.a. provided on their transcripts.

* * *

Information meeting—Feb. 15, 6-8 p.m.
(refreshments at 5:30), Sheraton Midway.
Call 626-8724 to reserve your space.

Strict registration deadlines apply for financial aid

The University's Office of Scholarships and Financial Aid (OSFA) has established new deadlines for registration each term.

In order to receive financial aid on the earliest disbursement for spring quarter (checks mailed out the week of Mar. 18), registration must appear on the student data base by Monday, Mar. 11. Earlier registration is recommended since delays can occur in processing registrations and recording them.

The final deadline for spring quarter registration is Friday, April 5. The financial aid office's new policy is not to pay for any credits students register for after that date (whether it is an initial registration or an added class or credits).

If you are eligible for financial aid, simply check financial aid in the method of payment section of the Extension Classes registration form when you register for Extension classes. (However, note that any holds on your record may prevent you from registering.)

Check your financial aid eligibility and status before registering. If for some reason your financial aid payment is not made (or you receive less aid than the total of tuition and fees), you are responsible for payment.

Spring Liberal Studies courses

New and added courses in Liberal Studies are offered spring quarter and noted below. Registration is open to nonadmitted students on a space-available basis. Call 626-8724 with questions.

Topics: Case Studies in Health Care Ethics (LS 5100, sec 5). Readings and discussion related to ethical decision making in issues such as confidentiality, truth telling, patient autonomy, refusal of treatment, assisted suicide, allocation of health care resources, reproductive technology, research, and more. Group conclusions, presentations by clinicians, current professional codes of ethics, philosophical theories of ethics. Instructor is Stephen Daniel, coordinator, Minnesota Area Geriatric Education Center. No prereq. Meets M, 6:20-8:50.

Topics: Systems Thinking (LS 5100, sec 6). An introduction to the skills of systems thinking, including current concepts and their application for understanding organizational behavior and manage-

ment; positive and negative feedback; systems modeling, archetypes, organizational change, team dynamics, microworlds, nonlinearity, self-organization. Instructor is Kevin Dooley, associate professor, mechanical engineering. Meets W, 6:20-8:50.

Topics: American Film-Expressionism and Seduction of Entertainment (LS 5100, sec 7). View and examine several first-rate American films from a variety of genres, the focus of which will be the "apparatus," the magic of a given motion picture's power to evoke and stimulate the range of emotions it does. The course will address such issues as the film as moral propaganda, the reality of symbols, analysis of film by genre, and the underlying purpose of each genre. Due to the nature of the films selected, the instructor must request the suitability of all students as members of an R-rated film's audience. Instructor is film maker Dennis Rhodus. No prereq. Meets T, 6-9.

Dinkytown construction will change access routes

It never ends. Now that much of the I-94 reconstruction is complete, and the entrance ramps and other routes to and from the University are open, local streets in the Dinkytown area face major changes and detours.

The bridges that cross the railroad tracks on University Ave. S.E. and 14th Ave. S.E. will be rebuilt this year, followed by the Fourth Street S.E. bridge in 1997, affecting traffic on all those streets.

Beginning Feb. 22, University Avenue will be closed from 10th Ave. S.E. to Oak Street S.E. Traffic will be detoured to Fourth Street S.E., which will reverse di-

rection and become an eastbound one-way street (three lanes).

Westbound traffic will be detoured to Fifth Street S.E., which will be one-way westbound from 15th Ave. S.E. in Dinkytown to 10th Ave. S.E.

The other direction, from 15th Ave. S.E. down to Oak Street S.E., Fifth Street S.E. will be two-way traffic, with one eastbound lane and two westbound lanes.

These traffic changes will be in effect until the University Avenue work is completed in the fall and that route reopens. Work will begin on Fourth Street S.E. in February 1997.



Owls, eagles, and hawks are featured in Compleat Scholar natural history courses cosponsored by the Gabbert Raptor Center on the St. Paul campus. Mark Martell leads a spring course on eagles (CSch 0528) that includes three evening meetings and a Saturday field trip to view wintering eagles. See the bulletin, page 444, or call the Compleat Scholar office at 624-8880.

Spring registration

Registration for spring quarter and spring special term classes begins Feb. 1. Dates and procedures are outlined here, but be sure to refer to the 1995-96 Extension Classes Bulletin, pages 10-11 and 12-15, for complete information.

MAIL/FAX REGISTRATION

February 1 to March 13: Registrations will be accepted by mail at 101 Wesbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

When registering by mail and paying with a check, you must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one (your I.D. number is assigned the first time you register if you have never attended the University before). The form may be photocopied if you need additional forms.

Registrations are processed daily; early registrations (received before Feb. 1) will be returned to the student.

If your limited class is closed, your registration form and check will be returned (or other payment refunded or credited). If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

IN-PERSON REGISTRATION

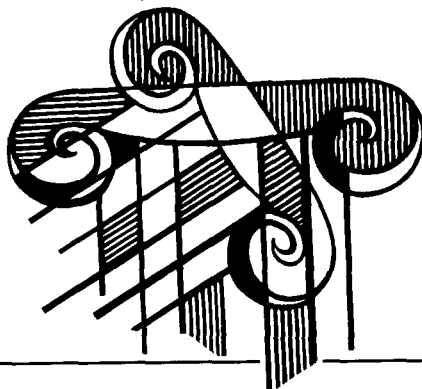
Wesbrook Hall: Registrations will be accepted at 101 Wesbrook Hall from Feb. 21 to Mar. 13. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. This office (only) also is open Saturday, Feb. 24, 9 a.m. to 1 p.m., and Saturday, Mar. 30 (added date), 9 a.m. to 1 p.m. Closed other weekend days and Mar. 22 (University floating holiday)

MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis: Registrations accepted at this office from Feb. 21 to Mar. 13. Hours are 8:30 a.m. to 6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

St. Paul Skyway Booth, Norwest Center, Fifth and Minnesota: The registration booth has been moved to the Cedar Street side of the Norwest Center. Registrations accepted Mar. 5-13. Hours are 9 a.m. to 5 p.m., Monday through Friday. Closed weekends and holidays.

The full amount of tuition and fees is due when you register. You may charge tuition and fees on VISA, Discover, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

Off-campus classes: Students should register by mail for classes held at neighborhood centers. In-person registrations are not accepted at these school loca-



tions (Richfield High School and Roseville Area High School).

March 13 is the last day to register without a late fee for most spring quarter classes.

Spring quarter classes begin the week of Mar. 25.

DUAL REGISTRATION—DAY SCHOOL STUDENTS

Students admitted to a degree program may register for both day school and Extension classes at the same location beginning Feb. 21 for spring quarter registration. (Previously, day school students who wanted to register for Extension classes had to register twice, once through the Office of the Registrar system and once through the Extension Classes system.)

"Dual registration" can be accomplished at 202 Fraser Hall, the Coffey Hall registration office on the St. Paul campus, or the Extension Classes registration office at 101 Wesbrook Hall between 9 a.m. and 4 p.m.

Students may not register before their queue date and time. Students eligible for dual registration will have their tuition and fees billed to their STARS account.

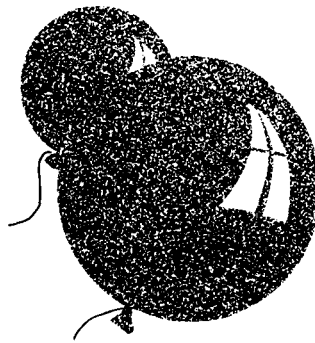
Reciprocity info

Students from Wisconsin, North Dakota, and South Dakota who are classified as reciprocity students should note that status at the time of registration (either in person or in a note attached to the mailed or FAX registration) and verify tuition rates they should pay.

South Dakota students pay the Minnesota resident tuition listed with the course. Wisconsin and North Dakota students should call the registration office, 625-3333, for tuition rates. Simply paying the resident/reciprocity tuition listed with the course may result in an overpayment or underpayment, which then requires additional billing or refunds.

EdFest returns on February 27

Everything you wanted to know about going back to college



Education Fest is an open house for you, the adult and part-time student.

