

The background of the cover features a classical column on the left, a yellow crescent moon in the upper right, and a computer keyboard with purple hands typing on it in the lower right. The text is overlaid on these elements.

UNIVERSITY OF MINNESOTA

UNIVERSITY COLLEGE CATALOG

1998 Summer Evening Classes

The logo consists of a stylized classical column capital.

UNIVERSITY COLLEGE
CONTINUING AND DISTANCE EDUCATION

1998 Summer University College

Term Dates:

First 5-week term June 16 (Tuesday) to July 21
Ten-week term June 16 (Tuesday) to August 26
Second 5-week term July 23 (Thursday) to August 26

Registration Dates:

I. Mail Registration

Ten-week term May 4 to June 12
First 5-week term May 4 to June 12
Second 5-week term May 4 to July 17

II. In-Person Registration (See Office Hours, page 7)

Ten-week term May 14 to June 12
First 5-week term May 14 to June 12
Second 5-week term May 14 to July 17

Dual Registration (for admitted day school students only): You also may register in person at registration offices in Fraser Hall or Coffey Hall as well as Wesbrook Hall during in-person registration. *Registration for Summer-only day classes is not available in Wesbrook.*

Web Site: Visit the University College Web site at <http://www.cee.umn.edu/>

Internet (e-mail): ceeadv@mail.cee.umn.edu

Catalog Use: The information in this catalog and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

Alternative Formats: This publication is available in alternative formats upon request. For assistance, please contact University College, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455; (612) 625-3333.

Tuition Policy: The University of Minnesota has a policy for the way different groups of students pay for the courses they take: resident student, reciprocity student, and non-resident, non-reciprocity student. In addition, students taking 5xxx-level courses for graduate credit, or 8xxx-level courses, pay a separate graduate credit resident, reciprocity, or non-resident, non-reciprocity rate. Tuition options are listed with courses in this catalog as applicable. **For complete information, read the section on How to Determine Tuition on page 66.**



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Registration and General Information:

101 Wesbrook Hall
University of Minnesota
77 Pleasant Street S.E.
Minneapolis, MN 55455
(612) 625-3333
<http://www.cee.umn.edu/extc>

UC Counseling and Academic Advising:

200 Wesbrook Hall
University of Minnesota
77 Pleasant Street S.E.
Minneapolis, MN 55455
(612) 625-2500
ceeadv@mail.cee.umn.edu

About the Catalog Art

This year's cover art is the work of Felix Ampah II, a resident of Minneapolis who teaches in the University's Department of Design, Housing, and Apparel, as well as at Minneapolis Technical College. His art will appear on several University College publications during 1998-99.

Equal Opportunity

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

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Julie Sweitzer, Acting Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455; (612) 624-9547.

REGISTRATION *Information*

REGISTRATION INSTRUCTIONS

HOW TO REGISTER BY *...mail, FAX, or in person*

Read through these procedures carefully before you register! If you have questions after reading the information on registration procedures, call 625-3333.

1. Use the registration form found at the back of this catalog (photocopies acceptable).

Forms and information are also available at the registration office in 101 Wesbrook Hall on the Minneapolis campus (east bank) of the University of Minnesota.

2. Complete the registration form giving all the requested information.

Personal information is necessary for records keeping. You will be assigned a University I.D. number the first time you register (be sure to include this number on registration forms in the future).

Each course description in this catalog provides information necessary in completing the registration form. Courses are listed under departmental or subject heading (alphabetically arranged); where several classifications are possible, cross references are given. Complete the spaces on the form that request information about the course. See the sample course description on page 7.

3. Pay tuition and fees.

All tuition and fees are due when you register (except for students whose tuition is billed through STARS). The full amount of tuition and fees is listed with each course. Add appropriate late fees if you are registering after late-fee deadlines (see page 5). Payment options include check, money order, cash (in person only), credit card (VISA, MasterCard, Discover, Novus).

If you are a University student classified as a nonresident/non-reciprocity student, you must pay the nonresident tuition rate. Some reciprocity-approved students also pay a higher rate. See page 66 to determine the tuition rate that applies to you.

4. Submit your registration form (with payment) by mail, fax, or in person.

See the registration dates on the inside front cover.

Registrations received by mail or fax before mail registration begins will not be accepted.

- Mail (or drop off) registrations with payment by check, money order, or credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.

University College
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

- Fax registrations to (612) 625-1511. Put your name and I.D. number or SSN on each page. Payment must be by credit card or billing authorization.

- Register in person at the following locations during in-person registration dates.

University College	MacPhail Center
Main Registration Office	1128 LaSalle Ave.
101 Wesbrook Hall	Downtown Minneapolis
East Bank Campus	

Day school students admitted to degree programs may register for University College classes at other campus registration offices, also, during in-person registration.

5. Retain your fee statement (confirmation of enrollment).

If you register in person, you will receive a fee statement at the registration office. Fee statements are mailed to students who mail or fax in their registrations. The fee statement will list any changes in course information (such as room/building). Your fee statement is proof of enrollment. Duplicates are available from the registration office.

Up-to-date information about registration procedures and course availability also is available on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Alternate choice courses and sections

Students who are registering by mail and fax are urged to include acceptable alternative sections or courses in the space indicated on the registration form. If the class you want to register for is closed, the University College registration office will select the first available alternate choice listed and process the registration. (Include registration forms and tuition only for your first choice.)

Closed classes

Limited-enrollment classes for which there is heavy demand will often reach the maximum limit and close.

No waiting lists are kept for University College classes. If students have unusual and compelling reasons to be admitted to a closed class, they may state their case to the instructor of the class. Written permission of the instructor is required for admission to any closed class. These students are not charged a late fee through the first week of class.

Some departments have a strict policy against exceeding class limits; a note appears near the beginning of the department's course listings.

The University College WorldWideWeb site includes a closed-class list and an up-to-date listing of all classes (including additions and cancellations); the address is:

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

Early registration permission

University College students who are nearing the completion of their degree or certificate program from the University of Minnesota and who need a required University College class may obtain special permission to register early for a specific course if it has limited enrollment. If making this request by mail, this request must be made at least two weeks prior to the start of mail registration for the term in which you wish to register. (This allows time for the processing the return of the authorization by mail.) If making this request by fax, e-mail, or in-person (and you will be picking up the authorization in-person), the request must be submitted no later than three days prior to the start of mail registration for the term in which you wish to register. Contact the UC Counseling department, 201 Wesbrook Hall, telephone (612) 625-2500 (fax [612] 625-5364) or at ceeadv@mail.cee.umn.edu for information.

Late registration and additions

A separate late fee applies to each course you are registering for. The late fee deadline is determined by the postmark for mailed-in registrations and by the date received if received by fax, in-person, or campus mail.

All registrations made in a regular-term class after the first week of the term must be accompanied by the written permission of the instructor. The schedule for late fees is given below.

Late registration deadlines	
<i>Through the first week, \$5</i>	
First 5-week	June 22
10-week	June 22
Second 5-week	July 29
<i>Through the second week, \$10</i>	
First 5-week	June 29
10-week	June 29
Second 5-week	Aug. 5

After these dates, the late fee is \$20.

For special term and special classes, any late registrations accepted after the first class must be accompanied by the written permission of the instructor. Late fees will be based on when the registration is received and how many times the class meets.

Late fees apply to all classes and all registrations, including audits, except for persons 62 and older registering under reduced-tuition options.

Registrations after the mid-point of the term require scholastic committee approval. Deadlines are:

<i>First 5-week term</i>	<i>July 6</i>
<i>Ten-week term</i>	<i>July 27</i>
<i>Second 5-week term</i>	<i>August 12</i>

Approval of registration after these deadlines is rare and given only in cases of extenuating circumstances, usually beyond the student's control. Contact an adviser in the UC Counseling department early in the quarter to discuss options if you have questions. Students can obtain a petition form at the University College Student Assistance Office, 101 Wesbrook Hall (625-3333), or at UC Counseling, 201 Wesbrook Hall (625-2500).

Late fees cannot be included in or billed for registration with authorizations (unless specifically authorized by the employer or agency); Regents' Scholarships; Tuition Assistance Program; or under Public Law 894, military personnel on Off-Duty Academic Instruction must be paid personally by the student.

The late fee for Compleat Scholar/Practical Scholar noncredit courses is \$5; late fee dates are usually given with each course.

Late fees are not refundable.



Registration Information

Additional information about registering in University College

Your registration

Group information sessions are offered throughout the year by the UC Counseling department. These optional sessions are designed for students new to University College and to the University; they focus on general requirements, degree program admission, and registration options. Limited information on transfer of credit and financial aid will also be available. For more information or to sign up, call 624-0029.

Birth dates and social security numbers are requested for coding purposes and transcript identification. By supplying these numbers, you help insure that your grades and credits are recorded correctly and our mailing list is kept accurate.

The following information requested on your registration form is defined as private data under state and/or federal laws: birth date, gender, social security number, and University of Minnesota identification (I.D.) number. In general, this information may not be released to others without your consent or a court order. The intended use of the requested information is to identify you in relation to other students' records.

Disclosure of this information is voluntary.

Students who have not received fee statements within seven working days after mailing in registration forms and tuition payment should call 625-3333 to check whether the registration was received and processed. Students should assume they are registered unless notified otherwise. Registrations that cannot be processed for some reason are returned immediately (except for illegible copies).

Courses

Limited-enrollment sections have specified limits on the number of students that will be permitted into the class. These sections are starred next to the section number. The limit is given with the course description in most cases. Early registration by mail is the best way to obtain space in limited-enrollment sections.

When registering by mail, include a separate check for each class that has a limit; this facilitates registration processing if one of your classes is filled or canceled.

In rare cases, it may be necessary to place enrollment limits on nonlimited sections.

Registrations received by mail or fax in the University College registration office are processed on a daily basis. Once in-person registration begins, spaces in limited-enrollment classes also will be assigned to students who register in person.

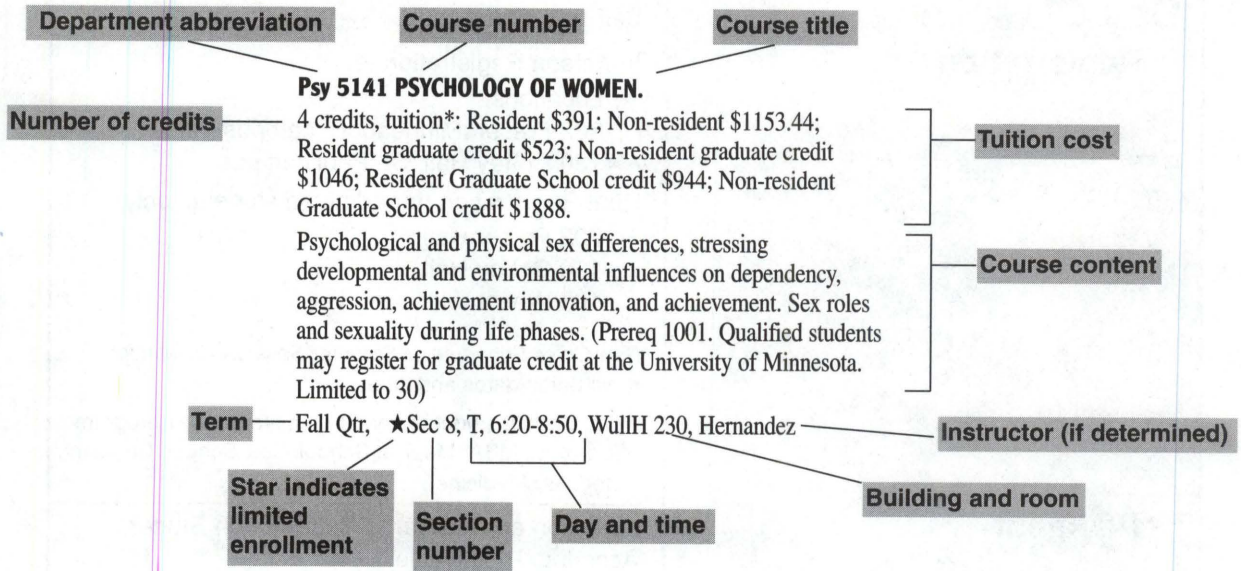
Students who register at the Minneapolis campus registration office at 101 Wesbrook Hall should check the closed-class board just outside room 101 before bringing their registrations to the registration counter.

For information about grade base option, see page 73.

Additional information about enrollment, grading, credits, financial aid, academic progress, transferring classes (cancel/add), cancellations, refunds, campus services and facilities, and student activities is found in the Enrollment Information, Rules and Regulations, and General Information sections of this catalog. You are responsible for all the policies and procedures that govern your registration in University College Classes.

Sample course description

The course description below indicates the information found in course descriptions throughout this catalog.



See page 66 to determine your tuition rate.
 See page 10 for symbols and abbreviations.
 All times are p.m. unless indicated a.m.
 See the faculty list at the beginning of the department listing for instructor title.

Office Hours: Student Assistance Center and Registration Office

Minneapolis Campus Office

101 Wesbrook Hall, University of Minnesota
 77 Pleasant Street S.E.
 Minneapolis, MN 55455 (telephone 625-3333)

Through June 12 (Monday through Thursday) 8 a.m.-8 p.m.
 Fridays 8 a.m.-4:30 p.m.
May 25 (Holiday) All offices closed
June 15-Aug. 14 (Monday through Thursday): 8 a.m.-6:30 p.m.
 Fridays 8 a.m.-4:30 p.m.
July 3 (Holiday) All offices closed
Aug. 17-Aug. 28: (Monday through Thursday): 8 a.m.-8 p.m.
 Fridays 8 a.m.-4:30 p.m.

MacPhail Center Office (Downtown Minneapolis)

1128 LaSalle Avenue
 Minneapolis, MN 55403 (telephone 321-0100)

June 1-Aug. 28: (Monday through Friday) 8 a.m.-4:30 p.m.
May 25 (Holiday) All offices closed
July 3 (Holiday) All offices closed

UC Counseling and Academic Advising

(Minneapolis Campus)
 200 Wesbrook Hall (telephone 625-3333)
 E-mail: ceeadv@mail.cee.umn.edu

Monday through Friday 8 a.m.-4:30 p.m.
Evenings (Monday through Thursday) Call for an appointment

Offices are closed weekends.

Registration Options	
Day Classes Registration	<p>Self-registration</p> <p>In-person Registration Locations: 202 Fraser, Minneapolis campus 130 Coffey Hall, St. Paul campus</p> <p>Dual Registration (for admitted students only) 202 Fraser Hall 130 Coffey Hall 101 Wesbrook</p> <p>See <i>Class Schedule</i> or <i>Summer Session Bulletin</i> for registration dates and times</p> <p><i>Note:</i> Certain students need to register in their program office (e.g., MBA, Medical School, Law School, Dentistry, Veterinary Medicine).</p>
Payment	<p>All tuition and fees are billed through Student Accounts Receivable.</p>
University College Classes Registration	<p>Mail Registration</p> <p>Fax Registration</p> <p>In-person Registration Locations: 101 Wesbrook Hall, Minneapolis campus MacPhail, 1128 LaSalle Ave., downtown Minneapolis</p> <p>Dual Registration (for admitted students only) 101 Wesbrook 202 Fraser Hall 130 Coffey Hall</p> <p>See <i>University College Classes Bulletin</i> for dates and times of registration.</p> <p><i>Note:</i> Certain students need to register in their program office (e.g., MBT, Neighborhood Programs, ESL, PSEO).</p>
Payment	<p>Due at time of registration*</p> <p>Cash</p> <p>Check/money order</p> <p>Credit card (Visa, MasterCard, Discover)</p> <p><i>*Exception:</i> Students eligible for financial aid, students whose tuition and fees are being billed to an agency, and admitted students using dual registration will have their tuition billed through Student Accounts Receivable.</p>

Bookstores

Pick up books before class. Textbooks may be purchased before the first class at campus bookstores. Official course requirements are available at each of the University bookstores and via the World Wide Web in the University's Course Guide at <http://www.umn.edu/registrar/GUIDE.HTM>

Book refunds: If a course is canceled or if the student drops the class, books may be returned for a full refund through the first week of classes provided the student has a sales receipt for the books and has not written in them. (Last day is June 19 for the first 5-week term and June 26 for the 10-week term; July 29 for the second 5-week term.)

Resale of books: University bookstores will buy back books that will be used in courses in the fall. This sale is conducted throughout the summer.

Visit the Bookstores web site for complete information:
<http://www.bookstore.umn.edu>

Summer Hours First Week of Each Term:

June 15-19: 8:30 a.m. to 6 p.m.

July 23-27-29: 8:30 a.m. to 6 p.m.

July 24: 8:30 a.m. to 5 p.m.

Regular summer hours are 8:30 a.m. to 5 p.m., Monday-Friday.

University of Minnesota Bookstore—East Bank

Williamson Hall (telephone 625-6000)

This bookstore (231 Pillsbury Drive S.E.) sells books for courses in the College of Liberal Arts, Education, General College, and the Institute of Technology (except for those CLA departments listed below in the West Bank bookstore).

University of Minnesota Bookstore—West Bank

West Bank (telephone 625-3000)

Located next to Anderson Hall, the West Bank Bookstore sells books for courses in the School of Management, as well as for these College of Liberal Arts departments: history, political science, geography, sociology, Afro-American and African studies, theatre arts, studio arts, economics, public affairs, urban studies, music, music education; and for family social science courses taught on the West Bank campus.

Other Bookstores

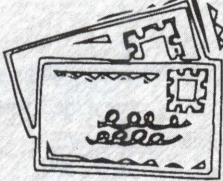
University of Minnesota Bookstore-St. Paul (624-9200), the St. Paul campus bookstore (enter through the student center), and University of Minnesota Bookstore-Health Sciences (625-8600) at 2-554 Unit A, are also open during the summer. Telephone them for their hours and supplies.

IT'S EASY TO

Register

B Y M A I L

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Mail registrations with payment by check, money order, or credit card or billing authorization to the address at right. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



University College
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Need More Information?
Up-to-date information about registration procedures and course availability also is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Course Numbering

All University courses carry course numbers of four-digit numerals. The first digit indicates the credit level of the course. See sample below:

0000C-0999C	Certificate course
0000-0999	Noncredit course
1000-1999	Degree credit course primarily for freshmen and sophomores
3000-3999	Degree credit course primarily for juniors and seniors. Also open to other students with at least C averages overall and in all prerequisite work
5000-5999	Degree credit course primarily for juniors, seniors, and graduate-level students
8000-8999	Degree credit course open only to students who have been admitted to the University of Minnesota Graduate School

To take a course beginning with the numeral 5 (indicating a degree credit course intended primarily for juniors, seniors, and graduate students) or beginning with the numeral 8 (indicating a course intended only for students admitted to the University of Minnesota Graduate School) for graduate credit, see Graduate Credit, page 77.

Symbols

–	A hyphen between numbers indicates a sequence course, the units of which must be taken in order, unless otherwise indicated.
★	Enrollment space limited. See instructions on registration in limited-enrollment sections on pages 4 and 5.
†	All courses listed before this symbol must be completed before credit may be received.
§	No credit is given if credit has been received for equivalent course listed after this symbol.
¶	Concurrent registration is allowed (or required) in courses listed after this symbol.
#	Consent of instructor.
(IDL)	Course also available through University College Distance Learning
⊙	A joint Day/University College class
△	Consent of unit offering course is required.
cr	Credit
CEU	Continuing Education Unit (10 contact hours of noncredit learning); see page 79.
Qtr	Quarter
Spec	Special Term
S-N	Satisfactory/No credit grading system. See page 73.
A-F	Letter grading system. See page 73.
Prereq	Prerequisite. See page 73.
Lect	Lecture
Rec	Recitation
Sec	Section

CREDIT COURSE Offerings



- ➔ Noncredit courses are listed beginning on page 51.
- ➔ See Buildings and Maps, pages 95-99.
- ➔ Course Numbering, page 10.

Accounting (Acct)

(645 Management/Economics: 624-6506)
Carlson School of Management

Textbooks for most Acct courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Summer Accounting courses are offered for seven and one-half weeks (including the final exam), although for registration purposes the 10-week term designator is used below and on the registration form. Monday/Wednesday courses begin on Wed., June 17 and end with a final exam on Wed., Aug. 5. Tuesday/Thursday courses begin on Tues., June 16, and end with a final exam on Tues., Aug. 4.



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-2500 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

If for any reason you are having difficulty with registration for University College courses offered by the Accounting department, please call Nick Biondich at (612) 624-7055 for assistance.

Acct 1050 INTRODUCTION TO FINANCIAL REPORTING.

5 credits tuition* (includes \$16 special fee): Resident \$461; Non-resident \$1328.75. (IDL)

Basic concepts of measurement and valuation that underlie development of financial reports for external users. Financial statement preparation, analysis of alternative valuation approaches, interpretation of financial statement information. Must be taken A-F. (Prereq 40 cr completed. Limited to 45)

Ten wk, ★Sec 50, MW, 6-9,
CarlSMgmt L118

Ten wk, ★Sec 51, TTh, 6-9,
CarlSMgmt 1132

Acct 3001 INTRODUCTION TO MANAGEMENT ACCOUNTING.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. (IDL) Management accounting as the main information collection and analysis technology in an organization. Analysis of cost-volume-profit relationships, budgeting and analysis of variances from budgeted performance, issues relating to decentralized organizational design, activity-based costing. Must be taken A-F. (Prereq 1050 and at least 90 credits completed or in progress. Limited to 30) Ten wk, ★Sec 50, TTh, 6-8:30, CarlSMgmt L136

Acct 3101 INTERMEDIATE FINANCIAL REPORTING.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. Relationships between economic events and their representation in financial statements aimed at external users. Income determination, revenue recognition, asset valuation, capitalization of corporations, cash flow statements. Must be taken A-F. (Prereq 1050 and at least 90 credits completed or in progress. Limited to 25)

Ten wk, ★Sec 50, MW, 6-8:30,
CarlSMgmt 1132

 UNIVERSITY COLLEGE
CONTINUING AND DISTANCE EDUCATION

Course Descriptions

Acct 5102 ADVANCED REPORTING I.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196; Resident Graduate credit \$539; Non-resident Graduate credit \$1062; Resident Graduate School credit \$960; Non-resident Graduate School credit \$1904.

Valuation problems in financial reporting with emphasis on liabilities. Leases, deferred taxes, pensions, other post-retirement benefits, debt restructuring, earnings per share.

Must be taken A-F. (Prereq 3101 or 5101. At least 90 credits completed or in progress. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Ten wk, ★Sec 50, MW, 6-8:30, CarlSMgmt 1113

Acct 5125 AUDITING PRINCIPLES AND PROCEDURES.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196; Resident Graduate credit \$539; Non-resident Graduate credit \$1062; Resident Graduate School credit \$960; Non-resident Graduate School credit \$1904.

Auditing financial information systems. Independent audits and internal auditing. Ethics. Legal responsibilities. **Must be taken A-F.** (Prereq 3101 or 5101, and at least 90 cr completed or in progress. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Ten wk, ★Sec 50, TTh, 5:30-8, CarlSMgmt 1113

Acct 5135 INCOME TAX ACCOUNTING.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196; Resident Graduate credit \$539; Non-resident Graduate credit \$1062; Resident Graduate School credit \$960; Non-resident Graduate School credit \$1904.

Principles of federal income taxation of various taxpaying entities. **Must be taken A-F.** (Prereq 1050 and at least 90 cr completed or in progress. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Ten wk, ★Sec 50, TTh, 5:30-8, CarlSMgmt 1136

Acct 5180 ADVANCED FINANCIAL REPORTING II.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196; Resident Graduate credit \$539; Non-resident Graduate credit \$1062; Resident Graduate School credit \$960; Non-resident Graduate School credit \$1904.

Partnerships, business combinations, consolidated financial statements, foreign currency transactions and translations, and reporting issues in governmental accounting. **Must be taken A-F.** (Prereq 3102 or 5102. At least 90 credits completed or in progress. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Ten wk, ★Sec 50, MW, 5:30-8, CarlSMgmt L126

Acct 5271 ACCOUNTING SYSTEMS.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196; Resident Graduate credit \$539; Non-resident Graduate credit \$1062; Resident Graduate School credit \$960; Non-resident Graduate School credit \$1904.

Applications of electronic data processing systems in accounting, including modeling, financial planning, auditing, and data security. Analysis and design of accounting information systems. **Must be taken A-F.** (Prereq 5102, 3201. At least 90 credits completed or in progress. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Ten wk, ★Sec 50, TTh, 5:30-8, CarlSMgmt L122

Afro-American & African Studies (Afro)

(808 Social Science Tower: 624-9847)
College of Liberal Arts

Textbooks for most Afro courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Teirab AshShareef, Assistant Professor
Rose Brewer, Associate Professor
Arlindo G. Chilundo, Lecturer
Victoria Coifman, Assistant Professor
Keith Ellison, Teaching Specialist
Caesar Farah, Professor
Gayle Foreman, Lecturer
Aggrey J. Otieno, Teaching Specialist
Charles A. Pike, Assistant Professor

(See also CSch 0116 Journey Up the Nile: Art and Archaeology of Ancient Nubia in the Compleat Scholar noncredit section of this bulletin)

Afro 3654 AFRICAN CINEMA.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Films by African filmmakers. Aesthetic, theoretical, and sociopolitical issues will be explored through class screenings and critical readings. Emphasis on films from sub-Saharan Africa. (No prereq. Limited to 20)

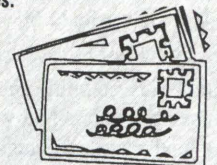
First 5 wk, ★Sec 50, TTh, 4:40-7:30, BlegH 130, Pike

IT'S EASY TO

Register

B Y M A I L

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Mail registrations with payment by check, money order, or credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



University College
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

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

Afro 3910 TOPICS IN AFRO-AMERICAN/AFRICAN STUDIES: THE AFRICAN-AMERICAN CHILD: A Comprehensive Approach.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Designed for those who are involved in or plan to be involved in the important task of helping African-American children develop emotionally healthy and psychologically secure in a culturally diverse society. The course will focus on the specific research conducted by African-American psychologists and child development specialists through lectures, films, guest speakers, and readings. (*No prereq. Meets concurrently with 5910*)

First 5 wk, Sec 50, TTh, 6:20-8:50, BlegH 210, Foreman

Afro 3910 AFRO-AMERICANS AND THE LAW.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

A critical/theoretical look at the law and its affects on African Americans in the United States. (*No prereq. Limited to 30*)

Second 5 wk, ★Sec 51, T, 6:20-8:50, BlegH 210, Ellison

Afro 5910 TOPICS IN AFRO-AMERICAN/AFRICAN STUDIES: THE AFRICAN-AMERICAN CHILD: A Comprehensive Approach.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

See course description for Afro 3910. (*No prereq. Meets concurrently with 3910. Qualified students may register for graduate credit at the University of Minnesota*)

First 5 wk, Sec 50, TTh, 6:20-8:50, BlegH 210, Foreman

American Indian Studies (AmIn)

(102 Scott Hall: 624-1338)
College of Liberal Arts

Textbooks for most AmIn courses are available at University of Minnesota Bookstore—East Bank (625-6000)

Patricia Amo, Lecturer
Dan Eagle Boy Rowe, Lecturer

AmIn 1771 INTRODUCTION TO AMERICAN INDIAN STUDIES.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Content, methods, and objectives of American Indian studies. Images of the American Indian, persistence and change in American Indian communities, linguistics and literature, and tribal ethnohistories. (*No prereq. Limited to 35*)

Second 5 wk, ★Sec 50, MW, 6-8:30, ScottH 4, Eagle Boy Rowe

AmIn 3116 AMERICAN INDIAN LITERATURE.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Comparative studies of oral traditions and modern tribal literature. (*No prereq. Limited to 35*)

First 5 wk, ★Sec 50, TTh, 6-8:30, ScottH 4, Amo

Read about the **American Indian Lives, Lands, and Cultures Study Tours Program** on page 63 of this catalog.

American Studies (AmSt)

(104 Scott Hall: 624-4190)
College of Liberal Arts

Textbooks for most AmSt courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

AmSt 1001 AMERICAN CULTURES.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Interdisciplinary study of selected class, gender, public policy, and social issues by comparing the cultures and artistic expression of

at least three of the following groups: European American, African American, American Indian, Chicano/Latino, and Asian American. To mid-19th century. (*No prereq*)
Second 5 wk, Sec 50, MW, 6-8:30, BlegH 135

(See also CSch 0318 Gangsters in American Culture in the Compleat Scholar section of this bulletin)

AmSt 1003 AMERICAN CULTURES III: 1920S TO THE PRESENT.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Interdisciplinary study of selected class, gender, public policy, and social issues by comparing the cultures and artistic expression of at least three of the following groups: European American, African American, American Indian, Chicano/Latino, and Asian American. Meets CLE Cultural Pluralism requirement. (*No prereq*)

First 5 wk, Sec 50, MW, 6-8:30, BlegH 215

AmSt 3113 AMERICAN CULTURAL DIVERSITY.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

The cultural expression, values, and lifestyles of America's many peoples, including minority and majority cultures. Meets CLE Cultural Pluralism and Social Sciences requirements. (*No prereq. Limited to 60*)
Second 5 wk, ★Sec 50, TTh, 6-8:30, BlegH 110

Ancient Near Eastern (ANE)

(330 Folwell Hall: 625-5353)
College of Liberal Arts
(Classical & Near Eastern Studies)

Textbooks for most ANE courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)
Jonathan Paradise, Associate Professor



Course Descriptions

ANE 1001 THE BIBLE: NARRATIVE TEXTS.

4 credits, §3001, §RelS3201, tuition*:
Resident \$356; Non-resident \$1050.20.

Survey covers the majority of the narratives in the Hebrew Bible. Through lecture and discussion we will discover the literary techniques that form the art of the biblical narrative as well as the major ideas the biblical writers were concerned with. No knowledge of Hebrew is required. (*No prereq. Meets concurrently with 3001, RelS 3201*)

First 5 wk, Sec 50, MW, 6:20-8:50, FolH 50, Paradise

ANE 3001 THE BIBLE: NARRATIVE TEXTS.

4 credits, §1001, §RelS3201, tuition*:
Resident \$391; Non-resident \$1153.44.

See course description for ANE 1001. (*No prereq. Meets concurrently with 1001, RelS 3201*)

First 5 wk, Sec 50, MW, 6:20-8:50, FolH 50, Paradise

Anthropology (Anth)

(215 Ford Hall: 625-3400)
College of Liberal Arts

Textbooks for most Anth courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Anth 1101 HUMAN EVOLUTION.

5 credits, §1001, tuition*: Resident \$445;
Non-resident \$1312.75. (IDL)

Biological and evolutionary principles including Natural Selection, basic genetics and inheritance, behavioral biology and contemporary anatomy of living primates. Will apply these principles to the fossil record to reconstruct the main events in human evolution. (*No prereq. Limited to 25*)

Second 5 wk, ★Sec 50, TTh, 6-9:20,
FordH 50

Anth 1102 UNDERSTANDING CULTURES.

5 credits, §1002, tuition*: Resident \$445;
Non-resident \$1312.75. (IDL)

Varieties and range of human behavior as revealed through comparative study of cultures in all parts of the world. (*No prereq*)
First 5 wk, Sec 50, MW, 6-9:20, FordH 50

Applied Business (ABus)

See Business, Applied

Architecture (Arch)

(110 Architecture: 624-7866)

College of Architecture and Landscape
Architecture

Textbooks for most Arch courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Peter Carlsen, Lecturer

Jim Dozier, Lecturer

Dennis Grebner, Professor

Arnold Lucke, Lecturer

(See also the Compleat Scholar noncredit section of this bulletin)

Noncredit Workshops

Arch 0013 EXPLORING ARCHITECTURE: A CAREER DISCOVERY WORKSHOP.

No credit, tuition*: \$267.

Intended for those who are interested in exploring architecture as a possible career path. The course is organized as a seminar workshop. Instruction will be an interactive hands-on series of experiences, within a variety of areas of vital interest to the discipline of architecture, including history, theory, skills, and practices. **Must be taken S-N.** (*No prereq*)

First 5 wk, Sec 50, TTh, 6:30-9:30, Arch 40, Carlsen

Arch 0014 CONSTRUCTION PROCESS: A JOB SITE VISITATION SEMINAR.

No credit, tuition*: \$178.

Intended for architectural professionals interested in acquiring a first-hand knowledge of the construction process and the what and how of the trades role in that process. There will be 10 meetings (4 hours each) during which scheduled and coordinated visits will be made to various construction sites to observe and discuss all of the major phases, processes, and techniques from beginning to end. Offered in cooperation with the Minnesota Society, American Institute of Architects, and Associated General Contractors. **Must be taken S-N.** (*No prereq. Limited to 30*)

Spec Term ★Sec 50, W, 8 a.m.-12, July 2-Sept. 3, PeikH 335, Lucke. *No late fee through June 27.*

Credit Courses

Arch 1301 INTRODUCTION TO ARCHITECTURAL DRAWING.

4 credits, §1010, §1041, §LA 1301, tuition* (includes \$30 course fee): Resident \$386; Non-resident \$1080.20.

A beginning drawing course that emphasizes visualization and drawing of form and space in the physical environment. Exploration of basic elements of form using design drawing systems and conventions. Development of skills in visual literacy and expression through drawing. **Must be taken A-F.** Prerequisite for the major. (*No prereq. Limited to 32*)

Second 5 wk, ★Sec 50, TTh, 6-9, Arch 20

Arch 3311 DRAWING FOR DESIGN.

4 credits, §LA 3311, tuition* (includes \$30 course fee): Resident \$430; Non-resident \$1210.

Explores drawing processes as modes of perception, cognition, and reflection. Representational aspects of drawing systems and conventions, develops understanding of space, light, and order. **Must be taken A-F.** Required for the major. (*Prereq Arch or BED major, Arch 1301 or LA 1301 or #. Limited to 25*)

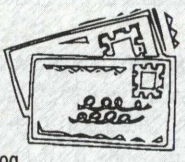
First 5 wk, ★Sec 50, MW, 6-9, Arch 20, Grebner

IT'S EASY TO

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Up-to-date information about registration procedures and course availability is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Arch 5351 AUTO CAD I.

4 credits, tuition* (includes \$50 course fee): Resident \$450; Non-resident \$1230.

Basic concepts, tools, and techniques of computer-aided drawing. Introduction to AutoCAD Current Release. Each class session includes brief demonstration and discussion followed by individual hands-on training. Students complete a drawing project of intermediate complexity. No prior computing experience is necessary. *(No prereq. May not be taken for graduate credit at the University of Minnesota. Limited to 12)*

First 5 wk, ★Sec 50, TTh, 6-9:10, Arch 140, Arch Computer Lab, Dozier

First 5 wk, ★Sec 51, MW, 6-9:10, Arch 140, Arch Computer Lab

Arch 5352 AUTO CAD II.

4 credits, tuition* (includes \$50 course fee): Resident \$450; Non-resident \$1230.

Intermediate and advanced computer-aided drawing using AutoCAD Current Release. Strategies and techniques for producing dimensioned and annotated drawings suitable for plotting, and an introduction to three-dimensional drawing capabilities. Use of dimension variables, attributes, blocks, symbols, and the creation of customized menus. Each class session includes brief demonstration and discussion followed by individual hands-on training in drawing examples of architectural construction documents. *(Prereq AutoCAD I or previous experience with AutoCAD. May not be taken for graduate credit at the University of Minnesota. Limited to 12)*

Second 5 wk, ★Sec 50, TTh, 6-9:10, Arch 140, Arch Computer Lab, Dozier

Arch 5970 DIRECTED STUDY. Credits arranged. Each credit: Resident \$100; Non-resident \$295; Resident Graduate credit \$236; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$229.50; Non-resident Graduate School credit \$472.

Independent study in Architecture. Subject matter arranged. Areas of study useful to individual program objectives not available in regular course offerings. For complete information, contact Prof. Garth Rockcastle, 110 Architecture, University of Minnesota, Minneapolis, MN 55455. Telephone 624-9550. *(Prereq written #. Qualified students may register for graduate credit at the University of Minnesota)*

Art (ArtS)

(208 Art Building: 625-8096)
College of Liberal Arts

Textbooks for most ArtS courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Curtis Hoard, Professor
Tom Lane, Associate Professor

For information about the Split Rock Arts Program, see page 17.

(See also *Art and Architecture* in the Compleat Scholar noncredit section of this bulletin)

RESTRICTIONS IN ART CLASSES

1. Registration in any art class after the first class meeting must be accompanied by the instructor's written permission.
2. Students who do not attend the first class session may lose their place in the course (at the instructor's discretion). A student who cannot attend the first class should call the instructor in advance or call 625-8096 to make arrangements to hold a place in class. A student who does not make these arrangements and has to cancel the course must obtain a written verification of non-attendance (from the instructor) to be given a 100% tuition refund. Student must turn in this verification at 101 Wesbrook Hall by the end of the second week of the term.
3. Students must be on time for the first class meeting. If a student is more than 15 minutes late, the instructor can assign his or her place in the course to another student, and the student must cancel the class to receive a refund (see instructions in paragraph above).
4. Because University College funds its own classes, and since the subject matter of studio courses requires that enrollments be limited to small numbers of students, it has become necessary for University College Classes to add a \$10 special fee to most classes in order for the classes to be held.

Some studio courses require additional fees which cover part of the cost of expendable materials, models, breakage, and special facilities. Use of a locker for the quarter is included in the course fee for sculpture and ceramics classes. Some courses may also require the purchase of special tools or supplies not included in the tuition of course fees printed below with each offering.

5. Students who wish to audit ArtS courses must have permission of the instructor and pay the full tuition rate and fees.

6. Art courses require the student to spend a minimum of one hour per week in the studio for each hour spent in class. In addition, ArtS 1xxx and 3xxx classes require 2 hours of lab per week.

ArtS 1101 BASIC DRAWING.

4 credits, tuition* (includes \$10 special fee and \$20 course fee): Resident \$386; Non-resident \$1080.20.

An introduction to basic drawing methods; exploration of contemporary and traditional methods, various drawing media, work from nature and still life. *(No prereq. Limited to 20)*

First 5 wk, ★Sec 50, TTh, 6-10; Lab TTh, 5-6, ArtB 141

Second 5 wk, ★Sec 51, TTh, 6-10; Lab TTh, 5-6, ArtB 141

ArtS 1102 DRAWING.

4 credits, tuition* (includes \$10 special fee and \$20 course fee): Resident \$386; Non-resident \$1080.20.

Work from life and nature. Introduction to color and pictorial structure. *(Prereq 1101. See Restrictions, page 15. Limited to 20)*

Second 5 wk, ★Sec 50, MW, 6-10; Lab MW, 5-6, ArtB 150

(See also the Compleat Scholar noncredit section of this bulletin)

ArtS 1301 BASIC SCULPTURE.

4 credits, tuition* (includes \$10 special fee and \$65 course fee): Resident \$431; Non-resident \$1125.20.

Beginning course in metal construction; intensive study of structure with emphasis on form and space. *(No prereq. See Restrictions, page 15. Limited to 20)*

First 5 wk, ★Sec 50, MW, 6-10; Lab MW, 5-6, ArtB 65

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

Course Descriptions

ArtS 1401 INTRODUCTION TO STUDIO ART.

4 credits, tuition* (includes \$10 special fee and \$15 course fee): Resident \$381; Non-resident \$1075.20.

This lecture course introduces the student to the concerns, media, and environment of the practicing artist, and to the concepts of visual art making in its contemporary and historical context. Slide lectures, field trips, and discussions provide a broad aesthetic foundation for entering beginning ArtS courses, and a thorough understanding of the creative process, visual expression, and aesthetic criteria. (No prereq. Limited to 75)

First 5 wk, ★Sec 50, TTh, 5-9, BlegH 10

ArtS 1602 ELECTRONIC ART.

4 credits, tuition* (includes \$10 special fee and \$40 course fee): Resident \$406; Non-resident \$1100.20.

Hands-on introduction to the practice and conceptual basis of making art using computer technology. (No prereq. Limited to 19)

First 5 wk, ★Sec 50, MW, 6-10; Lab MW, 5-6, AndH 250

(See also digital imaging courses in the Compleat Scholar noncredit section of this bulletin)

ArtS 1701 INTRODUCTION TO PHOTO MEDIUM.

4 credits, tuition* (includes \$10 special fee and \$40 course fee): Resident \$406; Non-resident \$1100.20.

A course in black and white photography for beginners with little or no experience.

Lectures on contemporary and historical use of photography. The course will cover techniques in the use of the camera, film development and enlargements. Emphasis on the creative process. Student must have camera. Any 35mm camera is acceptable. If you wish to use a camera other than 35mm and are uncertain whether it will be acceptable, you may check with the Art Department, 625-9532. (No prereq. Limited to 20)

First 5 wk, ★Sec 50, MW, 6-10; Lab MW, 5-6, ArtB 120

First 5 wk, ★Sec 51, TTh, 6-10; Lab TTh, 5-6, ArtB 120

(See also photography courses in the Compleat Scholar noncredit section of this bulletin)

ArtS 1811 CERAMICS.

4 credits, tuition* (includes \$10 special fee and \$65 course fee): Resident \$431; Non-resident \$1125.20.