Tuesday, Feb. 27, 5-8 p.m.
Nolte Center, Minneapolis Campus (East Bank)

The atmosphere is informal (it's not a meeting with presentations). You'll have time to chat casually with an adviser or UC/CEE staff member, and there's plenty to do. For instance:

- See a demonstration of e-mail; use the internet
- Pick up catalogs, course information
- Get information about financial aid
- Learn about evening classes and programs
- Discover new learning opportunities: self-paced independent study courses, research internships, management seminars, teacher education, and much more.
- Find out about the newest degrees and certificates available to you
 - Bachelor of Applied Business (with Inver Hills CC and North Hennepin CC)
 - Bachelor of Information Networking (with North Hennepin CC)
 - Master of Liberal Studies
 - Solid Waste Management Certificate
 - Child Abuse Prevention Studies Certificate
 - Master of Education in Teacher Leadership and in Youth Development Leadership
- Complimentary parking
- Talk with a program adviser
- Refreshments
- Child care (toddlers and older)

The registration office in Wesbrook Hall is open until 8 p.m., and you may register for a spring quarter Extension class or independent study course that evening.

Parking will be provided at no charge in either the Nolte Garage or the Church Street Ramp (exact site not set at press time) on the evening of Education Fest. From University Avenue, turn right on 17th Avenue S.E. (Church Street on campus), and go one block and watch for signs.

Have questions, need directions? Call 626-1633.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

Honor thy teachers

Have you ever take an Extension class from an instructor who you thought was one of the best teachers you ever had?

Were the lectures stimulating, the assignments interesting, and the instructor's concern for you as a student sincere?

If so, here's your opportunity to nominate that teacher for a very special honor. Nominations are being accepted for the 1996 UC/CEE Distinguished Teaching Awards. Nomination forms and a tip sheet on how to make a nomination can be obtained at the UC/CEE Dean's Office, 150 Wesbrook Hall, or call 624-9329 to have one mailed to you.

Completed nomination forms are due March 31.

from the student board . . .

The University College/Continuing Education and Extension Student Board is underway with its annual membership drive.

The student board needs your ideas and energy to help University officials make more informed decisions regarding the needs of adult and part-time students at the University of Minnesota.

When issues are identified as important to Extension students, the board invites the most knowledgeable University administrators to our meetings to keep board members fully informed and to offer our perspectives. We have had discussions on U2000, rec sports issues, bookstore hours and services, security concerns, and most recently on the change from quarters to semesters.

The UC/CEE Student Board meets the first Friday of every month at Nolte Center in the library (room 125). Toward the end of December, most of you received a postcard inviting you to a meeting and giving you an opportunity to get more information about the board. Another mailing (for students enrolled winter quarter) may be forthcoming, inviting you to consider joining the board.

I would like to encourage you to take the time to find out what the UC/CEE Student Board is all about and how you can make a difference in issues concerning the nontraditional student. For more information, please call 626-8501 and leave your name and address. An information packet will be mailed to you. You can also find more information on our World Wide Web site

<http://www.cee.umn.edu:80/adm/studbrd.html>

or in the Extension Classes bulletin on page 496.

Sincerely,
Nancy Bossard

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Second class postage paid, Minneapolis, Minnesota

A master opportunity for teachers

Classroom teachers active in site-based decision making, staff development, and curriculum work have a master's degree available to them that is perfectly suited to their professional needs—the Master of Education in Teacher Leadership.

This successful degree program features not only the study of practice and critical theory but a chance to interact (1) with innovative faculty from the University's nationally recognized College of Education and Human Development and (2) with your colleagues in a student cohort that will take core classes together.



As part of a cohort, you connect with other teachers who share your goals and enthusiasm, investigating innovative ideas and issues—organizational change, shared decision making, group dynamics, school policy, innovations in

teaching, alternative delivery systems, multicultural education, use of technology, and more.

The Teacher Leadership Program offers . . .

- Course scheduling that permits completion of the master's degree in two or three years.
- Classes that meet off campus at conveniently located suburban sites (1996 cohort meets at the Metropolitan Learning Alliance, Mall of America).
- Late-afternoon and evening classes (once a week).
- Easy mail registration and support services through a centrally organized, separate office in Extension Classes designated for the teacher leader program.

Dates for information meetings about the M.Ed. in teacher leadership are listed below. Be sure to attend and learn about courses, degree requirements, and student services. Call 626-7196 to reserve your space (by Feb. 26).

- **Wednesday, Feb. 28, 4:30-6 p.m., St. Paul Central High School, Library-fifth floor, 275 N. Lexington Pkwy (I-94 and Lexington), St. Paul.**
- **Thursday, Feb. 29, 4:30-6 p.m., Anderson School, 2727 Tenth Ave.S., Minneapolis.**
- **Tuesday, Mar. 5, 4:30-6 p.m., Metropolitan Learning Alliance, Mall of America (East Wing, first level), Bloomington.**

Caucus night: March 5

Caucus night in Minnesota is the first Tuesday in March. The caucus date this year is Mar. 5, and classes must follow the caucus night schedule (no class may meet after 6 p.m.).



Lively interaction, a chance to compare applications, building professional skills with your colleagues—those are the payoffs teachers enjoy most in the Master of Education in Teacher Leadership Program (TLP). The teachers pictured here are part of the 1995 TLP cohort, taking a class in group dynamics that meets at the Metropolitan Learning Alliance at the Mall of America. Instructors are Charles Bruning and Neal Nickerson, professors of educational policy and administration in the College of Education and Human Development.

MKC
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INFO

A Newsletter for Continuing Education and Extension Students

Meetings, courses

Partnership degrees are growing

The new partnership degrees offered by UC/CEE are the Bachelor of Applied Business and the Bachelor of Information Networking. Note the following information.

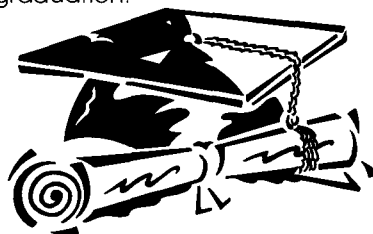
Bachelor of Applied Business

The Bachelor of Applied Business is a practitioner-oriented business degree intended for working people. This new degree is offered cooperatively with Inver Hills Community College and North Hennepin Community College as part of the Twin Cities Higher Education Partnership.

- Classes offered evenings at North Hennepin and Inver Hills—easy access, easy parking, supportive atmosphere.
- Courses address real-world business issues and relate workplace skills to your experience.
- Small classes, usually 15 to 25 students. Scheduling arranged so that B.A.B. students may take classes together as a cohort.
- Graduates acquire a portfolio of skills and competencies valuable to students in their current jobs and that

can help them advance in their careers.

- Focused curriculum means that 60 of the 86 upper division credits are in Professional Skills Core and Functional Area courses (required courses).
- Graduation in three to four years (8-10 credits a quarter) for students entering with 90 quarter credits and prerequisites completed.
- Simplified entry into the program. Students come into the B.A.B. program as transfer students and are admitted based on college work and life experience rather than high school record and college board exams. (Courses in the associate degrees in business from the community colleges meet most prerequisites.)
- Priority registration in B.A.B. classes is given to students admitted to the program so they can stay on track to graduation.



- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

INFORMATION MEETING: An information meeting about the B.A.B. degree has been scheduled for Mar. 11, 6:30 p.m., at North Hennepin Community College. Call 624-0029 to reserve your space.

Bachelor of Information Networking

Required courses meet at North Hennepin Community College. Students transfer into this program after completing approximately 90 credits, including specific prerequisites. Call 624-4866 for course descriptions and application information. Spring quarter classes at NHCC are listed below.

- Introduction to Object-Oriented Programming Using C++ (CSci 5113)
- Algorithms and Data Structures II (CSci 5121)
- Network Programming Laboratory (CSci 5212)

INFORMATION MEETING: An information meeting about the Bachelor of Information Networking will be held Thursday, April 18, 6-7 p.m. at North Hennepin Community College, Norse Room. Call 624-4866 to reserve your space.

B.A.B. spring classes

Bachelor of Applied Business courses for spring quarter are listed below. These courses are open to anyone on a space-available basis; you need not be admitted to the program to register. Recommended introductory courses for the degree are scheduled as part of the first offering at North Hennepin. Call 626-1348 for complete descriptions and registration materials. Classes begin the week of April 1.