Introduction to handbuilding techniques in clay for individual creative expression. (No prereq. Limited to 20)

First 5 wk, ★Sec 50, MW, 6-10; Lab MW, 5-6, ArtB 10, Hoard

ArtS 1812 CERAMICS.

4 credits, tuition* (includes \$10 special fee and \$65 course fee): Resident \$431; Non-resident \$1125.20.

Introduction to wheel throwing techniques for individual creative expression. (No prereq. Limited to 20)

Second 5 wk, ★Sec 50, TTh, 6-10; Lab TTh, 5-6, ArtB 10, Lane

ArtS 3620 ELECTRONIC ART.

4 credits (maximum 12 cr), tuition* (includes \$10 special fee and \$40 course fee): Resident \$441; Non-resident \$1203.44.

Further exploration of digital and electronic media. Emphasis on building computer technologies into agents of individual expression. Discussion of contemporary issues and development of personal direction. (Prereq 1602. Limited to 19)

First 5 wk, ★Sec 50, TTh, 6-10; Lab TTh, 5-6, AndH 250

ArtS 3810 INTERMEDIATE CERAMICS.

4 credits (maximum 12 cr), tuition* (includes \$10 special fee and \$75 course fee): Resident \$476; Non-resident \$1238.44.

Advanced design problems with introduction to glaze and clay experimentation. Emphasis on personal expression. (Prereq 1401, 1811, 1812. Meets concurrently with 5810. Limited to a combined total of 20)

First 5 wk, ★Sec 50, TTh, 6-10; Lab TTh, 5-6, ArtB 10, Hoard

ArtS 5810 CERAMICS.

4 credits (maximum 16 cr), tuition* (includes \$10 special fee and \$85 course fee): Resident \$486; Non-resident \$1248.44; Resident Graduate credit \$1039; Non-resident Graduate credit \$1141; Resident Graduate School credit \$1059; Non-resident Graduate School credit \$1983.

Aesthetic awareness and development; techniques and materials. (Prereq 12 cr of 3810. See Restrictions, page 15. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3810. Limited to a combined total of 20)

First 5 wk, ★Sec 50, TTh, 6-10, ArtB 10, Hoard

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- Mail registrations with payment by check, money order, or credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



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SPLIT ROCK arts program

summer workshops
in Minnesota

Over forty week-long summer intensive workshops in creative writing, visual arts, fine crafts, and creativity development. Held at the University's Duluth campus on the hilltops overlooking Lake Superior and retreat-style workshops at the Cloquet Forestry Center. Work with nationally renowned artists and writers to enhance your creative potential; write poetry, fiction, or nonfiction work; design quilts; create visual diaries; draw and paint; create contemporary bead and fabric art; write children's books; learn the art of bookmaking; work with outstanding ethnic artists; and more.

Split Rock is a place of true recreation—refreshment and renewal through experiencing an art form intensively.

Workshops begin each Sunday for five weeks from July 12 through August 15, 1998. On-campus housing and food services are available at reasonable cost. Graduate or undergraduate credit is available, or you may take any workshop for no credit or grade.

For complete information and your copy of the latest Split Rock Arts Program catalog, call (612) 624-6800; fax (612) 624-5891; write Split Rock Arts Program, 314 Nolte Center, 315 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455; or e-mail srap@mail.cee.umn.edu

Biology (Biol)

(223 Snyder Hall: 624-9717)

College of Biological Sciences

Textbooks for most Biol courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall for Minneapolis campus classes (625-6000); at University of Minnesota Bookstore—St. Paul (624-9200) for classes on that campus

Richard W. Peifer, Education Specialist

(See also Natural and Physical Sciences in the Compleat Scholar noncredit section of this bulletin)

Biol 1009 GENERAL BIOLOGY.

5 credits, tuition* (includes \$10 course fee): Resident \$455; Non-resident \$1322.75.

(IDL)

An introduction to the principles of biology. The cell, metabolism, heredity, reproduction, ecology and evolution. Lectures meet concurrently. Students must attend lectures on both Mondays and Tuesdays as well as laboratory sessions on both Mondays and Tuesdays. (*Prereq: for those majors that require a comprehensive survey of biology in a single quarter. High school chemistry strongly recommended. Pre-biology majors see Biol 1201-1202-1203; non-science majors see 1201. Limited to 24*)

Ten wk, ★Sec 50, Lect MT, 6-7:15, MoosT 2-650, Peifer; Lab MT, 7:30-9:15, KoltH S160

Ten wk, ★Sec 51, Lect MT, 6-7:15, MoosT 2-650, Peifer; Lab MT, 7:30-9:15, KoltH S167

Ten wk, ★Sec 52, Lect MT, 6-7:15, MoosT 2-650, Peifer; Lab MT, 7:30-9:15, KoltH S170

Business Administration (BA)

(290 Hubert H. Humphrey Center:

624-3313)

Carlson School of Management

Textbooks for most BA courses are available at University of Minnesota Bookstore—West Bank (625-3000)

BA 1550 BUSINESS STATISTICS: DATA SOURCES, PRESENTATION, AND ANALYSIS (formerly OMS 1020, Data Analysis and Statistical Inference for Managers).

4 credits, §MSci 1020, §OMS 1020, tuition* (includes \$16 special fee): Resident \$372; Non-resident \$1066.20.

Provides students with an understanding of and ability to apply exploratory data analysis, basic inferential procedures, statistical sampling and design, and regression and time series analysis. Primary objectives are to improve students' statistical thinking capabilities and to indicate how these abilities lead to improved decision making. (*Prereq MSci 1010 or IDSc 1010, Math 1111; Math 1131 recommended. Limited to 45*)

Ten wk, ★Sec 50, Lect W, 5:30-8:50, CarlSMgmt 1135

(See also Operations and Management Science)

Business, Applied (ABus)

(211 Nolte Center: 626-1348)

University College

Textbooks for most ABus courses are available at the community college bookstores for courses taught on those campuses. Textbooks for most ABus courses taught on the St. Paul campus are available at University of Minnesota Bookstore—St. Paul (624-9200).

University College offers the Bachelor of Applied Business degree in cooperation with local community colleges. See the Degrees and Certificates section of the 1997-98

University College Bulletin (page 508) for admission and curriculum requirements.

Interested students should discuss plans with an adviser in University College Counseling at (612) 625-2500.

Priority in assignment of space in class is given to students admitted to the B.A.B. degree program. Check with a UC adviser on applicability of credits in B.A.B. courses if you are working on another University of Minnesota degree.

Lori Abrams, Ph.D., Adjunct Professor, Management Consultant

Gerard Ford, M.B.A., Product Manager, West Publishing



Course Descriptions

John M. Hasselberg, J.D., M.B.A., Associate Professor of Management, College of St. Benedict

Donna McCarthy, M.A., Adjunct Professor, Managerial Communications, University of St. Thomas

Call 626-1348 for schedule information about the B.A.B. program and courses listed below.

ABus 3022 MANAGING ORGANIZATIONAL RELATIONSHIPS.

4 credits, tuition*: Resident \$400; Nonresident \$1180.

Complexities involved in managing organizational relationships. Topics include political dimensions of organization life and diagnosing how power is distributed and exercised in modern organizations. Cooperative relationships are examined and frameworks for analyzing motives for observed behavior are presented. Skills for managing upward, lateral, and downward relationships are provided, with an emphasis on recognizing potential ethical dilemmas. (No prereq. Limited to 25) Spec Term, ★Sec 50, T, 6:30-9:30, June 16-Aug. 18, NHCC, Abrams. No late fee through June 9.

ABus 3024 EFFECTIVE ORAL COMMUNICATION AND BUSINESS PRESENTATIONS.

2 credits, tuition*: Resident \$200; Nonresident \$590.

This intensive short course is designed to assist BAB students in building and developing their business presentation skills and oral communications effectiveness. A significant amount of time will be devoted to videotaping and supportive critique of actual presentations, grounded in audience analysis, technique selection, and handling both receptive and hostile audiences. (No prereq. Limited to 25)

First 5 wk, ★Sec 50, W, 6-9, BorH 365, McCarthy. No late fee through June 10.

ABus 3900 SPECIAL TOPICS: TOOLS FOR INTERNATIONAL TRADE.

1 credit, tuition*: Resident \$100; Nonresident \$295.

The globalization of our economy demands that we learn new ways of looking at the world. Emphasis will be placed on developing solid understanding of international forces and trends and identifying the ways in which businesses can systematically work within the context of ongoing international change. Comparisons between American businesses and those of other countries are inevitable. Strategic and operational activities, for example marketing and finance, must be adapted to function effectively in the international context. Specific tools to use in specific transactions are explained, as are ways to diagnose in what circumstances they are most appropriately applied. The goal of this course is to strike a balance between learning to appreciate the "big picture" of international economic changes and learning to use the tools with which to cope effectively with these changes. (Prereq departmental permission required for registration. Limited to 25)

Spec Term, ★Sec 50, June 12-21, Arr, Hasselberg. No late fee through June 5.

ABus 3103 MARKETING AND SALES.

4 credits, tuition*: Resident \$400; Nonresident \$1180.

Legal, behavioral, ethical, competitive, economic, and technological factors are examined as they affect product pricing, promotion, and marketing channel decisions. The personal selling function is presented as an integral part of the overall distribution system, with emphasis on sales force organization, selection, training, motivation, compensation, forecasting, budgeting, and control. (Prereq Intro to Marketing or Intro to Sales or #. Limited to 25)

Spec Term, ★Sec 50, M, 6-9:15, June 15-Aug. 17, IHCC, Ford. No late fee through June 8.

Business, Government, and Society (BGS)

(835 Management/Economics: 624-5232)
Carlson School of Management

Textbooks for most BGS courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Robert S. Goodman, Lecturer and Acting Coordinator

BGS 3004 INTERNATIONAL BUSINESS.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. (IDL)

World business with emphasis on the global economy, international concepts, global business structures, comparative cultures and environments, global business strategies, multi-national corporations and technology, personnel and operations in the host nations. Resource (including energy) questions in their global contexts: quantities, demands, distribution of resources. **May not be taken S-N.** (Prereq at least 90 cr completed or in progress. Limited to 45)

Second 5 wk, ★Sec 50, TTh, 5:30-8:30, BlegH 245, Goodman

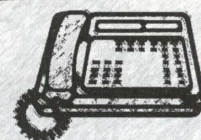
IT'S EASY TO

Register

B Y F A X

625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Business Law (BLaw)

(675 Management/Economics: 624-9358)

Carlson School of Management

Textbooks for most BLaw courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Donald G. Campbell, Lecturer

BLaw 3058 INTRODUCTION TO LAW, THE LAW OF CONTRACTS AND SALES CONTRACTS.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

Study of the origin of law, its place in and effect upon society; the history and development of law; the system of courts; and legal procedure. An extensive study of the law of contracts as the basic law affecting business transactions; and the law affecting the sales of goods contracts. **May not be taken S-N.** (Prereq at least 90 credits completed or in progress. Limited to 50)

First 5 wk, ★Sec 50, MW, 6-8:30, BlegH 415, Campbell

Second 5 wk, zzzzSec 51, MW, 6-8:30, BlegH 415, Campbell

Classics (Clas)

(330 Folwell Hall: 625-5353)

College of Liberal Arts

(Classical & Near Eastern Studies)

Textbooks for most Clas courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Clas 1001 AGE OF HOMER.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Study of Homer and his epics; Trojan War. Other early Greek epics and the archaic period of tyrants and lyric poets; rise of Greek philosophy. (No prereq)

First 5 wk, Sec 50, TTh, 6:20-8:50, FolH 50

Clas 1042 GREEK AND ROMAN MYTHOLOGY.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

The heroes, gods, and goddesses of ancient Greece and Rome. Stories of the myths and the stories behind the myths. (No prereq)

Second 5 wk, Sec 50, MW, 6:20-8:50, FolH 306

The Compleat Scholar

(See page 51)

Composition and Communication

See English Composition

Computer Science and Engineering (CSci)

(4-192 EE/CSci; 625-4002)

Institute of Technology

Textbooks for most CSci courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

For information about the Bachelor of Information Networking degree offered through University College in conjunction with North Hennepin Community College (NHCC), see the Degrees and Certificates section of the current 1997-98 University College Bulletin, page 524.

Students are encouraged to pick up the curriculum guide in the Computer Science office.

Institute of Technology Computer Fee

A computer fee of \$100 a quarter is charged to most students in the Institute of Technology (IT) and some students in other colleges. The fee will be assessed at registration to the following groups of students:

- All IT upper division, UNITE, and adult special students who are required to pay the student services fee;

- Upper division College of Liberal Arts students majoring in astronomy, chemistry, computer science, geology, mathematics, or physics who are required to pay the student services fee;
- All graduate students in IT graduate programs taking one or more courses who are required to pay the student services fee, except those who have completed 36 credits in graduate school exclusive of thesis credits. (These programs are aerospace engineering, astrophysics, biomedical engineering, chemical engineering, chemical physics, chemistry, civil engineering, computer and information sciences, control science and dynamical systems, electrical engineering, fluid mechanics, geological engineering, geology, geophysics, industrial engineering, materials science and engineering, mathematics, mechanical engineering, mechanics, mineral engineering, and physics), and
- Students (including those in other colleges) who are taking one or more courses that require use of the IT public labs. Most of these courses are indicated in the course sections of this bulletin.

IT undergraduate or graduate students who have not been required to pay the fee may sign up for a UNIX account in the computer lab. They will then be billed the \$100 fee through Student Accounts Receivable.

ATTENDANCE—Students absent from the first day of classes in any Computer Science course may lose their place in the course unless they have contacted their instructor prior to the first class meeting.

CSci 3101 AN INTRODUCTION TO COMPUTER APPLICATIONS FOR SCIENTISTS AND ENGINEERS.

4 credits, \$1100-1101, tuition*: Resident \$400; Non-resident \$1180. This course requires access to the IT Computer Lab. If you have not already paid the \$100 quarterly computer fee, please include the additional amount with your tuition.

Algorithm development and the principles of computer programming using the FORTRAN language, emphasizing numerical methods for science and engineering applications. Integral open laboratory. (Prereq 1 qtr calculus. Limited to 60)

First 5 wk, ★Sec 50, MW, 6-9, EE/CSci 3111

Course Descriptions

CSci 3113 INTRODUCTION TO PROGRAMMING IN C.

4 credits, \$1100-1101, tuition*: Resident \$400; Non-resident \$1180. This course requires access to the IT Computer Lab. If you have not already paid the \$100 quarterly computer fee, please include the additional amount with your tuition.

Students use the C language to write several programs that illustrate flow control, basic data types (array, record, pointer), and program structuring. Prepares students for more advanced courses in data structures and algorithms. (*Prereq precalculus or #, not for credit after taking 3121, 3321, or 5113. Limited to 60*)

First 5 wk, ★Sec 50, TTh, 6-9, EE/CSci 3111

Second 5 wk, ★Sec 51, MW, 6-9, EE/CSci 3111

Cultural Studies and Comparative Literature (CSCL)

(350 Folwell Hall: 624-8099)
College of Liberal Arts

Textbooks for most CSCL courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Chris Bezat, Lecturer
Laura Czarnecki, Lecturer
Michelle Lekas, Lecturer

CSCL 3910 TOPICS: THE SOUND OF FILM MUSIC.

4 credits, tuition* (includes \$15 course fee): Resident \$406; Non-resident \$1168.44.

The relation between music and image in selected films (Welles, Hitchcock, Fellini, Greenaway, Kubrick, Godard, Altman, Scorsese, Campion, Potter, Jarmusch, Tarentino, Linklater). Tension between musical sound and image. Expressive power of music. Examine how music works to initiate mood, violence, tension, and resolving tension. (*No prereq*)

First 5 wk, ★Sec 50, MW, 6-8:30, FolH 138, Bezat

CSCL 3910 TOPICS: THE GENRE OF HORROR FILM.

4 credits, tuition* (includes \$15 course fee): Resident \$406; Non-resident \$1168.44.

Culture and its link to fears and fascinations on the screen. A focus on horror which demonstrates how film accentuates the modern relationship between viewing and experiencing fear. Horror film as a social critique. Cultural fears that horror films depend on for effect. (*No prereq*)

First 5 wk, ★Sec 51, TTh, 6-8:30, FolH 208, Czarnecki

CSCL 3910 TOPICS: BLACK AMERICAN CINEMA.

4 credits, tuition* (includes \$15 course fee): Resident \$406; Non-resident \$1168.44.

An examination of materials that trace the history, significance, and politics of black films in the United States from the 1920s to the present. Students will read Manthia Diawara's *Black American Cinema* and see films from Oscar Michaux, Spencer Williams, William Greaves, Carl Franklin, Spike Lee, and Julie Dash. (*No prereq*)
Second 5 wk, ★Sec 52, TTh, 6-8:30, FolH 326, Lekas

Dance (Dnce)

(106 Norris Hall: 624-5060)

Department of Theatre Arts and Dance
College of Liberal Arts

Textbooks for most Dnce courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Paul Abdella, Teaching Specialist
Djola Branner, Teaching Specialist
Joe Chvala, Teaching Specialist
Margie Fagnoli, Teaching Specialist
Karla Grotting, Teaching Specialist
Mary Harding, Teaching Specialist
Heidi Hauser Jasmin, Teaching Specialist
Laurel Regan, Teaching Specialist

It is assumed that the health of adults registering for classes will be equal to the demands of the activities in which they are to participate. Students are required to sign a "health waiver" form on the first day of class.

Dance (Dnce) courses (numbered through 1499) may be taken S-N.

NOTE: Students with questions about Dnce courses should call Zoe Sealy, University College Classes Dance Coordinator, at 626-7210.

Course sections in the Department of Dance will be offered only if there is sufficient enrollment. Early registration for all courses is strongly encouraged.

Dnce 1011 INTRODUCTION TO MODERN I.

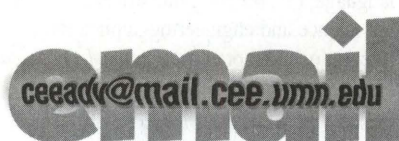
1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Introduction to fundamentals of modern dance technique. (*No prereq. Limited to 20*)
First 5 wk, ★Sec 50, TTh, 5-7, NorrisH 67, Jasmin

Dnce 1014 INTRODUCTION TO BALLET I.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Introduction to the fundamentals of classical ballet techniques including barre and center work. (*No prereq. Limited to 20*)
First 5 wk, ★Sec 50, MW, 5-7, NorrisH 67, Harding



Dnce 1015 INTRODUCTION TO BALLET II.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Fundamentals of classical ballet including barre, center work, and combinations.

(Prereq 1014. Limited to 20)

Second 5 wk, ★Sec 50, MW, 5-7, NorrisH 67, Harding

Dnce 1036 WORLD DANCE TECHNIQUES—AFRO-CARIBBEAN DANCE.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Afro-Caribbean dance based on Dunham technique, a fusion of African, ballet, and modern dance forms. Fundamental elements of Afro-Caribbean dance through warm-up and across-the-floor combinations of movement. (No prereq. Limited to 30)

Second 5 wk, ★Sec 50, MW, 5-7, NorrisH 153, Branner

Dnce 1077 BEGINNING TAP I.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

The basics of tap: learning fundamental terms, basic rudiments and rhythm structures. (No prereq. Limited to 18)

First 5 wk, ★Sec 50, MTWTh, 5-6, PeikG 65, Chvala

Dnce 1110 DANCE TOPICS: INTRODUCTION TO JAZZ.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Introduction to the fundamentals of jazz dance technique and style. (No prereq. Limited to 25)

First 5 wk, ★Sec 50, MTTh, 5-6:30, NorrisH 153, Grotting

Dnce 1110 DANCE TOPICS: YOGA.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

Yoga is an ancient Eastern movement tradition which integrates the body, breath, and mental focus through a series of specific movement postures. Regular practice of yoga can facilitate the release of tension and improve alignment and physical health. Yoga also helps to maintain a state of well being, clarity, and calm. (No prereq. Limited to 20)

First 5 wk, ★Sec 51, Th, 7-9, NorrisH 153, Regan

Dnce 1110 DANCE TOPICS: T'AI CHI CH'UAN.

1 credit, tuition* (includes \$30 special fee): Resident \$119; Non-resident \$292.55.

A slow-motion exercise which works out the complete muscular and nervous system as well as benefiting the internal organs. The gentle movements calm the mind and breath as well as unifying the body into one unit. This class will include some Daoist warm-up exercises, Ch'i-Kung breathing exercises, and an introduction to the formal T'ai Chi movements. (No prereq. Limited to 20)

Second 5 wk, ★Sec 52, TTh, 6:30-8, NorrisH 153, Abdella

Dnce 3330 TOPICS: INTRODUCTION TO BODY-MIND CENTERING®.

2 credits, tuition* (includes \$30 special fee): Resident \$225.50; Non-resident \$606.72.

Body-Mind Centering® is a process of transformation, awareness, and insight that gives us the tools to live within our skins and feel at home in our bodies. In this class the student will learn to identify, articulate, differentiate, and integrate the body's systems (skeletal, organ, fluids, endocrine, nerve, muscle, fat fascia, and skin) through the application of focused attention and movement exploration. This class also will introduce the student to the basic neurological patterns of our human movement process and the underlying principles of touch and repatterning. Required texts: Sensing, Feeling, and Action and The Anatomy Coloring Book. (No prereq. Limited to 18)

First 5 wks, ★Sec 50, M, 5:30-8:30, NorrisH 80, Fargnoli

Design, Housing, and Apparel (DHA)

(240 McNeal Hall: 624-9700)
College of Human Ecology

Textbooks for most DHA courses are available at University of Minnesota Bookstore—St. Paul (624-9200)

Brad Hokanson, University College Coordinator

“Jake” Jacobson, Teaching Assistant
Kim Johnson, Associate Professor
Susan Kistler, Teaching Specialist

DHA 1621 INTERMEDIATE DRAFTING.

4 credits, tuition* (includes \$10 course fee): Resident \$366; Non-resident \$1060.20.

Intermediate-level drafting instruction in paraline drawing, perspective drawing, and architectural dimensioning. (Prereq demonstrated proficiency in basic drafting techniques. Limited to 20)

Second 5 wk, ★sec 50, MTWTh, 3:30-6:30, McNH 475, StP Campus



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625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Course Descriptions

DHA 3327 PACKAGING DESIGN.

4 credits, \$3527, \$5327, tuition* (includes \$25 course fee): Resident \$416; Non-resident \$1178.44.

An introductory course in three-dimensional design that includes the conceptual and structural development of packaging prototypes with application of color and typography. (Prereq 1523, or 1323, 1525 or 1325, 1328 or 1528, Pre-DHA or DHA major, pass Dsgn Comm portfolio review or Δ. Meets concurrently with DHA 5327, Limited to 20)

Spec Term, ★Sec 50, TTh, 6-9:55, June 23-Aug. 6, McNH 144, StP Campus, Jacobson. No late fee through June 16

DHA 5170 SPECIAL TOPICS: STATISTICS FOR VISUAL LEARNERS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

The visual representation and analysis of quantitative data as both a tool for learning statistics as well as an art form itself. Students will explore the foundations of descriptive and inferential statistics through analyzing examples drawing from the arts to illustrate key concepts, interpreting and critiquing data graphics, performing computer-based simulations, creating data graphics that demonstrate an understanding of both the art and science of visually representing data. Upon completion of the course, students will be able to interpret statistical information presented both visually and numerically, perform basic statistical calculations by hand, and more advanced statistical analyses on the computer, and visually represent information as appropriate to a variety of audiences. The course meetings will each include a classroom component, a lab component, a data collection component, and a practice component. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

Spec Term, Sec 50, M, 9 a.m.-4, June 29-July 27, McNH 144 (PowerMac Lab 2), StP Campus, Hokanson, Kistler. No late fee through June 22

DHA 5170 SPECIAL TOPICS: COMPUTER APPLICATIONS IN RETAILING.

3 credits, tuition*: Resident \$293.25; Non-resident \$865.08; Resident Graduate credit \$392.25; Non-resident Graduate credit \$784.50; Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

An overview of programs used on personal computers for retail environments. Students will work with computer programs used in retail/business settings including: spreadsheets, file managing, data bases, inventory control systems (Retail Pro), and costing. Examples and assignments are oriented to applications in retailing. (Prereq 3241.

Qualified students may register for graduate credit at the University of Minnesota. A joint Day/University College class limited to 10 University College students)

Spec Term, ★Sec 51, MTWThF, 8:30-11:30 a.m., July 6-17, McNH 216, StP Campus, Johnson. No late fee through June 29

DHA 5327 ADVANCED PACKAGING AND DISPLAY SYSTEMS.

4 credits, \$3327, tuition* (includes \$25 course fee): Resident \$416; Non-resident \$1178.44.

Focus on design projects that include packaging, display of product and promotional design. (Prereq 3327. Meets concurrently with DHA 3327. May not be taken for graduate credit at the University of Minnesota)

Spec Term, ★Sec 50, TTh, 6-9:55, June 23-Aug. 6, McNH 144, StP Campus, Jacobson. No late fee through June 16

DHA 5384 COMPUTER GRAPHICS, INTERACTIVE MEDIA.

4 credits, tuition* (includes \$25 course fee): Resident \$416; Non-resident \$1178.44; Resident Graduate credit \$548; Non-resident Graduate credit \$1071; Resident Graduate School credit, \$969; Non-resident Graduate School credit \$1913.

Solutions to the design process involving interactive and multi-media and computer programs. Students use software to create interactive presentations using Macintosh computers. Software to be used involves hypermedia, scripting, video and sound editing, animation and digital output. During summer 1998, this course will concentrate on the creation of pages for the World Wide Web. Work will include HTML, scripting, home

pages, interactive/VR-based video, and navigation. Students should have a strong understanding of image manipulation programs such as PhotoShop and good basic Mac skills. Experience with programming, animation, and/or video is helpful. **Must be taken A-F.** (Prereq 5334 or Rhet 5581, or #. Qualified students may register for graduate credit at the University of Minnesota. Limited to 18)

Spec Term, ★Sec 50, MW, 6-9:55, June 22-Aug. 5, McNH 305 (PowerMac II Lab), StP Campus, Hokanson. No late fee through June 15

Read about this summer's **Split Rock Arts Program** on page 17 of this catalog.

Early Childhood Studies Program

(Department of University College Classes, 200 Wesbrook Hall: 625-1855)

Department of University College Classes courses related to Early Childhood Studies can be found in this catalog listed under Child Psychology and Family Social Science. For information regarding the Early Childhood field, contact UC Student Support Services at 625-2500 or the College of Education Student Affairs office at 625-6501. For Prekindergarten/Nursery School licensure, call Lynn Galle at 624-7009.



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

Economics (Econ)

(1035 Management/Economics: 625-6353)
College of Liberal Arts

Textbooks for most Econ courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Econ 1101 (formerly 1002)-1102 (formerly 1001) PRINCIPLES OF ECONOMICS.

4 credits each offering, if no credit received for any equivalent course, tuition* each offering: Resident \$356; Non-resident \$1050.20. (IDL)

Principles underlying economic activity and the way these principles work out through our economic institutions. **1101:** Micro-economics: demand and supply, competition and monopoly, distribution of income. **1102:** Macro-economics: national income, money and banking, economic growth. (*No prereq. Econ 1102 may not be taken prior to 1101, but the two may be taken the same evening or the same term in order for the student to progress more rapidly to other courses. Limited to 35*)

Ten wk, 1101, ★Sec 50, MW, 6-7:20, BlegH 260

Ten wk, 1101, ★Sec 51, MW, 7:30-8:50, BlegH 225

Ten wk, 1101, ★Sec 52, TTh, 6-7:20, BlegH 225

Ten wk, 1102, ★Sec 53, MW, 7:30-8:50, BlegH 260

Ten wk, 1102, ★Sec 54, TTh, 6-7:20, BlegH 205

Econ 3101 MICROECONOMIC THEORY.

4 credits, §3105 or BGS 3001, tuition*: Resident \$391; Non-resident \$1153.44.

Behavior of households, firms and industries under competitive and monopolistic conditions; factors influencing production, price and other decisions of the firm; applications of the theory. **Must be taken A-F.** (*Prereq 1101, 1102 or equivalent, 1 qtr calculus or #. Limited to 35*)

Ten wk, ★Sec 50, TTh, 6-7:20, BlegH 260

English Composition (EngC)

Writing, Rhetoric, Language
(225 Lind Hall: 625-2888)
College of Liberal Arts

(See also writing courses in English: Creative Writing, Rhetoric, and the Compleat Scholar)

Textbooks for most EngC courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Attendance—You must attend the first class meeting in order to keep your place in the class, unless you obtain approval from the instructor. To register in a course after the first day of class, consent of instructor is required.

Textbooks—Because different instructors require different texts, even for different sections of the same course, students should attend class before buying books for EngC courses.

EngC 1011 WRITING PRACTICE I.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Provides guided practice in solving writers' problems through recitation, in-class workshops, and individual conferences. Writing assignments focus on defining purpose, organizing and developing content, analyzing audiences, drafting the whole essay and its parts, and revising and editing so as to master the fundamentals of expository structure and style. (*No prereq. Limited to 25*)

The Writing Practice requirement is fulfilled by successful completion of EngC 1011, 1014 or 1015. Students whose work does not meet an acceptable standard in one of these classes will receive a continuation grade ("X"), and must take EngC 1027 to complete the requirement. EngC 1027 is taught every quarter during the academic year.

Ten wk, ★Sec 50, T, 6-8:50, KoltH S134

Ten wk, ★Sec 51, W, 6-8:50, KoltH S135

EngC 3014 WRITING IN THE SOCIAL SCIENCES.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Emphasizes writing as a way to communicate knowledge about individual and collective human behavior. Multidisciplinary perspectives on common social issues, description and analysis of quantitative data. Assignments may include the literature review, research proposal, case study, and theoretical argument. (*Prereq jr standing, the Writing Practice requirement or equivalent. Limited to 20*)

First 5 wk, ★Sec 50, MW, 6-8:30, LindH 303

First 5 wk, ★Sec 51, MW, 6-8:30, KoltH S136

Ten wk, ★Sec 52, T, 6-8:30, BlegH 105

Ten wk, ★Sec 53, T, 6-8:30, KoltH S135

EngC 3022 CRITICAL READING AND WRITING FOR MANAGEMENT.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Strategies and conventions for writing in management and related fields. Improvement of communication skills through the incorporation of narrative, descriptive, analytical and persuasive techniques into writing on current business topics, with an emphasis on critical reading, thinking, and writing. Strategies for communicating among varied audiences in business settings. This course is the first of two courses required by the Carlson School of Management. It does not fulfill the upper-division composition requirement as defined by the College of Liberal Arts. (*Prereq the Writing Practice requirement or equivalent. Limited to 20*)

First 5 wk, ★Sec 50, TTh, 6-8:30, BlegH 250

First 5 wk, ★Sec 51, TTh, 6-8:30, KoltH S136

Course Descriptions

EngC 3027 ADVANCED EXPOSITORY WRITING.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Designed for already competent writers, this course focuses on the production of polished writing within and beyond the university setting. Teaches effective argumentation through critical reading and awareness of context and audience. (*Prereq jr standing, the Writing Practice requirement or equivalent. Limited to 20*)

Ten wk, ★Sec 50, W, 6-8:30, BuH 123

Ten wk, ★Sec 51, W, 6-8:30, BuH 125

EngC 3031 TECHNICAL WRITING FOR ENGINEERS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Presenting technical information accurately and clearly with attention to the rhetorical and organizational contexts of the writing. Analysis of writing situations, style and form of technical reports, and collaborative written and spoken presentations. (*Prereq jr standing, the Writing Practice requirement or equivalent. Limited to 20*)

First 5 wk, ★Sec 50, TTh, 6-8:30, FolH 116

First 5 wk, ★Sec 51, TTh, 6-8:30, BuH 120

First 5 wk, ★Sec 52, TTh, 6-8:30, SmithH 121

Ten wk, ★Sec 53, T, 6-8:30, WullH 220

Ten wk, ★Sec 54, W, 6-8:30, ApH 103

EngC 3032 PREPROFESSIONAL WRITING FOR BUSINESS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Writing for the wide variety of situations and audiences found in business. Form and style of business writing in collaborative and individual assignments. Assignments and practical examples tied as much as possible to students' major fields. This is the second of two courses required by the Carlson School of Management. (*Prereq jr standing, the Writing Practice requirement or equivalent. Limited to 20*)

First 5 wk, ★Sec 50, MW, 6-8:30, BlegH 130

Ten wk, ★Sec 51, W, 6-8:30, BlegH 150

EngC 3033 WRITING FOR THE HEALTH SCIENCES.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Addresses the writing needs of students from the diverse fields of the Health Sciences. Primary emphasis on practicing and achieving verbal clarity in a variety of situations ranging from precise description of a clinical procedure to balanced discussion of ethical contexts. (Prereq completion of the Writing Practice requirement or equivalent. Limited to 20)

First 5 wk, ★Sec 50, TTh, 6-8:30, WullH 140

Ten wk, ★Sec 51, W, 6-8:30, WullH 220

English Language and Literature (EngL)

(207 Lind Hall: 625-3363)

College of Liberal Arts

Textbooks for most EngL courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Chester Anderson, Professor Emeritus
Christopher Anson, Professor
Michael Dennis Browne, Professor
Genevieve Escure, Professor
David Haley, Professor
David Luke, Assistant Professor
John Mowitz, Associate Professor
Charles Sugnet, Associate Professor
Joel Weinsheimer, Professor

(See other literature courses in the Compleat Scholar noncredit section of this catalog)

EngL 1005 INTRODUCTION TO LITERATURE.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Understanding and enjoying literature.

Readings of novels, short stories, poems, and plays. (*No prereq. Limited to 40*)

First 5 wk, ★Sec 50, TTh, 6-8:30,

MurH 308, Anderson

Second 5 wk, ★Sec 51, MW, 6-8:30,

MurH 308

EngL 1016 INTRODUCTION TO AMERICAN LITERATURE.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Critical discussion and writing about selected works of American literature. Typical authors: Poe, Hawthorne, Whitman, Dickinson, Twain, Frost, Fitzgerald, Hurston, and others. (*No prereq. Limited to 40*)

First 5 wk, ★Sec 50, MW, 6-8:30, MurH 311

EngL 1018 INTRODUCTION TO MODERN FICTION.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Critical discussion of and writing about selected modern novels and stories. Works are selected each quarter from authors such as Atwood, Drabble, Cather, Ellison, Hemingway, Joyce, Kingston, Lawrence, Morrison, Murdoch, Silko, Woolf, and others. (*No prereq. Limited to 40*)

Second 5 wk, ★Sec 50, TTh, 6-8:30,

AmundH 116, Weinsheimer

EngL 1591 LITERATURE OF AMERICAN MINORITIES.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Representative works by African American, American Indian, Asian American, and Chicano/Chicana writers. Relevant social factors. (*No prereq. Limited to 40*)

First 5 wk, ★Sec 50, MW, 6-8:30,

LindH 203

EngL 1595 INTRODUCTION TO "THIRD WORLD" LITERATURES IN ENGLISH.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Overview of work produced in English outside the United States and Britain. Works represent different cultures, but treat concerns from common (post-) colonial legacy: politics of language, psychology of colonization, implication of colonial education, culture as resistance to domination. Typical artists include novelists Chinua Achebe (Nigeria), Tsitsi Dangaremba (Zimbabwe), Fadia Faqir (Palestine), Salman Rushdie (India), filmmaker Kidlat Tahimik (Philippines), and "dub" poets Mutabaruka and Jena Binta Breeze (Jamaica). (*No prereq. Limited to 40*)

Second 5 wk, ★Sec 50, MW, 6-8:30,

FordH 120

EngL 3008 TECHNIQUES OF LITERARY STUDY.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Training and practice in the analysis of various literary forms, with a special emphasis on poetry. Use of argument, evidence, and documentation in literary papers; introduction to major developments in contemporary criticism. (No prereq. Limited to 30)

Second 5 wk, ★Sec 50, MW, 6-8:30, FolH 116, Mowitz

EngL 3111 SURVEY OF ENGLISH LITERATURE: CHAUCER TO MARVELL.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Historical survey of major figures, movements, and trends in English literature. Chaucer to Marvell, including Spenser, Shakespeare, and Donne. (No prereq. Limited to 40)

First 5 wk, ★Sec 50, TTh, 6-8:30, LindH 229, Haley

EngL 3242 SHAKESPEARE.

4 credits, \$3243, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Plays from the middle and late periods. Readings include King Lear, Macbeth, The Tempest, and two or three others. (No prereq. Limited to 40)

First 5 wk, ★Sec 50, TTh, 6-8:30, KoltH S137, Sugnet

EngL 3413 SURVEY OF AMERICAN LITERATURE: 1900-1945.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Historical survey of important writers, intellectual currents, movements, conventions, genres, and themes. Stephen Crane through World War II. Lecture course with wide reading; recitation section with discussion and writing. (No prereq. Limited to 40)

Second 5 wk, ★Sec 50, MW, 6-8:30, MurH 311

EngL 3851 THE ENGLISH LANGUAGE.

4 credits, \$5851, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

The English language: its structure (phonetics, phonology, morphology, syntax, semantics) and its use (pragmatics, dialect variation, and first language acquisition). (No prereq. Limited to 40)

First 5 wk, ★Sec 50, TTh, 6-8:30, CarlSMgmt 1122, Anson

EngL 3961 SENIOR PAPER.

1 credit, tuition*: Resident \$97.75; Non-resident \$288.36.

Required of English majors, usually taken in the senior year. Critical analysis or research or creative writing paper usually in conjunction with EngL 3960 or EngW 3960. **Must be taken S-N.** Students should call the English department at (612) 625-4592 with questions. (Prereq English major, sr, concurrent or previous registration in EngL 3960 or EngW 3960, written Δ)

First 5 wk, ★Sec 50, Arr
Second 5 wk, ★Sec 51, Arr

EngL 5152 19TH-CENTURY ENGLISH NOVEL.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Novels by such authors as Scott, Dickens, the Bröntes, Thackeray, Eliot, Hardy. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 40)

First 5 wk, ★Sec 50, TTh, 6-8:30, AmundH 116, Luke

EngL 5843 AMERICAN SOCIAL DIALECTS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Methods for and results of investigating social and class variation in American English; urban dialects. (No prereq. Limited to 40)

First 5 wk, ★Sec 50, TTh, 6-8:30, MurH 311, Escure

IT'S EASY TO

Register

IN PERSON

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Register in person at the following locations during in-person registration dates.

University College
101 Wesbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls



Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

English: Creative Writing Program (EngW)

(209 Lind Hall: 625-6366)
College of Liberal Arts

Textbooks for most EngW courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Michael Dennis Browne, Professor

(See also writing courses in English Composition and in the Compleat Scholar noncredit section of this catalog)

EngW 3103 INTERMEDIATE POETRY WRITING.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

A poetry workshop for students with some experience in writing poetry. Students spend a major part of the class time critiquing student poems on a succession of worksheets, and discuss a number of contemporary poems from the assigned anthology. Contact the Creative Writing Program for detailed course content. (*Prereq 1103 or equivalent or written (. Limited to 20)*)

First 5 wk, ★Sec 50, MW, 6-8:30,
LindH 320, Browne

Read about this summer's Split Rock Arts program on page 17 of this catalog.

English as a Second Language (ESL)

(101 Klaeber Court: 624-1503)
College of Liberal Arts

Textbooks for most ESL courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Placement and Testing Information

Students who wish to register for ESL courses must contact the Minnesota English Center (MEC) at 624-1503 for testing and placement information. Individuals are required to complete the English Placement Test (EPT) unless they have taken the Minnesota Battery (MNBatt), Michigan English Language Assessment Battery

(MELAB) or Test of English as a Foreign Language (TOEFL). Contact the MEC to sign up for an EPT or bring your score to 101 Klaeber Court for a score/placement form. *Attach your score/placement form to your registration form when you register for class.*

ESL 0327 DEVELOPING FLUENCY IN ENGLISH AS A SECOND LANGUAGE.

No credit, tuition* (includes \$5 course fee): \$450.

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. (*Prereq satisfactory score on MBatt or TOEFL and written permission. Limited to 15*)

Ten wk, ★Sec 50, TTh, 6:20-8:50, FolH 114

Family Social Science (FSoS)

(290 McNeal Hall: 625-1900)
College of Human Ecology

Textbooks for most FSoS courses are available at University of Minnesota Bookstore—St. Paul (624-9200)

FSoS 5230 INDEPENDENT STUDY IN FAMILY SOCIAL SCIENCE.

1-3 credits (maximum 16 cr), tuition* each credit: Resident \$97.75; Non-resident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Independent reading or research under faculty supervision. (*Prereq #. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20*)

First 5 wk, ★Sec 50, Arr

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

Alcohol and Drug Counseling Education Program

(388 McNeal Hall:
telephone (612) 625-3778)

Philip Colgan, Director, Alcohol and Drug Counseling Education Program
Constance Fabunmi, Instructor
William Goodman, Adjunct Associate Professor, Family Social Science
Pamela Harris, Teaching Specialist, Alcohol and Drug Counseling Education Program
Cynthia Meyer, Teaching Specialist
Jim Nelson, Teaching Specialist, Alcohol and Drug Counseling Education Program
Jim Robinson, Teaching Specialist, Alcohol and Drug Counseling Education Program

For information about the Alcohol and Drug Counseling Education Certificate, see the 1997-98 University College Classes Catalog, page 510 or on the Internet address <http://fsos.che.umn.edu/adcepl/>. To receive a formal application for the certificate program, write Alcohol and Drug Counseling Education Program, Family Social Science, University of Minnesota, 388 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108. Or call the program office, (612) 625-3778; FAX (612) 625-4227.

If you do not attend the entire first class session, your space in that class will be forfeited.

FSoS 3029 COUNSELING SKILLS PRACTICUM I.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Dyadic role-playing and group exercises in the area of basic counseling skills. Topics include assessment of counselor needs and motivations, non-verbal communication, accurate empathy, self-disclosure, and questioning. Use of video tape to aid students in feedback. **Certificate students must take this course A-F.** (*No prereq. Students interested in graduate credit should see 5029. Meets concurrently with 5029. Limited to a combined total of 20*)

Spec Term, ★Sec 50, W, 6-9:30, June 17-July 29, McNH 274, StP Campus and Sa, 9 a.m.-5, June 27, McNH 274, StP Campus

FSoS 3032 CHEMICAL ABUSE AND FAMILIES: AN OVERVIEW.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Introduction to marriage and family counseling with particular application to the families in which alcohol or drug abuse is a problem.

Certificate students must take this course A-F. (No prereq. Students interested in graduate credit should see 5032. Meets concurrently with 5032. Limited to a combined total of 40)

Spec Term, ★Sec 50, FSa, 9 a.m.-5, July 17, 18, 24, 25, McNH 274. No late fee through July 10

FSoS 3034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 credits, tuition* each credit: Resident \$97.75; Nonresident \$288.36.

Selected readings in alcohol and drug use and problems and evaluation of student's mastery of the assigned study. **Must be taken A-F.** Requests for permission to register must be made to the Alcohol and Drug Counseling Education Program, 388 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108, or call the program office, (612) 625-3778. (Prereq written #. Students interested in graduate credit should see 5034)

Ten wk, Sec 50, Arr, Colgan, Fabunmi, Goodman

FSoS 3035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

1-22 credits, tuition* each credit: Resident \$97.75; Nonresident \$288.36. (Plus additional \$35 special fee each placement)

Also required is a closed class permission slip, which is available by calling the program office at 625-3778. A six-month (880-hour) rotating clinical internship experience designed to strengthen the student's competencies and skills in several areas of the alcohol and drug abuse continuum of care. Admissions requests must be made to the Internship Coordinator of the Alcohol and Drug Counseling Education Program. **Must be taken S-N.** (Prereq 3026, 3027, 3028, 3029, 3030, 3032, 3037 and written #)

Ten wk, Sec 50, Arr

FSoS 3037 GROUP THERAPY: THEORY AND PRACTICE.

3 credits, tuition*: Resident \$293.25; Non-resident \$865.08.

Lecture, small-group experience, and role playing aimed at providing an introduction to group therapy concepts. Topics include stages of group development, stages of affective development, Hill Interaction Matrix, leadership roles and functions. **Certificate students must take this course A-F.** (No prereq. Students interested in graduate credit should see 5037. Meets concurrently with 5037. Limited to a combined total of 20)

Spec Term, ★Sec 50, ThFSa, 9 a.m.-5, June 18-20, McNH 274, StP Campus, Goodman. No late fee through June 11

FSoS 5008 ETHICS AND CLINICAL SUPERVISION GROUP.

1-2 credits, tuition* each credit: Resident \$97.75; Nonresident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Special topics, ethical issues, nonregular program or course in Family Social Science for pre-service or in-service helping professionals. **Must be taken S-N.** (Prereq 3035 or 5035. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 50, Arr

FSoS 5029 COUNSELING SKILLS PRACTICUM I.

4 credits, tuition* : Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

See course description and prerequisites for 3029. **Certificate students must take this course A-F.** (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3029. Limited to a combined total of 20)

Spec Term, ★Sec 50, W, 6-9:30, June 17-July 29, McNH 274, StP Campus and Sa, 9 a.m.-5, June 27, McNH 274, StP Campus

3

EASY WAYS TO

Register

BY MAIL, BY FAX, OR IN PERSON

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, cash (in person only), billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Submit your registration form with payment by mail, fax, or in person. See the registration dates on the inside front cover of this catalog.

1

MAIL registrations with payment by check, money order, credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.

University College, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455

2

FAX registrations to (612) 625-1511. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.

3

Register **IN PERSON** at the following locations during in-person registration dates.

University College
101 Wesbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cce.umn.edu/extc>

Course Descriptions

FSoS 5032 CHEMICAL ABUSE AND FAMILIES: AN OVERVIEW.

4 credits, tuition* : Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

See course description and prerequisites for 3032. **Certificate students must take this course A-F.** (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3032. Limited to a combined total of 40)

Spec Term, ★Sec 50, FSa, 9 a.m.-5, July 17, 18, 24, 25, McNH 274. No late fee through July 10

FSoS 5034 TOPICS IN ALCOHOL AND DRUG ABUSE.

1-5 credits, tuition* each credit: Resident \$97.75; Nonresident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

See course description and prerequisites for 3034. **Must be taken A-F.** Requests for permission to register must be made to the Alcohol and Drug Counseling Education Program, 388 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108, or call the program office, (612) 625-3778. (Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 50, Arr, Colgan, Fabunmi, Goodman

FSoS 5035 CLINICAL INTERNSHIP IN CHEMICAL ABUSE PROBLEMS.

1-22 credits, tuition* each credit: Resident \$97.75; Nonresident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472. (Plus additional \$35 special fee each placement)

See course description and prerequisites for 3035. **Must be taken S-N.** (Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 50, Arr

FSoS 5037 GROUP THERAPY: THEORY AND PRACTICE.

3 credits, tuition*: Resident \$293.25; Non-resident \$865.08; Resident Graduate credit \$392.25; Non-resident Graduate credit \$784.50; Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

See course description and prerequisites for 3037. **Certificate students must take this course A-F.** (Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3037. Limited to a combined total of 20)

Spec Term, ★Sec 50, ThFSa, 9 a.m.-5, June 18-20, McNH 274, StP Campus, Goodman. No late fee through June 11

Finance (BFin)

(735 Management/Economics: 624-2888)
Carlson School of Management

Textbooks for most BFin courses are available at University of Minnesota Bookstore—West Bank (625-3000)

BFin 3000 FINANCE FUNDAMENTALS.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. (IDL)

A survey of financial markets and a comprehensive introduction to the basics of finance including valuation theory and management decision-making with respect to sources and uses of funds. **May not be taken S-N.**

(Prereq Acct 1050 and at least 90 credits completed or in progress. Limited to 50)

First 5 wk, ★Sec 50, MW, 5:30-9, BlegH 425

French (Fren)

(260 Folwell Hall: 624-4308)
College of Liberal Arts

Textbooks for most Fren courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Reading French: Fren 0001 is specifically designed for individuals who desire only a reading knowledge of the language. The French language requirements for a graduate degree may also be satisfied by successfully passing an examination given at the end of the course. Graduate students should check with their advisers for specific language requirements in their field of study.

Fren 0001 READING FRENCH.

No credit, tuition*: \$356. (IDL)

This course is designed solely to impart a basic reading knowledge of the French language; full time is devoted to intensive reading and translation of a variety of texts. Since this approach deals only with the reading aspect of the language, there are no sessions for oral-aural drills and composition, and great skill can be acquired in a short time. At the end of one quarter the student is given an examination in French. Students successfully completing the course should obtain the Language Certification form from the Graduate School and present it to the department for signature. **Must be taken S-N.** (No prereq. Limited to 25)

First 5 wk, ★Sec 50, MTh, 6-8:30, FolH 334

Fren 1104 INTERMEDIATE FRENCH.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75.

Discussion of literary and cultural readings. Grammar review and development of writing skills. (Prereq 1103 or #. Limited to 25)

First 5 wk, ★Sec 50, MTh, 6-9:50, FolH 326

Fren 1105 INTERMEDIATE FRENCH.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75.

Cultural and literary readings, progressively less structured discussion leading to free expression of ideas through speaking and writing. (Prereq 1104 or #)

Second 5 wk, Sec 50, MTh, 6-9:50, FolH 334



General College (GC)

(109 Appleby Hall: 625-6663)

Textbooks for most GC courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Robert C. delMas, Lecturer
Peter Kahn, Assistant Professor
Laura Koch, Associate Professor
Sander Latts, Associate Professor
Douglas Robertson, Professor

Preparatory Mathematics Program

Choosing the first mathematics class in college is difficult but very important. Students want to minimize the number of preparatory mathematics classes that they must take while at the same time maximizing their opportunity for success. Experience indicates that students choose an inappropriate advanced class more often than they choose a more elementary class. Be careful in your choice because your success in a mathematics class will depend, at least in part, on whether or not you have the appropriate background for the course.

It is to your advantage to take a placement test (see below) before registering for a mathematics course. Even if you have recently completed a math course, you should still take a test to see what you know and understand today. Like other languages, mathematics is hierarchical: calculus assumes that you know algebra, and algebra assumes that you know arithmetic. If you have not worked with mathematics for some time, you may be surprised to find out how much you have forgotten. Also, you may be surprised to find that the level of sophistication of a "precalculus" course at the University is quite a bit higher than a "precalculus" course in high school. The names may be the same, but the level of complexity and abstraction may be quite different.

In general, students with substantial knowledge in algebra (including graphing, functions, and polynomials) should be able to register for GC 0631, Intermediate Algebra, Part II, while students with some background in elementary algebra (including signed numbers, factoring, and equations) will want to try GC 0625, Intermediate Algebra, Part I. Students with good background in fractions, decimals, and percents should register for

GC 0621, Elementary Algebra, while students who lack background in arithmetic should try GC 0643. GC 0643 is also the appropriate beginning course for anyone who has a fear of mathematics or needs to proceed at a pace different from that of other students. With the aid of an instructor, a student in GC 0643 is able to progress through arithmetic or introductory algebra at a pace more suited to his or her learning style.

GC/UC Mathematics Placement Testing

Placement tests may be taken prior to registration in GC mathematics courses and are highly recommended for those students who are uncertain about which mathematics course would be best for them to start with. The GC/UC mathematics placement examination may be taken through the General College Academic Resource Center (ARC) 11 Appleby Hall. This service is offered free of charge.

Testing schedule (appointments are not needed in advance to take tests): Tests may be taken throughout the year during regular ARC hours when GC classes are in session. Contact General College at (612) 625-3339 to find out the current quarter's hours for the ARC.

GC 0623 PLANE GEOMETRY.

No credit, tuition*: \$356. (IDL)

Elements of plane geometry with some geometry of solids equivalent to one year of high school geometry. Logic, sets, systems of measurement, geometric figures, geometric relationships, area, volume, concurrence, constructions. Course is programmed instruction with lecture notes provided by instructor. (Prereq GC math placement or elementary algebra, #. Meets concurrently with GC 0643. Limited to a combined total of 30)

Ten wk, ★Sec 50, W, 5-8 plus 1 hr arr, ApH 3, Koch

GC 0643 BASIC MATHEMATICS: PROGRAMMED STUDY.

No credit, tuition*: \$356.

With aid of instructor, topics selected from whole numbers, fractions, decimals, percents, signed numbers, formulas, graphs, ratio and proportion, sets, properties, equations, inequalities, rectangular graphs, polynomials, factoring, rational expressions, conic sections, functions, logarithms. Course is programmed instruction with lecture notes provided by instructor. (Prereq #. Meets concurrently with GC 0623. Limited to a combined total of 30)

Ten wk, ★Sec 50, W, 5-8 plus 1 hr arr, ApH 3, Koch

General College Course Offerings

GC 1283 PSYCHOLOGY OF HUMAN DEVELOPMENT.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Focuses on growth and development of individual from conception through old age. Physical, motor, social, cognitive, and psychological development. Integrating facets of development to understand an individual as a complex organism in a complex world. (No prereq. Limited to 36)

First 5 wk, ★Sec 50, TTh, 5-8:30, ApH 226, Latts

GC 1454 STATISTICS.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Introduction to modern statistics, emphasizing problem solving through statistical decision making. Organization and presentation of data, summary statistics, sampling, probability, distributions, simple estimation, correlation, hypothesis testing. (Prereq intermediate algebra or 0631; TC. Limited to 29)

First 5 wk, ★Sec 50, MW, 5-8:30, ApH 117

web
<http://www.ccc.edu/>

Course Descriptions

GC 1534 PRACTICAL LAW.

5 credits, tuition*: Resident \$445;
Non-resident \$1312.75.

Introduction to American legal process. Structure, substance, and process of law; common everyday legal matters dealing with crimes, contracts, personal injury, property ownership, consumer purchases, employment, and financial transactions. (*No prereq. Limited to 35*)

First 5 wk, ★Sec 50, MW, 5:30-9, ApH 226, Kahn

GC 1571 INTRODUCTION TO MICROCOMPUTER APPLICATIONS.

5 credits, tuition* (includes \$15 course fee): Resident \$460; Non-resident \$1327.75. (IDL)

Self-paced hands-on course covering both IBM and Macintosh computers. E-mail, word processing (Microsoft Word), spreadsheets (Macintosh-Excel), databases (Microsoft Access). Emphasis on using applications in practical ways. (*Prereq elementary algebra; TC. Meets concurrently with GC 1572. Limited to 25*)

Ten wk, ★Sec 50, T, 5-9, ApH 117, Robertson

GC 1572 INTRODUCTION TO COMPUTER PROGRAMMING.

5 credits, \$3571, tuition* (includes \$15 course fee): Resident \$460; Non-resident \$1327.75.

Self-paced hands-on course in which students design, write, code, and run BASIC programs. Emphasis on writing structured programs for social sciences. Provides excellent background for further programming courses. Most course work may be done on classroom microcomputers. (*Prereq 1571 or IBM microcomputer experience. Meets concurrently with GC 1571. Limited to 4*)

Ten wk, ★Sec 50, T, 5-9, ApH 117, Robertson

German (Ger)

(205 Folwell Hall: 625-2080)

College of Liberal Arts
(German, Scandinavian, and Dutch)

Textbooks for most Ger courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Lee Fullerton, Associate Professor

Reading German—Ger 0221 and 0222 are specifically designed for individuals who desire only a reading knowledge of the language. The German language requirement for an advanced degree may be satisfied by passing Ger 0222 with a grade of “B” or better (0222 must be taken on an A-F basis). Graduate students should check with their advisers for specific language requirements in their field of study.

Ger 0221 READING GERMAN.

No credit, tuition*: \$356.

This course is designed to help students acquire a reading knowledge of basic German as rapidly as possible. No prior knowledge of German is required. Grammar is reduced to a minimum. The course progresses from intensive reading of simple, graded material to selections of moderate difficulty. Vocabulary building and analysis of compound words are emphasized. **Must be taken S-N.** (*No prereq*)

First 5 wk, Sec 50, MTh, 6-9:20, FolH 234, Fullerton

Ger 0222 READING GERMAN.

No credit, tuition*: \$356.

This course is designed to give students experience in intensive reading of German scholarly texts and enable graduate students to satisfy departmental requirements for an advanced degree. Listening comprehension will be introduced to enhance reading performance. Graduate students achieving a grade of “B” or better in 0222 should bring their Graduate School language certification forms to 205 Folwell Hall for signature. **Must be taken A-F.** (*Prereq 0221 or 2 quarters of beginning German or 2 years of high school German*)

Second 5 wk, Sec 50, MTh, 6-9:20, FolH 234, Fullerton

History (Hist)

(614 Social Sciences: 624-2800)

College of Liberal Arts

Textbooks for most Hist courses are available at University of Minnesota Bookstore—West Bank (625-3000)

George Green, Associate Professor

(See also the Compleat Scholar noncredit section of this catalog)

Hist 1018 INTRODUCTION TO WORLD HISTORY.

4 credits, tuition*: Resident \$356;
Non-resident \$1050.20.

The world today and its recent past. War and Cold War; expansion of the American and Soviet economic, political and cultural systems, dominant culture, and minority questions; contemporaneous developments in the Third World; global order; movements for peace, ecology, and human rights. (*No prereq*)

Second 5 wk, Sec 50, TTh, 6-8:30, BlegH 350

Hist 1028 HISTORY OF EUROPEAN CIVILIZATION.

4 credits, \$1033, tuition*: Resident \$356;
Non-resident \$1050.20.

Examines European civilizations from 1750 to the present day. (*No prereq*)

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 115

Hist 1307 AMERICAN HISTORY.

4 credits, \$1301, tuition Resident \$356; Non-resident \$1050.20.

Colonial era and early national period from the Revolution through Civil War and Reconstruction. (*No prereq*)

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 135

Hist 1308 AMERICAN HISTORY.

4 credits, \$1302, tuition*: Resident \$356;
Non-resident \$1050.20.

Modern America from 1880 to the present. (*No prereq*)

Second 5 wk, Sec 50, MW, 6-8:30, BlegH 130, G Green



**Hist 3633 HISTORY OF GERMANY:
EMPIRE TO HITLER, 1848-1945.**

4 credits, tuition*: Resident \$391;
Non-resident \$1153.44.

Unification, political and economic development, growth of socialism, World War I and revolution, the Weimar years, the Nazi seizure of power. *(No prereq)*

First 5 wk, Sec 50, MW, 6-8:30, BlegH 115

**Hist 3822 UNITED STATES IN THE 20TH
CENTURY: 1932-1960.**

4 credits, tuition*: Resident \$391;
Non-resident \$1153.44. (IDL)

The Great Depression and the New Deal; the challenge of fascism and the coming of World War II; the origins of the Cold War; the great red scare; the politics and culture of the Eisenhower era; the origins of the civil rights movement. *(No prereq)*

Second 5 wk, Sec 50, MW, 6-8:30,
BlegH 210

**Hist 3823 UNITED STATES IN THE 20TH
CENTURY: 1960-PRESENT.**

4 credits, tuition*: Resident \$391;
Non-resident \$1153.44.

The conflicts of the 1960s; the New Frontier and Great Society; the black struggle for freedom; the Vietnam War; the new left and counterculture; the women's movement and gay liberation; Watergate and the uncertainties of the 1970s; the Reagan counterrevolution. *(No prereq)*

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 245

Humanities (Hum)

(355 Ford Hall: 625-6563)
College of Liberal Arts

Textbooks for most Hum courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

James Norwood, Associate Professor
David Shupe, Lecturer

**Hum 1004 HUMANITIES IN THE MODERN
WEST IV.**

4 credits, §Hum 3004, §Rhet 3381, tuition*:
Resident \$356; Non-resident \$1050.20.

Europe, 1914-1940. Ideas and forms of society and culture: Leninist, fascist-Nazi, Freudian, neo-orthodox. Expressionism, dada, surrealism. Integrative study of works by creative figures such as Lenin, Freud, Kafka, Eliot, Duchamp, Klee, Kollwitz, Dali, Picasso, Stravinsky, Schönberg, Bartók, Wright, Gropius. *(No prereq. Meets concurrently with 3004)*

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 150,
Norwood

**Hum 1111 EUROPEAN HERITAGE:
GREECE.**

4 credits, §3111, §Rhet 3321, tuition*:
Resident \$356; Non-resident \$1050.20.
(IDL)

Greek civilization; literacy and artistic works that have influenced modern Western culture. Epic and lyric poetry, drama, architecture, sculpture, philosophy, religion; Homer, Hesiod, Aeschylus, Sophocles, Euripides, Aristophanes, Plato, Aristotle. *(No prereq. Meets concurrently with 3111)*

Second 5 wk, Sec 50, MW, 6-8:30,
BlegH 125, Norwood

**Hum 3004 HUMANITIES IN THE MODERN
WEST IV.**

4 credits, §Hum 1004, §Rhet 3381, tuition*:
Resident \$391; Non-resident \$1153.44.

See course description for Hum 1004. *(No prereq. Meets concurrently with 1004)*

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 150,
Norwood

**Hum 3111 EUROPEAN HERITAGE:
GREECE.**

4 credits, §1111, §Rhet 3321, tuition*:
Resident \$391; Non-resident \$1153.44.
(IDL)

See course description for Hum 1111. *(No prereq. Meets concurrently with 1111)*
Second 5 wk, Sec 50, MW, 6-8:30,
BlegH 125, Norwood

**Industrial
Engineering/Operations
Research (IEOR)**

(121 Mechanical Engineering: 625-5842)
Institute of Technology
(Department of Mechanical Engineering)

Textbooks for most IEOR courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Sant Ram Arora Professor

**IEOR 5010 INTRODUCTION TO WORK
ANALYSIS.**

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Fundamentals of methods engineering, work measurement, and plant layout; charting techniques, process charts, predetermined time systems, work sampling, time study, master standard data, cross charting, and line balancing. *(Prereq IT or grad student. Qualified students may register for graduate credit at the University of Minnesota. May not be taken for graduate credit by IEOR graduate students)*

Second 5 wk, Sec 50, MW, 5-8, MechE 18

IT'S EASY TO
Register
B Y F A X
625-1511
Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Course Descriptions

IEOR 5030 QUALITY ENGINEERING.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888

Definition of quality, quality strategy, economics of quality, quality improvement teams, improvement methodologies, the 7 QC tools, control charts, rational sampling, process capability analysis, quality in product design, quality function deployment, total quality management. Deming management methods. (Prereq IT or grad student, Math 1261, ME 3900, IEOR 3000 recommended. Qualified students may register for graduate credit at the University of Minnesota. May not be taken for graduate credit by IEOR graduate students)

First 5 wk, Sec 50, MW, 5-8, EE/CSci 2260

IEOR 5040 QUALITY ENGINEERING.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888

Linear programming, algebra and geometry of linear models, simplex method, sensitivity testing, and duality; network models, network algorithms, and dynamic models. (Prereq IT or grad student, Math 1261; IEOR 3000 recommended. Qualified students may register for graduate credit at the University of Minnesota. May not be taken for graduate credit by IEOR graduate students)

First 5 wk, Sec 50, TTh, 5-8, MechE 18, Arora

IEOR 5050 ENGINEERING ECONOMIC ANALYSIS.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888

Fundamental principles and techniques of economic analysis of engineering projects including economic measures of effectiveness, time value of money, cost estimation, depreciation, taxes, break-even, replacement and investment analysis. (Prereq IT or grad student. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 50, MW, 5-8, MechE 221, Arora

Industrial Relations (IR)

(3-300 Carlson School of Management: 624-2500)

Carlson School of Management

Textbooks for most IR courses are available at University of Minnesota Bookstore—West Bank (625-3000)

IR 3002 PERSONNEL AND INDUSTRIAL RELATIONS.

4 credits, \$8002, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

An introduction to the human resource management function in organizations. Coverage includes the labor market, recruitment, selection, training, compensation, and labor relations. Topics to be covered are the changing nature of the world of work, emerging legal issues, discrimination in pay and employment, comparable worth, work performance and its assessment, and the effects of technological change on jobs and employment. The course involves lecture presentations, discussion, case studies, and simulation exercises.

Must be taken A-F. (Prereq Econ 1101, Econ 1102, Psy 1001; and at least 90 cr completed or in progress. Limited to 65)

First 5 wk, ★Sec 50, MW, 6-9, CarlSMgmt 2215

IR 3010 THE INDIVIDUAL IN THE ORGANIZATION.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

An introduction to the human side of organizations, focusing on workers and how they enter and succeed in the work setting. Coverage includes theories and techniques of employment interviewing; training needs analysis; career planning; management development; turnover, out-placement, and retirement; understanding leadership roles and styles; work motivation, organization culture and job design; and planning for change. Course involves lecture presentations, discussion, case studies, and simulation exercises. (Prereq at least 90 cr completed or in progress)

Second 5 wk, Sec 50, MW, 6-9, CarlSMgmt 2228

Information and Decision Sciences (IDSc)

(3-353 Carlson School of Management Bldg: 624-8030)

Carlson School of Management

Textbooks for most IDSc courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Courses in the IDSc area make up a program designed for students with a variety of backgrounds:

1. Undergraduates in the Carlson School or other schools who want one or more IDSc courses as electives.
2. Working students who want IDSc electives or an information technology-focused emphasis program as part of their mid-career education, but who are not necessarily working toward a degree.
3. Undergraduate Carlson School business majors who want to focus on information technology as part of their Carlson School B.S.B. degree.



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

IDSc 3030 (formerly MSci 3030) INFORMATION SYSTEMS AND INFORMATION MANAGEMENT.

4 credits, \$MSci 3030, \$IDSc 3002, \$MIS 3100, 5100, 3101, 3300, 5101, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

Concepts and approaches for developing and using information systems in support of business processes. Basic technology components of modern information systems (hardware, software, databases, and telecommunications), the impact of information systems on organizations, the processes by which they are created and changed, and selected managerial issues. Business management understanding of the techniques for designing systems, including several techniques for documenting business processes, designing databases to support those processes, and using those databases to satisfy business information needs. Issues in managing information technology including systems development alternatives, business process redesign, the appropriate use of technology standards, security, ethical considerations, and societal impacts. Must be taken A-F. Limits are strictly enforced due to facility limitations. No permission to register will be given when a section closes. (*Prereq BA 1001 or experience using Windows and the Internet. Limited to 30*)

Ten wk, ★Sec 50, W, Lect, 5:30-8:15, BlegH 335; W, Lab, 8:15-9:15, BlegH 90

NOTE: Students taking upper division Carlson School courses through UC/CEE should have the equivalent of 90 quarter college credits with a "B-" grade average.

Interdisciplinary Archaeological Studies (InAr)

(215 Ford Hall: 625-1062)
College of Liberal Arts

Textbooks for most InAr courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

InAr 5100 TOPICS IN INTERDISCIPLINARY ARCHAEOLOGICAL STUDIES: WOMEN IN PREHISTORY.

4 credits, §1001, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Survey women's lives in prehistoric society. Compare archaeological, mythological, and historical evidence for goddess cults and other religious roles, child birth, mortality demographics, family, economic and political roles. Case study approach incorporates research from Europe, Mediterranean, and native America. (*Prereq jr or sr or grad or #. Qualified students may register for graduate credit at the University of Minnesota*)
First 5 wk, Sec 50, TTh, 6:20-8:50, FordH 60

Jewish Studies (JwSt)

(330 Folwell Hall: 625-5353)
College of Liberal Arts
(Classical & Near Eastern Studies)

Textbooks for most JwSt courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)
Stephen Feinstein, Visiting Professor

JwSt 3522 HISTORY OF THE ARAB- ISRAELI CONFLICT.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Examination of the background of Jewish history and persecution in Europe; the advent of Zionist thinking and the idea of a Jewish state; Jewish-Arab relations during the British Mandate over Palestine, Israeli statehood, the Arab-Israeli conflict, the Palestine Diaspora, the struggle for peace and settlement of the refugee problem versus security issues, through the Oslo Accords and Israeli withdrawal from occupied territories. (*No prereq*)

Second 5 wk, Sec 50, TTh, 6:20-8:50,
FolH 138, Feinstein

Landscape Architecture (LA)

(125 Architecture: 625-6860)
College of Architecture and Landscape
Architecture

Textbooks for most LA courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

LA 5351 AUTO CAD I.

4 credits, tuition* (includes \$20 course fee): Resident \$420; Non-resident \$1200.

Basic concepts, tools, and techniques of computer-aided drawing with an introduction to current AutoCAD Release. Strategies and techniques for producing dimensioned and annotated drawings suitable for plotting, and an introduction to three-dimensional drawing capabilities. Use of dimension variables, attributes, blocks, symbols, and the creation of customized menus. Students complete a basic drawing project. Class sessions will include a brief demonstration and discussion followed by individual hands-on training in drawing examples of architectural construction documents. No prior computing experience is necessary. **Must be taken A-F.** (*Prereq LA major and #. May not be taken for graduate credit at the University of Minnesota. Limited to 12*)

Second 5 wk, ★Sec 50, MW, 6-9:30,
Arch 145

(See also *Gardening and Landscaping* in the Practical Scholar noncredit section of this catalog)

Latin (Lat)

(330 Folwell Hall: 625-5353)
College of Liberal Arts
(Classical & Near Eastern Studies)

Textbooks for most Lat courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000).

Robert P. Sonkowsky, Professor

Course Descriptions

Lat 3105 LATIN POETRY.

5 credits, tuition*: Resident \$488.75; Non-resident \$1441.80. (IDL)

Selections from Catullus and Ovid. (Prereq 1104 or #. Meets concurrently with 5350, 8120)

First 5 wk, Sec 50, MW, 5-7, FolH 38, Sonkowsky

Lat 5970 LATIN POETRY.

5 credits, tuition*: Resident \$488.75; Non-resident \$1441.80; Resident Graduate credit \$653.75; Non-resident Graduate credit \$1307.50; Resident Graduate School credit \$1180; Non-resident Graduate School credit \$2360.

Selections from Catullus and Ovid. (Prereq #. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3105, 8120)

First 5 wk, Sec 50, MW, 5-7, FolH 38, Sonkowsky

Lat 8120 LATIN POETRY.

5 credits, tuition*: Resident Graduate School credit \$1180; Non-resident Graduate School credit \$2360.

Selections from Catullus and Ovid. (Prereq #. Open only to students admitted to the University of Minnesota Graduate School. Meets concurrently with 3105, 5350)

First 5 wk, Sec 50, MW, 5-7, FolH 38, Sonkowsky

Learning and Academic Skills (LAsK)

(104 Eddy Hall: 624-7546)

College of Liberal Arts

Textbooks for most LAsK courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

(See also the Practical Scholar noncredit section of this catalog)

A student who does not attend the first class meeting of a LAsK course will not be allowed to continue. A written verification of non-attendance must be obtained from the instructor for a student to receive a 100% tuition refund.

LAsK 1001 BECOMING A MASTER STUDENT.

2 credits, tuition*: Resident \$178; Non-resident \$525.10.

Practical assistance in developing efficient and effective learning strategies, preparing for examinations, and improving reading speed and comprehension. Addresses student attitude and motivation and their relation to satisfactory performance. (No prereq. Limited to 30)

Second 5 wk, ★Sec 50, TTh, 6-8:30, MurH 308

Liberal Studies (LS)

(314 Nolte Center: 626-8724)

University College

Textbooks for most LS courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

The Graduate School and University College offer the Master of Liberal Studies program for adult and part-time students. This degree can be completed in the evening and on weekends. Interested students may call the M.L.S. office for more information and application materials: (612) 626-8724.

Rose M. Brewer, Chair, African-American and African Studies

Alan Kahn, Lecturer

Judith A. Martin, Professor and Director, Geography

William Mishler, Associate Professor, Scandinavian Languages and Literatures

Dennis Rhodus, Lecturer

David Shupe, Lecturer

Priority in assignment of space in classes is given to students admitted to the MLS degree program. Students not admitted to the program may register on a space-available basis.

LS 5100 TOPICS: AMERICAN FILM: The Reality of Illusion.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

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 emotion it does. This seminar is organized as an explanation of how motion pictures interact with the human mind—what happens between that dance of lights on the screen and the viewer. Issues such as the film as moral propaganda; the reality of symbols; analysis of film by genre; and the underlying purpose of each genre are addressed. Due to the nature of the films selected, the professor requests the suitability of all students as members of an R-rated film’s audience. **Must be taken A-F.** (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 26)

Spec Term, ★Sec 50, M, June 22, 29, July 6, 13, 20, 27, 6-7:15, FolH 38; W, June 24, July 1, 8, 15, 22, 29, 6-8:15, FolH 240, Rhodus

LS 5100 TOPICS: CONTEMPORARY PERSPECTIVES ON THE BLACK EXPERIENCE IN THE UNITED STATES.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

A careful examination of the contemporary status of African Americans, grounded in history, sociology, and cultural studies.

Historically, the time frame is the past 30 years encompassing the Civil Rights era and the post-civil rights period. Attention is given to the racialized nature of black life, but the issue of race is made problematic. Explore questions of class and gender in the context of race. Films, small-group discussions, and examination of multiple texts are the forms in which difficult and often contentious issues are explored. **Must be taken A-F.** (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 22)

First 5 wk, ★Sec 51, MW, 6-8, BlegH 255, Brewer

web
<http://www.ccc.edu/>

LS 5100 TOPICS: INDIVIDUALITY AND COGNITION.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Scientists studying human cognition have usually disregarded differences among individuals on the assumption that thought processes are similar for everyone. This course examines an alternative to this "one brain for everyone" model. The instructor of this course and his research team have developed tools which can measure how people reveal the structure of their thought processes in the flow of their communications.

Drawing on several disciplines, he has also created a model of cognitive structures which links physiology of information processing to human behavior, distinguishing the different ways in which individuals think, learn, make decisions, and communicate. **Must be taken A-F.** (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 22)

Ten wk, ★Sec 52, W, 6-8:30, AmundH 104, Kahn

LS 5100 TOPICS: THE CITY: An Exercise in Human Creativity.

4 credits, tuition*: Resident \$400; Non-resident \$1180; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Explores the historical thinking, writing, and planning of cities and compares with today's models. Examines historical and contemporary ideas about specific cities (both in U.S. and Europe) and analyzes the portrayal of cities in literature, film, and music. **Must be taken A-F.** (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 22)

Second 5 wk, ★Sec 53, TTh, 6:20-8:50, AmundH 104, Martin

LS 8000 TOPICS: INTRODUCTION TO GRADUATE LIBERAL STUDIES.

4 credits, tuition*: Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Required for, and limited to, students admitted to the MLS degree program, this seminar orients students to the character of interdisciplinary studies at the graduate level. Each offering has a unique topic chosen by the graduate faculty member teaching that seminar. **Must be taken A-F.** (No prereq. Open only to students admitted to the University of Minnesota Graduate School. Limited to 20)

First 5 wk, ★Sec 50, TTh, 6:20-8:50, AmundH 104, Mishler

LS 8001 FINAL PROJECT FOR GRADUATE LIBERAL STUDIES.

4 credits, tuition*: Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Students admitted to the Master of Liberal Studies program synthesize and complete their final project. **Must be taken A-F.** (Prereq (. Open only to students admitted to the University of Minnesota Graduate School. Limited to 20)

Ten wk, ★Sec 50, T, 6-8, AmundH 158, Shupe

Linguistics (Ling)

(192 Klaeber Court: 624-3331)

College of Liberal Arts
(Linguistics & Asian & Slavic Languages & Literatures)

Textbooks for most Ling courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Bruce Downing, Associate Professor
Michael Kac, Professor of Philosophy and Linguistics
Sergey Pakhomov, Graduate Teaching Assistant

Ling 1005 LANGUAGE AND SOCIETY.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

The role of language in human social interaction; linguistic indicators of social status and attitudes; language and sex roles; linguistic ecology; language planning for multilingual communities; implications for educational and public policy. (No prereq)

First 5 wk, Sec 50, TTh, 6:10-9, FolH 214, Downing

Ling 3001 INTRODUCTION TO LINGUISTICS.

5 credits, \$3005, 5001, tuition*: Resident \$488.75; Non-resident \$1441.80.

Systematic survey of phonetics, phonology, morphology, syntax, semantics, and historical-comparative linguistics; language learning and psychology of language; linguistic universals; language in society. (No prereq. Meets concurrently with 5001)

Ten wk, Sec 50, W, 6:10-9:35, FolH 326, Kac

Ling 5001 INTRODUCTION TO LINGUISTICS.

5 credits, \$3001, 3005, tuition*: Resident \$488.75; Non-resident \$1441.80; Resident Graduate credit \$653.75; Non-resident Graduate credit \$1307.50; Resident Graduate School credit \$1180; Non-resident Graduate School credit \$2360.

See description for Ling 3001. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3001)

Ten wk, Sec 50, W, 6:10-9:35, FolH 326, Kac

**COUNSELING & ACADEMIC ADVISING**

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

Course Descriptions

Ling 5732 A CONTRASTIVE APPROACH TO MODERN ENGLISH.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Linguistic structures of standard English and contrastive analysis. (*No prereq. Qualified students may register for graduate credit at the University of Minnesota*)

Second 5 wk, Sec 50, TTh, 4-6:50, FolH 214, Downing

Ling 5801 INTRODUCTION TO LANGUAGE LEARNING.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888

Overview of first- and second-language learning. Does not fulfill degree requirements for majors in linguistics or ESL. (*Prereq 3001 or 5001 or #. Qualified students may register for graduate credit at the University of Minnesota*)

First 5 wk, Sec 50, TTh, 4-6:50, FolH 138, Pakhomov

MBA Program

Students interested in the Master of Business Administration degree offered through the School of Management should contact the MBA Program office in room 210 of the Carlson School of Management Building; telephone 624-0006 for information.

Management (Mgmt)

(835 Management/Economics: 624-5232)
Carlson School of Management

Textbooks for most Mgmt courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Isaac J. Fox, Assistant Professor
Robert Goodman, Lecturer and Acting coordinator
Raoul Schander, Lecturer

Mgmt 3001 FUNDAMENTALS OF MANAGEMENT.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. (IDL)

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied.

Motivation, planning, and control systems, and concepts of organizational structure and behavior are also reviewed. **May not be taken S-N.** (*Prereq at least 90 cr completed or in progress. Limited to 60*)

First 5 wk, ★Sec 50, TTh, 5:30-8:30, CarlSMgmt 2215, Schander

Second 5 wk, ★Sec 51, MW, 5:30-8:30, CarlSMgmt 2215, Schander

Mgmt 3004 BUSINESS POLICY: STRATEGY FORMULATION AND IMPLEMENTATION.

5 credits, tuition* (includes \$16 special fee): Resident \$516; Non-resident \$1491.

Undergraduate-level capstone course designed to develop skill in the general management functions of identifying and analyzing strategic issues and problems, establishing corporate or divisional goals, and designing realistic programs of action. Case analysis and discussion in class. Students also meet in small groups to prepare cases and occasional presentations to be made to the entire class. Concepts and approaches to strategic planning are taught in this course.

These concepts as well as concepts, tools and theories previously presented in other courses are applied to solve goal selection and strategy implementation problems. Usually the viewpoint of the general line manager (department, division, or executive level) is taken. **May not be taken S-N.** (*Prereq sr and completion of business core courses or ¶ final core course. Limited to 40*)

First 5 wk, ★Sec 50, MW, 5:30-9, CarlSMgmt 2219, Fox

Marketing (Mktg)

(1235 Management/Economics: 624-5055)
Carlson School of Management

Textbooks for most Mktg courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Mark Weber, UC Coordinator

Mktg 3000 PRINCIPLES OF MARKETING.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196. (IDL)

Introduction to marketing terms, concepts, and skills useful in analyzing marketing problems. Covers legal, behavioral, ethical, competitive, economic, technological, and international factors affecting product, pricing, promotion, and marketing channel decisions. **May not be taken S-N.** (*Prereq Econ 1101 or equivalent, and at least 90 credits completed or in progress. Limited to 250*)

Second 5 wk, ★Sec 50, MW, 5:30-8:30, AndH 310, Weber

Mktg 3010 MARKETING RESEARCH.

4 credits, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

Methods for collecting and analyzing data to solve marketing problems. Emphasis on survey research techniques. Topics include research design, secondary and primary data collection, sample design, data analysis, and marketing management applications. (*Prereq 3000, OMS 1020 or equivalent, and at least 90 credits completed or in progress. Limited to 35*)

Ten wk, ★Sec 50, T, 5:30-8:30, CarlSMgmt 2219

Mathematics (Math)

(127 Vincent Hall: 625-8883)
Institute of Technology

Textbooks for most Math courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Mathematics prerequisites

All mathematics classes have prerequisite courses. For students who have not had the prerequisite courses, several mathematics courses have math placement scores as one of the ways to satisfy the prerequisites. Students will be given this exam on the first night of class. Students who do not pass this exam and have not passed the prerequisite courses will be transferred to the prerequisite class.

Math 1142 is designed in cooperation with the Carlson School of Management for benefit of prebusiness students. However, it is the second course of a two-course sequence. The first course is Math 1031 or 1111. Business, accounting, and MBA students usually take Math 1111 followed by either Math 1131 or Math 1142.

Calculus refresher course

Math 5090 is for students who have completed at least one year of calculus within the last 4 to 6 years. If a student finished calculus 7 or more years ago, then the best thing is to start over with Math 1211 or 1251. A student may not take Math 5090 if he or she has not had one year of calculus in college. Math 5090 provides students who have been out of school for several years with the necessary background to enter more advanced courses that require a fresh knowledge of calculus.

Students interested in noncredit introductory mathematics courses should see the General College and Practical Scholar sections of this catalog.

Advising Note—A 5-credit college algebra course will transfer to more colleges than will a 4-credit course.

Math 1031 COLLEGE ALGEBRA AND PROBABILITY.

4 credits, §1051, §1151, §1111, §1201, tuition*: Resident \$356; Non-resident \$1050.20.

Algebra and analytic geometry explored in greater depth than is usually done in three years of high school mathematics. Additional topics from combinations, permutation, and probability. A suitable prerequisite for 1131 or 1142, but not for 1211 or 1251. (Prereq 3 years high school math and mathematics placement score or GC 0631. Limited to 30) Ten wk, ★Sec 50, TTh, 6-7:50, KoltH S138

Math 1142 SHORT CALCULUS.