North Hennepin Community College (first offering)

- Communicating For Results (BAB 3023); Mondays, 6:30-9:30.
- Historical Perspectives and Contemporary Business Challenges (BAB 3011); Wednesdays, 6:30-9:30 p.m.

Inver Hills Community College

- Marketing and Sales (BAB 3103); Wednesdays, 6-9 p.m.
- Quantitative Skills for Decision Making (BAB 3032); Thursdays, 6-9 p.m.
- Managing Organizational Relationships (BAB 3022); Tuesdays, 6-9 p.m.
- Planning and Implementation at the Business Unit Level (BAB 3042); Mondays, 6-9 p.m.

New phone number for M.L.S.

The Master of Liberal Studies (M.L.S.) program office has a new general information phone line, 625-5083. The M.L.S. is a flexible, interdisciplinary graduate degree offered by University College/Continuing Education and Extension and the Graduate School.

Studying up on financial aid

The *1996-97 Scholarships and Financial Aid Handbook* published by the University's Office of Scholarships and Financial Aid (OSFA) is important reading for students who need assistance with educational costs.

The handbook contains a timetable, financial aid overview, information about the cost of attendance, tips on applying for aid, questions and answers on financial aid eligibility, program criteria, satisfactory academic progress standards for degree and certificate

programs, alternative sources of aid and other essential information.

Students are urged to review carefully the new OSFA Satisfactory Academic Progress Standards in the handbook. Elements of the policy include cumulative grade-point average (gpa), academic year minimum credits earned, and maximum time of aid eligibility. Standards for maximum time of aid eligibility differ for degree and certificate students, both gpa and minimum credits earned are the same.

Financial aid recipients must meet both college and OSFA standards.

The financial aid office also publishes a quarterly newsletter called *Scholarships and Financial Aid News*, which includes advice, updates, and information about financial aid issues and trends.

To make the financial aid process a smoother one, apply early, be accurate, and be informed!

Pick up the handbook, the quarterly newsletter, and the 1996-97 Free Application for Federal Student Aid (FAFSA) at OSFA in 210 Fraser Hall or from UC/CEE Counseling in 314 Nolte Center.

Campus cuisine

Plenty of dining options exist on campus if you're looking for a bite to eat before class.

Essentials, a market and deli, is the new bright spot in Blegen Hall (first floor) on the West Bank. Essentials offers a variety of homemade salads, soups, deli sandwiches, vegetarian items, and an espresso bar. Hours are 7 a.m. to 7:30 p.m., Monday through Thursday (7 a.m. to 3:30 p.m. on Friday).

Moos Cafe, on the second floor of Moos Tower in the health sciences complex, includes a juice bar (with choices ranging from orange, carrot, and pineapple to mango and papaya, among others); fresh sandwiches, such as smoked turkey on foccacia and roasted vegetables on pane Italiano; gourmet coffee and espresso; ice cream; pastries, scones, and muffins, and more. Hours are 7 a.m. to 7 p.m., Monday

through Thursday (7 a.m. to 4 p.m. on Friday).

The Whole, located in the basement of Coffman Union on the East Bank, is open until 10 p.m., Monday through Friday (Saturday hours are planned, also). The Whole features a variety of meal and snack options, including meatball submarine sandwiches, hoagies, chicken wings, bagel sticks with marinara sauce, pastries, bagels, gourmet coffee and espresso, and juice and soft drinks.

A quick new kiosk, **The Cup**, also is open days in Williamson Hall (at the top of the escalators one floor up from the bookstore). Specialty items are available, like a chicken caesar salad, Healthy Choice turkey sandwich, a vegetable sandwich, homemade scones and muffins, and gourmet coffees. Hours are 7:30 a.m. to 4 p.m.

New spring class set for Solid Waste Management Certificate

The new Solid Waste Management Certificate program continues spring quarter with a new 2-credit special term course, **Mgmt 5101 Solid Waste Policy and Administration**. Instructors include Alfred Marcus, professor in the School of Management; Mary Richardson and Linda Gondringer of Richardson Richter and Associates; and Lee Paddock, Director of Environmental Policy for the state attorney general's office.

Classes begin in mid-April. You need not be admitted to the certificate program to register for this course. Offered for graduate credit. Call 625-5098 for registration materials.

The certificate is an interdisciplinary program that features a required foundation course (Principles of Waste Management, offered fall); three special-term core courses (applied economics, regulatory and legal framework, policy and administration); a directed-study "capstone course" on a topic the student selects with faculty and staff; and three or four electives that allow the student to study in an area of concentration if they choose.

Connecting to e-mail at home

Internet user kits are available to Extension students (registered in credit courses) who want to use their home computers and a modem to gain access to the internet and their e-mail accounts.

Disks with necessary software, with step-by-step instructions on how to load the programs, are now available for purchase at the information desk in 101 Westbrook Hall (open until 8 p.m., Monday through Thursday, when classes are in session). Cost is \$7.

**Dinkytown detours
(first phase—March and April)**

Bridge reconstruction in Dinkytown will result in the detours noted on this map in March and April (described in *Info* last month). University Ave. S.E. is closed from 10th Ave. S.E. to 15th Ave. S.E. from March until December. Beginning in May, the remaining section of University Ave. adjacent to campus—from 15th to Oak St. S.E.—will also close until December.

More graduate opportunities for teachers

A new Master of Education degree (M.Ed.) in Curriculum and Instruction, specifically for middle school and secondary teachers, will be offered starting this fall at the new School for Environmental Studies at the Minnesota Zoo in Apple Valley.

The degree is designed to enhance your instructional, decision-making, and evaluation skills. The core courses provide for interdisciplinary curriculum and instruction. Your professional interests

provide the focus for the electives you select.



Master of Education degrees are based on a student cohort model with classes beginning in the fall and continuing, one class each quarter, throughout the year. Classes meet one evening a week. Including summer sessions, this schedule enables most students to complete a master's degree in approximately two years.

Master of Education degrees are offered by the University's nationally recognized College of Education and Human Development in cooperation with University College/Continuing Education and Extension.

Last call for neighborhood centers

Take a class near home or work. Extension classes are scheduled at Richfield High School and Roseville Area High School. Spring quarter classes are listed below. Register in 101 Westbrook Hall or by mail (registrations are not accepted at these local sites). Some sections may already have filled.

Roseville Area High School (1261 W. Highway 36)

Comp 1011 Writing Practice
Mktg 3000 Principles of Marketing
Math 1252 One Variable Differential
and Integral Calculus II
Psy 3201 Introduction to Social
Psychology

Richfield Senior High School (7001 Harriet Ave. S.)

Psy 3604 Abnormal Psychology

* * *

THANK YOU!

After more than 20 years of cooperative effort, spring quarter 1996 is the final term for regularly scheduled classes in the Roseville and Richfield school districts.

Evening Extension classes at these sites will be discontinued partly as a cost-saving measure, but more as a result because of changes in programming.

Generally, introductory courses or those with a broad audience were offered at these neighborhood centers.

However, in using off-campus sites now, UC/CEE is devoting its resources and focus into the delivery of specific degree programs. These include:

- the B.A.B. and B.I.N., at the sites of our community college partners;
- the Master of Education programs, which start a new student cohort each fall in an off-campus site convenient to teachers (including the Mall of America and the new School for Environmental Studies at the Minnesota Zoo in 1996);
- programs by interactive television and other distance education systems, such as the Master of Social Work in Rochester and Moorhead and the Child Abuse Prevention Studies certificate in western Minnesota.

UC/CEE and Extension Classes will continue to collaborate with these and other local schools, libraries, and cities in scheduling general information meetings for prospective students and in offering a variety of noncredit and credit courses as interest and opportunity arise.

Our appreciation and thanks go out to the staff, citizens, and adult students in the Richfield and Roseville school districts for inviting us into their community.

Personal health and medical choices

Natural Healing: Alternative Approaches to Health Care (PSch 0930). Noncredit course. Much of western medicine is built around an allopathic approach—use of specific drugs or surgery to combat a specific disease. Other cultures, and some parts of western culture, have developed alternative approaches. Some use body manipulation (acupuncture, massage, chiropractic, osteopathy), plant products (aromatherapy, Ayurveda, homeopathy, Jamu, naturopathy, Unani, Yin/

Yang) or self-correction (hypnotism, Shamanism, psychology, Sweat Lodges). Explore these interesting medical alternatives, as well as approaches to preventive medicine (exercise, nutrition, Tai Chi, Yoga), to see if they might positively, or negatively, affect your health. Includes health practitioners as guest speakers. Meets Mondays, 6:30-8:30 p.m., Apr. 15-May 20, St. Paul campus. E. John Staba, Professor Emeritus of Pharmacognosy and Medicinal Chemistry.

M.Ed. information meeting—Tuesday, Mar. 26, 4:30-6 p.m.

Attend an information meeting at the new School for Environmental Studies and learn more about this important career credential. Discuss the program with faculty and learn about scheduling and student support services that make the program convenient. Call 626-7196 to reserve your spot.

Manage your career

Several short-term noncredit classes to help you consider, plan, and change careers are offered this spring. Call the Complete & Practical Scholar for more information, 624-8880.

Career Unrest and Mid-Life Transitions: Realizing Change (PSch 0667). Theoretical and practical considerations. Adult career development; integration of work, family, community life; "mid-life crisis"; identifying and dealing with transitions; self-awareness exercises. Th, 6:30-8:30 p.m., Apr. 11-May 9 (5 meetings).

Beyond Career Decisions: Strategies for Action (PSch 0668). A "next step" workshop for those who have taken career change courses or self-directed action, but who are uncertain about occupational opportunities. Exploring career options, researching jobs, information interviews, brainstorming, goal setting. T, 6-8 p.m., May 7-28 (4 meetings).

Human Services: Careers for the Future (PSch 0670). A one-evening workshop. Jobs and occupational settings in human services. T, 6:30-9:30 p.m., Apr. 2.

Career Decisions: Strategies for Change (PSch 0665). A comprehensive, six-session career assessment course. Values, job satisfaction, job stress, person/environment fit; educational needs and opportunities. Includes Strong Interest Inventory and Myers-Briggs Type Indicator. Offered Wednesday evenings, Mar. 27-May 1, and Thursday evenings, Apr. 25-May 30.

U Card—the new and improved I.D.

For Extension students, the new U Card offers advantages over the old student I.D. card it replaces: it is free to all students (not just those in degree programs); regular evening hours make it easier to get; and it offers access to more campus services and is becoming increasingly important in using those services and in record keeping.

Call the U Card office, located in 40 Coffman Union, at 626-9900 for details on acquiring your card (open weekdays, 8:30 a.m. to 4 p.m.). Currently, the U Card is available evenings at the U Card service desk in the University Recreation Center (University Ave. S.E. at 19th Ave. S.E.); that location is open 4 to 7 p.m. on weekdays as well as morning

and afternoon hours. Metered parking is available next to the Rec Center (enter off University Ave. S.E.).

U Card eligibility, requirements, card features, services, charges, telephone rates, and office hours are subject to change.

What the U Card does for you

The new U Card connects you to the University of Minnesota. The U Card is the new student/faculty/staff I.D. card that's also (if you choose to start an account) a multipurpose banking and telephone calling card. The card uses two magnetic stripes for encoding—one side for student I.D. purposes and the other for the optional financial services.

Extension students registered for credit classes are eligible to receive the U Card and will find that it's an important key to campus services . . .

- Your U Card is your campus photo I.D. (encoded with your I.D. number).
- Your U Card gives you access to University libraries and book check-out. (Without the card, Extension students must show their fee statements when borrowing books.)
- The U Card serves as I.D. for the Rec Sports facilities (if you qualify for and have paid this optional fee).
- U Cards will serve as key cards to many campus buildings eventually.
- Many campus vending services make use of the "Gopher GOLD" value stripe on the card. Campus copy machines, food vending machines, and cam-

pus restaurants are being equipped to subtract charges from your Gopher GOLD electronic account once you activate it by making a deposit. You can store up to \$50 in electronic value in the account. Other applications that the account could expand to include campus copy centers, parking, bookstores, and student union facilities.

The U Card is a complete financial card, through TCF, and an AT&T calling card, if you select this optional service . . .

- With a U Card checking account, your U Card is an ATM card and a debit card for campus purchases at the bookstores and the health service, with more locations coming. This account includes free checking, checks, ATM transactions, and no minimum balance requirement.
- As a checking account customer, you may also apply for a TCF-sponsored Visa or MasterCard.
- As a calling card, the U card enables you to make long-distance calls from any touch-tone phone anywhere in the U.S. and have them charged to your card.



No hassle for your tassel!

Graduating this spring? Check out Grad Fest '96, Coffman Union Great Hall, April 3, 10 a.m. to 6 p.m., and April 4, 9 a.m. to 3 p.m.

Grad Fest is a one-stop shop for commencement-related needs and more. Exhibits and services range in scope from services like financial aid, graduate school, and alumni to retail exhibits like hotels, placement agencies, graduation pictures, cap and gown, and college mementos.

You can also register for graduation (most colleges) and register for great gifts, too. The sponsors, University of Minnesota Bookstores and University Relations, call it "no hassle for your tassel."

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

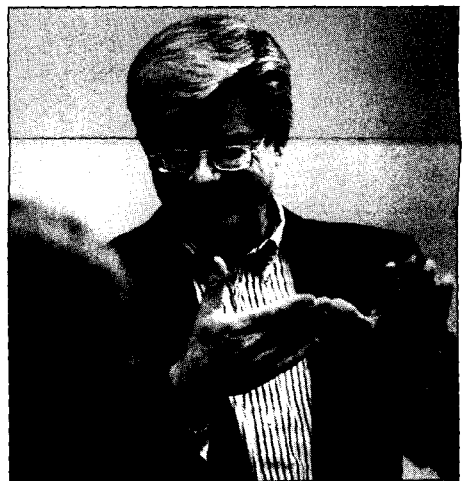
Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.



Alan Parnes teaches *An Overview of Sign Language and Deaf Culture* (PSch 0744) this spring. Parnes addresses myths and misperceptions and the fundamentals of sign language and other communication techniques in this six-session noncredit course from the Compleat & Practical Scholar. Call 624-8880 for registration information.

Spring quarter courses and program offerings

Child Psychology Institute

A special spring offering from the Institute of Child Development concentrates on current issues in child development.

Updates on Contemporary Child Development Topics: Research, Practice, Policy (CPsy 5310) is a spring institute

Added classes

Multicultural course (joint offering)

The Color of Public Policy: African-Americans, American Indians, and Chicanos in the U.S. (Afro/Amln/Chic 3950/5960). How public policies have shaped and continue to impact on the realities of African-Americans, American Indians, and Chicanos in the U.S. Structural and institutional ways in which public policy has systematically marginalized these communities. Historical overview of policy making in the U.S.; goals of public policies; subsequent impact on communities of color. How has assimilation been institutionalized in policy? What has been the role/policy of immigration? In what ways was segregation implemented? Current debates such as contested concepts regarding underclass, sovereignty, and citizenship and their relation to contemporary policy development in areas such as housing, education, poverty and welfare, immigration, and the environment. How the African-American, Indian, and Chicano community each has responded to these policy efforts. Registration available through Chicano Studies, Afro-American and African Studies, or American Indian Studies; sections meet concurrently. Grad credit available (5960). Cecilia Martinez. SQ, W, 6-8:30, Humphrey Center. Call 625-3898.

Chinese Studies

Filmic Construction of Modern Identity in China (Chn 3091). A survey of important Chinese films made after the Cultural Revolution, with a special emphasis on the critically acclaimed "fifth generation" film makers who began producing films in the 1980s (limit 25). SQ, sec 1, 4 credits, \$344; TTh, 4:40-6 (plus arranged hours for film viewing). Register in 101 Wesbrook; call 624-1641 for more information.

Chinese Calligraphy (Chn 3181). This course teaches students to write the "block" style of Chinese calligraphy and also to mount the calligraphy in the traditional Chinese style. Lectures provide information on the history, aesthetic values, and cultural background of Chinese calligraphy, and practice in class teaches students how to write, paying due attention to artistic consideration, with a Chinese brush and ink

(prereq permission; limit 20). SQ, sec 1, 3 credits, \$258; T, 5:30-8:30. Register in 101 Wesbrook; call 624-1641 for more information.