5 credits, §1211, §1251, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

(A second course of a two-quarter sequence for students in pre-business administration curriculum and for other students requiring college algebra and a minimal amount of calculus. Students who plan to take several quarters of calculus should not register for this course.) Derivatives, integrals, differential equations, maxima and minima, partial differentiation, applications. (Prereq 1111 or mathematics placement score. See *Mathematics prerequisites page 36. Limited to 35*)

Ten wk, ★Sec 50, TTh, 6-8:10, KoltH S140

Math 1151 PRECALCULUS II.

4 credits, §1008, §1111, §1201, tuition*: Resident \$356; Non-resident \$1050.20.

Second of two courses in algebra, analytic geometry, and trigonometry. Prepares students for a full-year calculus sequence. Not an acceptable prerequisite for 1131 or 1142. (Prereq 3 1/2 years of high school math and placement exam or 1051. Limited to 30)

Ten wk, ★Sec 50, MW, 6-7:50, KoltH S137

Math 1201 PRECALCULUS.

5 credits, §1008, §1111, §1151, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Inequalities, analytical geometry, complex numbers, binomial theorem, functions and graphs, and trigonometric, exponential and logarithmic functions. **May be used to replace 1151.** (Prereq 1051 or high school higher algebra, trigonometry, and mathematics placement score. For students in both IT and CLA who need a quick review of high school higher algebra and trigonometry before taking the calculus sequence. Limited to 35)

Ten wk, ★Sec 50, TTh, 6-8:10, KoltH S139

Math 1211 CALCULUS I.

5 credits, §1142, §1311, §1251, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Analytic geometry and calculus of functions of one variable, applications. May be used to replace 1251. (Prereq 1201 with grade of C or better, or 1111 and 1008 with grade of C or better, or 4 years of high school math and math placement score. See *Mathematics prerequisites page 36. Limited to 35*)

Ten wk, ★Sec 50, TTh, 6-8:10, KoltH S133

Math 1251 ONE VARIABLE DIFFERENTIAL AND INTEGRAL CALCULUS I.

4 credits, §1211, §1551H, §1411H, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Calculus of functions of one variable and related geometry and applications. (Prereq 4 years of high school math and math placement score, 1201 with grade of C or better, or 1111 and 1008 with grade of C or better. Limited to 30)

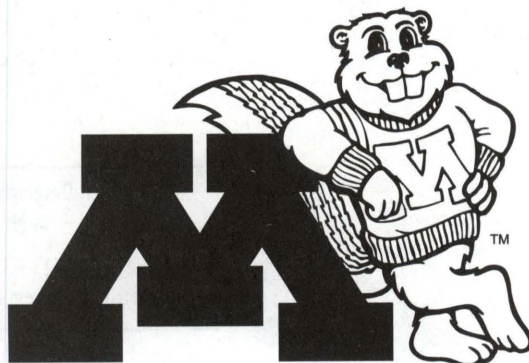
Ten wk, ★Sec 50, MW, 6-7:50, KoltH S138

Math 1252 ONE VARIABLE DIFFERENTIAL AND INTEGRAL CALCULUS II.

4 credits, §1221, §1351, §1552H, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

A continuation of the course described under 1251. (Prereq grade of C or better in 1251. Limited to 30)

Ten wk, ★Sec 50, MW, 6-7:50, KoltH S140



IT'S EASY TO

Register

B Y M A I L

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Course Descriptions

Math 5090 CALCULUS REFRESHER.

5 credits, tuition*: Resident \$500; Non-resident \$1475; Resident Graduate credit \$653.75; Non-resident Graduate credit \$1307.50; Resident Graduate School credit \$1180; Non-resident Graduate School credit \$2360.

A course designed for students who have already had calculus, but who have been away from it for a while and need a review. This course covers the topics of a standard course in calculus of one variable: differentiation of elementary functions, differentials, the definite integral, techniques of integrations, applications of integration, polar coordinates, infinite series, approximation. **May be taken S-N.** (Prereq 1 year calculus.

Qualified students may register for graduate credit at the University of Minnesota, except for mathematics majors. Limited to 35)

Ten wk, ★Sec 50, MW, 6-8:10, KoltH S139

Mechanical Engineering (ME)

(125 Mechanical Engineering: 625-0705)
Institute of Technology

Textbooks for most ME courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Virgil A. Marple, Professor
Kumar K. Tamma, Professor

ME 3020 MECHANICAL ENGINEERING COMPUTATION.

4 credits, tuition*: Resident \$400; Non-resident \$1180.

Application of numerical methods and FORTRAN programming to the solution of mechanical engineering problems.

Engineering programming style. Methods for solving linear and non-linear engineering equations. Interpolating and displaying engineering data. Simulating mechanical systems. Thermal analysis using finite difference techniques. (Prereq IT student, Math 3261 or equivalent, CSci 3101. Limited to 40)

First 5 wk, ★Sec 50, WF, 5-8, MechE 221, Tamma

ME 5254 DESIGN MORPHOLOGY WITH APPLICATIONS.

4 credits, tuition*: Resident \$400; Non-resident \$1180.

Detailed study of design problem formulation and the structure of the open-ended solution process based on design morphology. Case studies and student projects as instructional vehicles. (Prereq completion of sequences 3201-03-05, 3303-5342.

Mechanical Engineering Upper Division. May not be taken for graduate credit. Limited to 30)

Ten wk, ★Sec 50, MW, 6-9, Arch 10

Music (Mus)

(100 Ferguson Hall: 624-5740)
College of Liberal Arts

Textbooks for most Mus courses are available at University of Minnesota Bookstore—West Bank (625-3000)

John E. Anderson, Professor
David Damschroder, Associate Professor
Clifton Ware, Associate Professor

(See also the Compleat Scholar noncredit section of this catalog)

Mus 1001 FUNDAMENTALS OF MUSIC.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Investigation of music notation and fundamental concepts underlying musical structure. Intervals, clefs, chords, scales, cadences, harmonic analysis, rhythm and meter. Emphasis on active participation: playing the piano, singing, clapping rhythms, aural perception. Weekly laboratory assignments in vocal and piano performance. (No prereq)

Ten wk, Sec 50, M, 6:15-9:45, FergH 105, Damschroder

Second 5 wk, Sec 51, TTh, 6:15-9:45, FergH 225, Anderson

Mus 1051-1052 PIANO CLASS FOR NON-MUSIC MAJORS.

2 credits, tuition*: Resident \$178; Non-resident \$525.10.

Designed primarily for the person with no piano background. Basic keyboard skills of sight-reading, harmonization, transposition, and improvisation for non-music majors. (No prereq for 1051; 1051 for 1052. Limited to 16)

Ten wk, 1051, ★Sec 50, T, 6:15-8:15, FergH 259

Ten wk, 1052, ★Sec 50, W, 6:15-8:15, FergH 259

Mus 1160 VOICE: CLASS LESSONS.

2 credit (6 cr max), tuition*: Resident \$178; Non-resident \$525.10.

Fundamentals of healthy voice production in speaking and singing—posture, relaxation, breathing/breath management, tone placement, diction, and vocal hygiene. Vocal performance skills learned in the study and performance of simple songs. (Prereq ability to learn and perform simple songs. Limited to 16)

First 5 wk, ★Sec 50, MTh, 6-7:45, FergH 90, Ware

Mus 1512 EAR-TRAINING AND SIGHT-SINGING II.

1 credit, tuition*: Resident \$89; Non-resident \$262.55.

Melodic, harmonic, and rhythmic dictation; sight-singing; clef-reading; musicianship drill. **Must be taken A-F.** (Prereq 1511, ¶1532)

Ten wk, Sec 50, MTh, 6:15-7:15, FergH 149

Mus 1532 THEORY II: DIATONIC TONALITY.

3 credits, tuition*: Resident \$267; Non-resident \$787.65.

Writing and analysis of basic diatonic tonal structures. Basic harmonic and contrapuntal relationships. **Must be taken A-F.** (Prereq 1531, 1152 or 1522 or equivalent, ¶1512)

Ten wk, Sec 50, MTh, 7:15-9, FergH 149

Professional Development Opportunities in Music

Telephone (612) 625-6358 to check availability of offerings and registration information.

Natural Resources and Environmental Studies

A B.S. in Natural Resources and Environmental Studies is now available through University College in partnership with the College of Natural Resources. The program is designed to accommodate the needs of part-time, adult students. For more information, contact University College Student Services at (612) 625-2500.

Operations and Management Science (OMS)

(332 Management/Economics: 624-7010)
Carlson School of Management

Textbooks for most OMS courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Direct questions about these University College classes to Lee Wickstrom at (612) 624-7558.

Business Administration (BA)

BA 1550 BUSINESS STATISTICS: DATA SOURCES, PRESENTATION, AND ANALYSIS (formerly OMS 1020, Data Analysis and Statistical Inference for Managers).

4 credits, \$MSci 1020, §OMS 1020, tuition* (includes \$16 special fee): Resident \$372; Non-resident \$1066.20.

Provides students with an understanding of and ability to apply exploratory data analysis, basic inferential procedures, statistical sampling and design, and regression and time series analysis. Primary objectives are to improve students' statistical thinking capabilities and to indicate how these abilities lead to improved decision making. (*Prereq* MSci 1010 or IDSc 1010, Math 1111; Math 1131 recommended. Limited to 45)

Ten wk, ★Sec 50, Lect W, 5:30-8:50, CarlSMgmt 1135

School of Management degree students must take Operations and Management Science courses A-F.

OMS 3000 (formerly OM 3000) INTRODUCTION TO OPERATIONS MANAGEMENT.

4 credits, §OM 3000, tuition* (includes \$16 special fee): Resident \$416; Non-resident \$1196.

Concepts and principles related to the management of operations functions, including operations strategy, forecasting, process design, Just-In-Time, inventory management, principles of scheduling, and quality improvement. Taught from a managerial perspective, this course uses examples from service industries, nonprofit organizations, and manufacturing, and stresses the relationships between operations and the environment. (*Prereq* at least 90 credits completed or in progress. Open to nondegree students with equivalent experience. Limited to 50)

Ten wk, ★Sec 50, Th, 5:30-8:50, CarlSMgmt 2213

Philosophy (Phil)

(355 Ford Hall: 625-6563)
College of Liberal Arts

Textbooks for most Phil courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

William Hanson, Professor
Jasper Hopkins, Professor
C. Wade Savage, Professor
C. Kenneth Waters, Associate Professor

(See also the Compleat Scholar noncredit section of this catalog)

Phil 1001 LOGIC.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Application of formal techniques for evaluating arguments. (*No prereq*)

First 5 wk, Sec 50, MW, 6:20-8:50, FordH 175, Waters

Second 5 wk, Sec 51, TTh, 6:20-8:50, FordH 175, Hanson

Phil 1002 INTRODUCTION TO PHILOSOPHY.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Problems, principal methods and schools of philosophy; historical and contemporary views. (*No prereq*)

Second 5 wk, Sec 50, MW, 6:20-8:50, FordH 50, Savage

Phil 1003 INTRODUCTION TO ETHICS.

5 credits, tuition*: Resident \$455; Non-resident \$1312.75. (IDL)

Problems that arise when human beings attempt to think systematically about conduct and value. (*No prereq. Limited to 31*)

First 5 wk, ★Sec 50, TTh, 6:20-8:50, Ford 70, Hopkins

IT'S EASY TO

Register IN PERSON

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- Complete the registration form giving all the requested information. (See the sample course description on page 7.)

• Pay tuition and fees.

All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, cash, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).



- Register in person at the following locations during in-person registration dates.

University College
101 Wesbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

email
ceeadv@mail.cee.umn.edu

Plant Biology (PBio)

(220 Biological Sciences: 625-1234)
College of Biological Sciences

Textbooks for most PBio courses are available at University of Minnesota Bookstore—St. Paul (624-9200)

(See also the *Compleat and Practical Scholar noncredit section of this catalog*)

PBio 5960 PLANT BIOLOGY WORKSHOP DESIGNED FOR ELEMENTARY TEACHERS.

3 credits, tuition*: Resident \$300; Non-resident \$885; Resident Graduate credit \$392.25; Non-resident Graduate credit \$784.50; Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

A two-week workshop to help teachers learn how plants can be used in their classrooms (seven previous workshops were well received by elementary teacher participants). Participants learn how to easily obtain and grow plants and integrate them into a variety of classroom activities. Introduction to Bottle Biology and GrowLab. Background information in plant biology and a chance to learn about current research in plant biology from University faculty who have a strong interest in setting up a network between the University and K-12 educators. Teachers have time to select, adapt, and create curricular material for their own classrooms. **Must be taken S-N.** Instructors are Tom Soulen, Associate Professor in Plant Biology; Sandy Tanck of the Minnesota Landscape Arboretum; Jane Phillips, Coordinator of Instructional Labs in the College of Biological Sciences; Kathy Ball, Associate Education Specialist for the College of Biological Sciences; and Sandra Mackey, CBS Instructional Labs, plus two elementary teachers who are past participants. A stipend for participation may be available.

Registration of pairs of teachers from one school may be given preference. **An application is required.** Call University College Classes at 626-8144 for further information and application materials. (No prereq.)

Inquire about graduate credit at the time of registration. Limited to 20)

Spec Term, ★Sec 50, MTWThF, 9 a.m.-3, BioSci 176, StP Campus, July 27-August 7, 1998 plus three to four additional follow-up meetings to be arranged during the 1998-99 academic year at participants' convenience.

Political Science (Pol)

(1414 Social Sciences: 624-4144)
College of Liberal Arts

Textbooks for most Pol courses are available at University of Minnesota Bookstore—West Bank (625-3000)

Edwin Fogelman, Professor
Virginia Gray, Professor

Pol 1001 AMERICAN GOVERNMENT AND POLITICS.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Principles, organization, processes, functions of government, and the interplay of political forces in the United States. Attention throughout to current issues. (No prereq)

First 5 wk, Sec 50, MW, 6-9:15, BlegH 105, Gray

Pol 1025 WORLD POLITICS.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Contemporary international relations; forms of state interaction; problems of conflict and cooperation. (No prereq)

Second 5 wk, Sec 50, MW, 6-8:30, BlegH 350

Pol 1041 CONTEMPORARY POLITICAL IDEOLOGIES.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20. (IDL)

Major modern ideologies such as liberalism, democracy, conservatism, socialism, communism, fascism, nationalism, imperialism, racism. Adequacy of alternative ideologies for analysis and solution of political and social problems. (No prereq)

First 5 wk, Sec 50, TTh, 6-8:30, SocSci 101, Fogelman

Pol 3051 INTRODUCTION TO POLITICAL ANALYSIS.

4 credits, \$1051, tuition*: Resident \$391; Non-resident \$1153.44.

Formation of political communities, political participation, policy making, compliance, legitimacy, political development, types of political systems. Empirical and normative problems. Comparisons among major countries. (No prereq)

Second 5 wk, Sec 50, MW, 6-8:30, SocSci 1383

Pol 3835 INTERNATIONAL RELATIONS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Structure of international system; balance of power, bipolar and other international systems; theories of stability. Change, conflict, and cooperation. (No prereq)

First 5 wk, Sec 50, TTh, 6-8:30, HHCtr 30

Pol 3836 FOREIGN POLICY DECISION MAKING.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Theories and examples of foreign policy decision making processes, including policy formulation and implementation. Examples drawn from various foreign policy issues. (No prereq)

Second 5 wk, Sec 50, TTh, 6-8:30, HHH 25

UNIVERSITY
COLLEGE



CONTINUING AND
DISTANCE EDUCATION

ceeadv@mail.cee.umn.edu

Premajor Advising, CLA (PMA)

(30 Johnston Hall: 624-9006)
College of Liberal Arts

Michael Stebleton, CLA Premajor Advising,
University of Minnesota

PMA 3005 ORIENTATION TO THE HEALTH SCIENCES.

2 credits, tuition*: Resident \$195.50; Non-resident \$576.72.

Designed for first- and second-year students exploring majors in the health sciences. Learn more about majors and careers through self-assessment exercises, textbook articles, experiential activities, and informational interviews. Students are advised that a \$7 fee will be collected at the first class meeting to cover cost of class materials. **Must be taken A-F.** (No prereq. Limited to 20)
First 5 wk, ★Sec 50, MW, 1:30-3, BuH 123

Psychology (Psy)

(N218 Elliott Hall: 625-4042)
College of Liberal Arts

Textbooks for most Psy courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Psy 1001 INTRODUCTION TO PSYCHOLOGY.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Introduction to the study of human behavior. Prerequisite for all advanced courses in psychology. (No prereq. Limited to 50)
Ten wk, ★Sec 50, MW, 6:20-8:30, EltH N119

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

Psy 1004-1005† INTRODUCTORY LABORATORY PSYCHOLOGY.

4 credits each offering, tuition* each offering: Resident \$356; Non-resident \$1050.20.

Experiments illustrating contemporary subject matter such as human and animal learning, problem solving, visual perception, measurement of general and special abilities and personality traits. (Prereq 1001 or ¶1001 for 1004; 1004 for 1005. Limited to 24)

First 5 wk 1004, ★Sec 50, TTh, 6-9, EltH 150-160

Second 5 wk 1005, ★Sec 51, TTh, 6-9, EltH 50-60

Psy 3101 INTRODUCTION TO PERSONALITY.

4 credits, \$5101, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

Concepts and issues in personality theory, personality research, and personality assessment. (Prereq 1001)

Ten wk, Sec 50, Th, 6-8:30, BuH 125

Psy 3201 INTRODUCTION TO SOCIAL PSYCHOLOGY.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Survey of theories and research in social psychology. Includes the effects upon the individual's attitudes and behavior of other persons, mass communications, and group membership. (Prereq 1001)

Ten wk, Sec 50, T, 6-8:30, BuH 125

Psy 3604 INTRODUCTION TO ABNORMAL PSYCHOLOGY.

4 credits, \$5604, tuition*: Resident \$391; Non-resident \$1153.44. (IDL)

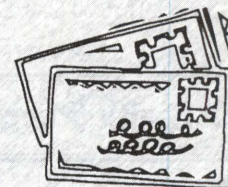
The field of abnormal psychology. Etiologies of behavior disorders; discussion of available treatments. (Prereq 1001. Limited to 50)

Ten wk, ★Sec 50, M, 6-8:30, FolH 134

IT'S EASY TO

Register
BY MAIL

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Mail registrations with payment by check, money order, or credit card or billing authorization to the address at right. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



University College
University of Minnesota
101 Westbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Need More Information?

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Course Descriptions

Psy 3801 INTRODUCTION TO STATISTICAL METHODS.

4 credits, tuition*: Resident \$391;
Non-resident \$1153.44.

Quantification in research problems in psychology. Descriptive and inferential statistics, hypothesis testing, nonparametric statistics. Examples from various areas of psychology. (Prereq 1001, GC 0625 or equivalent. Limited to 50)

Ten wk, ★Sec 50, T, 6-8:30, EltH N119

Psy 3960 UNDERGRADUATE SEMINAR: OVERVIEW OF PSYCHOLOGICAL TESTING.

4 credits, tuition*: Resident \$391;
Non-resident \$1153.44

Survey of issues in the development and administration of psychological tests. Purposes and types of tests, test administration and scoring, characteristics of good tests. Examples from the traditional domains of psychological assessment including ability, personality, guidance, and personnel selection. (Prereq 1001, 3801. Limited to 50)

Ten wk, ★Sec 50, M, 6-8:30, WullH 140

Psy 5141 PSYCHOLOGY OF WOMEN.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Survey of current theory and research regarding psychology of women and psychological sex differences, including topics that relate uniquely to women (e.g., pregnancy) as well as sex differences in personality, abilities, and behavior. (Prereq 1001. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 50, Th, 6:20-8:50, EltH N119

Public Health (PubH)

(A302 Mayo: 624-6669)

Textbooks for most PubH courses are available at University of Minnesota Bookstore—Health Sciences (625-8600)

Sixteenth Annual Summer Occupational Health and Safety Institute August 24 to September 4, 1998

This intensive, interdisciplinary course of study is designed for professionals currently or soon-to-be practicing in the field of occupational health and safety. Individual, graduate-level courses will be offered over the two-week period on the Minneapolis campus.

Courses include: Industrial and Occupational Toxicology, Survey of Industrial Hygiene, Ergonomics in Occupational Health, Occupational Health Seminar: Theory and Practice of Occupational Health, Introduction to Occupational Medicine, Introduction to Occupational Medicine, Introduction to Worker's Compensation, Principles of Management in Health Services Organizations, and Introduction to Environmental Management.

Application is being made for Category 1 credit of the Physician's Recognition Award of the American Medical Association. Courses are designed to meet the requirements of the Minnesota Board of Nursing for nursing contact hours. Select courses have been awarded Maintenance of Certification Points by the American Board of Industrial Hygiene.

For further information, contact: Program in Continuing Education, Midwest Center for Occupational Health and Safety, Regions Hospital, 640 Jackson Street, St. Paul, MN 55101; (612) 221-3992.

Religious Studies (RelS)

(330 Folwell Hall: 625-5353)
College of Liberal Arts

Textbooks for most RelS courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Indira Junghare, Professor of South Asian and Middle Eastern Studies
Jonathan Paradise, Associate Professor

RelS 3201 THE BIBLE: NARRATIVE TEXTS.

4 credits, \$ANE 1001, 3001, tuition*:
Resident \$391; Non-resident \$1153.44.

Survey covers the majority of the narratives in the Hebrew Bible. Through lecture and discussion we will discover the literary techniques that form the art of the biblical narrative as well as the major ideas the biblical writers were concerned with. No knowledge of Hebrew is required. (No prereq. Meets concurrently with ANE 1001, 3001)

First 5 wk, Sec 50, MW, 6:20-8:50, FolH 50, Paradise

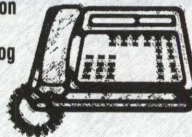
IT'S EASY TO

Register

B Y F A X

625-1511

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Fax registrations to (612) 625-1511. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.



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RelS 3413 BUDDHISM.

4 credits, §RelS 5413, §SALC 3413, 5413, tuition*: Resident \$391; Non-resident \$1153.44.

Historical account of the Buddhist religion in terms of its rise, development, various schools and common philosophical concept. Focuses on Indian Buddhism, compares it with Hinduism, and discusses its demise and revival on the Indian subcontinent. (No prereq. Meets concurrently with 5413, SALC 3413, 5413. Limited to 25)

Second 5 wk, ★Sec 50, MW, 6:20-8:50, FolH 138, Junghare

RelS 5413 BUDDHISM.

4 credits, §RelS 3413, §SALC 3413, 5413, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

See course description for RelS 3413. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3413, SALC 3413, 5413. Limited to 10)

Second 5 wk, ★Sec 50, MW, 6:20-8:50, FolH 138, Junghare

Research Explorations

This program is no longer offered through University College

Rhetoric (Rhet)

(64 Classroom Office Building: 624-3445)
College of Agricultural, Food, and Environmental Sciences

Textbooks for most Rhet courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000) for classes on the Minneapolis campus; at University of Minnesota Bookstore—St. Paul (624-9200) for classes on that campus

Sandra J. Becker, Professor
Denise Dilworth, Teaching Assistant
Doug Dotts, Teaching Specialist
Victoria Mikelonis-Paraskov, Professor

Rhet 1151 WRITING IN YOUR MAJOR.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Students investigate and write about subjects related to their majors. Emphasis on gathering, evaluating, synthesizing, and summarizing information; adapting it for various audiences. Assignments include literature review, abstract, fact sheet, instructions, and feature article. **Must be taken A-F.** (Prereq 1104, completion of freshman communication requirement, and sophomore status. Limited to 18)

First 5 wk, ★Sec 50, T, 6-8:30, ClaOff 17 (Macintosh Lab); Th, 6-8:30, VoTech R385, StP Campus, Dilworth

Rhet 3266 COMMUNICATION, DISCUSSION IN SMALL GROUP DECISION MAKING.

4 credits, tuition*: Resident \$400; Non-resident \$1180.

Role of communication techniques in the small group decision making process. Emphasis on problem-solving discussion requiring some kind of formal outcome. (Prereq 1222 or #. Limited to 18)

Ten wk, ★Sec 50, W, 6-9:20, VoTech R380, StP Campus, Dotts

Rhet 3562 WRITING IN YOUR PROFESSION.

4 credits, tuition*: Resident \$400; Non-resident \$1180. (IDL)

Projects in writing professional reports. Analyses of audience and situation; writing effectively to meet the needs of particular readers. Assignments include writing instructions, feasibility report, proposal, memorandum, letter of application, and resumé. Computer-assisted instruction. **Must be taken A-F.** (Prereq freshman communication requirement, 1151, jr or sr status. Limited to 18)

First 5 wk, ★Sec 50, MTh, 6-8:30, VoTech R380, StP Campus, Becker

Second 5 wk, ★Sec 51, M, 6-8:30, ClaOff 17 (Macintosh Lab), StP Campus; W, 6-8:30, ClaOff B26, StP Campus

Rhet 5573 GRANT PROPOSAL.

3 credits, tuition*: Resident \$300; Non-resident \$885; Resident Graduate credit \$392.25; Non-resident Graduate credit \$784.50; Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

Writing the grant proposal, including establishing credibility, problem statement, program objectives, plan of action, evaluation, budget presentations, and proposal summary. Designed to serve both real and hypothetical situations. (Prereq STC major or pre-STC, freshman communication requirement, 3562 or grad status, or #. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Second 5 wk, ★Sec 50, TTh, 3:30-6, McNH 197, StP Campus, Mikelonis-Paraskov

Scandinavian Languages and Literature (Scan)

(205 Folwell Hall: 625-2080)
College of Liberal Arts
(German, Scandinavian, and Dutch)

Textbooks for most Scan courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Göran Stockenström, Professor

Scan 3504 THE IMMIGRANT EXPERIENCE.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Issues of origins and language, immigration and settlement, traditions and values, culture and politics, and transgression of boundaries from the old to the new, are studied through photos, diaries, letters, songs, stories and novels. (No prereq)

First 5 wk, Sec 50, MW, 6:20-9:50, FolH 208, Stöckenström

Social Work (SW)

(400 Ford Hall: 624-5888)
College of Human Ecology

Textbooks for most SW courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

William Bradshaw, Education Specialist
Maura Sullivan, Instructor

SW 5601 ETHNO-CULTURAL CONCEPTS IN SOCIAL WORK PRACTICE.

4 undergraduate credits, tuition*: Resident \$391; Non-resident \$1153.44.

3 graduate credits, tuition*: Resident Graduate credit \$392.25; Non-resident Graduate credit \$784.50; Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

Relation of ethno-cultural concepts to the development of social welfare policies and services, and social work practice. Critical examination of commonalities of principle and cross-ethnic issues that integrate ethno-cultural dimensions and identification of significant orientations toward welfare issues and practices among the four major ethnic minority groups of color (American Indian, Asian American, black, Hispanic). The contribution of each to effective interpersonal and intra-group relationships with the social service delivery system will be discussed.

For Hennepin County Community Service social workers who are earning 27 graduate credits, this course meets the core requirement for ethno-cultural concepts.

(No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 25)

First 5 wk, ★Sec 50, TTh, 4:45-7:45,
Henn Co Govt Ctr

SW 5601 meets in room 1700-A, Hennepin County Government Center. Pay-for parking is usually available after 4 p.m. weekdays in the Hennepin County underground garage for about \$2.

SW 5970 INDEPENDENT STUDY IN SOCIAL WORK.

Credits arr, tuition* each credit: Resident \$97.75; Non-resident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Independent study in areas of special interest to students and faculty. (Prereq written #. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 50, Arr
Second 5 wk, Sec 51, Arr

SW 8010 FIELD INSTRUCTION I.

Cr arr. Tuition each credit*: Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Students must be enrolled in the Weekend M.S.W. Option. **Must be taken S-N.** (No prereq. Open only to students admitted to the University of Minnesota Graduate School)

First 5 wk, Sec 50, Arr, Sullivan
Second 5 wk, Sec 51, Arr, Sullivan

SW 8020 FIELD INSTRUCTION II.

Cr arr. Tuition each credit*: Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Field practice in social work process under direct supervision. Students must be enrolled in the Weekend M.S.W. Option. **Must be taken S-N.** (Prereq 8010. Open only to students admitted to the University of Minnesota Graduate School)

First 5 wk, Sec 50, Arr, Sullivan
Second 5 wk, Sec 51, Arr, Sullivan
First 5 wk, Sec 52, Arr, Moorhead
Second 5 wk, Sec 53, Arr, Moorhead
First 5 wk, Sec 54, Arr, Rochester
First 5 wk, Sec 55, Arr, Rochester

SW 8030 FIELD INSTRUCTION IN SOCIAL WORK III.

Cr arr. Tuition each credit*: Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Field experience in social work process under direct supervision. Students must be enrolled in the Weekend M.S.W. Option. **Must be taken S-N.** (Prereq 8020. Open only to students admitted to the University of Minnesota Graduate School)

First 5 wk, Sec 50, Arr, Sullivan
Second 5 wk, Sec 51, Arr, Sullivan

SW 8421 SOCIAL WORK PRACTICE: PSYCHOPATHOLOGY AND INTERVENTION.

3 credits, \$5421, tuition*: Resident Graduate School credit \$708; Non-resident Graduate School credit \$1416.

Roles and intervention strategies of social workers in variety of service settings. Problems frequently presented, treatment alternatives, interdisciplinary practice, and ethical issues. (No prereq. Open only to students admitted to the University of Minnesota Graduate School. Limited to 20) Spec Term, ★Sec 1, MTWThF, June 22-26, 9 a.m.-4:30, Moorhead, Bradshaw

Sociology (Soc)

(909 Social Sciences: 624-4300)
College of Liberal Arts

Textbooks for most Soc courses are available at University of Minnesota Bookstore—West Bank (625-3000)

John Arthur, Associate Professor
Jeffrey Broadbent, Associate Professor
David Cooperman, Professor
Douglas Hartmann, Assistant Professor
Richard Sykes, Professor

Soc 1001 INTRODUCTION TO SOCIOLOGY.

4 credits, tuition*: Resident \$356;
Non-resident \$1050.20.

Introduction to the scientific study of social behavior. Overview of the major theories, methods, concepts, and research findings. Examination of the characteristics of the basic social units (social relations, groups, organizations, institutions, society), their patterns of interrelation, and processes of change. (No prereq)

First 5 wk, Sec 50, MW, 6-8:30, BlegH 145, Broadbent

Second 5 wk, Sec 51, MW, 6-8:30,
BlegH 140



Soc 1003 SOCIAL PROBLEMS.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Sociological analysis of major contemporary problems; theory behind the causes, discussion of methods for studying them, and analysis of potential solutions. Problems may include poverty, racial discrimination, inequality, sex roles, crime, drugs, population problems, and pollution. (No prereq)

Second 5 wk, Sec 50, TTh, 6-8:30, BlegH 125, Hartmann

Soc 3101 INTRODUCTION TO AMERICAN CRIMINAL JUSTICE.

4 credits, §CJS 3101, tuition*: Resident \$391; Non-resident \$1153.44.

Components and dynamics as well as philosophical underpinnings of the criminal justice system. (No prereq)

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 420

Soc 3102 INTRODUCTION TO CRIMINAL BEHAVIOR AND SOCIAL CONTROL.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Basic issues in criminology and the sociology of law and social control organizations. (Prereq 3101)

Second 5 wk, Sec 50, TTh, 6-8:30, BlegH 140

Soc 3951 COMPARATIVE ETHNIC GROUP RELATIONS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Theories of ethnic stratification. Relations of minorities and elites viewed in historical and cross-cultural comparative perspective, examining the United States and other countries (e.g., South Africa, Mexico). (Prereq 1001 or #)

First 5 wk, Sec 50, TTh, 6-8:30, BlegH 255, Sykes

Soc 5135 WHITE COLLAR CRIME.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

White collar crime, broadly construed; roots in American society, responses offered by theoreticians and amateur and professional politicians. (Prereq 3101-3102 or #; 5161, 5162 recommended. Qualified students may register for graduate credit at the University of Minnesota)

Second 5 wk, Sec 50, MW, 6-8:30, BlegH 205, Cooperman

Soc 5141 JUVENILE DELINQUENCY.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

Advanced study of juvenile delinquency and societal response to it through regulatory agencies; special characteristics of juvenile justice institutions. (Prereq 3101-3102 or #; 5161, 5162 recommended. Qualified students may register for graduate credit at the University of Minnesota)

First 5 wk, Sec 50, MW, 6-8:30, BlegH 210, Arthur

South Asian Languages and Cultures (SALC)

(192 Klaeber Court: 624-3331)
College of Liberal Arts
(Linguistics & Asian & Slavic Languages & Literatures)

Textbooks for most SALC courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Indira Junghare, Professor of South Asian and Middle Eastern Studies

SALC 3413 BUDDHISM.

4 credits, §5413, §RelS 3413, 5413, tuition*: Resident \$391; Non-resident \$1153.44.

Historical account of the Buddhist religion in terms of its rise, development, various schools, and common philosophical concepts. Focuses on Indian Buddhism, compares it with Hinduism, and discusses its demise and revival on the Indian subcontinent. (No prereq. Meets concurrently with 5413 and RelS 3413, 5413)

Second 5 wk, ★Sec 50, MW, 6:20-8:50, FolH 138, Junghare

SALC 5413 BUDDHISM.

4 credits, §3413, §RelS 3413, 5413, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

See description for SALC 3413. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Meets concurrently with 3413 and RelS 3413, 5413)

Second 5 wk, ★Sec 50, MW, 6:20-8:50, FolH 138, Junghare

IT'S EASY TO

Register

IN PERSON

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Course Descriptions

Spanish (Span)

(34 Folwell Hall: 625-5858)

College of Liberal Arts

Textbooks for most Span and Port courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Fernando Arenas, Assistant Professor
Ofelia Ferrán, Assistant Professor
René Jara, Professor
Carol A. Klee, Associate Professor and Chair
Horacio Machín, Assistant Professor
Louise Mirrer, Professor
Francisco Ocampo, Associate Professor
Joanna O'Connell, Associate Professor
Luis Ramos-García, Assistant Professor
Antonio Ramos-Gascón, Professor
Rafael Salaberry, Assistant Professor
Nicholas Spadaccini, Professor
Constance Sullivan, Associate Professor
Hernán Vidal, Professor
Anthony N. Zahareas, Professor

Reading Spanish: Span 0221 is specifically designed for individuals who desire only a reading knowledge of the language. The Spanish language requirements for a graduate degree also may be satisfied by successfully passing an examination given at the end of the course. Graduate students should check with their advisers for specific language requirements in their field of study.

Span 0221 READING SPANISH.

No credit, tuition*: \$356. (IDL)

This course is designed solely to impart a basic reading knowledge of the Spanish language; full time is devoted to intensive reading and translation of a variety of texts. Since this approach deals with only one aspect of the language, reading, great skill can be acquired in a short time. At the end of the one quarter the student may take the equivalent of the Spanish Graduate Reading Examination. The department will certify to the Graduate School a reading knowledge of Spanish upon successful completion of this examination. **Must be taken S-N.** (No pre-req)

First 5 wk, Sec 50, TTh, 6-8:30, FolH 134

Span 1101-1102-1103 BEGINNING SPANISH.

5 credits each term, tuition* each term: Resident \$445; Non-resident \$1312.75. (IDL)

Basic listening, speaking, reading and writing skills. Stress on the development of communicative competence. Some cultural readings. (No pre-req for 1101; 1101 or # for 1102; 1102 or # for 1103. Limited to 25)

First 5 wk, 1101, ★Sec 50, MTWTh, 6-8:50, NichH 209A

Second 5 wk, 1102, ★Sec 50, MTWTh, 6-8:50, KoltH S132

Ten wk, 1103, ★Sec 50, MW, 6-8:50, KoltH S134

Span 1104 INTERMEDIATE SPANISH.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

Speaking and comprehension; development of reading and writing skills based on materials from Spain and Spanish America. Grammar review; compositions and oral presentation. (Pre-req 1103 or 1205. Limited to 25)

First 5 wk, ★Sec 50, MTWTh, 6-8:50, KoltH S132

Ten wk, ★Sec 51, TTh, 6-8:50, FolH 344

Span 1105 INTERMEDIATE SPANISH.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

For description, see 1104. (Pre-req 1104 or #. Limited to 25)

Second 5 wk, ★Sec 50, MTWTh, 6:10-8:50, NichH 209A

Span 1106 INTERMEDIATE SPANISH.

5 credits, tuition*: Resident \$445; Non-resident \$1312.75. (IDL)

For description, see Span 1104. (Pre-req 1105 or #. Limited to 25)

Ten wk, ★Sec 50, MW, 6-8:50, KoltH S133

Span 3015 SPANISH COMPOSITION AND COMMUNICATION.

5 credits, tuition*: Resident \$488.75; Non-resident \$1441.80.

Emphasis on the development of communication skills, i.e. the ability to comprehend both written and spoken texts, and to speak and write in Spanish beyond the intermediate level. (Pre-req 1106 or equivalent and Graduation Proficiency Exam. Limited to 20)

Ten wk, ★Sec 50, MW, 6-8:50, FolH 426

Span 3612 THE MAN OF LA MANCHA AND DON QUIXOTIC DISCOURSE.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Emphasis on the relations between the text and its various internal structures and between textual details and the age of *Don Quixote*. Analysis of Cervantes' techniques (literary "tricks") and the examination of the novel's various perspectives, conducted in terms of the historical, cultural, and intellectual background of the novel. Taught in English. **May not be used for Spanish or Portuguese major credit.** (No pre-req. Limited to 50)

First 5 wk, ★Sec 50, TTh, 6-8:30, FolH 38

Spanish-Portuguese (SpPt)

(34 Folwell Hall: 625-5858)

Spanish and Portuguese
College of Liberal Arts

Textbooks for most SpPt courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000).

Joint Day/University College Classes—You may register through University College for most day school classes scheduled before 4 p.m. in Spanish-Portuguese. For a copy of the current daytime Class Schedule and procedures for registration through University College, call 624-2388 two weeks before mail registration for that quarter begins.

IT'S EASY TO

Register

B Y F A X

625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cce.umn.edu/extc>



SpPt 3605 SYMBOLIC EXPRESSION IN HISPANIC POLITICS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Presentation of the most crucial historical issues in Spain, Latin America, Portugal, the Portuguese-speaking countries in Africa, and the U.S. Hispanic population. Topics covered include the Spanish Civil War, the Cuban Revolution, the African wars of Independence against Portugal, and the Portuguese Revolution of the 1970s. The course will address wider forms of political activity and symbolic expression beyond literature. **May not be used for Spanish or Portuguese major credit.** (No prereq. Limited to 50)

Second 5 wk, ★Sec 50, TTh, 6-8:30, FolH 134

Speech-Communication (Spch)

(460 Folwell Hall: 624-5800)
College of Liberal Arts

Textbooks for most Spch courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Spch 1101 INTRODUCTION TO PUBLIC SPEAKING.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Basic understanding of oral communication processes and elements. Criticism of and response to oral discourse. Individual speaking. (No prereq. Limited to 21)

First 5 wk, ★Sec 50, MW, 6-8:30, FolH 312
First 5 wk, ★Sec 51, TTh, 6-8:30, FolH 312
Second 5 wk, ★Sec 52, TTh, 6-8:30, FolH 312

Spch 1313 ANALYSIS OF ORAL ARGUMENT.

4 credits, tuition*: Resident \$356; Non-resident \$1050.20.

Strategies for analyzing and evaluating arguments received aurally. Problems in listening and responding to argument. (No prereq. Limited to 21)

First 5 wk, ★Sec 50, TTh, 6-8:30, FolH 318
Second 5 wk, ★Sec 51, MW, 6-8:30, FolH 312

Spch 3411 SMALL GROUP COMMUNICATION PROCESSES.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Cooperative thinking in task-oriented groups. Planning, preparing for, and participating in small groups in private and public contexts. May require group meetings outside regularly scheduled class hours listed below. (Prereq 1101 or #. Limited to 22)

First 5 wk, ★Sec 50, MW, 6-8:30, FolH 318
Second 5 wk, ★Sec 51, TTh, 6-8:30, FolH 419

Spch 3441 COMMUNICATING IN ORGANIZATIONS.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

Theory and practice of communicating in organizations. How communication creates, maintains, and changes organizational culture. Role of individual communicator in organizational culture. (Prereq 1101 or equivalent. Limited to 25)

Second 5 wk, ★Sec 50, MW, 6-8:30, FolH 318

Statistics (Stat)

(270a Vincent Hall: 625-8046)
College of Liberal Arts

Textbooks for most Stat courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Stat 3091 INTRODUCTION TO PROBABILITY AND STATISTICS.

4 credits, §5121, §5131, tuition*: Resident \$391; Non-resident \$1153.44.

Elementary probability and probability distributions, sampling and elements of statistical inference. (Prereq differential and integral calculus. Limited to 40)

Ten wk, ★Sec 50, T, 6:15-8:45, VinH 6

Study Skills

See Learning and Academic Skills, page 34.
See also page 57.