Chn 3046 Business Chinese. For advanced learners of Chinese who intend to develop their speaking and reading skills in business communications. Conversational materials that relate to business themes, activities. Business background; text and sentence patterns. Dialogue practice. Reading from Chinese magazines, newspapers, documents, contracts, business correspondence. By the end of the course, students are expected to be able to conduct simple conversations regarding commerce and trade and read newspaper/magazine articles about business with the aid of a dictionary. SQ, Th, 6:20-9:35 p.m. Call 625-5083 for information.

Food Science and Nutrition

Introduction to New Product Development (FScN 5560). Principles of new product development, from identification and testing of new product concepts, through prototype testing, to basic process design using an interactive format and industrial examples. Statistical and chemical control of new processes, and methods for evaluating consumer acceptance (prereq 8 credits in FScN; no limit). SQ, sec 1, 3 credits, \$280.50; T, 6-8:45, FScN 23, St. Paul. Call 624-4033 for information.

Bookart

ArtS 3420/5420 Workshop: Artists' Books: From Structure to Content is added for spring quarter. Interdisciplinary exploration of art in the book form, ranging from one-of-a-kind books to multiples and sculptural works. Covers the visual language of page design, the technical aspects of book structures, and extends into making books as art objects in a variety of media. Image/text relationships, rhythm and sequence, and narrative structure. Materials fee collected in class. Prereq a 1xxx art course. SQ, sec 2, W, 6-10 p.m., ArtB 160; 4 credits, \$344 resident undergraduate credit. Grad credit available. Register in 101 Wesbrook or call 624-4866 for information.

that consists of three two-day modules (one credit each); students may register for any or all of the modules. Continuing education units for licensure requirements also are available.

Faculty from the Institute of Child Development (listed below) and guest speakers from other University departments and the community are featured. Topics and dates include:

Module I—Treatment of Conduct Difficulties in Preschool and Primary Grade Children: Approaches for Schools and Clinics. Lauren Braswell. Friday, April 19 and May 3.

Module II—The Resilient Child in Today's World: Research and Practice. Ann Masten. Friday, April 26 and May 10.

Module III—Ethical Issues in Child Psychology. Donald Brunquell. May 17, 31.

Classes meet at Coffman Union, 9 a.m. to noon and 1 to 3 p.m. each day.

The spring institute is intended for health professionals, psychologists, social workers, educators, and others who work with children, youth, and families.

Call 625-1855 for complete descriptions and registration materials.

The power of cinema

LS 5100 Topics: American Film: Expression and Seduction of Entertainment. The power of a given film's power to evoke and stimulate the range of emotion it does. The film as moral propaganda, the reality of symbols, analysis of film by genre, underlying purpose of each genre. SQ, T, 6-9 p.m. Offered as part of the Master of Liberal Studies curricula but open to other students. Call 625-5083 for registration information.

Rubbish and refuse

Garbage, Government, and the Globe (ID 5526) continues spring quarter with a review of important issues related to the environment, solid waste, and pollution. An interdisciplinary focus involves faculty from across the University's colleges and academic areas and speakers from industry and government. Economic, public health, political, and philosophical viewpoints. Call 625-5067 for specific topics spring quarter and registration materials. Meets Tuesdays, 6:20-8:50, on the St. Paul campus.

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 Minneapolis, MN 55455

Registration for spring quarter continues

Registration for most spring quarter Extension classes is open through Mar. 13 without a late fee.

You may register by mail or FAX through that date, or stop by and register in person at the locations listed below (note dates and office hours).

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

When you reserve classes in person you must pay tuition immediately to complete registration. You may charge

March special hours, closings

Mar. 5: Caucus night; no class may meet after 6 p.m.; registration office open until 8 p.m.

Mar. 14-15: Late registrations accepted by mail or in person (101 Westbrook only) with a \$5 late fee. Office closes at 8 p.m. on Thursday and 4:30 p.m. on Friday

Mar. 18-21: Late registration period continues for spring quarter. Registration office open 8 a.m. to 8 p.m. on Monday (final day of winter quarter exams), 8 a.m. to 4:30 p.m., Tuesday through Thursday.

Mar. 22: Floating holiday. **All campus offices closed.**

Mar. 25: Spring quarter classes begin. Registration office in 101 Westbrook Hall resumes evening hours, Monday through Thursday.

Mar. 30: Added Saturday hours—registration office in 101 Westbrook Hall open 9 a.m. to 1 p.m.

IN-PERSON REGISTRATION LOCATIONS

- **101 Westbrook Hall, Minneapolis campus.** Through March 13, hours are 8 a.m. to 8 p.m., Monday through Thursday; 8 a.m. to 4:30 p.m. on Friday. Closed weekends.
- **MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis.** Through March 13, hours are 8:30 a.m. to 6 p.m., Monday through Thursday; 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends.
- **Skyway Registration Booth, Norwest Center, downtown St. Paul; March 5-13 only.** Hours are 9 a.m. to 5 p.m., Monday through Friday. Closed weekends.

tuition and fees on Visa, MasterCard, or Discover.

See the Extension Classes bulletin, pages 10-12, for more information about spring quarter deadlines and registration procedures.

The last day to register without a late fee is Mar. 13 for most spring quarter classes.

Late registration

If you miss the Mar. 13 deadline, you can register with a \$5 late fee starting Mar. 14, by mail or fax or in person at 101 Westbrook Hall only. Late registration continues through the first week of classes with the \$5 late fee. See pages 10-11 in the bulletin for office hours during late registration; note that the registration office closes at 4:30 p.m. during the quarter break, March 19-21.

tration office closes at 4:30 p.m. during the quarter break, March 19-21.

March 22 (Friday) is a floating holiday for the University calendar this year. All offices are closed.

Call 624-2388 to request the Extension Classes Bulletin; registration forms are bound in at the back of the bulletin.

Spring quarter classes begin the week of Mar. 25 and evening hours resume at 101 Westbrook Hall on Monday through Thursday once classes begin. The office also is open Saturday, Mar. 30, 9 a.m. to 1 p.m. for late registration and cancellation. Complimentary parking is provided in the Church Street Garage that Saturday (hours are limited). Pick up a parking voucher in 101 Westbrook to give to the attendant, along with your ramp ticket, when you leave the garage.

FAX systems improved

Additional capacity and roll-over lines have been added to the Extension Classes FAX registration line, 625-1511. Students submitting registrations by FAX will have a much better chance of getting through on the first attempt starting

spring quarter. FAX registration is growing steadily, and we appreciate your patience and urge you to continue using this method. Remember to keep any reports your FAX machine generates as verification of your message, particularly in the case of cancellations.

MKC
8/25/96

UNIVERSITY OF MINNESOTA

INFO

A Newsletter for Continuing
Education and Extension Students

Volume 26 / Number 9 / April-May 1996

University College/Continuing Education and Extension

New University College/CEE degrees

Summer courses for M.L.S. and B.A.B.

Courses are scheduled summer for two of the new degree programs, the Master of Liberal Studies and the Bachelor of Applied Business.

Master of Liberal Studies (M.L.S.)

This interdisciplinary degree features core courses plus six electives and a final paper course. Students may select electives from across the University's wide curriculum of graduate level course work to create an emphasis that meets their professional or academic interests and needs.

Although students admitted to the M.L.S. degree program have priority in registration, others may register on a space-available basis in Liberal Studies courses. Students may later apply course work to the program if they seek admission (some restrictions apply). Call 625-5083 for information about the degree program or the summer courses listed below.

LS 5100 Topics: The City—An Exercise in Human Creativity. Explores the historical thinking, writing, and planning of cities and compares with today's models. Examines historical and contemporary maps of specific cities (U.S., Europe) and analyzes the portrayal of cities in literature, film, and music. No prereq; grad credit available; limit 20. Four credits, \$344 undergrad resident, \$862 Graduate School resident. First 5-week term, sec 51, TTh, 6:20-8:50, BlegH 420, West

M.L.S. meeting

Attend an information meeting to learn more about the Master of Liberal Studies—Thursday, June 13, 6 p.m., UofM East Bank. Parking provided. Reservations required; call 625-5083.

Bank. The instructor is Judith Martin, Associate Professor of Urban and Regional Affairs.

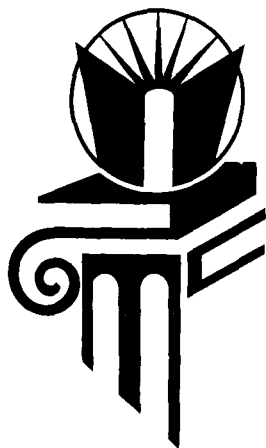
LS 5100 Topics: Sacred Violence in American Culture. Self-anointed, prone to violence, yearning for redemption, the American character finds itself driven by obscure religious impulses. What is the connection between the hunger for righteousness and violence; what are the roots of this strange and destructive mechanism? Theories from Rene Girard, author of *Violence and the Sacred*; other writers include Melville, O'Connor, Faulkner, McCarthy. No prereq; grad credit available; limit 22. Four credits, \$344 undergrad resident, \$862 Graduate School resident. First 5-week term, sec 50, MTh, 6:20-8:50, FolH 102. The instructor is William Mishler, Associate Professor of Scandinavian Languages and Cultures.

Bachelor of Applied Business (B.A.B.)

Adults bring their work experience to the classroom—and vice versa—in this new degree program offered jointly with Inver Hills and North Hennepin Community Colleges. Required classes meet on those campuses. Registration is open to students not admitted to the program on a space-available program and offers a good opportunity to try out this practitioner-oriented degree program.

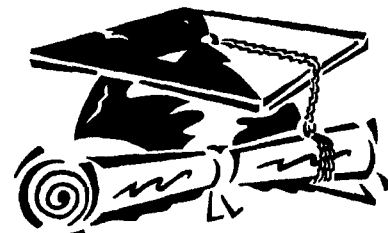
Call 626-1348 for more information about the summer class described below.

BAB 3102 Operations in Manufacturing and Service Organizations. Concepts and principles related to the management of operations functions are introduced, including operations strategy, process, design, just-in-time, forecasting, inventory management, principles of scheduling, and quality improvement. The course will be taught from service and manufacturing perspectives and will stress the relationships between operations and the environment. (Prereq a course in business operations or small business management or permission) Four credits, \$374 resident. Special term, Sec 50, T, 6-9, June 18-Aug. 20, Inver Hills CC. The instructor is Lee Wickstrom, Ph.D., faculty member and Extension Classes coordinator in the Department of Operations Management, Carlson School of Management.



Holidays

Offices will be closed and no classes will meet on the following University holidays: **Memorial Day (Monday, May 27) and Independence Day (Thursday, July 4).**



Summer bulletins

Summer bulletins were mailed April 5 to Extension students on our mailing list. If you did not receive a copy, call 624-2388 to request one or stop by 101 Wesbrook Hall on the Minneapolis campus.

More career-oriented degrees coming

Two new partnership degrees, offered in conjunction with community colleges, are in development—the Bachelor of Construction Management (B.C.M.) and the Bachelor of Emergency Health Services (B.E.H.S.). These practitioner-related programs will join the successful Bachelor of Information Networking and the Bachelor of Applied Business degrees already underway. Some of the first graduates of those programs will receive diplomas this spring.

The degrees are based on two years of upper division University of Minnesota course work that lead to the bachelor's degree for students who complete prerequisites and other electives during their first two years of college.

Call the UC/CEE counseling department at 625-2500 for information about the upcoming degrees (described briefly below).

Bachelor of Construction Management (B.C.M.); North Hennepin

The B.C.M. will be offered cooperatively with North Hennepin Community College. It combines building design and engineering with management and business skills to equip those working in construction with the skills necessary to deliver projects on time and within budget. The B.C.M. will enhance the ability of prospective managers to acquire experience and education for a professional career in the construction industry. Admission will be based on:

- A minimum of 70 credits transferable to the B.C.M. program for the upper division component of the degree. Lower division courses can be com-

pleted at North Hennepin or upon evaluation at other accredited institutions.

- Minimum g.p.a. of 2.50

Bachelor of Emergency Health Services (B.E.H.S.); Inver Hills

The B.E.H.S. will be offered cooperatively with Inver Hills Community College and the St. Paul Ramsey Medical Center. The degree is designed to provide personnel working in prehospital medical care with the management, education, and skills necessary to coordi-

nate and direct the delivery of emergency health services in a variety of settings, ranging from out-of-hospital, first-responder situations to occupational health and safety programs in large organizations. Admission will be based on:

- Current EMT/Paramedic licensure and CPR certificate
- A minimum of 70 quarter credits transferable to the program
- Minimum g.p.a. of 2.50

Are you fluent in Russian, Spanish, Cambodian, Hmong, Lao, Vietnamese?

If you have strong skills in English and in any of the languages listed above, you can earn academic credit in a pre-professional program designed to prepare you for employment in translation and interpreting. Instructional staff includes certified interpreters and experienced bilingual professionals.

Introductory courses are available this summer, as well as an intermediate level course for those already in the program.

Introduction to Translation (Translation and Interpreting 3001). Introductory course oriented toward the translation of everyday documents that bilinguals work with. Theory and supervised practice. As an exercise in re-expressing meaning in a second language, the course is a good preliminary to training in interpreting. Open to anyone listed

with adequate skills in English and the languages indicated. Permission required. Classes meet Wednesdays, 6:10-9, during the 10-week summer term.

Intermediate Community Interpreting II (Trln 3103). Intensive continuation course (prereq 3102). Achieving professional proficiency; consecutive interpreting; sight translation skills; vocabulary research and storage; intercultural issues; analysis of interpreting process. All day sessions June 18-22 plus evening classes June 26, July 10.

See the summer bulletin, pages 89-90 for more information. Additional languages could be added if interest warrants, but enrollment minimums must be met for all languages. Call for program information and registration permission, 624-4055.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 9 times a year—August, September, October, November, December, January, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

GMAT prep course

Popular and effective—that's what students are saying about the noncredit short courses, offered through the Practical Scholar, that prepare you for graduate admission tests. Call 624-8880 as soon as possible for registration materials.

Preparing for the GMAT (PSch 0611) is offered this spring on Tuesday and Thursday evenings starting May 16. Learn test-taking strategies for the verbal, quantitative, and analytical sections of the new Graduate Management Admissions Test (GMAT). Proven methods for dealing with each of the question types; test-simulation exercises in critical reasoning, problem solving, data sufficiency, sentence correction, essays, and reading comprehension. First class is a proctored diagnostic exam and distribution of materials; instruction begins at the next class meeting.

Learn with REX

The goal of Research Explorations (REX) is to create a mutually beneficial link between adult students and University faculty. The benefit for faculty members is a temporary assistant committed to the research topic, while for the REX participant, it's a unique and flexible hands-on learning experience with direct classroom application.

On the surface, some REX projects appear to have limited appeal. But with creativity and understanding, University educators and REX volunteers continually develop dozens of successful links every year.

For example, last summer Jean Tushie, a physical science and biology teacher at Eden Prairie High School, teamed up with Mike Swift, a research associate in natural resources at the University, in a project called *Effects of Sediments on Streams*.

During her two weeks with Swift at the Monticello Ecological Research Station, Tushie helped set up and prepare experiments for analysis. The experience, she says, was "exactly what I wanted" to improve the biology component of a 10th-grade class about rivers.

"I went into the project to learn to identify invertebrates," she says. "I learned to do that, but additionally I learned what all is involved in a research project."

Mirroring her work with Swift, Tushie is now setting up a research project for her students on a creek in Eden Prairie. "Mike was really great in helping me transfer this information to a level that would appeal to 15-year-olds. He helped me identify the best research sites on the creek, and he's offered his site for my students to visit."

Tushie, who has been teaching for eight years, also found that working with Swift helped her develop more classroom confidence:

"I was already comfortable with my component (of the team-taught rivers class), but being able to add the REX experience is so valuable. And if I have



a question or problem, I can call or e-mail Mike. That's a real strong connection that I wouldn't have without the REX for Teachers program."

What can you do through Research Explorations?

Here's a sampling of what REX participants have worked on over the years. Please note that some projects have been completed and some have very limited openings. Call 624-5092 for a list of current and upcoming summer projects.