Textiles and Clothing

See Design, Housing, and Apparel (DHA)

Translation and Interpreting (TrIn)

(196 Klaeber Court: 624-4055)
College of Liberal Arts
(Linguistics & Asian & Slavic Languages & Literatures)

Textbooks for most TrIn courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Bruce Downing, Associate Professor of Linguistics
Pamela Sherwood Gabrielson, Teaching Specialist
Carmen Valero Garcés, Visiting Associate Professor of Translation
Vyacheslav Ponomarenko, Visiting Associate Professor of Translation
Laurie Swabey, Teaching Assistant

Curriculum in Translation and Interpreting

—Students who have strong language skills in English and a language other than English can earn academic credit by completing a pre-professional program designed as a preparation for employment in translation and interpreting. No major or minor is offered through this program, and the courses are presently available only through the Department of University College Classes. Instructional staff includes certified interpreters and experienced bilingual professionals. *Courses are offered contingent on sufficient enrollment for persons bilingual in the following language pairs: English-Russian and English-Spanish. Other languages may be added if there is sufficient demand.*

For more information about the program, telephone (612) 624-4055.

Course Descriptions

TrIn 3001 INTRODUCTION TO TRANSLATION.

3 credits, tuition*: Resident \$293.25; Non-resident \$865.08.

An introductory course in translation, oriented toward the translation of everyday documents of the sort that bilinguals working in the community are asked to translate. Course includes both theory and supervised practice. As an exercise in re-expressing meaning in a second language, the course will be a good preliminary to training in interpreting. Open to anyone with adequate skills in English and either Russian or Spanish. Register by language. A section will be offered only if a minimum of 10 students enroll in that section. (Prereq #. Sections 50 and 51 meet separately)

Ten wk, Sec 50, Spanish, T, 6:10-9, FolH 426, Valero Garcés

Ten wk, Sec 51, Russian, W, 6:10-9, FolH 344, Ponomarenko

TrIn 5910 TOPICS: TERMINOLOGY AND TERMINOLOGY MANAGEMENT.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44; Resident Graduate credit \$523; Non-resident Graduate credit \$1046; Resident Graduate School credit \$944; Non-resident Graduate School credit \$1888.

(No prereq. Qualified students may register for graduate credit at the University of Minnesota)

Ten wk, Sec 50, W, 6:10-9, FolH 214, Downing

Women's Studies (WoSt)

(489 Ford Hall: 624-6006)
College of Liberal Arts

Textbooks for most WoSt courses are available at University of Minnesota Bookstore—East Bank in Williamson Hall (625-6000)

Jacquelyn N. Zita, Associate Professor

WoSt 3202 BIOLOGY OF WOMEN.

4 credits, tuition*: Resident \$391; Non-resident \$1153.44.

A study of the biological aspects of the female life cycle from early development to old age. Special attention is given to significant features of a typical female life course. Satisfies Liberal Education Requirement: Physical and Biological Sciences. (No prereq. Limited to 40)

Second 5 wk, ★Sec 50, MW, 5:30-8, FordH 150

WoSt 3205 WOMEN: A SENSE OF IDENTITY.

4 credits, \$5205, tuition*: Resident \$391; Non-resident \$1153.44.

Exploration of social and psychological factors which inhibit or enhance a woman's continuously developing sense of identity. Largely experimental in nature, emphasis is on assertion and communication skill development. Course activities include discussion, group exercises, journal writing, commentary on weekly assigned readings, and an individual project. Students are expected to attend all class sessions. Students will not be admitted after the first class. **No auditors.** (No prereq. Limited to 40)

First 5 wk, ★Sec 50, MW, 5:30-8, AmundH 156

WoSt 3400 TOPICS: WOMEN IN POPULAR CULTURE.

4 credits (max 12 cr), tuition*: Resident \$391; Non-resident \$1153.44.

Analysis of the images of women in film, video, popular music, and television. How these cultural representations affect women's sense of possibility and future. What they say about gender in America, about power, race, and class. (No prereq. Limited to 40)

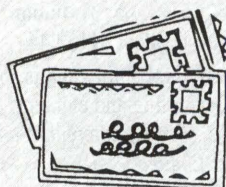
First 5 wk, ★Sec 50, TTh, 5:30-8, FordH 156

IT'S EASY TO

Register

B Y M A I L

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Mail registrations with payment by check, money order, or credit card or billing authorization to the address at right. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



University College
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

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

Work, Community, and Family Education (WCFE)

(R350 Vocational/Technical Building:
624-1221)

College of Education and Human Development
Work, Community, and Family Education

Textbooks for most WCFE courses are available at University of Minnesota Bookstore—St. Paul (624-9200)

email
ceeadv@mail.cee.umn.edu

Youth Studies (YoSt)

(386 McNeal Hall: 624-3700)
College of Human Ecology
(School of Social Work)

Textbooks for most YoSt courses are available at University of Minnesota Bookstore—St. Paul (624-9200)

Michael Baizerman, Professor
Walter Bera, Lecturer
Mary K. Burnison, Coordinator and Instructor
Thom Garfat, Lecturer
Jean Greenwood, Lecturer
Jack Kirkland, Visiting Professor

YoSt 5120 INDEPENDENT STUDY IN YOUTH STUDIES.

Credits are (maximum 12 cr), tuition* each credit: Resident \$97.75; Non-resident \$288.36; Resident Graduate credit \$130.75; Non-resident Graduate credit \$261.50; Resident Graduate School credit \$236; Non-resident Graduate School credit \$472.

Independent reading and/or research under faculty supervision. **No late fees for Independent Study.** (Prereq #: *Qualified students may register for graduate credit at the University of Minnesota*)

First 5 wk, Sec 50, Arr, Burnison
Second 5 wk, Sec 51, Arr, Burnison

National Youth Leadership Council's Ninth Annual Summer Service-Learning Teacher Institute July 28 to August 1, 1998 Wilder Forest Retreat Center, Stillwater, Minnesota

SPECIAL TOPICS IN INSTRUCTION:

SUMMER SERVICE-LEARNING TEACHER INSTITUTE (WCFE 5100,

3 credits). Experientially based course for educators interested in integrating service-learning into the school curriculum, co-curricular activities, or youth agencies. Course covers rationale, philosophy, and purposes of service-learning in schools and youth-serving agencies; design, development, and implementation of curriculums and programs in which young people serve their communities; and exploration of learner outcomes and evaluation/assessment of projects. Instructor is Dr. James C. Kielsmeier. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

To register, and for course information regarding tuition, fees, space availability, graduate credit, times, and details of course content, contact the National Youth Leadership Council, 1910 W. Cty Rd B, Roseville, MN 55113; telephone (612) 631-3672. See our web site: www.nylc.org or e-mail nylcusa@aol.com



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.



Course Descriptions

YoSt 5130 SPECIAL TOPICS: UNDERSTANDING YOUTH SUBCULTURES.

3 credits, tuition* (includes \$10 course fee): Resident \$303.25; Non-resident \$875.08; Resident Graduate credit \$402.25; Non-resident Graduate credit \$794.50; Resident Graduate School credit \$718; Non-resident Graduate School credit \$1426.

An introduction to the idea of "youth subculture(s)" and how it can be useful in youth policy, youth programs and services, and in research about youth. Subculture is a crucial frame for understanding youth who typically act, dress, talk, and otherwise do their everyday lives in ways which disclose membership in groups and larger cultures. To understand youth is to understand their everyday worlds, and (sub)culture is one approach to both.

(Prereq 6 cr in social sciences, experience in youth work or teaching. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)

Spec Term, ★Sec 50, MTWThF, 8:30 a.m.-1:30, July 6, 7, 8, 9, 10, McNH 386A, StP Campus, Baizerman. *No late fee through June 29.*

YoSt 5130 SPECIAL TOPICS: YOUTH CONFLICT RESOLUTION SKILLS.

3 credits, tuition* (includes \$10 course fee): Resident \$303.25; Non-resident \$875.08; Resident Graduate credit \$402.25; Non-resident Graduate credit \$794.50; Resident Graduate School credit \$718; Non-resident Graduate School credit \$1426.

The development of skills required to effectively manage and resolve conflicts that youth face in families, communities, schools, and work places. Experientially based class provides practice and preparation for beginning abilities in negotiation and/or mediation. *(Prereq 6 cr in social sciences, experience in youth work or teaching. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)*

Spec Term, ★Sec 51, WF, 9 a.m.-3:30, July 29, 31, Aug. 12, 14, McNH 386A, StP Campus, Greenwood. *No late fee through July 22.*

YoSt 5230 WORK WITH YOUTH—INDIVIDUAL

3 credits, tuition* (includes \$10 course fee): Resident \$303.25; Non-resident \$875.08; Resident Graduate credit \$402.25; Non-resident Graduate credit \$794.50; Resident Graduate School credit \$718; Non-resident Graduate School credit \$1426.

Examination of basic assumptions underlying work with youth. Emphasis on how adolescents, in particular, learn to get along with themselves. Attention to special issues and concerns of adolescents and of persons who work with them. This first course in a three-quarter sequence emphasizes work on a one-to-one basis. Class meets three full days.

(Prereq Soc 1001, Psy 1001, CPsy 3303.

Qualified students may register for graduate credit at the University of Minnesota. Limited to 25)

Spec Term, ★Sec 50, FSaM, 8:30 a.m.-4:30, June 26, 27, 29, McNH 386A, StP Campus, Garfat. *No late fee through June 19*

YoSt 5232 WORK WITH YOUTH—GROUPS.

3 credits, tuition* (includes \$10 course fee): Resident \$303.25; Non-resident \$875.08; Resident Graduate credit \$402.25; Non-resident Graduate credit \$794.50; Resident Graduate School credit \$718; Non-resident Graduate School credit \$1426.

Helps practitioners with adolescents learn to increase their knowledge and understanding of adolescent group needs and associations, increase knowledge of group process, and enhance skill in working with groups of adolescents in the community, in group living situations, and in group therapy. Class meets three full days. *(Prereq 5230. Qualified students may register for graduate credit at the University of Minnesota. Limited to 20)*

Spec Term, ★Sec 50, FSaM, 8:30 a.m.-4:30, July 17, 18, 20, McNH 386A, StP Campus, Kirkland. *No late fee through July 10*

YoSt 5401 COMMUNICATING WITH ADOLESCENTS ABOUT SEXUALITY.

3 credits, tuition* (includes \$10 course fee): Resident \$303.25; Non-resident \$875.08; Resident Graduate credit \$402.25; Non-resident Graduate credit \$794.50; Resident Graduate School credit \$718; Non-resident Graduate School credit \$1426.

Sexual development and experience, emphasizing how adults can be comfortable to communicate more effectively with young people. Sexual patterns, variations, roles, power, exploration, sex education. *(Prereq 6 cr in social sciences, experience with youth.*

Qualified students may register for graduate credit at the University of Minnesota. Limited to 24)

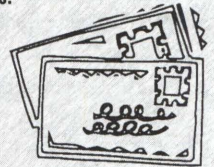
Spec Term, ★Sec 50, FSaM, 8:30 a.m.-4, July 24, 25, 27, McNH 386A, StP Campus, Bera. *No late fee through June 17.*

IT'S EASY TO

Register

B Y M A I L

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. *(See the sample course description on page 7)*
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course *(See page 66 to determine the tuition rate that applies to you)*. Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Mail registrations with payment by check, money order, or credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.



University College
University of Minnesota
101 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, MN 55455

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

NONCREDIT COURSE Offerings



- ➔ Compleat and Practical Scholar (see below)
- ➔ Compleat Scholar Weekends (see page 61)
- ➔ Credit courses are listed beginning on page II.

UNIVERSITY OF MINNESOTA

COMPLEAT & PRACTICAL SCHOLAR

Telephone 624-8880 for information.

The Compleat Scholar and Practical Scholar programs offer a comprehensive curriculum of University learning without credit. These programs provide a combination of introductory courses about a wide range of topics and advanced courses that allow participants to investigate in greater depth areas with which they are already familiar.

Compleat Scholar (CSch)—a lively mix of noncredit courses in the arts, humanities, social sciences, writing, literature, and natural and physical sciences. See below for more information, or go directly to the course descriptions beginning on page 53.

Practical Scholar (PSch)—your dependable source for noncredit applied-knowledge and skill-building courses in areas such as public relations; communication and language;

human development and relationships; financial, consumer, and wellness information; career, academic, and test planning; home, garden, and landscape topics. See the course descriptions beginning on page 57.

Tap your talents and energy with the help of outstanding instructors, and choose a format—lectures and discussions, field trips and studio tours, gallery walks and laboratory sessions—that suits your learning style.

Compleat and Practical Scholar courses are usually scheduled for three to eight meetings and do not include grades or exams. There are no admission or entrance requirements; students need only a desire to learn.

Registration in some classes, however, may require prerequisite courses or experience.

See page 53 for CSch offerings and page 57 for PSch offerings.

Call 624-8880 to request maps and directions to off-campus classroom sites.

Registration in Compleat and Practical Scholar Courses

Unless otherwise noted, registration procedures, dates, and locations are the same as for credit registration. See the When and How to Register section of this Catalog for details. Late registrations for noncredit classes must be accompanied by a late fee. See page 5. Late registration dates are listed with each course description. See page 61 for Compleat Scholar Weekend registration information.

Noncredit Courses

Books for Compleat and Practical Scholar Courses

When books are suggested or required for a class, they will usually be available for purchase at University of Minnesota Bookstore—East Bank in Williamson Hall. See bookstore hours on page 9.

Tuition for Compleat and Practical Scholar Courses

See course descriptions below for tuition charges.

University employees who wish to take non-credit classes must pay half the regular tuition plus any special costs or fees (Compleat Scholar Weekends not included). Eligible employees are those working at least 75-percent time in an ongoing or temporary appointment; working 100-percent time during the period for which the course is held if on a 9-month or 11-month appointment; and those on maternity or other leaves without pay. Employees on student appointments, family members of University employees, and laid-off employees are not eligible for this reduced tuition plan. When registering, employees must submit a letter from their supervisor or the head of their department verifying employment. For limited-enrollment classes, employee registrations will be accepted starting the last two weeks of in-person registration. For nonlimited classes, employees may register during the regular registration periods. Additional restrictions may apply for some courses.

Persons 62 and older receive a 10-percent discount on many noncredit classes. When available, the discount is listed in the course price information. Persons who have current memberships with Woman's Club of Minneapolis, the Jewish Community Center of Greater St. Paul, and Minnesota Landscape Arboretum receive 10-percent discounts in classes offered cooperatively with these organizations (see individual course descriptions for tuition). Only one 10-percent discount may be applied to each registration. Participants pay full course and special fees, if any.

No third-party billing is permitted for noncredit classes. Please enclose a check or money order or credit card authorization for payment (see registration form for details).

Refund Schedule for Compleat and Practical Scholar Courses

Students who wish to cancel registration in a course must do so officially, either in person,

by fax, or by writing to University College Registration Office, 101 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455. **Refund requests for one- or two-day classes or seminars must be received in writing or in person three working days in advance of the first class.**

1-session class	100% before class meets None after class has met
2-session class	100% before class meets None after first class
3-4 session class	100% before class meets 50% before second class None after second class
5 or more sessions	100% before class meets 75% before second class 0% before third class None after third class

Registrants who fail to attend or to cancel properly are liable for the entire fee. Late fees are not refundable in any case.

See page 61 for Compleat Scholar Weekends refund policy.



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

3 EASY WAYS TO

Register

BY MAIL, BY FAX, OR IN PERSON

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, cash (in person only), billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Submit your registration form with payment by mail, fax, or in person. See the registration dates on the inside front cover of this catalog.

1 MAIL registrations with payment by check, money order, credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.

University College, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455

2 FAX registrations to (612) 625-1511. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.

3 Register IN PERSON at the following locations during in-person registration dates.

University College
101 Wesbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls

Need More Information?
Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

The Compleat Scholar summer course offerings

Art and Architecture

CSch 0110 19TH CENTURY AMERICAN MASTERS: EAKINS, SARGENT, AND HOMER.

No credit, \$80 (age 62, \$72).

Internationally recognized as masters of American painting, these three artists significantly advanced the course of American art, both adapting and challenging the dominant trends of European painting. Eakins studied in France and brought back to the United States a renewed interest in realism, yet he rejected the customary European focus on comfortable or familiar bourgeoisie or upper class subjects, and instead painted the unusual and sometimes disturbing parts of life. Likewise, although Sargent's work was traditional in depicting the wealthy and elite, his brush strokes and other techniques were revolutionary for his time. Winslow Homer, quite independent of French influence, developed an American impressionism which was traditional in subject matter, but very modern in its sensibility. Learn more about the contributions of major artists on this side of the Atlantic. *(Limited to 35)*

Spec Term, ★Sec 50, W, 6:30-8:30, June 17-July 8 (4 meetings), McNH 198, StP campus. *No late fee through June 10.*

(Robert L. Gambone completed a doctorate in art history at the University of Minnesota. He has published numerous catalogues and books on American art and has curated exhibitions in American art for a variety of U.S. museums)

CSch 0141 DRAWING THE FACE OF THE CITY.

No credit, \$106 (age 62, \$95.40).

Bring your sketching materials to the city and explore various aspects of the urban landscape. Begin this field drawing class at the Minneapolis Sculpture Garden where you focus on setting a horizon line to create space and begin working with forms and textures of your urban surroundings. Meet next week at the Capitol grounds to learn about atmospheric perspective, using color and value to create depth, and capturing the "feel" of light in the surrounding gardens. In the third session, travel to Como Park where you concentrate on trees and other forms and the negative space surrounding these forms; learn to compose a scene on site. Finally, experience nature in the city at Minnehaha Falls and capture the movement of water and other forms within the landscape to make your drawings come alive. Leave class with new drawing techniques and a heightened understanding and appreciation of this urban environment. First class meeting will be at the Walker Art Center Sculpture Garden Conservatory; course supply list will be sent to registrants. *(Limited to 16)*

Spec Term, ★Sec 50, Sa, 9:30 a.m.-12, July 11-Aug. 1 (4 meetings), 1st meeting at Walker Sculpture Garden Conservatory. *No late fee through July 6.*

(Kenneth Wenzel completed an M.F.A. at the San Francisco Art Institute. Since 1989 he has taught drawing and painting classes to adults and children in several Twin Cities sites, including the Minneapolis Institute of Arts. His work has been exhibited in a variety of venues across the United States)

CSch 0145 WATERCOLOR: FLOWER PAINTING WORKSHOP.

No credit, \$120 (age 62 and Arboretum members, \$108). *Includes lunch.*

Draw inspiration from the beautiful gardens of the Minnesota Landscape Arboretum. The workshop includes a demonstration of watercolor techniques, sumi-e painting on rice paper, and collage. Lunch available in the tea room at the Arboretum. *(Offered in cooperation with Minnesota Landscape Arboretum. Admission fee to Arboretum waived with course registration receipt. Limited to 20)*

Spec Term, ★Sec 50, Th, 9 a.m.-4, July 23 (1 meeting), Minnesota Landscape Arboretum, Snyder Bldg., Classroom 2, 3675 Arboretum Drive, Chanhassen. *No late fee through July 16.*

(Marija Skutans Netz is an award-winning watercolorist whose paintings are in private and corporate collections. She has taught at the University of Minnesota and is a popular workshop leader and guest speaker. Currently she is illustrating a book of poetry)

CSch 0155 BEADED BEAD NECKLACES.

No credit, \$120 (age 62, \$108).

Using mostly small size 11 seed beads, explore numerous ways to create larger beads covered with needlewoven beadwork. Encase wooden beads with the Peyote and Netting stitches. Make Peyote stitched cylinder beads as well as free form Ruffle and Flying Saucer spacer beads. Then explore options to combine your beads into a necklace. You must know the basic Peyote stitch. Supply list provided prior to class; students are responsible for the cost of beads, thread, and beading needles (about \$20). *(Limited to 16)*

Spec Term, ★Sec 50, T, 6-9, June 16 - July 7 (4 meetings), McNH 216, StP Campus. *No late fee through June 9.*

(Nancy Eha, beadwork artist and educator, has exhibited her flamboyant, innovative beadwork in numerous national exhibits. She is currently president of the Upper Midwest Bead Society, and author of Off the Beadin' Path)

CSch 0168 CONTEMPORARY DOLLMAKING.

No credit, \$92 (age 62, \$82.80).

Throughout history, cultures have created dolls that reflect what it means to be human in society. In this introductory class, explore what dolls mean to you through the creative possibilities of experimenting with three traditional doll form structures: tube, outline, and wire armature. Create contemporary sculptures of personal meaning and symbolism to further your art development or simply to give as gifts. Basic sewing is required. A sewing machine will be available, but most work will be done by hand. Most supplies are covered in the \$5.00 fee paid to the instructor at the first class session; students should also expect to bring scissors and special embellishments such as beads, trim, buttons, and yarn. *(Limited to 16)*

Spec Term, ★Sec 50, T, 6:30-8:30, Aug. 4-25 (4 meetings), Lutheran Church of the Good Shepherd, 4801 France Ave S, Edina (park in and enter from south lot). *No late fee through July 28.*



The Compleat Scholar

Noncredit Courses

(Mimi Holmes, M.F.A. in studio art from Florida State University, is an artist known nationally for her elaborately beaded wire armature dolls. She has been making dolls for more than 30 years, and is a member of Urban Dollmakers in the Twin Cities)

Music and Photography

CSch 0215 THE BLUES: AN OVERVIEW OF THE ROOTS OF AMERICAN MUSIC.

No credit, \$120 (age 62, \$108).

Starting with work songs, field hollers, and early rural blues pieces, explore in layperson's terms the musical style, social implications, and growth of the blues that resulted in early urban blues, rhythm and blues, early rock and roll, and jazz idioms. Explore the music of artists such as Leadbelly, Sleepy John Estes, Floyd Jones, Muddy Waters, Buddy Guy, Johnny Otis, Bessie Smith, Count Basie, and others. *(Limited to 24)*

Spec Term, ★Sec 50, T, 6:30-8:30, June 30-Aug. 4 (6 meetings), FergH 202. *No late fee through June 23.*

(Chris Granias, Ph.D., teaches at the Minnesota Center for Arts Education, Concordia University, and the MacPhail Center for the Arts. He has conducted workshops on jazz rock, blues, jazz, and rags, and church music, and is also a free-lance composer and a member of the American Composers Forum)

CSch 0251 PHOTOGRAPHING GARDENS.

No credit, \$65 (age 62, \$58.50).

Capture the ephemeral beauty of your garden on film. Learn the basics of landscape composition, how to work with natural light, and how to make stunning close-up photographs of individual plants. Participants need an interest in gardening, a 35 mm camera, and a basic understanding of 35 mm camera operation. Includes a Saturday morning field trip to the Minnesota Landscape Arboretum (June 20; participants provide own transportation and may choose to carpool) to explore photographing different garden types.

Participants should bring their camera equipment to the first class session. *(Limited to 22)* Spec Term, ★Sec 50, T, 7-9, June 16, 30 (2 meetings plus field trip), CentLib 6, StP Campus. *No late fee through June 10.*

(Don Breneman is a photographer with the University of Minnesota Extension Service, and production manager and photographer for the award winning Minnesota Gardening Calendar. He is a photography judge for the Minnesota Horticultural Society and has had pictures published in the Minnesota Horticulturist, Fine Gardening, and American Nurseryman Magazine)

CSch 0270 DIGITAL IMAGING WORKSHOP: QUARK XPRESS FROM LAYOUT TO PRINT.

No credit, \$785 plus \$75 special fee. Total \$860 (age 62, \$706.50 plus \$75 special fee. Total \$781.50). No other discounts available.

If you need to create brochures, catalogs, newsletters, sell sheets, periodicals, self-published books, or any print project, this new hands-on workshop is for you. Use the industry standard Quark XPress to produce the perfect printed piece with your computer. Learn how to read and understand colors in Adobe Photoshop and Illustrator, and how to best incorporate those images into your page layouts. Discover when to use process colors, and when to use spot colors. Learn how to proof your final work, and how to guarantee the colors you see on the screen will be the colors of your finished CMKY work. Finally, see the vast array of press and output options that are available for your projects. The workshop will also include two optional evening field trips to printers and prepress facilities. *(Limited to 11)*

Spec Term, ★Sec 50, MTWThF, 9 a.m.-5, June 15-19 (5 meetings plus 2 field trips), BioSci 64, StP Campus. *No late fee through June 8.*

(David Husom, a professional photographer and digital imaging consultant, has been teaching photography and digital imaging courses for more than 20 years. Ann-Marie Rose has taught color separation and computer imaging for 15 years and is experienced in pagination systems, and drum scanners as well as desktop systems. Her digital photographs have appeared in numerous publications. Together and individually, Husom and Rose have been keynote speakers at numerous conferences and have written and published educational material on digital imaging)

CSch 0271 PHOTOSHOP PREPARATORY.

No credit, \$64 (age 62, \$57.60). No other discounts available.

This 4 hour introduction to Adobe Photoshop is available to students registered for one or more of this summer's Digital Imaging Workshops (CSch 0270, CSch 0272 and CSch 0273). The class introduces Photoshop's tools and capabilities, and helps students improve their computer skills before beginning one of the week long workshops in Photoshop or Multimedia. It is strongly recommended for anyone not familiar with Photoshop, and/or lacking basic computer skills with Windows or Macintosh computers. *(Limited to 11)*

Spec Term, ★Sec 50, Sa, 1-5, June 20 (1 meeting), BioSci 64, StP Campus. *No late fee through June 15.*

(See biographies for David Husom and Ann-Marie Rose in CSch 0270)


email
ceeadv@mail.cee.umn.edu

IT'S EASY TO

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IN PERSON

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CSch 0272 DIGITAL IMAGING WORKSHOP: PHOTOSHOP.

No credit, \$785 plus \$75 special fee. Total \$860 (age 62, \$706.50 plus \$75 special fee. Total \$781.50). No other discounts available.

This hands-on course provides a firm foundation in digital imaging for print, multimedia, and Internet/Web applications in design, photography, fine art, graphics, communications, and business. Learn how to use the latest version of Adobe Photoshop in a fully equipped Power Macintosh computer lab. Gain experience in scanning, Photo CD, and digital cameras. Perform color correction and creative work on your own images and explore output options. Discuss principles and theories of digital imaging, including color theory, resolution, and photographic and pre-press formats, as well as aesthetic and design concerns through critiques of class projects. Visit local digital imaging facilities during two optional evening field trips. Materials provided include training book, instructor-developed educational CD-ROM with 65 photo images, and numerous handouts. (Familiarity with Macintosh or Windows computers is required. Those lacking previous Photoshop or computer experience are requested to take CSch 0271 first. *Limited to 11*)

Spec Term, ★Sec 50, MTWThF, 9 a.m.-5, June 22-26 (5 meetings plus 2 field trips), BioSci 64, StP Campus. *No late fee through June 15.*

(See biographies for David Husom and Ann-Marie Rose in CSch 0270)

CSch 0273 DIGITAL IMAGING WORKSHOP: MULTIMEDIA AND ELECTRONIC PUBLISHING.

No credit, \$785 plus \$75 special fee. Total \$860 (age 62, \$706.50 plus \$75 special fee. Total \$781.50). No other discounts available.

An intensive course providing hands-on experience in multimedia creation for design, fine art, photography, education, business, and communications. Learn how to use Macromedia Director and SoundEdit, Adobe Photoshop, and QuickTime to produce your own multimedia project for CD-ROM, the Internet/World Wide Web, kiosks, tutorials, or self-running presentations. Visit local multimedia facilities during two optional evening field trips. Although geared to the Macintosh, the course is also highly relevant to Windows users. Materials provided include training book, instructor-developed educational CD-ROM with 65 photo images, and numerous

handouts. (Familiarity with Macintosh or Windows computers is required. Those lacking previous Photoshop or computer experience are requested to take CSch 0271. *Limited to 11*)

Spec Term, ★Sec 50, MTWThF, 9 a.m.-5, July 6-10 (5 meetings plus 2 field trips), BioSci 64, StP Campus. *No late fee through June 29.*

(See biographies for David Husom and Ann-Marie Rose in CSch 0270)

Humanities**CSch 0358 JERUSALEM: 3,000 YEARS OF HOLINESS.**

No credit, \$80 (age 62 and JCC-StP members, \$72).

Explore this world-renowned metropolis beginning with an overview of the holy city's history, development, and physical characteristics. Each subsequent session of the course focuses on one of Jerusalem's three main faiths—the Jerusalem of Judaism, Christianity, and Islam. Understand why this great city is known as both a city of joy and city of sorrow. (Offered in cooperation with the Jewish Community Center of Greater St. Paul. *Limited to 30*)

Spec Term, ★Sec 50, T, 7-9, June 16-July 7 (4 meetings), Jewish Community Center of Greater St. Paul, room 107, 1375 St. Paul Ave, StP. *No late fee through June 9.*

(Steven Derfler, Ph.D., is Area Executive Director of the American Jewish Committee and an adjunct professor at the University of Wisconsin, River Falls. He co-directs archaeological expeditions to Israel and has been actively involved in educating people about the ancient and modern Middle East)

**COUNSELING & ACADEMIC ADVISING**

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Writing and Literature**CSch 0400 CREATIVE WRITING: DEVELOPING YOUR CRAFT THROUGH EXERCISES.**

No credit, \$134 (age 62, \$120.60).

Are you beginning to write and are now seeking ways to strengthen your skills? Whatever genre you finally select—from fiction to creative nonfiction or memoir—improve your writing expertise through in-class assignments. Use imaginative exercises to generate new ideas and first drafts. Then use technique exercises to address aspects of the craft—how to begin, when to end, and how to uncover the real narrative from a first draft. (*Limited to 20*)

Spec Term, ★Sec 50, T, 6:30-8:30, July 7-Aug. 18 (7 meetings), BorH 365, StP campus. *No late fee through June 30.*

(Melanie Richards earned an M.F.A. from Goddard College. Her award-winning poetry and prose have been published in *Yankee*, *Harvard Review*, *Shenandoah*, *26 Minnesota Writers*, and other publications)

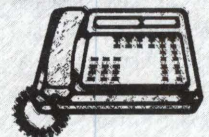
IT'S EASY TO

Register

B Y F A X

625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Noncredit Courses

CSch 0404 AN INTRODUCTION TO WRITING THE MODERN MYSTERY.

No credit, \$140 (age 62, \$126).

This introductory class offers information and guidance for those who not only love mysteries, but have begun writing or have a strong working idea. Through lecture, student writing and reading, explore the process of creating a vivid and memorable crime novel. Enhance your knowledge of plot, characterization, dialogue, pace, setting, revisions, and creating the all-important "hook." Also learn about the publishing process—how to write a query letter, how to find an agent, small versus mainstream publication, manuscript presentation, and an overview of the realities of the modern mystery market. To better understand this genre's history and style, two short mysteries are also assigned at the first session as outside reading for the class. (Limited to 20)

Spec Term, ★Sec 50, T, 6-8, June 16-July 21 (6 meetings), Lutheran Church of the Good Shepherd, 4801 France Ave S, Edina (park in and enter from south lot. No late fee through June 9.

(Ellen Hart's seven mysteries featuring sleuth Jane Lawless became one of the first mysteries to go from a small press (Seal) directly to a mainstream New York publisher (Ballantine). Her most recent novel is *Murder in the Air*. Hart's literary awards include the 1995 and 1996 Minnesota Book Award for best crime fiction as well as the 1994 Lambda Literary Award for best lesbian mystery)

CSch 0408 CREATIVE NONFICTION: CRAFTING A NATURAL "I" IN MEMOIR.

No credit, \$111 (age 62, \$99.90).

Writers of compelling, effective memoir express a natural, unaffected self—their "I" seems to be effortless. Yet that written "self" is a somewhat unnatural creation—often as intentionally crafted and shaped as a character in fiction. In this class, we will examine ways to create ourselves as literary characters through memoir. Through reading, discussion, and in-class writing, we will experiment with techniques of poetry and fiction to enrich and express a natural sounding self. Students will read excerpts from writers such as Bernard Cooper, Frederick Douglass, Lee Gutkind, Maxine Hong Kingston, N. Scott Momaday, Honor Moore, Tim O'Brien, and Cynthia Ozick. Required reading packet will be available at the University's Williamson Hall Bookstore. (Limited to 20)

Spec Term, ★Sec 50, W, 6:30-8:30, June 17-July 22 (6 meetings), AmundH 116. No late fee through June 10.

(Laura Littleford has published poetry, fiction, and creative nonfiction. Her memoir, *"In the White Harvest: The Importance of Road Construction,"* was adapted as a performance art piece for Illusion Theater in Minneapolis. Her most recent essay, *"The Sound of a Hand Reading,"* was published by *The Pittsburgh Quarterly* and was recently nominated for a Pushcart Best of the Small Presses award. She is currently completing a Master of Fine Arts degree in writing from Hamline University)

CSch 0413 REVELATIONS AND HALF-TRUTHS: WRITING THE PERSONAL ESSAY.

No credit, \$115 (age 62, \$103.50).

Invite the reader into your work by developing the complex intimate voice of the personal essayist. Learn about the "triggering subject" that serves as the core of the essay, and the idiosyncratic spell the essayist hopes to cast over the reader in a genre where voice prevails over content and the work is enhanced rather than flawed by digression, contradiction, and recollection. Work on balancing the demands of privacy and self-revelation. We'll combine selected readings from Phillip Lopate's *The Art of the Personal Essay* with thoughtful and lively discussion, and work with writing exercises modeled on strategies taken from the reading, and others suggested by the instructor. (Limited to 20)

Spec Term, ★Sec 50, Th, 6:30-8:30, July 9-Aug. 13 (6 meetings), Arch 45. No late fee through July 2.

(Melanie Richards earned an M.F.A. from Goddard College. Her award-winning poetry and prose have been published in *Yankee*, *Harvard Review*, *Shenandoah*, *26 Minnesota Writers*, and other publications)

CSch 0415 SHORT FICTION: THE STORY IN 3-D.

No credit, \$97 (age 62, \$87.30).

Michelangelo said his finished forms already existed within raw stone, merely waiting to be stripped clear. Short stories too can be viewed as emerging works, hewn from rough ideas and imagination. Yet how do we determine which parts to carve out in greater relief? How do we sculpt down each one's specific shape and mass, tension and composition to arrive at an essence? Join this highly interactive writing class designed to help us re-envision stories as objects existing in dimension, space, and time. Explore other art media—from architecture to mosaics to Chinese scroll paintings—as working models to be applied to the craft, technique, and process of writing. Learn how to become an artisan, taking your drafts from rough rock to polished marble. (Limited to 20)

Spec Term ★Sec 50, T, 6:30-8:30, July 28-Aug. 25 (5 meetings), AmundH 124. No late fee through July 21.

(Marc Nieson is a graduate of the University of Iowa Writers' Workshop and New York University Film School, whose work has garnered awards from the Houston International Film Festival and the National Endowment for the Arts. Nieson helped found and coedits *100 WORDS*, an international literary journal, and he conducts creative writing seminars, residencies, and workshops throughout the Midwest)

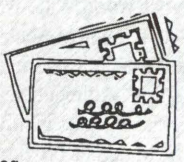
 UNIVERSITY COLLEGE
CONTINUING AND DISTANCE EDUCATION

IT'S EASY TO

Register

BY MAIL

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CSch 0435 WRITING FOR TELEVISION.

No credit, \$140 (age 62, \$126). No other discounts available.

Join television script writer and freelancer Jeff Vlaming in a one-day introductory seminar on writing for television. Beginning with a brief discussion of his own career path which has led to several television writing credits, Vlaming presents a realistic and informative account of the process, expectations, pitfalls, and potential promise of television writing. Learn about how a television show works—the script to screen process, half-hour and one-hour shows, and who's really in charge on and off the set. Gain information about writing scripts that are more likely to be read, how to pitch your script ideas and tips on acquiring an agent, whether you decide to write where you live or make the move to Los Angeles. (*Limited to 45*)

Spec Term, ★Sec 50, Sa, 9 a.m.-4, July 11 (1 meeting), EBCEC, Room 32, StP Campus. *No late fee through July 2.*

(Jeffrey Vlaming completed a degree in mass communications at the University of Minnesota with an emphasis on television. He has written episodes for shows such as *Weird Science*, *Northern Exposure*, *X-Files*, and *Lois and Clark*)

CSch 0482 THE ORIGIN OF THE SUSPENSE NOVEL.

No credit, \$115 (age 62 and WCM members, \$103.50).

Just as Edgar Allan Poe has been credited with being the father of the detective story, Wilkie Collins and Sheridan LeFanu are viewed as the earliest practitioners of the "Novel of Sensation," or what today is variously called the mystery, thriller, suspense, or crime novel. Both authors wrote in the 1860s, are considered creators of the genre, and are famous for their ingenious and meticulous plots. The class will read and discuss *The Woman in White* by Collins and *Uncle Silas* by LeFanu. Aficionados of Dorothy L. Sayres might recall LeFanu's name as the focus of Harriet Vane's research in Sayre's *Gaudy Night*. (*Offered in cooperation with the Woman's Club of Minneapolis. Limited to 24*)

Spec Term, ★Sec 50, W, 10 a.m.-12, July 22-Aug. 26 (6 meetings), Woman's Club of Mpls, Library, 410 Oak Grove. *No late fee through July 15.*

(Johanna Kheim has taught French and humanities at the University of Minnesota. Her doctoral studies at the University were in comparative literature with a focus on the 19th- and 20th-century novel)

Natural and Physical Sciences**CSch 0552 GEOLOGY OF THE TWIN CITIES AND SOUTHEASTERN MINNESOTA.**

No credit, \$105 (age 62, \$94.50).

Imagine southeastern Minnesota's rolling hills and metropolitan centers as an azure ocean teeming with marine life or a wind-whipped, barren, ice-covered landscape. These two starkly contrasting images are both important parts of this region's geologic history. Discover how geologic processes came to create the landscape of southeastern Minnesota, including the Twin Cities area. Highlighted by a full-day Saturday field trip (**July 25, participants provide own transportation and may choose to carpool**) of waterfall exploration, fossil hunting, and excursions to other geological points of interest. (In case of poor weather, alternate date for field trip is Aug. 1.) (*Limited to 25*)

Spec Term, ★Sec 50, Th, 6:30-8:30, July 9-23 (3 meetings plus field trip), Minnesota Geological Survey, 2642 University Ave., StP. *No late fee through July 2.*

(Tony Runkel received his Ph.D. from the University of Texas and is a senior geologist at the Minnesota Geological Survey. He specializes in the Paleozoic rocks of southeastern Minnesota)

The Practical Scholar summer course offerings**Academic Skills and Career Development****FREE MATH SKILLS TEST HELPS YOU CHOOSE THE RIGHT COURSE**

Wondering if you need more math review (perhaps PSch 0609 Reviewing Math for the GRE or GMAT or an earlier entry course) before taking PSch 0610 Preparing for the GRE, or PSch 0611 Preparing for the GMAT? To make your decision easier, a short self-scored test is available at no cost. Guidelines included with the test help you decide which class you are ready for based on your score. To have the test mailed to you, call 624-8880.

PSch 0606 APPLYING TO AND FINANCING GRADUATE SCHOOL.

No credit, \$35 (age 62, \$31.50).

Early planning is essential in applying to and successfully financing your graduate education. Many application deadlines are six months or more before the term begins. The first part of this session examines how the graduate school admission process works, when to apply, and how to put together an effective application. In the second half find out what types of aid and financial support are available including loans, grants, scholarships, fellowships, and assistantships. Includes time for questions. (*Limited to 35*)
Spec Term, ★Sec 50, M, 6-9, June 22 (1 meeting), AmundH 162. *No late fee through June 15.*

(Dennis Clayton, Ph.D., is director of the Office of Equal Opportunity in Graduate Studies at the University of Minnesota. Larry Bloom is a financial aid counselor at the University)

ceeadv@mail.cee.umn.edu

Noncredit Courses

PSch 0609 REVIEWING MATH FOR THE GRE OR GMAT.

No credit, \$150 plus \$15 special fee. Total \$165 (age 62, \$135 plus \$15 special fee. Total \$150). *Includes study materials.*

Preparation for the mathematics portions of the Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT). Intended for people who need to brush up on their basic math skills and who would like some guidance and practice in solving the fundamental problems encountered on the GRE and GMAT. Topics include material from arithmetic, algebra, geometry, and problem solving (see also PSch 0610, 0611). Last class includes an assessment followed by a discussion. Materials distributed at first class. (See *math skills note page 57. Limited to 30*)

Spec Term, ★Sec 50, M, 6-9, July 27-Aug. 17 (4 meetings), AmundH 114. *No late fee through July 20.*

(Terry Wyberg has over 3 years experience teaching mathematics at the high school level and over 5 years experience teaching mathematics in General College at the University of Minnesota. Terry is currently teaching Mathematics Education courses for pre-service and in-service teachers at the University of Minnesota)

PSch 0610 PREPARING FOR THE GRE.