- Search for and record incidence of farm accidents and other rural injuries in a study funded by the Center for Disease Control.
- Track the movement of herbicides through soil to our groundwater.
- Reconstruct the history of commercial activity in a geographical survey of old St. Paul.
- Identify and classify relics of the Iron Age from a buried city on a Bavarian hillside.
- Translate and transcribe Spanish documents from 16th- and 17th-century Central America to learn about colonial life and the impact of religious missions on the Honduran Indians.
- Review criteria and decisions to declare someone mentally incompetent.
- Measure the effects of aluminum toxicity in bone development and bone disease.
- Test and review applications for high-strength concrete structural components and their place in earthquake-resistant construction.
- Compare insect populations and pollination levels in restored prairies versus virgin prairies.
- Build and test a replica Iron Age smelting furnace as part of an archaeology project.

REX meeting

Plan to attend an information meeting about Research Explorations, Tuesday, May 14, 6 to 7 p.m., at Nolte Center, Room 140, on the East Bank campus. You'll hear from staff, University faculty, and REX participants. Refreshments included. Reservations necessary; call 624-5092. Complimentary parking provided in the Church Street Garage.

REX benefits you, U

You'll learn by doing through Research Explorations (REX), a UC/CEE program that offers you real-world experience and learning as a member of a University research team.

- Explore career possibilities and add experience to your résumé.
- Credit or noncredit participation possible (for most projects).
- Work side-by-side with University researchers and faculty.
- Research projects on campus, in the Twin Cities, even around the world.
- Work in the lab, in the field, in the community.
- Principal requirements are curiosity, adaptability, willingness to learn and support important research.
- Commitment varies, depending on project, from a few hours a week for a quarter or two to intensive immersion during summers.
- Projects in social behavior, community studies, medicine and health, engineering and science, history, the physical world and environment, biology, and more.
- Special options for K-12 teachers who want to develop curriculum through the REX for Teachers program.

Call 624-5092 for a complete listing of projects and descriptions.

A flat special fee is charged for instruction and participation in REX projects. Credit registration through directed study is based on per-credit tuition rates.



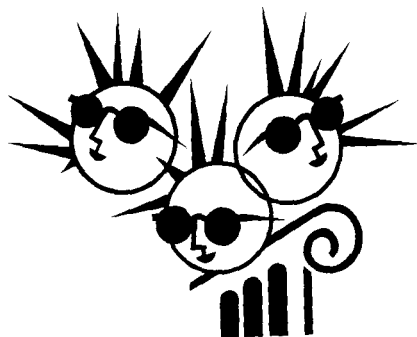
Jean Tushie worked on a REX biology project with researcher Mike Swift.

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 means that many quarter-length classes can be offered over 5-week terms. Five-credit courses have shorter class periods if they meet twice a week for 10 weeks or may be offered over 10 weeks with labs following lectures.

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 624-2388 to request one.



Summer information

TERMS

First 5-week term June 11 (Tuesday) to July 16
10-week term June 11 to August 21
Second 5-week term July 18 (Thursday) to August 21

REGISTRATION DATES

By mail (first 5-week term and 10-week terms) May 1 to June 7
(second 5-week term) May 1 to July 12
In person (first 5-week term and 10-week term) May 9 to June 7
(second 5-week term) May 9 to July 12

REGISTRATION OFFICES

Minneapolis campus 101 Wesbrook Hall
Downtown MacPhail Center 1128 LaSalle Ave., Minneapolis

Extension-only students registering in person must visit one of these sites. The St. Paul Skyway registration booth has been discontinued. Day school students admitted to degree programs (only) have the additional option of registering on the St. Paul campus at 130 Coffey Hall.

All registration offices are closed weekends and holidays. (No Saturday in-person registration hours during summer.)

Students are urged to register by mail for all classes (limited and unlimited). A check, money order, or payment authorization (credit card, financial aid, or pre-approved third-party billing) must be included to cover the full amount of tuition and fees.

June 7 is the last day to register without a late fee for 10-week term classes and first 5-week term classes; July 12 is the last day to register without a late fee for second 5-week term classes.

See the Summer Evening Extension Classes Bulletin for complete registration instructions, dates, and hours. For information, telephone 625-3333.

Procedures and features to note in the summer bulletin are listed below.

- **In-person registration.** In-person registration—for all terms—will continue to start about two weeks earlier than in previous years. The new dates coincide with the start of the registration queue in day school registration offices.
- **No summer in-person registration in downtown St. Paul.** If you are an Extension-only student, you must register by mail, FAX, or in person at registration offices at Wesbrook Hall on the east bank campus or at MacPhail Center in downtown Minneapolis. The St. Paul Skyway registration booth has been discontinued. In-person registration at day school registration offices in Fraser Hall and Coffey Hall (St. Paul campus) is available to current day school students admitted to degree programs. (The chart on page 9 of the summer bulletin lists registration options.)
- **Official registration forms** are bound into the summer bulletin at the back. The registration forms are on gold paper. **Please use these forms when you register.** This saves Extension Classes considerable mailing and printing expense (compared to requesting additional forms by phone or picking them up in the registration office).
- **FAX registration.** You may submit your registration by FAX with billing authorized to your VISA, Discover, or MasterCard. FAX-transmitted registrations are effective the day received (except for those received before the official start of the registration period, which will not be accepted and will be returned to the sender by mail). The FAX number is 625-1511. Fee statements are returned by mail only.
- **I.D. numbers** are now assigned to your undergraduate transcript record when you register for Extension classes. Always use the I.D. number when you register or complete other University forms. Extension students are eligible for the "U Card," which serves as an I.D. card and is necessary for such campus services as library use. See the summer bulletin, page 23, for information.
- **Cancellations/refunds.** Generally, students can attend the first week of regular-term classes and still cancel without a penalty; see deadlines on page 36. Refunds and deadlines for specialterm classes are prorated in relation to the length of the term. See the summer bulletin, pages 34-36, for complete information.

Refunds for tuition payments made by check or cash are paid by check only and are mailed to the student. Credit card refunds are credited to credit card accounts only. Financial aid tuition payments made through STARS are refunded to STARS only. A minimum of four weeks is required for processing a refund made by check.

Advising offices closed May 20-22

The advisers and counselors at the UC/CEE Counseling will be pursuing their own continuing education with their annual in-service training in May.

Advising services will not be available May 20-21-22 (M-T-W) except via e-mail at ceeadv@mail.cee.umn.edu.

Contact UC/CEE Counseling (625-2500) before or after those dates for phone consultation, or advising appointment, or other assistance.

American Indian lands and cultures

Unique learning vacations, from University College/CEE and the Department of American Indian Studies, will be offered late this summer through a new program, **American Indian Lives, Lands, and Cultures**.

These memorable study tours focus on American Indian arts, culture, and history and offer access to people, places, and events not available to the independent traveler or through any commercial tour. Each is led by an expert current or past faculty member who serves as instructor and guide. You'll have time to learn with your senses, your mind, and your spirit, as well as have fun, purchase Indian art, and simply be at ease with nature.

Tours are described below. Each offers 10 days and 9 nights of in-depth, in-place living and learning. College credit options are available. Costs range from \$1,515 to \$1,650; credit cards are accepted. For complete descriptions and registration materials, call (612) 624-5214, fax (612) 625-2568, or e-mail ailc@mail.cee.umn.edu.

The Pacific Northwest

People of the Totem Pole, People of the Salmon: Kwakiutl, Haida, and Salishan Lives, Lands, and Cultures (Aug. 4-13)

Celebrated as one of the most lush environments on earth, the Pacific

coastal areas of British Columbia and Washington are home to dozens of interrelated Native cultures that have prospered for millennia by living in peace and harmony with the region's natural bounty. Itinerary and activities include:

- University of British Columbia Museum of Anthropology. Longhouses, totem poles, masks, artifacts, art, life-size replica of a Haida village.
 - Alert Bay. Home of the Kwakiutl Nation; ancient village, petroglyphs, ceremonial dances, salmon feast.
 - Duncan, Vancouver Island. The City of Totems.
 - Victoria, Vancouver Island. First Nation Days heritage festival.
 - Neah Bay, Olympic Peninsula. Makah reservation and cultural and research center.
- Group leader is Ron Libertus, Indian art historian, curator, and educator.