No credit, \$305 plus \$48 special fee. Total \$353 (age 62, \$274.50 plus \$48 special fee. Total \$322.50). *Includes study materials.*

Become familiar with the various types of verbal, quantitative, and analytical questions presented on the Graduate Record Examination (GRE) General Test. The first class session includes a proctored diagnostic exam beginning promptly at 5:30 p.m., and distribution of materials especially prepared for this course as well as the practice book *GRE: Practicing to Take the General Test*. Instruction begins at second session. Learn test-taking strategies and work with test-simulation exercises on reading comprehension, antonyms, analogies, sentence correction, problem solving, quantitative comparison, graphs, and analytical/logical reasoning. Includes advanced math strategies. Along with standard course materials—Cambridge workbook and practice tests—students receive a practice disk that simulates computer adaptive question types allowing first-hand experience with computerized question format. Students needing basic math review (arithmetic, algebra, geometry, and story

problems) should register for PSch 0609. (See *math skills note, page 57. Limited to 40*)

Spec Term, ★Sec 50, Th, 5:30-9:30, July 16-Aug. 20 (6 meetings), AmundH 124. *No late fee through July 9.*

(Gabrielle Dane, instructor for the verbal section, is a doctoral candidate in English Language and Literature at the University of Minnesota. Tom Lamb, instructor for the math section, has an M.B.A. from the Carlson School of Management and has previously taught math courses in the General College at the University)

PSch 0611 PREPARING FOR THE GMAT.

No credit, \$305 plus \$48 special fee. Total \$353 (age 62, \$274.50 plus \$48 special fee. Total \$322.50). *Includes study materials.*

Learn test-taking strategies for dealing with the verbal, quantitative, and analytical sections of the new Graduate Management Admissions Test (GMAT). The first class session includes a proctored diagnostic exam beginning promptly at 5:30 p.m., and distribution of materials especially prepared for this course as well as the practice book *The Official Guide for GMAT Review*. Instruction begins at second session. Discuss proven methods for dealing with each of the question types and work with test-simulation exercises in critical reasoning, problem solving, data sufficiency, sentence correction, essays, and reading comprehension. Along with standard course materials—Cambridge workbook and practice tests—students receive a practice disk that simulates computer adaptive question types allowing first-hand experience with computerized question format. (See *math skills note, page 57. Limited to 40*)

Spec Term, ★Sec 50, Th, 5:30-9:30, Aug. 6-Sept. 10 (6 meetings), AmundH 120. *No late fee through July 30.*

(Gabrielle Dane, instructor for the verbal section, is a doctoral candidate in English Language and Literature at the University of Minnesota. Tom Lamb, instructor for the math section, has an M.B.A. from the Carlson School of Management and has previously taught math courses in the General College at the University)

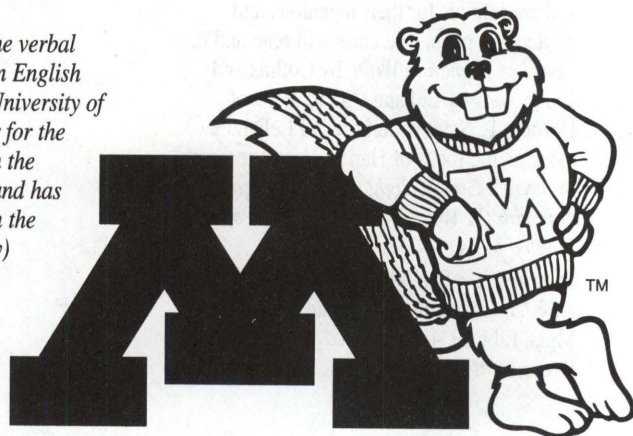
PSch 0613 PREPARING FOR THE LSAT.

No credit, \$260 plus \$40 special fee. Total \$300 (age 62, \$234 plus \$40 special fee. Total \$274). *Includes study materials.*

Learn test-taking strategies and practice working with the various types of questions presented on the Law School Admissions Test (LSAT). The first class session includes a proctored diagnostic exam beginning promptly at 5:30 p.m., and distribution of materials especially prepared for this course including *The Official LSAT PrepTest VII* and *The Official LSAT PrepTest XII*, and *The Official LSAT Prep Test XIII*. Instruction begins at second session. Review logical and verbal reasoning, sharpen reading comprehension, practice solving analytical reasoning problems, brush up on parts of speech, word usage, and proper sentence structure, and learn a system to generate ideas for and complete the required 30-minute essay. After being introduced to proven methods for dealing with each of the question types, work with test-simulation exercises. (Limited to 40)

Spec Term, ★Sec 50, T, 5:30-9:30, Aug. 11-Sept. 8 (5 meetings), AmundH 120. *No late fee through Aug. 4.*

(Gabrielle Dane is a doctoral candidate in English Language and Literature at the University of Minnesota.)



PSch 0620 GRAMMAR REFRESHER.

No credit, \$115 (age 62, \$103.50).

Has it been a while since you studied subjects, verbs, and all those other forgotten terms? Do you labor over sentences and agonize over paragraphs? This workshop is designed for people who had a strong background in grammar (however many years ago), but who would now like to review basic skills. It is intended for those considering returning to the classroom, those already in school and having problems with writing, and those who would like a refresher for work-related or personal correspondence. It may also be useful for those preparing for standardized tests that include a section on sentence completion. Topics include grammar, punctuation, sentence structure, and common problem areas. Format includes lecture, exercises, student participation, and weekly homework assignments. *(Limited to 20)*

Spec Term, ★Sec 50, Th, 6:30-8:30, June 18-July 16 (5 meetings), Arch 15. *No late fee through June 11.*

(Jan DeNoble has taught classes and seminars for the University of Minnesota, government agencies, and private industry)

INDIVIDUAL CAREER/EDUCATIONAL COUNSELING SERVICES

Are you considering additional education to enter or re-enter the work force, to enrich your current job, or to make a career change, but aren't sure where to begin? The University College Department of Counseling offers individual career/educational counseling services to help you clarify your direction and take the first steps toward your future.

Professional counselors can help you develop a better understanding of your interests, values, skills, and personal style for work and education, identify techniques and resources for exploring the world of work, guide development of an action plan, and evaluate personal concerns that may be affecting your decision making. In addition, they can recommend career and educational testing to assist with the self-exploration process.

These fee-based services intended for current or prospective students include individual counseling sessions with or without testing. To learn more about how individual counseling services can assist you, attend "Career Changes: An Introduction to University College (UC) Career Decision Making

Options," a free evening presentation offered by professional career counselors. At this session you will learn about the steps and nature of the career planning process, assess where you are in this process, and learn about UC services and resources that can assist you at all steps of the process. **To receive a descriptive flyer with dates and times, or to reserve a space, call UC Student Support Services at (612) 625-3333.**

PSch 0665 CAREER PLANNING: STRATEGIES FOR RENEWAL AND CHANGE.

No credit, \$138 plus \$30 special fee. Total \$168 (age 62, \$124.20 plus \$30 special fee. Total \$154.20).

Take the first step toward assessing your job, your goals, and yourself in relation to your career. Consider values, job satisfaction, job stress, and person-environment fit as key elements of the decision to stay where you are or to make a change. Explore educational training opportunities by learning ways to identify career alternatives. An opportunity to take the Strong Interest Inventory and the Myers-Briggs Type Indicator, two vocational assessment inventories. *(Limited to 25)*

Spec Term, ★Sec 50, T, 6:15-8:15, June 16-July 21 (6 meetings), NCCE 229. *No late fee through June 9.*

(Christina Huck, Ph.D. and licensed psychologist, is a program director at St. Mary's University. She has extensive experience teaching career planning classes and job search workshops for university students and working adults)

UNIVERSITY COLLEGE



CONTINUING AND
DISTANCE EDUCATION

Computer Technology**PSch 0763 CGI PROGRAMMING FOR THE WEB.**

No credit, \$175 (age 62, \$157.50).

Now that you have learned the power of the World Wide Web, take advantage of the power of CGI programs. Learn how to create entire Web-based applications with HTML and Perl. Techniques demonstrated include e-mail interfaces, flat file database creation, searching, and CGI-based features for use in Web pages. Also explore server-side includes and some Shell and Java script. Techniques discussed are UNIX-based. Lecture class with demonstrations; programming environment not provided. Course assumes participants have some prior programming experience. *(Limited to 18)*

Spec Term, ★Sec 50, T, 6:15-8:45, June 23-July 7 (3 meetings), EBCEC, Computer Lab, StP Campus. *No late fee through June 16.*

(Erick L. Wright is a systems analyst for US West Communications and a consultant to the University of Minnesota. His primary area of expertise is UNIX-based Internet services)

PSch 0764 CREATING A WEB HOME PAGE.

No credit, \$75 plus \$20 special fee. Total \$95 (age 62, \$67.50 plus \$20 special fee. Total \$87.50).

In a Power Mac lab, learn basic HTML (Hyper Text Markup Language) to create your own World Wide Web home page. Using the Web's hypermedia (text, sounds, graphics) system, find out how to incorporate photographs and movies into your home page. Because the Web offers access to information and resources from around the world, this class also presents additional tools for surfing the Internet. You must have a working knowledge of Macintosh computers, word-processing software, and the Internet. Beginning-level workshop designed for those wanting to learn the basics for building a web page. You will be able to view your fin-

Noncredit Courses

ished product in Netscape 2.0, but it is your responsibility to transfer HTML file to a World Wide Web server. Suggested text: *HTML for the World Wide Web* by Elizabeth Castro. (Limited to 18)

Spec Term, ★Sec 50, M, 6:30-8:30, June 22-July 6 (3 meetings), McNH 305, StP Campus. *No late fee through June 15.*

(Janet Collrin Cameron has been employed as a microcomputer/multimedia consultant at St. Olaf College for the last six years. She teaches several courses including *Computer Application to Design Problems I and II at the University of Minnesota*, and is currently completing doctoral work on the integration of computers into design curriculum)

PSch 0770 THE BASICS OF PC MAINTENANCE AND TROUBLESHOOTING.

No credit, \$100 plus \$75 special fee. Total \$175 (age 62, \$90 plus \$75 special fee. Total \$165).

How do you keep your PC running smoothly and what do you do if something goes wrong? Begin with an overview of the fundamental functions of peripherals such as modems, printers, and CD-ROMs, and the basics of troubleshooting. Learn how to prevent problems by avoiding file corruption, using system maintenance utilities, and managing environmental threats. Discuss problems with software (general protection faults, DLLs, the "Blue/Black Death" screens, and CD-ROM software) and hardware (non-system disk or disk error, videos, installation of new cards, and mouse/keyboard difficulties). Consider the threat of viruses, and what might go wrong when you connect to the Internet. Finally, learn how to find technical support and how to speak or correspond with support technicians. Participants should have a solid, basic knowledge of PC use and the Windows 95 Operating System. Computers used have Windows 95. (Limited to 18)

Spec Term, ★Sec 50, TTh, 6:30-8:30, July 9-23 (5 meetings), EBCEC Computer Lab, StP Campus. *No late fee through July 2.*

(Shane Klosowski is a PC support analyst/consultant with ESP Software Services, and has extensive experience in troubleshooting and repairing a broad spectrum of PC problems for beginning and advanced users)

Garden and Landscape

PSch 0961 GROWING PERENNIALS THROUGHOUT THE SUMMER.

No credit, \$105 (age 62, \$94.50).

Learn about the growth and design possibilities of herbaceous perennial plants by visiting several Twin Cities public and private gardens; discover unusual specimens and the 'tried and true.' Learn how to orchestrate various species throughout the season, how to care for them under different conditions, and how they might bring beauty into your personal garden design. Visit a nursery to discover how to inspect for quality, what to look for in different cultivars, and how to scout new ideas. Class meets several times throughout the summer to view a wide range of perennials. (Limited to 22)

Spec Term, ★Sec 50, T, 6:30-8:30, June 16, 23, July 7, 21, Aug. 4, 18 (6 meetings), BioSci 12, StP Campus. *No late fee through June 9.*

(Carter Lee Clapsadle received his horticulture/plant biology degree from the University of Minnesota and is the landscape horticulturist for the College of St. Catherine. He designs residential gardens, gives lectures, and travels to gardens around the country)

PSch 0966 THE BASICS OF GARDENING.

No credit, \$90 (age 62, \$81).

You gave gotten your hands dirty in the garden, and have discovered its joys and frustrations. While the growing season is in full swing and your questions are sprouting like weeds, gain a solid introduction to the art and science of gardening. Learn the fundamentals of soil preparation, fertilizer use, watering, weeding, and mulching. Discuss starting plants by seeds and other means, transplanting, and managing plant pests and diseases. Consider the care of trees and shrubs, flowers and vegetables. Bring your questions and problems. Includes mini-field trips during class sessions to campus greenhouse and gardens. (Limited to 26)

Spec Term, ★Sec 50, M, 6:30-8:30, June 22-July 20 (5 meetings), HrG 172/174, StP Campus. *No late fee through June 15.*

(Beth R. Jarvis is a former horticulture technician with the University of Minnesota Extension Service's Dial U Insect and Plant Information Clinic. She holds a master's degree in horticulture with a minor in plant pathology, has extensive experience growing vegetables in small city lots as well as large farm gardens, and has written articles for *Minnesota Horticulturist*)

PSch 0969 GARDENS OF THE EAST: CHINESE AND JAPANESE GARDENS.

No credit, \$85 (age 62 and Arboretum members, \$76.50).

The complexity and mystery of Chinese and Japanese gardens continues to intrigue and delight people of all cultures. Although Japanese gardening has been greatly influenced by Chinese gardens, there are more differences than similarities in these two traditions. The Chinese garden is a blend of nature and art; its style has been influenced by traditional Chinese paintings and architectural structures play a major role. In the Japanese garden the emphasis is on plants rather than structures. Learn how history, culture, and philosophy affected the development of both types of garden designs, and discover how to incorporate some of their features into your own garden. Includes visits to several Japanese gardens in the Twin Cities area. (Offered in cooperation with the Minnesota Landscape Arboretum. Admission fee to Arboretum waived with course registration receipt. Limited to 25)

Spec Term, ★Sec 50, Sa, 9 a.m.-12, July 11-25 (3 meetings), Minnesota Landscape Arboretum, Snyder Bldg, Classroom 2, 3675 Arboretum Drive, Chanhassen. *No late fee through July 6.*

(Shirley Mah Kooyman, a botanist, is the adult education manager at the Minnesota Landscape Arboretum and a Hennepin County Master Gardener)

ceeadv@mail.cee.umn.edu

Compleat Scholar Weekends

Spend uninterrupted time reading a book, discussing a challenging idea, or studying with an expert. Compleat Scholar Weekends (CSW) combine the pleasures of learning with a weekend away from it all. Each weekend is led by a University of Minnesota faculty member or community 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.

Registration Information

Registrations are accepted on a first-come, first-served basis. For the summer weekends, registration begins May 4. Register in person or by mail in 317 Nolte Center, 315 Pillsbury Dr. S.E., Minneapolis, MN 55455; or call (612) 624-8880 for more information.

Registration deadlines are 31 to 61 days in advance of the weekend due to site policies. CSW cancellation policies for specific weekends will be mailed upon registration or are available by request at (612) 624-8880.

Registrations may be charged to Visa, Discover/NOVUS, or MasterCard.

Participants' Responsibilities

The University of Minnesota and its employees shall not be responsible or liable for any injury or loss, accident or damage, delay or deviation or curtailment, however caused or arising, which may occur as a result of your participation in a Compleat Scholar Weekend.

You must be 18 years old or older to participate in a Compleat Scholar Weekend.

The Compleat and Practical Scholar Program reserves the right to cancel the registration of any participant whose behavior unduly disrupts the learning environment for others.

Summer 1998 Weekends

CSW 0701 ANATOMY OF A TROUT STREAM.

June 27-28, 1998.

In the midst of Minnesota's finest trout fishing waters, put on your hip boots, start wading and turning over rocks, and join aquatic entomologist Dean Hansen in exploring the basics of a trout stream ecosystem. Learn about water currents and temperature cycles, stream plants, and the myriad varieties of insects and crustaceans. Explore mayfly hatches, invertebrate drift, feeding strategies, and energy flows. Passive learners beware—you'll get your hands wet as you are introduced to clinging mayfly nymphs or try simple underwater photomacrography. Don't worry about learning Latin names or memorizing minutia—look instead at the big picture of what makes a stream tick. This weekend experience takes place at the Eagle Bluff Environmental Learning Center near Lanesboro, a 2.5 hour drive from the Twin Cities. Nestled into the limestone bluffs and hardwood forests of Southeastern Minnesota, the site is close to the Root River and several trout streams, including one that is only a ten-minute walk from the center. Weekend includes free time for fly angling and a Saturday evening trout dinner. There is a pre-trip on Tuesday, June 16, 6:30-8:30 p.m. in Nolte Center Library. The weekend begins on Saturday at 10 a.m. and concludes Sunday at 4 p.m. (*Limited to 18*)

Deadline for registration is June 8.

Spec Term, ★Sec 50, no credit, \$275 fee includes one night lodging (double occupancy), three meals plus box lunch, and a pre-trip lecture.

(Dean C. Hansen earned a Ph.D. in entomology at the University of Minnesota. An avid trout angler, Hansen has extensive teaching experience, including aquatic entomology classes for trout fishermen)

CSW 0706 SKETCHING NATURE.

Aug. 14-16, 1998.

In a beautiful natural setting only 45 minutes by car from the Twin Cities, spend a weekend enjoying the outdoors and capturing nature through pencil sketches. Instructor Kris Kirkeby will help you collect your impressions and hone your individual style. You can choose to concentrate on smaller objects or large vistas. This weekend experience includes slide illustrated lectures, group sharing of work, a demonstration of layered color pencil technique and the chance to try night drawing outdoors. In addition to whole-class drawing sessions, benefit from one-to-one instructor feedback. Perception enhancing exercises will help you to "see" nature and landscape in fresh ways so you can use your free time to explore scenes and techniques on your own. A list for simple field sketching supplies will be sent to registrants. This weekend is held at Wilder Forest, a retreat center on 980 acres of forest and lakes in rural Washington County. Lecture and discussion are interspersed with free time to enjoy the recreational facilities, to read and write, or just to relax in the beautiful woodland setting. The weekend begins on Friday evening and concludes Sunday at noon. There is a pre-trip lecture on Thursday, Aug. 6, 6:30-8:30 p.m. at the St. Paul Campus Student Center 202. (*Limited to 16*)

Deadline for registration is June 10, 1998.

Spec Term, ★Sec 50, no credit, \$325 fee includes two nights lodging (double occupancy), four meals, and a pre-trip lecture. *(Kris Kirkeby is a natural science and children's book illustrator. Her formal education includes fine arts, commercial art, and natural science, and she has taught students aged four to eighty-four in a variety of classes in the Midwest)*

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

Weekend scheduled for Fall 1998

Registration for this weekend begins in August.

The Compleat Scholar Weekend program will once again present the Spring Wildflower Weekend, Wildflowers of the North Shore, and others, in Spring 1999. Details and registration information will appear in the 1998-1999 University College Catalog.

CSW 0710 PHOTOGRAPHING THE NORTH WOODS AND SUPERIOR SHORE VISTAS.

Oct. 2-4, 1998.

Begin this unique photography workshop at the Cascade Lodge near Grand Marais amidst the autumnal beauty of changing leaf colors, lichens, ferns, and late-blooming wildflowers. A stream cascades outside your window, the mouth of the Cascade River is only a few steps away, and breathtaking lake shore vistas await you further up the shore at Artist's Point near Grand Marais. Explore these sites and others along the shore as you discover picturesque places of your own. Designed for both the beginning and intermediate photographer, this intensive seminar covers scenic, nature, and landscape photography. During individual and group critiques, learn to see photographs you may have passed by, and to improve what you thought you captured on film. Learn about film types, filtration, exposure, depth of field, and lighting outdoors. At a follow-up session on Wednesday, Oct. 14, review and present the weekend's work. Students must bring a 35mm camera with manual controls (or manual override capabilities) for the focus, shutter speed, and aperture. Bring cameras and camera manuals to a pre-trip meeting on Wednesday, Sept. 23. The weekend begins on Friday **promptly at 2 p.m.** at Cascade Lodge and concludes at noon on Sunday. A potluck dinner and photographic critique is planned for the post-trip on October 14; the pre- and post-trip sessions are held in Nolte Center Library at 6:30 p.m. (*Limited to 16*)

Deadline for registration is Sept. 4, 1998.

Fall Spec Term, ★Sec 1, no credit, \$425 fee includes two nights' lodging (double occupancy), dinner on Friday, three meals on Saturday, breakfast on Sunday, and pre- and post-trip lectures. Students are responsible for additional costs for film and developing. Specific details reviewed by instructor at pre-trip meeting

(John Gregor is a nature and outdoor photographer. His work has been published in local and national publications and exhibited at the Minneapolis Institute of Art, the Katherine Nash Gallery, the Tweed Museum, and several other galleries. In February 1996, he was the expedition photographer for the Nile River Kayak Expedition in Uganda)



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

3 EASY WAYS TO

Register

BY MAIL, BY FAX, OR IN PERSON

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, cash (in person only), billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Submit your registration form with payment by mail, fax, or in person. See the registration dates on the inside front cover of this catalog.

1 MAIL registrations with payment by check, money order, credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.

University College, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455

2 FAX registrations to (612) 625-1511. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.

3 Register IN PERSON at the following locations during in-person registration dates.

University College
101 Wesbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls

Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Elderhostel

(For those over 55)

The University of Minnesota, along with thirty other Minnesota colleges, offers persons 55 and older a sampling of college life through a program called Elderhostel. The colleges will offer week-long programs of residential continuing education for anyone 55 and over who has a desire to explore new ideas and meet new people, young and old. In its 20th year in Minnesota, Elderhostel is part of a national network that began more than 23 years ago.

Hostelers live in college dormitories or modest commercial facilities, interact with peers, and experience the role of student in specially designed academic but noncredit courses. There are no exams, no grades, and no previous educational requirements. Courses are often taught by regular college faculty. The cost for a one-week program is approximately \$425 for food, lodging, and class instruction. Call (612) 624-7004 for details and registration information.

May 31-June 6: *Victorian Mansions, Gangsters, and Gatsby: The History of St. Paul* (repeated July 5-11, Aug. 2-8)

June 7-12: *City Art and Architecture: Museums, Galleries, Public Places* (repeated July 19-24)

June 17-23: *Twin Cities Theater Onstage and Backstage*

July 12-18: *Sommerfest '98: A Music Fest of Classical Proportions and A Viennese Marketplatz* (repeated July 19-25)

Aug. 16-21: *"And Justice for All:" The Controversial American Legal System*

August 23-29: *The Amazing Way Things Work*

Sept. 9-15: *Twin Cities Theater Onstage and Backstage: The Guthrie and More*

September 20-26: *Franklin and Harry: Political Powerhouses; Eleanor and Bess: Political Partners; "There'll Be Bluebirds Over the White Cliffs of Dover"*

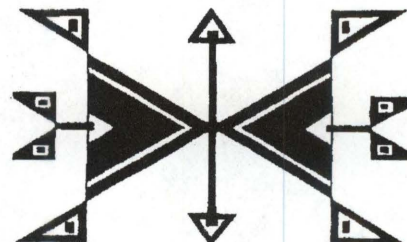
ElderLearning Institute

The University of Minnesota joins more than 200 Institutes for Learning in Retirement in the United States in offering peer-directed, noncredit educational and service opportunities for older adults.

There are no exams or grades. ElderLearning Institute (ELI) members can choose from among more than 60 topic discussion groups during three 8-week sessions. Topics range from architecture to alternative medicine and exploring the classics to memoir writing. Volunteer topic leaders are current or retired faculty, community professionals, and other experts. Members and topic leaders have a common passion for lifelong learning. There is an extensive summer program of biking and visits to local sites of interest. ELI also organizes national and international educational tours.

Membership costs \$175 a calendar year. Members can take two or more topic discussions per session and participate in social, service, and travel activities. For registration materials and to receive ELI's quarterly newsletter, call (612) 924-7195.

American Indian Lives, Lands, and Cultures Study Tours Program



Choose from six stimulating, memorable 10-day study tours in Indian Country including tours to the Pacific Northwest, American Southwest, Rocky Mountains, Great Plains, and northern Minnesota's Woodlands and North Shore. Tours run from June to September.

Visit spectacular landscapes; parks and monuments; and museums and cultural centers. Gain a first-hand understanding of American Indian histories, cultures, and contemporary realities from Indian perspectives. Learn about Indian ceremonies, arts, and other cultural expressions. Expand your knowledge about the United States.

Tours are led by outstanding instructors from the University's Department of American Indian Studies. All accommodations, some meals, all land transportation, all ferry transportation, and all admissions to museums, pueblos, parks, monuments, and other attractions are included in the tuition and fees. Graduate or undergraduate credit is available, or you may take any tours for no credit or grade.

For complete information call (612) 624-5214; fax (612) 624-5891; write AILLC Study Tours, 314 Nolte Center, 315 Pillsbury Drive S.E., University of Minnesota, Minneapolis, MN 55455; or e-mail aillc@mail.cee.umn.edu

ENROLLMENT *Information*

Anyone with a desire to learn may register for University College classes. There are no admission or entrance requirements; a high school diploma is not required.

Registration in specific programs or classes may require prerequisite courses or experience (see **Prerequisites** page 73). Students wishing to register for graduate credit, refer to page 77.

Day school students who wish to register in University College classes are urged to consult first with their college office. Day school students must pay University College tuition to attend University College classes. Under Dual Registration, admitted day school students may register during in-person registration periods at registration offices in Fraser Hall and Coffey Hall, as well as Westbrook, and have their tuition billed through STARS.

Students who have been dropped from any college or unit of the University or who have been placed on probation should consult with their college office before registering in University College Classes; otherwise, there is no assurance that the credits will be accepted by the college from which they wish to earn a degree.

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

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

Student Conduct Code

All students registered in courses through University College (UC) are governed by the University of Minnesota Student Conduct Code. Students who engage in behavior that disrupts the learning environment for others may be subject to disciplinary action under the code. In addition, UC may require students responsible for such behavior to discontinue course activities and may cancel their registration.

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

Tuition and fees

How to Determine Which Tuition Rate To Pay

Consistent with current University policy on resident status, the University College Classes began charging nonresident, non-reciprocity rates during Fall 1992. Please read the following to determine the tuition rate you should pay.

Different tuition rates are listed with each degree credit course. If you are registering for a course that has a course number beginning with zero (0xxx), only one rate will be listed with the 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 either undergraduate or graduate non-resident tuition rates. Student status is subject to compliance review.

1. **I have never been admitted to a degree program at the University of Minnesota.** (Pay Minnesota *Resident* tuition rates.)
2. **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 if you are from Minnesota. Pay *Resident* tuition rates if you are a reciprocity student from Manitoba or South Dakota. Reciprocity students from Wisconsin, North Dakota, and MSEP states, see the registration form or call 625-3333.)
3. **I have been admitted to a degree program at the University of Minnesota and am classified as a nonresident, non-reciprocity student.** (Pay *Non-resident* tuition rates.)

If you are classified as a nonresident/nonreciprocity student (definition 3 above), you must indicate that on your registration form in the Student Status section.

Graduate Credit Tuition Rates

Many 5xxx-level courses are available for graduate credit. If you are registering for graduate credit, note that four graduate tuition options are listed with the course. The amount you pay will depend on (1) whether you are classified as a resident/reciprocity student or a non-resident/nonreciprocity student (see above) and (2) whether you intend to use the course in a University of Minnesota Graduate School program.

Pay the *graduate credit* amount listed (either resident or nonresident) if you **are not** applying the course to a University of Minnesota Graduate School program. Pay the *Graduate School* tuition amount listed (either resident or nonresident) if you **are** using the course in a University of Minnesota Graduate School program. See the section on graduate credit, page 77, or check with an adviser for more information.

Courses offered as 8xxx-level courses are open only to students admitted to the University of Minnesota Graduate School; pay either resident or nonresident Graduate School tuition depending on your student status.

Residency

The basic criterion for Minnesota residency is that you have lived in Minnesota for at least one calendar year prior to your first day of class attendance and have done so for some reason other than school attendance. (If your reason for being in Minnesota is primarily to attend school, you are not considered a resident.) If you are not sure whether you are considered a Minnesota resident, or if you believe that your residency has been inappropriately classified, you may speak with the residency officer in the Office of Admissions, 240 Williamson Hall; telephone 612/625-6330 or 1-800/752-1000.

Tuition and Fees

Tuition and fees are subject to change without notice.

The full amount of the tuition and other fees must be paid at the time of registration (tuition rates in effect at the time of registration apply). Additional charges may be assessed for laboratory fees, extra materials, computer fees, or audio-visual equipment. Tuition charges and fees do not cover books. Checks or money orders must be drawn for the exact amount due, and made payable to the University of Minnesota.

Tuition options for each course are listed after the course title. Any course fees or special fees, required in addition to the tuition, are included in the total. The cost per credit varies depending on the level of the course, the tuition rate for the college, resident or reciprocity status, and whether you are applying the course of a University of Minnesota Graduate School program. In the *Course Offerings* section of this Catalog, departments are listed alphabetically, and the college that the department is a part of is listed below the department name.

For special tuition rates for students age 62 and older, see page 81.

A regularly enrolled day school student, admitted to a college, who concurrently takes Summer Session day courses and University College courses must pay both Summer Session and University College Classes tuition. *Day school students are urged to consult first with their advisers before registering in University College classes.* Admitted day school students may register, during in-person registration periods, at the Fraser Hall or Coffey Hall registration offices or at Wesbrook Hall; tuition can be billed through STARS.

Students paying by check who overpay by \$100 or less will receive a refund by mail. For overpayments more than \$100, the registration and check will be returned and students must submit a new registration and check for the correct amount of tuition and fees. Students who underpay will have their registration and tuition checks returned by mail or will be notified of additional tuition due if their registration was processed. For registered students who underpay, a hold will be placed on the student's record if payment is not received.

A \$20 handling fee is charged for all checks returned by a bank. Students should contact the Income Management Office at 138 Wesbrook (624-6354) if they have any questions regarding a returned check.

No arrangements for partial payment can be made. However, VISA, MasterCard, and Discover/Novus are accepted for tuition and fees. Students in need of financial assistance should see *Financial Aids and Loans* on page 68.

Fee Statements

You will receive a receipted confirmation when you register. Retain this document; it is your proof of enrollment. This confirmation form is your fee statement and serves as proof of registration in order to obtain books from University libraries, purchase student athletic and other tickets, or use student services. Duplicate copies are available in 101 Wesbrook Hall if you lose your copy or it is illegible.

Registering with an authorization for payment

All students who plan to register under the authority or with the assistance of (1) an institution, company, or scholarship; (2) federal or state agency, including military service; or (3) foreign government or agency, may register by mail or in person at 101 Wesbrook Hall, telephone 624-5577, on the Minneapolis campus.

Authorizations for payment only apply to credit courses. Students taking noncredit courses must include a check or money order for tuition (or credit card authorization).

If registering by mail, authorizations must include the following:

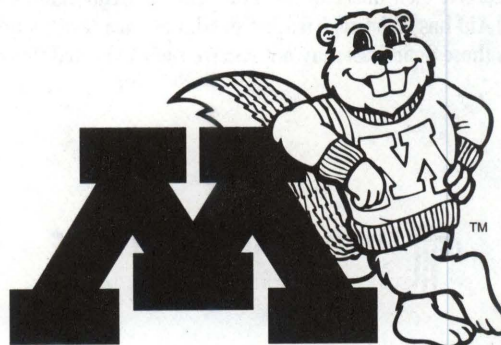
1. **Proper address:** Department of University College Classes, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455
2. **Student's name**
3. **Correct amount of tuition and fees** for specific classes
4. **Term or dates of eligibility**
5. **Authorizing signature** or stamp required
6. **Complete address of agency** to be billed for tuition.

To register, follow the procedures outlined under *Registration Instructions*. Include your authorization (*in place of your check*) with your registration forms.

If your authorization is already on file, you **must** include a note with your registration indicating the source of your authorization or your registration will be returned.

All materials should be sent to 101 Wesbrook Hall.

Registration forms must be filled out completely.



Financial aid

Academic Progress

Academic progress for students enrolled in degree-granting programs will be monitored by their respective college offices. UC will determine academic progress for students admitted to UC degree and certificate programs and some nonadmitted UC students not held to other college standards. In addition, students receiving financial aid through the University of Minnesota Office of Scholarships and Financial Aid (OSFA) will be held to a similar, but possibly different, standard. Financial aid recipients must meet **both** the college academic progress standard and the OSFA Satisfactory Academic Progress standard.

Registration with financial aid

Common requirements for financial aid—Because programs administered by OSFA require admission to a degree or certificate-granting program, you are encouraged to inquire about admission at the same time you apply for aid. Other requirements common to financial aid programs include: U.S. citizen or eligible noncitizen (such as permanent resident or refugee); no prior bachelor's degree; satisfactory academic progress (see statement above); completion of an academic program within the maximum time frame allowed by the Office of Student Financial Aid; demonstrated financial need; registration in on-campus credit classes; enrollment within the maximum or minimum number of credits required for eligibility; no default on educational loans or financial repayment owed; and no tuition or other holds on your University record.

Registering with financial aid—If the Office of Scholarships and Financial Aid (OSFA) has notified you that you are eligible for grants or loans or you have received an eligible Federal Pell Grant Student Aid Report (SAR), (1) identify yourself as a financial aid recipient on your registration form and (2) do not send payment since financial aid credits and tuition charges are adjusted through the Student Accounts Receivable System (STARS) account. Your aid will be credited directly to STARS for automatic payment of tuition. If you prepay your registration, your financial aid may be delayed.

In addition to showing financial aid eligibility, you need to be admitted to a degree or certificate-granting program, be in good academic standing, and have a University record free of tuition holds and other selected holds. Contact the UC Assistance Center in 101 Wesbrook Hall (625-3333) if you have questions about the criteria for payment through STARS.

Students registering through STARS should register as early as possible during regular registration periods to avoid late fees and to assure that they will receive their financial aid. **The Office of Scholarships and Financial Aid has strict registration deadlines each term; students who miss those deadlines may not receive their expected financial aid.**

Having your tuition and fees billed through STARS does not guarantee receipt of financial aid. Students who do not receive their expected financial aid are still responsible for payment of their tuition and fees. A student who never attends class or stops going to classes (1) must officially cancel at 101 Wesbrook Hall, and (2) must pay that part of the tuition and fees that would not be refundable based on the refund policies described on page 85. Students are urged to cancel officially as soon as they decide to drop the course. In most cases, without official cancellation, students are responsible for the total course costs after the refund period regardless of whether they have been attending class or intended to cancel.

If your financial aid award exceeds the charges to your STARS account and you choose to pick up your check for the remaining balance at the Student Accounts Receivable Office, you must show a picture ID—either a University of Minnesota ID or a driver's license.

Students who drop below or exceed the number of credits on which their aid is based may not be able to obtain the aid or may be required to pay back all or part of the award.

Programs

Federal Pell Grant—You may be eligible for a summer Pell Grant award if you are an undergraduate admitted to a University of Minnesota degree or certificate program and you did not attend one or more quarters of the 1997-98 academic year or enrolled for fewer than 12 credits in one or more quarters of 1997-98. Minimum enrollment for Pell Grant is one credit. If you have not previously submitted a 1997-98 Free Application for Federal Student Aid (FAFSA), you need to submit an application to the Iowa City processing center by June 16, 1998. In addition, you need to submit a Summer Financial Aid Application to OSFA by Aug. 7, 1998. For additional information, contact OSFA, 210 Fraser Hall (624-1665) or UC Student Assistance Center, 101 Wesbrook Hall (625-3333).

Minnesota State Grant—You may be eligible if you are an undergraduate who has attended any post-secondary institution less than the equivalent of four years of full-time enrollment. Admission to a University of Minnesota degree or certificate program is required. You must register for a minimum of 3 credits during the summer. If you have not previously submitted a Free Application for Federal Student Aid, your application needs to be received at the processing center by June 16, 1998. In addition, you need to submit a Summer Financial Aid Application to the Office of Scholarships and Financial Aid (OSFA) by August 7, 1998. For additional information, contact OSFA, 210 Fraser Hall (624-1665) or the UC Assistance Center in 101 Wesbrook Hall (625-3333).

UC Tuition Assistance Program—You may be eligible if you are an undergraduate, part-time, UC-only student who can demonstrate financial need and you have a gap in your education totaling at least three years or have five years or more of exclusively part-time enrollment. Recipients must be ineligible for other grants, scholarships, or tuition reimbursement or have other aid which falls short of covering tuition and books. Admission is not required. Applications will be accepted until all funds are committed, or until June 5 for the first five-week and ten-week terms and until July 6 for the second five-week term. For additional information and a UC Grants and Scholarships Application, contact the UC Assistance Center in 101 Wesbrook Hall (625-3333).

Summer Employment Opportunities—If you are an undergraduate, or a graduate student without an assistantship, you will find jobs posted at the Student Employment Center, first floor, Donhowe Building. Job openings for graduate students are posted at the Graduate Assistant Office, 170 Donhowe Building.

Summer Loan Programs—Students may be eligible for loans if they did not attend one or more quarters, did not attend full-time one or more quarters, or did not borrow the annual loan limit in 1997-98. Completion of the 1997-98 Free Application for Federal Student Aid (FAFSA) is required for the Ford Federal Direct Subsidized and Unsubsidized Loans, SELF, PLUS, HEAL, Law Access and Law Loans. All loans require admission to a degree or certificate program and at least half-time registration. Charges for both summer sessions are deducted from the disbursement before any credit balance is issued to the student. See the section above on Minnesota State Grants for FAFSA and summer financial aid application deadlines.

Business Firms—Many business firms are willing to help subsidize the education of their employees. Before registering, students are urged to talk with a company personnel officer about possible tuition payment that may be available for University College classes.

Financial aid for students with disabilities—In addition to the financial aid programs listed in this section, students with disabilities may contact the offices listed below about additional financial aid options and services.

Blind students may call the University College registration office (624-2887) concerning tuition exemption for University College classes. Counseling regarding other financial assistance is available through the Minnesota State Services for the Blind, 2200 University Ave. W., #240, St. Paul, MN 55114-1840 (642-0500). Tape and braille materials also are available from the Communication Center of State Services for the Blind.

Assistance on campus is available from Disability Services, 30 Nicholson Hall (626-1333).

Veterans with service-connected disabilities may be eligible for vocational rehabilitation services through the United States Department of Veterans Affairs. Write or call the U.S. Department of Veterans Affairs, Regional Office and Information Center, Federal Building, Fort Snelling, St. Paul, MN 55111 (Toll-free 1-800-827-1000; TDD number is 1-800-829-4833).

Bank loans—Most banks in the Twin Cities area offer a "line of credit" service to handle small, intermittent loan needs. Plans vary among banks, but the borrower usually must have an account with the bank and a line of credit for a fixed dollar amount. Students should contact a bank for further information.

Regents' Scholarship Policy—The Regents' Scholarship Program provides tuition for University of Minnesota courses to eligible University of Minnesota civil service and union-represented staff. Staff eligibility requires employment of at least 75 percent time or 390 hours in a quarter or 585 hours in a semester in which the course is taken. Eligible staff are those on continuing, probationary, or temporary appointments or on approved leaves of absence with pay from qualifying appointments. Staff on academic year appointments are eligible for summer session courses if they were employed the preceding spring quarter and will be employed the following fall quarter. Former eligible staff on the

layoff list may take up to two classes per quarter (job or degree-related) with approval from the Layoff List Coordinator (telephone 625-4855).

Regents' Scholarship covers tuition only up to a maximum of 10 undergraduate or 6 graduate school or postbaccalaureate professional degree credits, including thesis credits, for satisfactorily completed courses. Eligible courses must be for academic credit that appears on a University of Minnesota transcript with A-F or S-N grading. Exceptions to this rule permit Regents' Scholarship use for (1) non-credit mathematics courses, and (2) English As A Second Language 03XX designated courses.

A maximum of \$5,250 in Regents' Scholarship benefits is excluded from an employee's income for undergraduate courses. The tuition benefit provided by Regents' Scholarship for graduate-level courses is currently taxable. Payroll will deduct taxes on the last four pay periods during the quarter or semester in which the course is taken. Applicable taxes and withholding on the tuition are: federal and state income taxes; FICA (Social Security and Medicare), and Minnesota State Retirement System. Undergraduate courses are not subject to additional withholding.

Regents' Scholarship applications are available through your department (University Stores number GS 92353). For registration information, see the *Registration Instructions* section of this catalog. **Regents' Scholarships will not be accepted by the registration office after the last day of instruction.**

University employees on at least a 75-percent appointment may take Compleat and Practical Scholar courses for half-price (plus all course fees or special fees). See the Compleat Scholar section in the **Noncredit Course Offerings** section of this catalog. You must submit a letter from your supervisor or department head verifying employment when you register. For limited-enrollment classes, you may register starting the first day of in-person registration. For nonlimited classes, you may register during regular registration periods.

Graduate Assistant Tuition Fellowship Program—Graduate students and professional trainees who hold appointments as teaching assistants, research assistants, administrative fellows, and certain other professional school student positions may receive tuition fellowships for graduate credit classes in University College. For eligibility information, contact the Graduate Assistants Office, 625-5001.