The Great Plains

People of the Buffalo: Lakota, Crow, and Northern Cheyenne Lives, Lands, and Cultures (Aug. 11-20)

The classical landscape of the American West is a backdrop for perspectives on the history of these Plains Indian tribes. Itinerary and activities include:

- The Black Hills and Crazy Horse memorial-in-progress.

- The Bighorn Mountains and the ancient Medicine Wheel.
 - Cody, Wyoming and the Buffalo Bill Historical Center and Plains Indian Museum.
 - Drum workshop with renowned Gros Ventre artist Al Chandler.
 - Yellowstone National Park.
 - Crow Fair pow wow.
 - Little Bighorn River battlefield.
 - Devils Tower National Monument, a sacred place to Plains Indians.
- Group leader is David Born, chair of the Department of American Indian Studies.

The American Southwest

People of the Corn, People of the Sky, People of the Sheep: Hopi, Pueblo, and Diné (Navajo) Lives, Lands, and Cultures (Aug. 31-Sept. 9)

Ancient and modern sites that portray the art and society of these mountain and desert tribes. Itinerary and activities include:

- Acoma Pueblo, the Sky City, with pottery demonstrations by master artist Mary Lewis.
 - The Feast of St. Stephan at Acoma, featuring harvest dances.
 - Chaco Canyon and Pueblo Bonito, the largest Anasazi ruin.
 - Window Rock, headquarters of the Navajo nation. Museum and art center, master weavers, the hogan-shaped tribal government center.
 - Hopi mesas, including ancient villages Old Oraibi and Walpi, and the Hopi Cultural Center.
 - Santa Fe and the Wheelwright Museum of the American Indian.
 - Taos. Millicent Rogers Museum and Taos Pueblo.
 - Santa Clara canyon and Santa Clara Pueblo; ancient Puye cliff dwellings.
- Group leader is Carolyn Bordeaux, educator and academic counselor.

Split Rock brings out the artist in you

Be creative this summer. If writing, art, or the creative process are important to you—whether personally or professionally—Split Rock is the place to be.

The Split Rock Arts Program is a series of intensive, week-long residential workshops in creative writing, visual arts, fine crafts, and creativity enhancement. Most workshops are held on the University's Duluth campus, although some retreat-style workshops meet at the Cloquet Forestry Center and weaving, beading, and basketry workshops meet on the St. Paul campus.

Split Rock workshops are taught by nationally renowned practicing artists, writers, and craftspeople in a unique, supportive arts community. Participant experience ranges from novice to professional, including serious hobbyists and advanced amateurs.

Over 40 workshops in a variety of areas are scheduled (see below); new workshops begin each Sunday for five weeks starting in early July. Credit or noncredit registration is possible. On-campus housing and food services are available at reasonable cost. Registration begins April 1.

Call 624-6800, fax 625-2568, or e-mail srp@mail.cee.umn.edu for a complete catalog.

Through Split Rock workshops this summer, you can . . .

- enhance your creative potential
 - design original baskets
 - create loom-woven art
 - make fabric art
 - draw and paint
 - handbuild traditional pottery
 - design quilts
 - create contemporary bead art
 - learn the art of bookmaking
 - write a poem, short story, novel, or nonfiction work
 - work with outstanding ethnic artists
- . . . and much more.



SPLIT ROCK
arts program

summer workshops
in Minnesota

On-line help course

An introduction to help systems for Windows 3.1 and Windows 95 is provided in **Special Topics in Rhetoric and Communication: Developing Online Help** (Rhet 3276). Survey current help system development practices, including end-user data gathering practices and audience considerations. Learn the tools and formats required to create context-sensitive WinHelp files. Computer-assisted instruction. For science and technical communication majors and others interested in computer help systems. Prereq: permission; call 624-3445. See description in the summer bulletin, page 84.

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 label and mailing label from your Info to Extension Classes, University of
 Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN
 55455. (Please allow two months for records to be corrected.)



Info (USPS 711-240)
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Summer information meetings help you get started

Returning to school? Need to know what to take, how to register, or what options exist? The UC/CEE Counseling Department offers group information sessions designed for students new to the University. The sessions are held frequently, both on and off campus, during July, August, and September.

Evening, correspondence, and media-assisted courses through UC/CEE

Registration information sessions are for individuals who want to find out more

about UC/CEE and are considering evening Extension classes or Independent Study correspondence courses. These sessions will provide information on returning to school, the University and how it is organized, registration procedures, degree program admission and major requirements, and selecting courses. General information about financial aid also will be included.

After the general presentation, you'll be able to meet in small groups dedicated to specific academic interests. In

these groups, you will learn information specific to your intended area of study. There will be an opportunity to ask questions, and if you bring a transcript, you can discuss transfer of credits with an adviser.

The information meetings are held from 5:30 to 7:30 p.m. and begin in mid-July. To register for a meeting, call 624-0029.

Day courses

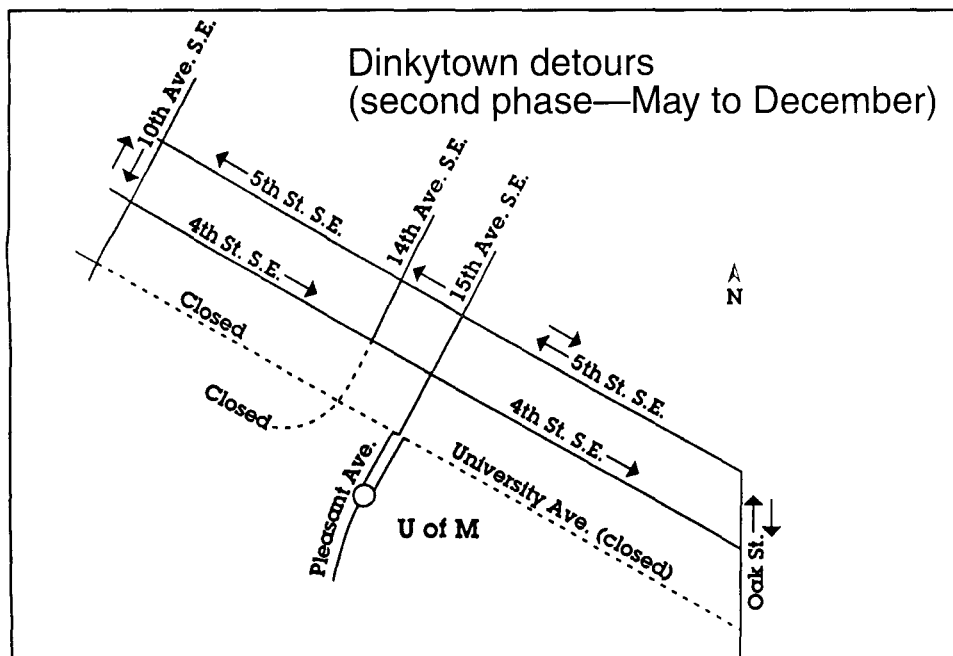
Registration in many day school classes is also available to UC/CEE students who occasionally need or want to take a daytime class. This joint day/Extension option, however, may not be the best alternative for everyone, so students who are interested should simply inquire on their own. Contact the UC/CEE counseling department at 625-2500 for information.

Screenwriting class

Whether you consider yourself a casual beginner or a proven playwright, you can learn from Tom Pope's exciting two-Saturday workshop in screenwriting. This noncredit Compleat Scholar class sold out last summer.

You'll learn practice, not just theory, through real ideas and with real techniques to work into your writing: creating memorable, complex characters; crafting compelling plots and scenes; developing natural-sounding dialogue; setting tone; and incorporating internal and external resolution.

Classes meet Saturday, 9 a.m.-5 p.m., June 8 and 15. Call the Compleat & Practical Scholar for registration materials, 624-8880.



Bridge reconstruction in Dinkytown will result in detours noted on the above map from May to December 1996. Note that University Avenue S.E. is now closed from 10th Avenue S.E. to Oak Street S.E. Fourth Street S.E. will be the detour route with one-way traffic headed east. Westbound traffic will follow Fifth Street S.E., which will be two-way traffic (two westbound lanes) from Oak Street S.E. to 15th Avenue S.E. and one-way traffic from 15th Avenue S.E. to 10th Ave. S.E.