Academic Staff Tuition Benefit—Faculty and professional administrative employees holding faculty appointments of 75 percent or more may register tuition-free in University College credit classes in which space is available. Approval and employment verification from the faculty member's department head is required. Only tuition is waived; late fees, course and special fees, books, laboratory fees, and other costs must be paid by the faculty member. Certification forms are available in academic departments. Information on eligibility is available from Student Relations, 150 Williamson Hall, 625-5333.



The first part of the book discusses the historical context of the study, including the role of the state and the impact of globalization. It also examines the theoretical framework used in the research, drawing on concepts from political science and sociology. The author then presents a detailed analysis of the data, highlighting key findings and their implications for policy and practice. The book concludes with a discussion of the limitations of the study and suggestions for future research.

The second part of the book focuses on the empirical findings, which are presented in a clear and accessible manner. The author uses a variety of methods to collect and analyze data, including interviews, focus groups, and archival research. The results show that there are significant differences in the way that different groups of people experience and respond to the issues being studied. These findings have important implications for the development of effective policies and programs that take into account the needs and perspectives of all affected parties.

The third part of the book discusses the broader implications of the research, including the role of the state and the impact of globalization. It also examines the theoretical framework used in the research, drawing on concepts from political science and sociology. The author then presents a detailed analysis of the data, highlighting key findings and their implications for policy and practice. The book concludes with a discussion of the limitations of the study and suggestions for future research.

The fourth part of the book focuses on the empirical findings, which are presented in a clear and accessible manner. The author uses a variety of methods to collect and analyze data, including interviews, focus groups, and archival research. The results show that there are significant differences in the way that different groups of people experience and respond to the issues being studied. These findings have important implications for the development of effective policies and programs that take into account the needs and perspectives of all affected parties.

The fifth part of the book discusses the broader implications of the research, including the role of the state and the impact of globalization. It also examines the theoretical framework used in the research, drawing on concepts from political science and sociology. The author then presents a detailed analysis of the data, highlighting key findings and their implications for policy and practice. The book concludes with a discussion of the limitations of the study and suggestions for future research.

MILITARY AND GENERAL *Information*

Personnel

All military personnel are urged to familiarize themselves with the registration procedures and information section of this Catalog. University regulations and procedures apply to all students unless stated otherwise.

All branches of the armed services now provide Off-Duty Academic Instruction or Tuition Assistance Programs for military personnel on active duty. There are no application forms necessary for admission to University College. Under these programs, eligible military personnel may be entitled to tuition assistance of up to 90% a quarter credit hour for approved classes. (All classes in the University College Summer Catalog are quarter credit whether designated five weeks or ten weeks in length.) The remaining tuition and all fees must be paid by military personnel. Interested members of the armed services are urged to contact the educational officer or commanding officer of their command for proper authorization to participate in these programs. Written authorization designating classes and amount of tuition to be paid by Army, Navy, Air Force, or Marine Corps should be presented at time of registration, at which time payment of remainder of tuition must be made. Military personnel who do not have the necessary authorization at the time of registration will be required to pay in full for their registration. When the government authorization is received, a refund for the authorized amount may then be requested. Registration must be made by mail or in person at 101 Wesbrook Hall, Minneapolis campus.

Veterans

To satisfy Veterans Administration requirements, veterans using VA educational benefits must enroll in courses that are applicable to degrees, certificates, or other educational objectives approved by the

VA. Veterans must see an adviser at the UC Student Support Services Office before registering if they have not previously reviewed educational plans and transcripts of all previous college work with a counselor and received a letter verifying the evaluation. Call (612) 625-3333 to arrange for a day or evening appointment.

Veterans must be admitted to a degree program by the start of their third term of enrollment; otherwise, benefits are terminated.

VEAP (Chapter 32, the Post-Vietnam Era Veterans' Educational Assistance Program), provides benefits to individuals who initially entered active duty after December 31, 1976. While serving on active duty, the serviceperson may voluntarily contribute to an educational assistance fund. Maximum entitlement is 35 months. Application for training under this program may be made by requesting VA form 22-1990. That application form must be completed and submitted to 150 Williamson Hall with a certified copy or original copy of DD-214 and the V.A. enrollment sheet when registering for University College classes. Payments for veterans using VEAP Chapter 32 benefits is determined by the amount of participants' contributions, DOD "kicker" if any, and number of months the veteran contributed. No payments are made for dependents.

Selected Reserve Educational Assistance Program (Chapter 106 of title 10, U.S.C.). Public Law 98-525 enacted Oct. 19, 1984, revised the existing Chapter 106 program effective July 1, 1985, and transferred program administration responsibility to the VA. The reserve components in this program include the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard, which are under the Department of Defense, and the Coast Guard Reserve, which is under the Department of Transportation, when it is not operating as a service in the Navy.

Military Information

Eligibility is based on a commitment to selected reserves for six years after June 30, 1985. Check with the reserve unit for details. Graduate degrees are not approved. A veteran may work toward a second bachelor's degree.

Entitlement is 36 months of full-time training or the equivalent part-time. Benefits are payable for full-time (\$203.24 monthly); three-fourths time (\$152.43 monthly); and one-half time (\$101.62 monthly). For less than one-half time, the benefit is \$50.81 monthly. No allowance for dependents is made.

Reservists apply by completing form 22-1990 and Form DD 2384, Notice of Basic Eligibility (NOBE), obtained from the reservist's unit. These forms are then submitted with the V.A. enrollment sheet to 150 Williamson Hall.

New G.I. Bill (Chapter 30; Montgomery)—Provides benefits to individuals who initially entered active duty after July 1, 1985, and meet qualifications. Check with the Veterans Administration at (800) 827-1000.

Tuition and fees—Veterans must pay at the time of registration. They will be reimbursed later or paid a monthly allowance.

Registration—A V.A. enrollment sheet must be completed only the first time a veteran registers for a school year (fall through summer). It can be sent in with registration or separately to 150 Williamson Hall. If attending fall quarter, the sheet must be turned in then since it is the start of the new academic year. The Certification Office will check your registrations for each additional quarter during the school year and certify you for the correct number of credits.

In-person registration is encouraged for those veterans registering for the first time under the G.I. Bill.

If you register by mail for limited-enrollment classes and any of these classes have closed, notify the V.A. Certification Office in 150 Williamson Hall, 625-8076.

Submit all forms at the same time: a completed V.A. enrollment sheet (required the first time you register each school year); registration forms; and a check for tuition plus any additional fees (write a separate check to pay tuition for each limited-enrollment class).

Cancellation and transfer—When veterans cancel or transfer classes, they must notify the certifications office in 150 Williamson Hall. This is especially important when it affects the total credit load. Transfers to or from day school must be noted with a form A19a, which is obtained from the unit the veteran is *leaving*.

Payments—For nonstandard terms (such as summer terms), payments vary according to the credits, the amount of class meeting time per week, as well as the Chapter under which the veteran is collecting benefits. Monthly benefits may differ between summer terms and regular academic quarters. Please contact either of the following for more information:

University College/Day School V.A. certification	625-8076
Veterans Administration	800-827-1000

Advance Pay—Veterans registering for at least one-half time benefits and who have been out of school for at least one full calendar month are eligible for advance pay. This can be requested by filling out an *Advance Payment Request Form* obtained by writing or calling the Veterans Office, 150 Williamson Hall, University of Minnesota, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, or by filing in person at this office. Request cannot be made later than 30 days prior to the start of classes, nor earlier than 60 days before classes begin. Students who are registering for classes by mail and are submitting a request for advance pay must send all forms in before May 5 for the first 5-week term and 10-week term and before June 14 for the second 5-week term.

Application for advance pay *will not* be accepted later than the following dates:

First 5-week term—May 12
Ten-week term—May 12
Second 5-week term—June 19

Except for advance pay requests, no certification can be sent to the VA earlier than the beginning of each term, regardless of when a veteran registers.

Satisfactory Academic Progress—Established standards of satisfactory progress can be found in the individual college bulletin for each degree program. Veterans who are not yet admitted to a degree program will be held to the UC academic progress standards as described in the *Academic Progress* section of this catalog. In the past, VA regulations have changed often and without advance notice. The information in this section was correct when this Catalog went to press, but is subject to change without notice.

The VA has established these guidelines:

1. Any grade of "N" will be reported to the VA. The VA will adjust benefits retroactive to the beginning date of the term, resulting in an overpayment.
2. Any withdrawals will be reported to the VA, which will result in an adjustment of benefit, and possibly an overpayment.
3. Any grade of "I" will be reported to the VA if it is not made up by the end of the term in which the veteran is enrolled. The VA will adjust benefits back to the beginning date of the term in which the "I" was assigned, resulting in an overpayment.

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It is the veteran's responsibility to keep informed regarding current VA rules. Students who have questions should call the appropriate number listed below:

University College/Day School Veterans' Certification	625-8076
University College Veterans' Program Counseling	625-7356 or 625-3333
<i>(necessary course work—degree planning)</i>	
Unsatisfactory Progress Problems	625-8076

Prerequisites

A prerequisite indicates competence needed to enter a course. It may be a preliminary course, experience, or approval required before a course may be taken. Students will find a course prerequisite (if any) listed at the end of a course description. Usually there is no prerequisite for beginning courses. However, courses with two or more parts must be taken in sequence unless otherwise specified. Most advanced courses do have prerequisites and should not be attempted unless the student has had the stated previous course or its equivalent.

Occasionally, students who have had the equivalent study, training, or experience related to the course desired may be exempted from the prerequisite by the instructor.

If an instructor decides that a student is not qualified once the class has begun, the student may be permitted to transfer to another course without penalty or cancel with a full refund under the following conditions. The student must obtain from the instructor a written statement explaining that the student does not have the necessary background or prerequisites to complete the course. This statement must be obtained by the fourth class of the term. To transfer to another class, the student must also have written permission from the instructor of the class he or she is entering if the class has met two or more times. Transfers should only be considered very early in the term. To receive a full refund, the student must officially cancel by mail or in person using a cancellation form available from the University College registration office, 101 Westbrook Hall. Cancellation should be done as early in the term as possible and must be completed by the fourth class of the term. Cancellation after the midpoint of any term may encounter grade recording delays. See **Refunds in Rules, Regulations, and Policies**, page 85.

Course numbers beginning with the numeral "8" are open only to students **admitted to the University of Minnesota Graduate School.**

Academic Progress

Academic progress for students enrolled in degree-granting programs will be monitored by their respective college offices. UC will determine academic progress for students admitted to UC degree and certificate programs and some nonadmitted UC students not held to other college standards. In addition, students receiving financial aid through the University of Minnesota Office of Scholarships and Financial Aid (OSFA) will be held to a similar, but possibly different, standard. Financial aid recipients must meet **both** the college academic progress standard and the OSFA Satisfactory Academic Progress standard.

If you apply for or receive financial aid, you are responsible for knowing and meeting OSFA requirements for satisfactory academic progress. Students who do not meet the criteria for good academic standing will not be eligible to receive financial aid, veterans benefits, and specially funded programs, and are subject to withdrawal from academic programs.

Students determined not to be in good academic standing will have an opportunity to appeal their status if there is additional information to present which may change their academic standing. Students are encouraged to contact an academic progress adviser at 625-3333 for more information and assistance in reviewing options, study skills, and steps that might improve academic standing.

Grades

A-F Grading System—Five grades—A, B, C, and D (with pluses and minuses)—indicate completion of a course. The grade of F represents performance that fails to meet basic course requirements and is unworthy of credit.

S-N Grading System—The S-N system represents an alternative to the A-F system. S represents achievement that is satisfactory to the instructor for the class in which the student is registered. (The standards for S may vary from one class to another.) The symbol N, which stands for no credit, is assigned when the student does not earn an S and is not assigned an incomplete (I).

Students wishing to take courses under the S-N grading system should be aware of the limitations placed on the system by the college in which they intend to earn a degree. Each college determines to what extent and under what conditions each system may be available to its students. Any college may specify what course or what proportion of courses taken by its students or by prospective students must be on which grading system. The A-F and S-N grading systems cannot be combined in a single course by a student. Students may receive grades only from the grading system under which they are registered.

Choice of A-F or S-N grading system must be indicated for each course listed on the registration form at the time of registration, and **may not be changed after the first week of any 5-week summer term or second week of the 10-week term** (there is no fee for changing). For University of Minnesota graduate students, grade base may not be changed after the first week for summer terms. Changes can be made only in person or by writing University College, University of Minnesota, 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. *If the student does not indicate the grading system desired on the registration form, the A-F system will apply.*

General Information

A symbol of **I (incomplete)** will be assigned at the discretion of the instructor when there is a reasonable expectation that the student can complete successfully the work of the course. *Do not re-register for this course in a subsequent quarter* (both registrations and grades would then be listed on your transcript). Student and instructor should arrive at a clear understanding, in writing and in advance, as to whether the student may receive an I and what the conditions will be. An I that is not made up by the end of the next quarter in which the student is registered becomes an F under the A-F grading system or an N under the S-N grading system. When an I is changed to a permanent grade, the I is removed from the student's record. Veterans are advised to read information under *Satisfactory Academic Progress*, page 73. Check with an adviser (625-3333) if you have questions about an I grade.

The symbol **K** (continuing) is assigned by an instructor to indicate that the course is still in progress and that a grade cannot be assigned at the present time. Upon completion of the course, a permanent grade is assigned.

The symbol **X** (not to be confused with registration for extra credit) may be reported in continuation courses in which a grade cannot be determined until the sequence is completed. Upon completion, a separate grade is substituted for each X.

The symbol **W** indicates official cancellation without grade. It is assigned in all cases of official cancellation through the midpoint of any summer term, regardless of the student's standing. After that time, cancellations are permitted only in extenuating circumstances by Scholastic Committee approval. Please contact an adviser at 625-3333 for assistance.

The symbol **V** (visitor) indicates registration as an auditor or visitor (see *Auditors*, page 81).

Grade-Point Average—For purposes of determining grade-point average, grade points for each credit of A, 4 grade points; A-, 3.67 grade points; B+, 3.33 grade points; B, 3 grade points; B-, 2.67 grade points; C+, 2.33 grade points; C, 2 grade points; C-, 1.67 grade points; D+, 1.33 grade points; D, 1 grade point (there is no A+ or D- grade assigned under this system). A student's grade-point average is determined by dividing the sum of grade points by the sum of credits attempted, and passed. Please contact an adviser at (612) 625-3333 for information about the calculation of your grade-point average. The N grade, for example, is used in determining the average in some colleges but not others.

A student who is considering repeating a course for which he or she has earned credit should check with an adviser at UC Student Support Services (625-3333) before registering. Each college within the University determines its own policy and procedures on repetition of courses for credit.

Grading Policies and Practice

1. This policy became effective fall quarter 1997 for the Crookston, Morris, and Twin Cities campuses, replacing all previous grading policies. It may not be applied retroactively to any grades or symbols awarded before that time.
2. The University has two grading systems, A-B-C-D-F (with pluses and minuses) and S-N. Students may receive grades only from the grading system under which they have registered for a course.

In addition, there are registration symbols that do not carry grade points or credit.

3. Instructors must clearly define for a class, at one of its earliest meetings, the performance necessary to earn each grade or symbol.
4. No student may receive a bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, D, or D (with or without pluses or minuses). Each campus, college, and department may choose not to accept academic work receiving a D (with or without a plus or minus).

Each campus, college, and department determines to what extent and under what conditions each grading system is used, may specify what courses or proportion of courses must be on one system or the other, and may limit a course to either system.

5. When both grading systems are available, students must choose one when registering for a course. The choice may not be changed after the end of the second week of classes (the first week in 5-week summer terms).
6. The University's official transcript, the chronological record of the student's enrollment and academic performance, is released by the University only at the student's request or in accord with state or federal statutes; mailed copies have the University's official seal printed on them. Students may obtain an unofficial transcript, except when they have a transcript hold on their record.
7. The University calculates for each student, both at the end of each grading period and cumulatively, a grade point average (GPA), the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative GPA appear on each student's record.
8. When a student repeats a course, all grades for the course appear on the transcript, the course credits may not be counted more than once toward degree and program requirements, and only the last enrollment for the course counts in the student's GPA.
9. Students may petition the college scholastic committee or other appropriate body about this policy.
10. The following grades (with grade points as indicated) and symbols are used on transcripts.

A	4.00	Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.67	
B+	3.33	
B	3.00	Represents achievement that is significantly above the level necessary to meet course requirements.
B-	2.67	
C+	2.33	
C	2.00	Represents achievement that meets the course requirements in every respect
C-	1.67	
D+	1.33	

- D** 1.00 Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.
- F** Represents failure and indicates that coursework was either completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. The F carries 0.00 grade points and the credits do not count toward any degree program. Credit hours are included in GPA calculations.
- S** Represents achievement that is satisfactory (equivalent to a 2.00 or higher and meets or exceeds course requirements in every respect). The S does not carry grade points and is not included in GPA calculations, but the credits count toward the student's degree program if allowed by the department.
- N** Represents no credit and indicates that coursework was either completed but at an achievement level unworthy of credit, or was not completed and there was no agreement between the instructor and student that the student would be awarded an I. The N does not carry grade points and the credits do not count toward any degree program. Credit hours are not included in GPA calculations.
- I** Incomplete, a temporary grade that indicates coursework has not been completed.
- The instructor assigns an I when, due to *extraordinary* circumstances, the student was prevented from completing coursework on time. An I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next term of enrollment.
- For undergraduates and adult special students, work to make up an I must be submitted within 72 hours of the last final examination of the student's next term of enrollment; if not submitted by that time, in the sixth week of the next term the I will automatically change to an F (if A-F registration) or N (if S-N registration).
- The instructor is expected to turn in the new grade within four weeks of the date work is submitted.
- When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or N, it may be converted to any other grade by petition of the instructor (or department if the instructor is unavailable) to the college.
- K** Indicates the course is still in progress and a grade cannot be assigned at the present time.
- T** Transfer, a prefix to the original grade that indicates credits transferred from another institution or from one University college or campus to another.

- V** Visitor, indicates registration as an auditor or visitor; does not carry credit or grade points.
- W** Withdrawal, indicates a student has officially withdrawn from a course. If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. The W is recorded if the student withdraws from the course during the third through sixth week of class (second or third weeks of summer terms). Withdrawal in the seventh or later week of classes (fourth or later in summer terms) requires college approval.
- Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a W, at any time up to and including the last day of class for that course.
- X** Indicates a student may continue in a sequence course in which a grade cannot be determined until the full sequence of courses is completed. The instructor submits a grade for each X when the student completes the sequence.

Complete grading policies and practices can also be found on the World Wide Web at:

http://www.umn.edu/tc/students/grades/grading_systems.html

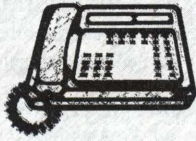
IT'S EASY TO

Register

B Y F A X

625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Transcripts and Grade Reports

Three types of service are available to obtain official transcripts: regular service, rush service, and fax service. (Official transcripts are certified and signed by the University Registrar.) Regular service is available for \$4 a copy. Processing time for regular service is two to three workdays; after processing, your transcripts will be mailed to the places you have specified. Rush service on your official transcript requests is available for \$8 a copy. Rush service guarantees your transcript will be issued to you in person or put in the mail on the same day it is requested. You must have a picture I.D. (student identification card, driver's license, or current passport) to receive over-the-counter rush service.

Fax service is available for \$10 a copy. Fax service guarantees your transcript will be sent to the fax number you specify and an official copy mailed to the same destination on the same day it is requested. Prepaid courier service may also be requested for both regular and rush service. Visit the transcript service (150 Williamson Hall, Minneapolis campus, or 130 Coffey Hall, St. Paul campus) for more information or call 625-5333.

Requests for official transcripts can be submitted by mail, by World Wide Web, or by fax, or dropped off at the locations below. No telephone requests are accepted. Requests should include your full name and signature, a daytime phone number, your student I.D. number, college, dates of enrollment, and complete address(es) for mailing the transcript(s). You can send your requests to Transcript Service, 150 Williamson Hall, 231 Pillsbury Drive, University of Minnesota, Minneapolis, MN 55455, or to Office of the Registrar—St. Paul, 130 Coffey Hall, 1420 Eckles Ave., University of Minnesota, St. Paul, MN 55108. Fax requests can be sent to either (612) 625-4351 (Minneapolis) or (612) 624-4943 (St. Paul).

Anyone who has a current e-mail account at the University can also request an official transcript over the World Wide Web. Go to the Web site (<http://www.umn.edu/tc/students/grades/transcripts.html>) and follow the web directions.

Payment options for in-person requests include payment by check, money order, cash, or major credit card (Visa, MasterCard, or Discover). Mail requests can be paid by check, money order, or credit card. Fax requests must be paid by credit card. Make your check or money order payable to the University of Minnesota for \$4 or \$8 a transcript. Include the following credit card information for all fax requests (\$10 a copy) or when paying for mail requests by credit card: the type of card you are using, the credit card number, expiration date, your signature, and the signature of the card holder if different. Scanned or computer-generated signatures are not accepted.

You may pick up an unofficial copy of your record by presenting your picture I.D. at the transcript window in 150 Williamson Hall. There is no charge for an unofficial copy; however, there is a limit of one copy per day. Unofficial transcripts are never available the first three days of winter or spring quarters.

Students are advised that disciplinary action will be taken if academic records are forged or altered.

Grades and credits for University College undergraduates are automatically recorded on a University transcript and all previous University College registrations are transferred to this record. Graduate and professional school students still must petition their school or college if they want University College credits accepted in their degree programs. Complete a "Request for Transfer" form at the University College Registration Office, 101 Wesbrook Hall, or at the Student Relations Unit, 150 Williamson Hall (625-5333).

Grades by mail—Grades for each term are not mailed. You may access grades by using a touch-tone telephone. Recent-term grades, overall g.p.a., and total credits are available by calling (612) 624-5200; see instructions below under *Grades by telephone*. If you need a paper copy of your grades for tuition reimbursement, contact the University College registration office at 626-9798.

Grades by telephone—You can now access your grades using the Gopher Student Line, a touch-tone telephone voice response system. Dial (612) 624-5200 and follow the instructions you hear. From the main menu, press 1 for grades. You may then press 1 for grade availability dates or press 2 to continue. You will need your student I.D. number or social security number and your password. Your password will be the same one used for the computer-based Student Access System. If you have not used the Student Access System, your password is your six-digit numeric birthdate (mmddy). The three most recent University terms are available as well as your current total number of credits and your current g.p.a. The system is available Monday–Thursday, 7 a.m. to 12 a.m.; Friday, 7 a.m. to 10 p.m.; and Saturday, 8 a.m. to 6 p.m. (except University holidays).

Grades by computer—You may look up your grades on computer through the University's Student Access System, part of the Administrative Information Services (AIS) Public Access Information menu. Terminals are available in registration offices in 202 Fraser Hall and 130 Coffey Hall, in 150 Williamson Hall, and on the LUMINA terminals in the libraries. From another computer, you may also use e-mail through Gopher and the internet; read about accessing your e-mail account on page 90. You will need your student ID number or social security number, and your password. All information requests and choices are simple keyboarding or menu-driven. When you reach the public access screen, select menu item 13; you will then go to an initial entry screen where you enter identification information. If you have not previously set a password, a password screen will appear. You will then get the primary option menu where you may select from several options dealing with registration, day school course availability, and grades and records. For University College classes grades, select option 3. The system is available Monday–Thursday, 7 a.m. to 12 a.m.; Friday, 7 a.m. to 10 p.m.; and Saturday, 8 a.m. to 6 p.m. (except University holidays).

email
ceeadm@mail.cee.umn.edu

Student Identification Number and U Card (Student I.D.)

A University identification number is assigned to undergraduate transcripts upon registration into University College classes. Always include the I.D. number when you register or complete other University forms. Students registering for the first time should allow two to three days to process their records before requesting the U Card (student I.D. card).

University College students registered for credit classes are eligible for a University I.D. card, the "U" Card, and are encouraged to obtain one. The U Card is much more than a photo I.D. It is used for such campus services as libraries, computer labs, and recreational sports facilities. Encoded magnetic stripes also are read by many campus vending and copy machines and at cashier sites (you must make a deposit on the Gopher GOLD stripe), which will subtract charges from the account when you make purchases in this manner.

The U Card also provides elective multipurpose banking and telephone calling card options. With a TCF checking account, the U Card becomes an ATM card, a debit card for campus purchases, and allows you to directly deposit student financial aid credit balances. The TCF account features free ATM transactions worldwide, no minimum balance, and more. Through an AT&T account, the U Card serves as a calling card offering reduced long distance rates, volume discounts, and more.

U Cards are free to most registered students and are available at the U Card Office in 40 Coffman Union (8:30 a.m. to 4 p.m.). Evening and weekend hours are available at the University Recreation Center and St. Paul Gym. Call (612) 626-9900 for details or visit the web at <http://www.umn.edu/ucard>. Bring a driver's license or passport with you. U Card eligibility, requirements, features, services, charges, and office hours are subject to change.

Credit and No-Credit Registrations

Credits

All credits listed in Course Offerings are quarter credits. All credits are clearly labeled as to use. Each credit usually requires, on the average, a total of three hours a week of a student's time, counting both in-class and out-of-class time.

- Degree credit** means that a course may be used in a degree or certificate program. A student who seeks a degree should be aware that all degree credits attempted in University College classes will be added to the student's college transcript.

A few University College courses carry a number of credits different from the number of credits carried by the same course offered in day classes. If a course carries the same course number and credits as a day course, it will satisfy the same prerequisite, distribution, minor and major requirements met by the day course.

Residence—Credits earned in undergraduate University College classes are University residence credits; however, until students have been formally admitted to the college from which they expect to obtain a degree, these credits are not necessarily considered to meet the college residence requirements of individual colleges of the University.

- Certificate credit** means that the course so marked may be used in appropriate University College certificate programs. Certificate credit courses are University-level courses but cannot be used toward a degree. See page 509 in the 1997-98 *University College Classes Bulletin* for further information.
- Entrance credit** designates a course which may be used to meet University admission requirements.
- No credit** means that no credit is given for the course, although grades may be assigned (except for students registered on any reduced, no-credit tuition plan).

Use at other institutions—The applicability of credits earned in University College, as in day classes, toward a degree at another institution is determined by that institution. Students taking University of Minnesota credits for use at another school are advised to get written approval from their degree-granting institution in advance to ensure transferability.

Graduate School credit

Students who intend to pursue graduate-level course work through University College enrollment should be familiar with the instructions in both this catalog and the Graduate School bulletin. A Graduate School bulletin may be requested from the Graduate School, 309 Johnston Hall, 101 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455 (625-3014). The bulletin is also available at web site <http://www.umn.edu.commpub/grad/grad.html>.

Course numbers beginning with the numeral "5" may be taken for graduate credit by qualified students only if the instructor holds a Graduate School faculty appointment and the course description includes a statement indicating that graduate credit is available.

Course numbers beginning with the numeral "8" are open only to students **officially admitted** to the University of Minnesota Graduate School.

Note that the inclusion of graduate-level courses on a UC transcript neither implies nor guarantees admission to the University of Minnesota Graduate School, nor does it guarantee that such course work will be approved for transfer to a Graduate School student's degree program.

Planning a University of Minnesota Graduate School Degree Program—Students intending to apply UC course work toward a University of Minnesota Graduate School degree must plan a coherent and relevant program of study. They are expected to review their plans with the Director of Graduate Studies or a qualified faculty adviser in the field of their choice. Special attention must be paid to the amount of course work that can be transferred to a degree program from outside the Graduate School, including from UC.

Course work for the Graduate School's Master of Arts in English, the weekend Master of Social Work, the Master of Liberal Studies, and Master of Business Taxation programs may be completed entirely through UC registration. Students who wish to apply UC course work toward a Master of Science degree in Food Science should consult with their Director of Graduate Studies concerning the number of credits which may be transferred from UC.

General Information

Transfer limits for master's degrees—Students in all other Graduate School programs leading to the master's degree are required to register through the Graduate School for at least 60 percent of the course work on their approved master's degree program.

The remaining 40 percent of the course work required for the master's degree may be transferred from approved sources. The Graduate School will consider for transfer courses that meet the following criteria:

1. The courses must be completed as an adult special, summer special, or UC registrant at the University of Minnesota (such course work from other colleges and universities cannot be transferred), or as a formally admitted and registered student in an accredited graduate school at another university. A student may request that work be transferred from more than one such source, but no more than 40 percent of the total course work may be transferred from any combination of these sources.
2. The courses must have been taken for graduate credit (postbaccalaureate) and taught by faculty members authorized to teach graduate-level courses.
3. The courses must be used to satisfy Graduate School degree program requirements. Courses that are not required by the student's degree program cannot be transferred to the Graduate School transcript.

All requirements for a master's degree must be completed within seven years of the date of the oldest course work on the approved degree program, including any transfer work.

Transfer limit for doctoral degrees—Students in a Graduate School program leading to a doctoral degree may transfer no more than 12 credits from UC to the doctoral program.

In all cases, requests to transfer course work are subject to early review and recommendation by the student's Graduate School faculty adviser and Director of Graduate Studies and must receive final approval from the Graduate School. *Individual Graduate School programs may specify more restrictive requirements than those described above.*

UC graduate-level registration and fees—A student who wishes to receive graduate-level credit for a UC course which is available for graduate credit must indicate this on the registration form and must pay either the graduate credit tuition rate or the University of Minnesota Graduate School tuition rate. Students classified as nonresident/non-reciprocity students must pay nonresident tuition rates. Students classified as reciprocity-approved (Wisconsin, North Dakota, South Dakota, Manitoba) should check with the registration office for tuition rates.

By indicating registration for graduate credit on the registration form, the student notifies the instructor of the course, who then indicates on the final grade report whether the work was completed at the graduate level. If the work was completed at the graduate level and graduate tuition was paid, the course is entered onto the student's undergraduate transcript with an asterisk (*) printed next to the course listing.

A student who wishes such work to be transferred to the Graduate School transcript must submit a copy of the undergraduate transcript to the Graduate School when filing the degree program form. This transcript must show that the work was taken for graduate credit, and must indicate a final grade for the work; course work that is "Incomplete" or for which no grade has been submitted cannot be transferred.

IT'S EASY TO


Register

IN PERSON

- **Use the registration form found at the back of this catalog** (photocopies acceptable).
- **Complete the registration form giving all the requested information.** (See the sample course description on page 7.)
- **Pay tuition and fees.** All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- **Register in person** at the following locations during in-person registration dates.

University College
101 Westbrook Hall
East Bank Campus

MacPhail Center
1128 LaSalle Ave.
Downtown Mpls



Need More Information?
Up-to-date information about registration procedures and course availability also is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

In order to change a UC registration from undergraduate to graduate credit (or the reverse), students must write or go to the University College Registration Office, 101 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, MN 55455 (telephone calls are not acceptable). This may be done at any time during the period of instruction. Contact a UC Scholastic Committee representative at 625-3333 with questions.

A regularly enrolled day school student who concurrently takes day school courses and UC courses must register separately in day school and in UC and must pay both day school and UC fees.

Recent policy changes—Students who register for 8000-level course work in UC who want graduate credit must pay Graduate School tuition rates. Students who register for 5000-level course work in UC who want graduate credit must pay either the graduate credit tuition rate or the University of Minnesota Graduate School tuition rate (for courses that are to be applied to a Graduate School program). Courses for which graduate credit is available usually include the graduate credit tuition cost and the University of Minnesota Graduate School tuition cost after the course title.

If a course taken previously or currently is approved for transfer to a University of Minnesota Graduate School transcript, the student must pay the difference between UC and Graduate School tuition. The tuition differential to be charged will be the difference between the rates in effect at the time the course was taken. If the tuition is not paid, a hold will be placed on the student's Graduate School record by UC. Check with the University College Registration Office, 101 Wesbrook Hall (625-3333), if you have questions.

Transfer of UC graduate-level course work—Registration for graduate credit and payment of Graduate School tuition rates does not guarantee that a course will be accepted for transfer to a Graduate School degree program. The use of UC graduate-level course work to satisfy degree requirements at an institution other than the University of Minnesota will be entirely the prerogative of the student and the institution to which he or she submits the transcript, and is not the responsibility of either UC or the Graduate School of the University of Minnesota.

Continuing Education Units (CEUs)

The continuing education unit (CEU) is a nationally recognized unit of measurement awarded to participants in a qualifying noncredit continuing education program. One CEU is defined as 10 contact hours in an organized continuing education activity under responsible sponsorship, capable direction, and qualified instruction. CEUs can become part of your permanent University record. For information, contact the Department of Professional Development and Conferences Services, 214 Nolte Center, on the Minneapolis campus; telephone (612) 625-6616.

Other Options for Earning Credit

If through personal experience or occupation students have gained knowledge which they believe should qualify them for University credit, or if they wish to work on their own to earn credit for a project or course, several options are available. Students may obtain information on these alternatives by calling University College Student Assistance Center, 625-3333. Following is a summary of the various options available.

Independent Study "Y"

Many degree credit courses have been identified by academic departments as courses in which students may study independently (designated as a "Y" registration) without attending class sessions. In some instances, written instructions are available; in others, direct consultation with the instructor is necessary for planning the student's work. Regular fees are charged for independent study "Y" registration.

Independent study can be arranged for any course so identified by an academic department, whether it is offered in day or evening hours. Department and instructor approval is necessary and a special form for that purpose, with the appropriate signatures, must be presented at time of registration. Registration is then completed in the usual manner but with a capital "Y" added after the course number. For the special permission form and for further assistance in making "Y" registration, consult UC Student Assistance Center, 101 Wesbrook Hall, 625-3333.

Extra Credit "X"

Students may register in a degree credit course for one, two, or three extra credits (beyond those a course carries) provided the course instructor approves. Fees are based on the course level, number of credits, and the college in which the credit is earned. The student works independently, meeting requirements set by the instructor. Extra credit study allows for more intensive study of a course topic or study in a related topic in which no regular course is offered. Department and instructor approval is necessary and a special form for that purpose with the appropriate signatures must be presented at time of registration. Registration is then completed in the usual manner but with a capital "X" after the course number. For the special permission form and for further assistance in making an "X" registration, consult UC Student Assistance Center, 101 Wesbrook Hall, 625-3333.

Directed Studies/Directed Research

A wide range of opportunities is available to University College students for earning college credit for individually designed study or research projects. These projects may be organized around their job activities, their involvement in the community, or around special interests that students have in a particular topic. A student wishing credit in Directed Studies or Directed Research should contact a faculty member in the particular area in which he or she is interested, determine if the department lists specific course numbers and titles for such registration, and obtain faculty and department approval. A special form for that purpose, with the appropriate signatures, must be presented at time of registration. Registration is then completed in the usual manner with the correct Directed Studies or Directed Research number of the department. For the special permission form and assistance in making Directed Studies or Directed Research registration, consult UC Student Assistance Center, 101 Wesbrook Hall, 625-3333.

General Information

Special Examination

Students who, through independent study, experience, or study at a noncollegiate institution, have gained knowledge which is equivalent to that covered by a particular University course, may earn credit for it by passing a special examination on the subject matter covered by the course. They must obtain approval from the department offering the course. There is a \$30 fee. Other restrictions apply; contact UC Student Assistance Center, 101 Wesbrook Hall, 625-3333.

College Level Examination Program

The College Level Examination Program (CLEP) has been established by the College Entrance Examination Board to enable individuals who have acquired their education in nontraditional ways to demonstrate their academic achievement. CLEP examinations in five areas—English, mathematics, natural sciences, social science/history, and humanities—are available for a fee to University College students who may be considering entering certain degree programs. Students will receive credit upon passing one or more tests, provided they have a satisfactory score and have not yet completed requirements in the appropriate area. Since the various colleges use different criteria in accepting CLEP results, students should contact UC Student Assistance Center, 101 Wesbrook Hall (625-3333) for details.

University College Directed Study

University College provides an undergraduate directed study registration (UC 3075) available to students who wish to pursue faculty-supervised projects that go beyond the scope of any single department or college of the University. Projects are interdisciplinary in nature and/or are facilitated by faculty from departments that do not have an appropriate undergraduate directed study course. Students will be asked to consult with their faculty monitor and complete a UC 3075 contract prior to registering. Students may take 2 to 15 credits of UC 3075. Further information may be obtained from the Inter-College Program Office of University College, 107 Army, 624-2004.

Independent and Distance Learning

Independent and Distance Learning provides a wide array of University courses using mail and electronic technologies that meet the needs of adult and part-time students who cannot or choose not to attend classes on a university campus. Courses marked in this catalog with (IDL) following course titles are available through Independent and Distance Learning, a program of University College.

Credits are recorded on a University of Minnesota undergraduate transcript and can be used toward fulfilling distribution requirements in most University undergraduate programs and all University College certificate or degree programs. IDL courses can also satisfy residency requirements, with approval from your college—please check with an adviser about using IDL course credits toward your program.

Nearly all of the 340 IDL courses are available by mail for home study and mail lesson exchange between student and instructor. A growing number of courses (about 90 as of April 1997) provide the option of e-mail lesson exchange. Using textbooks and a study guide, with your self-motivation and written feedback from a University instructor, you can earn college credits at home. Many courses include audio tapes, videotapes, and computer disks. Note that tapes can be used for no charge at the Learning Resources Center of Walter Library on the east bank of the Minneapolis campus. The Independent and Distance Learning Catalog gives details for each course about what materials are included and their costs.

For people who like to learn by use of a computer, six on-line courses are fully interactive and some printed course study guides are also available on the Internet. Several more on-line courses are in development. All students who register for college credit with IDL receive an e-mail and Internet account.

There is no admission requirement to register for IDL courses. Most courses are self-paced and give you up to nine months to complete the coursework. The vast majority of courses allow year-round registration. You may register on-line, by phone, fax, mail, or in person.

You can pay tuition and other course costs using a credit card (Visa, MasterCard, Discover/Novus) and financial aid options for students enrolled through IDL have recently been expanded. In 1996, for the first time, the Federal Pell Grant became available to IDL students (some restrictions apply). The following financial aid options also may be available: Minnesota State Grant, Tuition Assistance Program and scholarships for part-time Minnesota students, state programs for students with disabilities, military veterans under the new G.I. bill, and employer tuition benefit programs.

For information on courses, policies, and how to register, ask for an Independent and Distance Learning Catalog, 101 Wesbrook Hall, 77 Pleasant Street S.E., University of Minnesota, Minneapolis, MN 55455; telephone (612) 624-0000 or 1-800-234-6564; FAX (612) 626-7900; e-mail at indstudy@maroon.tc.umn.edu. Or visit our on-line catalog, which contains up-to-date an complete listing of courses available and courses in preparation: <http://www.cee.umn.edu/dis>.

IT'S EASY TO

Register

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625-1511

Up-to-date information about registration procedures and course availability is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cee.umn.edu/extc>



Auditors

A student who wants to attend classes, but does not wish to do all the required work, may register as an auditor by placing an "X" in the appropriate box on the registration form. **An auditor is expected to attend class.** Non-attendance may result in an "N" grade recorded on the student's transcript. Auditor status carries no credit. One may not later take for credit a course which has been audited; exceptions to this rule may be allowed upon consultation with an adviser in the college or school concerned. Auditors pay the same tuition and fees as other students.

Instructors may choose whether or not to evaluate an auditor's work in a course. If you want your work evaluated in a course you are auditing, check with the instructor **before** registering to see whether he or she will evaluate the work required for the class.

Requests for change from credit registration to audit registration are made in person or by writing University College, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455; 625-3333.

After the midpoint of a summer class, requests for change must be approved by the instructor; approval is granted only if the student is doing passing work at the time of the request. The grade-base form (changing from credit to audit) with the instructor's signature must be received before the official start of final exam week for that term. Starting final exam week, it is up to the student to have the instructor place a "V" grade on the grade report. No student whose tuition and fees are paid in whole or in part by military, Veterans Administration, company or scholarship funds may register as an auditor.

Changes from audit to credit will not be allowed after the second week of any summer term.

Courses audited are officially recorded on the student's University record and transcript.

High School Students

Advanced high school students who want to take University College classes for credit should contact an adviser in the Advanced High School Student Services Office, 206 Wesbrook Hall, 626-1666.

The Compleat Scholar/Practical Scholar

Noncredit **Compleat Scholar** and **Practical Scholar** courses are flexible and noncompetitive courses designed for persons interested in learning for their personal satisfaction. There are no examinations, no transcripts, and no grades. See the *Noncredit Course Offerings* section of this catalog for a list of course titles and complete descriptions.

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

Compleat Scholar Weekends

For information about **Compleat Scholar Weekends**, see the noncredit section of this Catalog, page 61.

Persons 62 and Older (credit and no-credit options)

Minnesota state law allows persons 62 and older to register in credit classes at reduced cost (credit registration) or no cost (no-credit registration) on a space-available basis. Only tuition is reduced or waived; course fees and special fees, if any, must be paid.

Credit course registration—Credit courses may be taken for University credit for only \$6 a degree, certificate, or entrance credit plus any fees. Or these courses may be taken free for no credit.

When registering by mail, students should be sure to include the completed registration forms and a check made payable to the University of Minnesota for special fees or course fees. If registering for credit, be sure to include \$6 a credit plus any fees. A separate check is required for each limited-enrollment class a student wishes to take.

Registration dates for persons 62 and older registering on the reduced-tuition plan are June 1-12 for the first 5-week term and 10-week term and July 6-17 for the second 5-week term.

Compleat and Practical Scholar noncredit classes—Persons 62 and older receive a 10-percent discount on many noncredit classes. The tuition cost for persons 62 and older is listed in parentheses after the regular tuition in each course description. (Discounts do not apply to Compleat Scholar Weekends.) Participants must pay any course or special fees. This discount may not be combined with other discounts. Students may register during the regular registration periods.

Late fees—There are no late fees for persons 62 and older registering under the reduced-tuition option.

For general information, telephone 625-3333.

Also see the description of **Elderhostel**, page 63.



COUNSELING & ACADEMIC ADVISING

University College offers academic and financial aid advising as well as career and educational counseling services to current and prospective students. Telephone (612) 625-3333 or send your e-mail to ceeadv@mail.cee.umn.edu. Students may arrange day or evening appointments or consult with an adviser by phone. Advising is also available by e-mail.

RULES, REGULATIONS, *and Policies*

Changes in Courses

All changes occurring after the publication of the Catalog are posted in the desk copy catalog at each of the registration locations. You may consult the University College home page on the World Wide Web

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

to view the most current version of the catalog and check on course availability.

Class Attendance

Students (including auditors) are responsible for attending classes in which they are registered. (See also *Other Options for Earning Credit*, page 79.) A student who cannot attend a class session should arrange with the instructor—in advance, if possible—to make up the work.

Cancellation by University College

While the University College staff sincerely regrets to do so, it is sometimes necessary to cancel classes with insufficient enrollment. The department reserves the right to cancel, postpone, limit enrollment, split or combine classes, and to change instructors or locations of classes.

Cancel/Add (Transferring) Classes

Students who wish to cancel/add classes or class sections (if space is available), after being officially registered, can do so either in person at 101 Westbrook Hall, by fax, or by mail.

You must officially cancel; simply stopping class attendance does not constitute cancellation; you will receive an F or N grade if you do not cancel officially.

Tuition payments made by credit card cannot be transferred from one course to another. Your account must be credited for the tuition payment for the canceled class and a new charge made for the added class. Your account balance may show both charges until the credit is posted.

Students who wish to cancel/add after an initial registration will be subject to the following fees and conditions: Prior to and during the first week of classes—none; during the second week of classes—\$10, if accepted; during or after the third week of classes—\$20, if accepted.

Students may not cancel/add from the first 5-week session or the 10-week session to the second 5-week session after June 15.

Students who wish to cancel/add after the first week of classes must meet the following conditions:

Cancel/add during the second week or after—After the end of the first week of a term, no cancel/add will be accepted without *written* permission of the instructor of the course the student wants to add.

Rules, Regulations, and Policies

Any cancel/add after the midpoint of the term requires scholastic approval.

There will be no late fee if: (1) University requests the cancel/add be made; (2) the cancel/add is required because of an unacceptable grade in a prerequisite course (see Grades, page 73); (3) cancel/add is required because of University cancellation of course in which previously registered, provided such transfer is made within one week from date of cancellation of class; or (4) cancel/add is between sections of a course with the same course number.

Note: Those wishing to take a University College class for no credit, but who need a transcript and a record of their registration, must register as auditors and pay full tuition.

Veterans—Any veteran registered under the G.I. Bill must notify the V.A. Certifications office in 150 Williamson Hall, when transferring classes. This is essential when it changes the credit load.

Transfers from Other Colleges

A student may register for University College classes without going through formal admissions or transfer procedures. However, if students plan to complete a degree program through University College classes, they must apply and be admitted to a college. Consult UC Counseling, 201 Wesbrook Hall (625-2500).

Cancellations

How to Drop a Course

Students who wish to cancel a class or classes must do so officially, either in person, by fax ([612] 625-1511), or by writing to the University College Classes, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. Cancellations are not accepted by telephone. After canceling officially, students will, if eligible, receive a refund (see **Refunds**, page 85), and will insure entry of the appropriate symbol on their grade report and transcript. If students officially cancel within the first week of a 5-week term or within the first two weeks of a 10-week term, the course they cancel will not appear on a transcript.

Students who officially cancel from a class before the dates listed below will automatically receive a “W” (withdrawal) on the grade report. This symbol means “official cancellation without a grade.” Cancellations by mail are effective the date of the postmark (or date received if sent through campus mail or fax).

Cancellations are not permitted without Scholastic Committee approval after the following dates:

First 5-week term:	July 6
10-week term:	July 27
Second 5-week term:	August 12

Scholastic Committee approval is only granted under unusual circumstances. College guidelines for cancellation will be strongly considered for students who are admitted to a degree program at the University of Minnesota.

Students should obtain a petition form from the Student Assistance Center in 101 Wesbrook Hall. Instructor verification that the student is doing passing work is required. Completed cancellation forms, the petition form, and instructor’s verification must be received by the University College Student Assistance Center before the course final exam for that summer term. Students will be notified by mail of the scholastic committee decision.

Cancellation forms are available at the University College Student Assistance Center, 101 Wesbrook Hall.

No instructor is authorized to accept cancellation of any registration.

The effective date of cancellation will be the day on which the cancellation is received in the University College Student Assistance Center in 101 Wesbrook Hall, regardless of the date of the student’s last attendance. (Cancellations by mail are effective the date of postmark or the date received by fax or through campus mail.) It is important, therefore, that whenever students stop attending a class, they should officially cancel by filling out the appropriate forms at the University College Student Assistance Center in 101 Wesbrook Hall.

Students who simply stop attending class (and do not officially cancel) are considered registered in the course and will receive an F or N grade if you do not cancel officially.

Do not stop payment of a check to cancel your registration. You must cancel officially by mail or in person. A check handling fee of \$20 is charged for any stop order payment and you are responsible for any tuition due up to the point you officially cancel (based on refund schedule below). A hold will be placed on your records until these fees are paid. Contact the Income Management office in 138 Wesbrook Hall (624-6354) before you stop payment of a check for any reason.

Veterans—Any veteran registered under the G.I. Bill must notify the V.A. Certifications office in 150 Williamson Hall, when canceling a class. This is essential when it changes the credit load.

UNIVERSITY
COLLEGE



CONTINUING AND
DISTANCE EDUCATION

Financial Aid—Students receiving financial aid through the University of Minnesota should check with the Office of Scholarships and Financial Aid before canceling classes. Changes in credit load affect eligibility. Refunds may revert to the financial aid office, or students may be obligated for repayment.

Refunds for Summer Classes

Students who wish to cancel a class or classes must do so officially, either in person or by writing to University College, 101 Wesbrook Hall. See cancellation information above for important deadlines and procedures.

Students on financial aid should check with an adviser before requesting refunds.

Students who wish to cancel a class and add another class should read the section on how to cancel/add classes, page 84.

1. When students cancel classes, they may be eligible for
 - A. A full refund under the conditions outlined in item 2 below
 - B. A refund of tuition and any course or special fees (less any late fees) under the conditions outlined in item 2 below; or
 - C. A refund of part of the tuition and any course fees and special fees after the class has begun, provided that the student cancels and requests a refund within the time limits outlined in the refund percentage schedules given below in items 4, 5, and 6.
2. Full refund of all tuition and course-related fees will be made when a class is canceled by University College or when the hour or day of the class is changed by University College after a student has registered in it.
3. A refund of all tuition and course-related fees will be made
 - A. When a student cancels before the first class meeting in any summer or special term.
 - B. When a student is ill or hospitalized and, in the opinion of a doctor, is unable to continue for medical reasons. The doctor's signed statement on the doctor's letterhead is required and must be submitted by the end of the term.
 - C. To any student who has been recalled to or enlisted in military service upon presentation of military orders, provided the student would not be entitled to an appropriate grade at such time.
 - D. When, in the opinion of the instructor, the student does not have the necessary prerequisites, or the student has already had the equivalent material in another course. Students seeking refunds under these conditions must:
 - a. Ask the instructor for a note explaining that the student does not have the necessary prerequisites. Bring in the note, a fee statement, and a completed cancellation form to 101 Wesbrook Hall or submit the note and a cancellation letter by mail. It is the student's responsibility to obtain the note and submit all documents at one time before the fourth class meeting.

- b. Present a transcript noting equivalent course(s), along with a fee statement and completed cancellation form, in person at 101 Wesbrook Hall or by mail. Documents must be submitted at the same time before the fourth class meeting.

4. Refunds of tuition and course-related fees for classes that meet the **first 5-week term** will be made according to the following cancellation schedule.

For students who have enrolled previously at the University:

<u>Amount of refund</u>	<u>Cancellation Deadline</u>
100 percent	June 22
50 percent	June 29
25 percent	July 6

No refunds after July 6 for first 5-week term classes for students who have taken any University of Minnesota Classes previously.

For students registering at the University for the first time:

<u>Amount of refund</u>	<u>Cancellation date</u>
100 percent	June 22
70 percent	June 29
50 percent	July 6

No refunds after July 6 for first 5-week term classes for new students.

5. Refunds of tuition and course-related fees for classes that meet the **10-week term (includes 7-week term classes)** will be made according to the following cancellation schedule.

For students who have registered at the University previously:

<u>Amount of refund</u>	<u>Cancellation Deadline</u>
100 percent	June 22
50 percent	July 2
25 percent	July 21

No refunds after July 21 for 10-week term classes for students who have taken any University of Minnesota classes previously.

For students registering at the University for the first time:

<u>Amount of refund</u>	<u>Cancellation Deadline</u>
100 percent	June 22
70 percent	July 2
50 percent	July 21

No refunds after July 21 for 10-week term classes for new students.



- 6. Refunds of tuition and course-related fees for classes that meet the **second 5-week term** will be made according to the following cancellation schedule.

For students who have registered at the University *previously*:

<u>Amount of refund</u>	<u>Cancellation Deadline</u>
100 percent	July 29
50 percent	Aug. 5
25 percent	Aug. 12

No refunds after August 12 for second 5-week term classes for students who have taken University of Minnesota classes previously.

For students registering at the University for the **first time**:

<u>Amount of refund</u>	<u>Cancellation Deadline</u>
100 percent	July 29
70 percent	Aug. 5
50 percent	Aug. 12

No refunds after August 12 for second-5-week term classes for new students.

- 7. Refunds for special term courses are prorated in relation to the length of the term.
- 8. Late fees are not refundable in any case.

Cancellations by U.S. mail are effective *the date of postmark*. Cancellations by fax ([612] 625-1511) or campus mail are effective the date received.

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. For financial aid tuition payments and third-party payments billed through STARS, refunds are made to STARS. A minimum of three weeks is required for processing a refund.

Access to Student Educational Records

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

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

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

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- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. *(See the sample course description on page 7.)*
- **Pay tuition and fees.** All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Fax registrations to **(612) 625-1511**. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.



Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on **page 4** or on the WorldWideWeb at <http://www.cce.umn.edu/extc>

CAMPUS GENERAL *Information*

GENERAL INFORMATION

Faculty

The teaching staff in University College consists primarily of University of Minnesota faculty. In some instances, faculty members from other educational institutions and specialists in professional and business fields have been selected to teach courses. All University College instructors are approved by the academic departments through which classes are offered.

Additional staff—Faculty other than those listed under each department may be assigned to teach certain courses.

Funding University College

While the state legislature has begun to help fund University College, the program—including instructional, administrative and staff costs, and related costs—is supported mainly by students' tuition. Therefore, depending on overall enrollments, program adjustments are sometimes necessary, as is the cancellation of classes in which enrollment is low.

Campus Services

Recreational Sports Facilities and Programs

A University College student may use the Recreational Sports facilities and programs by purchasing a membership at one of the Recreational Sports offices only: University Recreation Center (Minneapolis campus) or 104 St. Paul Gymnasium (St. Paul campus). Call (612) 625-6800 for the latest fee amounts. Proof of registration is necessary for purchase. Bring your U Card if you have one (U Cards are available at the Rec Center and St. Paul Gym). Call ahead to check office hours.

Students must present the proof of membership each time they use the facilities. The recreation facilities include swimming pools, fitness centers, handball/racquetball courts, squash courts, tennis courts, gymnasiums (basketball, volleyball, badminton) sports fields, etc. Aerobics classes and fitness programs also are available for an additional fee.

General Campus Information

Services for Students with Disabilities

The University provides services to ensure access for students with disabilities. Disability Services (DS) provides direct assistance such as information, referral, support, and academic accommodations for enrolled and prospective students, as well as consultation and training with faculty and staff to promote access to programs and activities. The DS office will also assist disabled students in obtaining services from other University and community resources. University policy calls for accommodations to be made on an individualized and flexible basis, therefore it is the responsibility of students to seek assistance and to make their needs known. For more information, contact Disability Services, 30 Nicholson Hall, 626-1333 (voice/TTY).

Health Service

(Telephone 625-8400)

Students registered for at least one University College class and spouses of students may use Boynton Health Service on a fee-for-service basis. Students who are admitted to a University of Minnesota degree or certificate program and who are registered for at least 6 credits have the additional option of enrolling in Boynton's Extended Coverage Benefits Plan. This prepaid plan entitles you to receive most outpatient services at no additional charge and to receive others at reduced cost.

The cost of the Summer Extended Coverage Benefits Plan is: 10-week term plus 4-week interim, \$146; first 5-week term, \$49; second 5-week term plus 4-week interim, \$97; interim only, \$49 (available to new international students only). Extended coverage may be purchased at the student insurance office, 323 Boynton Health Service between 8 a.m. and 6 p.m., Mondays, and between 8 a.m. and 4:30 p.m., Tuesday through Friday. Be sure to bring your University College fee statement and proof that you are in a certificate or degree program (your day-school transcript or a letter from your adviser). Coverage must be purchased by June 24 for first summer term or July 31 for second summer term.

Students who pay the extended coverage fee receive general medical care and laboratory tests at Boynton at no additional charge. Partial charges are made for routine physical exams, annual dental exams, and some specialty care. Prescription drugs, eye glasses, and dental care are available at Boynton's normal low prices. Copayments are charged for mental health services, including crisis counseling; remaining charges must be submitted to the student's insurance company. X-rays and minor surgical procedures are also charged to students for collection from their insurance. Any balance after insurance is covered by the extended coverage fee with no out-of-pocket expense to the student. Students who do not have insurance must pay full charges for these services.

The Extended Coverage Benefits Plan does not cover hospitalization or surgery. University College students who have paid for extended coverage may be eligible to purchase the University-sponsored hospitalization insurance offered to day-school students.

To obtain brochures describing both of these plans in greater detail, stop by 101 Westbrook Hall or call 625-3333 and ask that the Boynton Health Service literature be sent to you. For specific questions concerning the Extended Coverage Benefits Plan or insurance eligibility and coverage questions, call (612) 624-0627.

Boynton Health Service is located on the East Bank of the Minneapolis campus at 410 Church St. S.E. Hours are 8 a.m. to 6 p.m. on Monday and 8 a.m. to 4:30 p.m. on Tuesday through Friday. Boynton is closed on University holidays.

When the health service is closed, emergency care is available on campus at the Emergency Department of Fairview-University Medical Center. Charges for after-hours emergency care are your responsibility. Students covered by private insurance or through a health maintenance organization should use the emergency facility specified by their plan. Students covered by the University-sponsored health insurance plan will be charged a \$25 co-payment per visit. Students with no hospitalization insurance are responsible for all charges incurred in an emergency room.

Libraries

The University of Minnesota—Twin Cities Libraries contain more than 5 million catalogued volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, computer files, and audio-visual materials.

Humanities and social science collections: The main humanities and social sciences collections are in Wilson Library on the West Bank and include American studies, anthropology, art, business, film, geography, history, language, literature, philosophy, political science, religion, sociology, and women's studies. The collections for education, library science, and psychology are found in Walter Library on the East Bank. The collections in design, vocational education, family social science, rural sociology, and textiles are found in the St. Paul Central Library on the St. Paul campus.

Science collections: The main science and technology collection, including chemistry, engineering, geology, and physics is housed in the Science and Engineering Library in Walter Library. The health science collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health are in the Bio-Medical Library in Diehl Hall on the East Bank. The agricultural and biological sciences collections are found in the St. Paul Central Library on the St. Paul campus.

Many *subject collections* are located in other buildings, as well. Call for locations on materials in horticulture, architecture, entomology, mathematics, forestry, plant pathology, law, journalism, maps, music, government publications, East Asia, South Asia, and the Middle East. Special collections exist for children's literature, social welfare history, and other areas.

Reference and research service points are located in major library buildings: for humanities and social sciences, Wilson Library, first floor; for education and psychology, Walter Library, first floor; for business, Wilson Library, basement; for government publications,

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

Wilson Library, basement; for bio-medical subjects, Diehl Hall, third floor; for science and technology, Walter Library, second floor; and on the ground floor of the St. Paul Campus Central Library.

Terminals to access LUMINA, the University Libraries on-line information system, are available in all of the libraries. It is also possible to dial in to LUMINA using a personal computer and modem. To connect to LUMINA within the Twin Cities area code 612, dial 625-6009 for up to 2400 baud or 624-7539 for 9600 baud. Long distance within the state of Minnesota, dial 1-800-LUMINA. For hardware or software problems, call 626-7676.

Specialized services of University Libraries include in-depth reference service, library instruction, computer-literature searching, inter-library borrowing, and photocopying.

University College students are encouraged to use library services. A current University ID card or current fee statement (the student's confirmation of registration) is needed to borrow materials.

For libraries information: consult any campus library; the Libraries Web Site at <http://www.lib.umn.edu>; or call (612) 624-4552 for library hours; or (612) 624-0303 for collections and catalog information.

E-mail accounts

Access to the University's electronic mail and the Internet are part of University College's commitment to provide effective communication for Twin Cities UC students taking University credit courses. This service is provided at no charge to University College students for the term they are actively enrolled in University **credit** courses (limit of 30 hours a month). Along with e-mail, this access will enable students to access other information resources on the campus-wide network and Internet. **Please note:** It takes up to a week (7 full days) from the date of registration to create a new e-mail account on the University's system. *No exceptions.*

Students can access the University's Central Mail System's Maroon and Gold mail servers from any of the University's computer facilities or from their own microcomputer from home. Individual account holders on the University's e-mail system can store up to 2MB (megabytes) of information free of charge. E-mail accounts are frozen, however, until students activate their accounts by entering certain personal information on line. Student who have used their e-mail accounts will not have to activate them again.

Please note that access to the University e-mail system is a privilege and not an entitlement. Computing services, including e-mail, may not be used for illegal or unauthorized purposes including but not limited to, harassment; destruction of or damage to equipment, software, or data belonging to others; unauthorized copying of copyrighted materials; or the disruption or unauthorized monitoring of electronic communications. Using e-mail to participate in illegal acts is itself illegal and may be subject to prosecution by state and federal authorities. E-mail accounts and passwords are assigned to individuals and are not to be shared. Use of e-mail for private business purposes unrelated to the University is unauthorized. Any misuse of the system will result in loss of privileges.

Activating a Student E-Mail Account. Student e-mail account names follow this format: the first four letters of the student's last name followed by a unique four-digit number (example: abcd1234@gold.tc.umn.edu). For security reasons, all new student

accounts are "frozen;" accounts cannot be used until students activate them. To activate accounts, students need to go to any computer facility on campus (see list below) and access the **Student E-Mail Account Initiation** section of Internet Gopher. For most students, activating their accounts will be easy and quick by simply following the five initiation steps described below. *Students should remember to use the Tab Key to go from one data field to another. they should use the Enter key when they have completed entering information.*

1. **Student I.D. Number.** University College students who are new to the University will be assigned a student I.D. number. This process takes 24 hours. Students may call (612) 625-3333 or write University College at 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455, to find out their student I.D. number. Students who call must be prepared to provide specific identification data for security purposes.
2. **Social Security Number.** The e-mail system requires that students enter their social security numbers for verification purposes only. In order to prevent someone else from accessing accounts, this information must be entered. The social security number will not be used for any other purpose or be accessible to any other system.
3. **Date of Birth.** An example birth date is included in the initiation form. Replace the example with your own date of birth in the same format as the example: MM/DD/YYYY.
4. **Passwords.** All passwords must follow the following rules: (1) password must be 6 to 8 characters long; (2) password must be a combination of letters and numbers; and (3) password must not be identical to user's name.

Students need to press the Enter key when they have completed entering all the required information. Once the system has verified that the information is accurate, it will respond with a message.

Locating Campus Computer Facilities. There are computer facilities in many locations around campus that are available to University College students. *The hours for these facilities vary, so students are urged to call the location before going there.*

West Bank: Blegen Hall 455 (626-7778)

East Bank: Elliott Hall 121 (624-0866); Folwell Hall 14 (625-4896); Lind Hall 26 (626-0856); and Walter Library (626-1899).

St. Paul: Classroom Office Building 135 (624-9226);

Accessing E-Mail from Off-Campus Location. To access an e-mail account from off campus, such as their home, students need a micro-computer or terminal, a modem, and communications software. Computer and Information Services supports ProComm, TinCan, and Telnet communications software and POPmail. Copies of these programs are available in 152 Shepherd Labs on the east bank (telephone [612] 626-4276). There will be a nominal charge for these diskettes.

General Campus Information

You also may purchase the diskettes at the University College registration office for \$7, a service arranged for University College students by the UC Student Board.

Central Modem Pool numbers for access to all University systems are included with instructions that accompany the diskettes.

Accessing the E-Mail Help Line: 626-7676. The Help Line is staffed Monday through Friday from 9 a.m. to 10 p.m. Walk-in help is also available during open hours in the campus public computer facilities. *If students find they cannot activate their accounts, they should contact the E-Mail Help Line for assistance.*

Locker Rentals, Lost and Found, and Other Services

Lockers are available for rental each quarter. Deposit cards must be purchased on the campus you are renting a locker: Coffman Union Service Center, East Bank, and Skyway Service Center, West Bank.

Locker rental offices are at the Service Center in Coffman Union for the East Bank and the Skyway Service Center for West Bank. For more information, call the East Bank main office at 625-0981.

For lost and found assistance, check the lost and found office in the building where you may have lost items. For additional help and information, contact one of the main lost and found offices: Coffman Union Information Desk, 624-4636 for East Bank; 100 West Bank Union Skyway, 624-6338, for West Bank.

The Coffman Union Service Center, on the ground level of Coffman Union, in addition to locker rental, offers several other services: postal services; MCTO monthly pass and commuter ticket sales; discount movie passes; miscellaneous entertainment coupons and tickets.

Parking Facilities

Parking is available for University College students at various facilities on campus. Parking fees vary depending on the facility location. For more parking information, including disability parking, call 626-7275. Call 625-0357 to request parking maps.

Motorist Assistance Program (M.A.P.): Telephone 626-7275—Hours: 7 a.m. to midnight, Monday through Thursday, and 7 a.m. to 10 p.m. on Friday. University students, employees, and visitors on the Twin Cities campus in *University parking facilities only* may use M.A.P. free of charge. Services include unlocking vehicles, jump starts, changing flat tires, and referrals to a service station for problems M.A.P. cannot handle. Service is currently not available on weekends or official University holidays.

Special events: When special events occur on campus, such as concerts and athletic games, some facilities charge a special event rate. University College students may park in Lot 33 on the East Bank after 4:30 p.m. on special event nights at the regular daily rate by obtaining a free hang tag permit from the University College registration office, 101 Westbrook Hall.

Police Services

The University of Minnesota Police Department provides law enforcement services to students, staff, faculty, and visitors of the Twin Cities campus community. The department provides proactive patrol, emergency response, and criminal investigation and is available to assist you while here on campus.

The department embraces a philosophy of community involvement and focus and has developed strategic priorities of prevention, interaction, and community involvement in response to dealing with growing concerns of personal security for us all. The department employs 40 sworn officers to provide police protection and over 100 part-time student security monitors who provide building security and escort services.

You are urged to help them help you. Be aware, report crimes, take advantage of information and prevention programs by the department, and by all means that can be achieved together—protect yourself. Contact the University Police in the following ways:

University of Minnesota Police Department
100 Transportation and Safety Bldg.
511 Washington Ave. S.E.

Police/Fire Emergency	9-1-1 (also all Blue Light kiosks on campus)
Non-emergency	624-3550
Escorts (24 hours)	624-WALK
Police Administration	624-2575
World Wide Web	http://www.umn.edu/umpolice

Arts and Entertainment

Northrop Auditorium furthers the University's educational and public service mission with the precept that the arts are fundamental to an educated and enlightened society. It presents the region's premier dance season—ballet, contemporary, and cultural from all over the world. With the Walker Art Center, Northrop offers Discover, a series emphasizing new directions in performance by artists who are extending the boundaries of music, theatre, dance, and other disciplines. The Northrop Jazz Season inaugurated in September 1993, complements the Twin Cities' thriving club jazz scene with concert hall jazz events. Most of these concerts take place at the Ted Mann Concert Hall. Summer at Northrop features two months of lively, outdoor musical concerts—most free of charge—presented by University Summer Session.

Entertainment stars such as Bette Midler, Patrick Stewart, and Julie Andrews, plus a host of musical headliners including Lyle Lovett, Indigo Girls, Ani DiFranco, Blues Traveler, Aretha Franklin, and major touring productions add a dynamic complement to the Northrop stage.

For information/schedule, please call 624-2345.

Degrees and Certificates

Below are listed degrees and certificates which can be completed entirely or almost entirely through University College. For complete information, see page 508 in the 1997-98 University College Classes Bulletin. For information about admission procedures and degree planning, call UC Student Support Services, telephone 625-3333, to arrange a day or evening advising appointment.

Degrees

University College Partnership Degrees

Bachelor of Applied Business (B.A.B.)
 Bachelor of Information Networking (B.I.N.)
 Bachelor of Construction Management (B.C.M.)
 Bachelor of Emergency Health Services (B.E.H.S.)

University College (B.A. and B.S.)

The Inter-College Program (I.C.P.)
 Program For Individualized Learning (P.I.L.)

College of Liberal Arts

Bachelor of Arts (B.A.)
 Bachelor of Science (B.S.)
 Bachelor of Individualized Studies (B.I.S.)

Carlson School of Management

Bachelor of Science in Business (B.S.B.)

Institute of Technology

Bachelor of Civil Engineering (B.C.E.)
 Bachelor of Computer Science (B. Comp. Sci.)

Graduate Degrees

Master of Arts in English (Graduate School)
 Master of Arts in Multimedia Design (*pending Fall 1998*; Graduate School and University College)
 Master of Liberal Studies (Graduate School and UC)
 Master of Business Taxation (M.B.T.)
 Master of Education-Teacher Leadership Program
 Master of Education-Youth Development Leadership
 Master of Social Work-Weekend Option, Distance Option
 Graduate Minor Program in Gerontology

Certificates

Check the list in the 1997-98 University College Classes Bulletin, page 510.

For free academic advising, telephone 625-3333 or e-mail ceeadv@mail.cee.umn.edu

Campus Buildings

AmundH, *Amundson Hall*
 AkerH, *Akerman Hall*
 AlderH, *Alderman Hall (St. Paul)*
 AndH, *Anderson Hall (West Bank)*
 ApH, *Appleby Hall*
 Arch, *Architecture*
 ArtB, *Art Building (West Bank)*
 BellMus, *Bell Museum of Natural History*
 BFAB, *Bierman Field Athletic Building*
 BioSci, *Biological Sciences Center (St. Paul)*
 BlegH, *Blegen Hall (West Bank)*
 BorH, *Borlaug Hall (St. Paul)*

BuH, *Burton Hall*
 CarlSMgmt, *Carlson School of Management Building*
 Career & Cont Educ Bldg, *North Hennepin Comm Coll*
 CentLib, *Central Library (St. Paul)*
 ChDev, *Child Development*
 CrstnL, *Christensen Laboratory Building (St. Paul)*
 CivE, *Civil Engineering*
 ClaOff, *Classroom Office Building (St. Paul)*
 CofH, *Coffey Hall (St. Paul)*
 CookeH, *Cooke Hall*
 EBCEC, *Earle Brown Continuing Education Center (St. Paul)*
 EE/CSci, *Electrical Engineering/Computer Science Building*
 EltH, *Elliott Hall*
 FergH, *Ferguson Hall (West Bank)*
 FolH, *Folwell Hall*
 FScN, *Food Science and Nutrition (St. Paul)*
 FordH, *Ford Hall*
 GNFPF, *Gibson-Nagurski Football Practice Facility*
 HckrH, *Haecker Hall (St. Paul)*
 HodsonH, *Hodson Hall (St. Paul)*
 HHHCtr, *Humphrey Center (West Bank)*
 Inver Hills, *Inver Hills Community College, 2500 E. 80th Street, Inver Grove Heights, MN 55076; telephone (612) 450-8500*
 JonesH, *Jones Hall*
 KoltH, *Kolthoff Hall*
 Law, *Law Building (West Bank)*
 LindH, *Lind Hall*
 MacP, *MacPhail Center, 1128 LaSalle Ave., downtown Mpls*
 Mayo, *Mayo Memorial Hospital*
 MechE, *Mechanical Engineering*
 McNH, *McNeal Hall (St. Paul)*
 MoosT, *Moos Tower*
 MurH, *Murphy Hall*
 NichH, *Nicholson Hall*
 NCCE, *Nolte Center for Continuing Education*
 NorrisH, *Norris Hall*
 North Hennepin, *North Hennepin Community College, 7411 85th Ave. N., Brooklyn Park; telephone (612) 493-0555*
 PeikH, *Peik Hall*
 PeikG, *Peik Gymnasium*
 Phys, *Physics*
 PillsH, *Pillsbury Hall*
 RarigC, *Rarig Center (West Bank)*
 SciCB, *Science Classroom Building*
 ShevH, *Shevlin Hall*
 ScottH, *Scott Hall*
 SmithH, *Smith Hall*
 StCen, *Student Center (St. Paul)*
 U-Tech Bldg, *University Technology Center (1313 Fifth St. S.E.)*
 VinH, *Vincent Hall*
 VetS, *Veterinary Science (St. Paul)*
 VoTech, *Vocational-Technical Education (St. Paul)*
 WaLib, *Walter Library*
 WDH, *Weaver-Densford Hall (formerly Health Sciences Unit F)*
 WeismanArt, *Frederick R. Weisman Art Museum*
 WullH, *Wulling Hall*

General Campus Information

Departments, Course Designators

ABus, *Applied Business (B.A.B. degree)*
Acct, *Accounting*
Afro, *Afro-American and African Studies*
AmIn, *American Indian Studies*
AmSt, *American Studies*
ANE, *Ancient Near Eastern*
Anth, *Anthropology*
Arab, *Arabic*
Arch, *Architecture*
Art, *Art (formerly Studio Arts)*
ArH, *Art History*
Biol, *Biology*
BFin, *Finance*
BGS, *Business, Government, and Society*
BLaw, *Business Law*
Chic, *Chicano Studies*
CPsy, *Child Psychology*
ClCv, *Classical Civilization*
Clas, *Classics*
CSch, *Compleat Scholar*
CSW, *Compleat Scholar Weekends*
CDis, *Communication Disorders*
CSci, *Computer Science*
CSCL, *Cultural Studies and Comparative Literature*
Dnce, *Dance*
DHA, *Design, Housing, and Apparel*
EAS, *East Asian Studies*
Econ, *Economics*
EPsy, *Educational Psychology*
EngC, *English Composition*
EngL, *English (language and literature)*
EngW, *English (creative and professional writing)*
ESL, *English as a Second Language*
FSoS, *Family Social Science*
FScN, *Food Science and Nutrition*
Fren, *French*
FrIt, *French and Italian*
GC, *General College*
Ger, *German*
Hist, *History*
Hum, *Humanities*
IEOR, *Industrial Engineering/Operations Research*
IR, *Industrial Relations*
IDSc, *Information and Decision Sciences*
ID, *Interdepartmental Study*
IntR, *International Relations*
JwSt, *Jewish Studies*
Jour, *Journalism and Mass Communication*
Kin, *Kinesiology*
LA, *Landscape Architecture*
Lat, *Latin*
LAS, *Latin American Studies*
LASK, *Learning and Academic Skills*
LS, *Liberal Studies*
Ling, *Linguistics*
Mgmt, *Management*
Mktg, *Marketing*

Math, *Mathematics*
ME, *Mechanical Engineering*
MELC, *Middle Eastern Languages and Cultures*
Mus, *Music*
OMS, *Operations and Management Science*
Phil, *Philosophy*
PE, *Physical Education*
Phys, *Physics*
PBio, *Plant Biology*
Pol, *Political Science*
PSch, *Practical Scholar*
Psy, *Psychology*
PubH, *Public Health*
RelA, *Religions in Antiquity*
RelS, *Religious Studies*
REX, *Research Explorations*
Rhet, *Rhetoric*
Russ, *Russian*
Scan, *Scandinavian Languages and Literature*
SW, *Social Work*
Soc, *Sociology*
Soil, *Soil Science*
SALC, *South Asian Languages and Cultures*
Span, *Spanish*
SpPt, *Spanish-Portuguese*
Spch, *Speech-Communication*
Stat, *Statistics*
TrIn, *Translation and Interpreting*
VoEd, *Vocational and Technical Education*
WoSt, *Women's Studies*
YoSt, *Youth Studies (Youth Development and Research)*

University of Minnesota

University Regents

William E. Hogan II, *Minnetonka, Chair*
Patricia B. Spence, *Rice, Vice Chair*
Robert S. Bergland, *Roseau*
Julie A. Bleyhl, *Madison*
Warren C. Larson, *Bagley*
David R. Metzen, *South St. Paul*
H. Bryan Neel III, *Rochester*
Michael O'Keefe, *Minneapolis*
William R. Peterson, *Eagan*
Jessica J. Phillips, *Morris*
Thomas R. Reagan, *Gilbert*
Maureen K. Reed, *Stillwater*

University Administrators

Mark G. Yudof, *President*
Robert Bruininks, *Executive Vice President and Provost*
Frank B. Cerra, *Senior Vice President for Health Sciences*
Senior Vice President for Finance and Operations (to be announced)
McKinley Boston, Jr., *Vice President for Student Development & Athletics*

Mark L. Brenner, Vice President for Research and Dean of the
Graduate School
Carol Carrier, Acting Vice President for Human Resources
Michael Martin, Acting Vice President for Agricultural Policy
Thomas H. Swain, Acting Vice President for Institutional Relations
Mark B. Rotenberg, General Counsel

University College

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hmiller@mail.cee.umn.edu

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(612) 626-2255
dgrossma@mail.cee.umn.edu

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Minneapolis, MN 55455
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200 Wesbrook Hall
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Minneapolis, MN 55455
(612) 625-7576
enolting@mail.cee.umn.edu

University College

University College Programs—Credit classes, Continuing Education for Women, Early Childhood Studies, Elderhostel, The Compleat & Practical Scholar, Compleat Scholar Weekends, Neighborhood Programs, Research Explorations, The Science CentrUM, Split Rock Arts Program

Program Staff

William VanEssendelft, Director of Program Management and Development
Brian Duren
Gayle Foreman
Andy Gilats
Susan Henderson
Judi Linder
Susan Lindoo
Jennifer Lundblad
Philip Lundblad
Joyce Portner
David Shupe
Claire Walter-Marchetti

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

General Campus Information

University College Student Support Services

University College Student Support Services—Provides a full range of assistance for prospective and currently enrolled UC students. Services include academic advising, career counseling, financial aid advising, registration, program admission and ongoing support to facilitate students' success with their educational goals.

Earl Nolting, Director

Advising, Counseling, Financial Aid

Dennis Keierleber, Associate Director
Jacquelyn Henning, Assistant Director
Fran Van Slyke-Zaslofsky, Senior Adviser
Jane Delehanty, Adviser
Santiago Fernández-Giménez, Adviser
Teresa Fruen, Adviser
Lori Gilbertson, Adviser
Richard Kott, Counselor
Lou Newkirk-Ledo, Adviser
Howard Olien, Counselor
Janet Pelto, Counselor
Teresa Petek, Adviser
Susanne Peterson, Counselor
Philip Stedje, Adviser
Annie Wade, Adviser

Advanced High School Student Services

Jacquelyn Henning, Acting Director
Caroline Desrosiers
Nell Dennis
Ann Kauls
Wayne Martin
Bree Norlander
Christina Soderstrom

Assistance Center

Anne Daly, Administrative Director
Don Barbee
John Christensen
Verlaine Hutchins
Nate Lux
Carissa Mattson
Sue Olsen
April Sammons

Registration

Vickie Roberts, Assistant Director
Stacy Barbes
Rick Benson
Nancy Bolin
Susan Burdick
Chris Charlstrom
Maria Dorothy
Carla Hollins
Shirley Kallevig
Agnes Mrutu
Emily Plowman
Bonnie Samletzka
Beverly Simmons

University of Minnesota Mission Statement

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

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

Research and Discovery

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

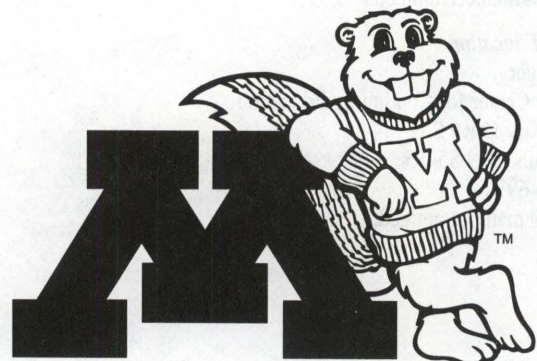
Teaching and Learning

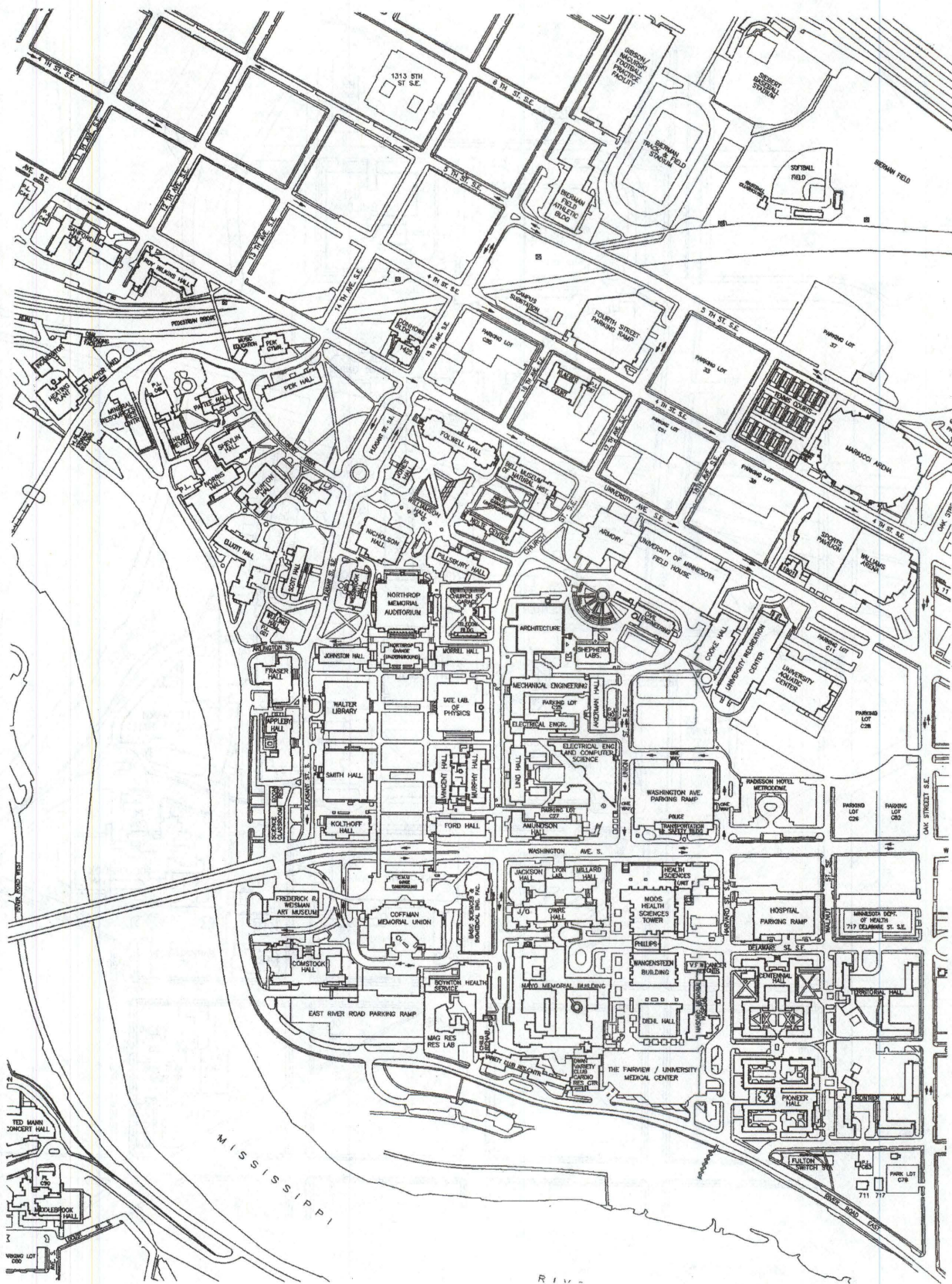
Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education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

Outreach and Public Service

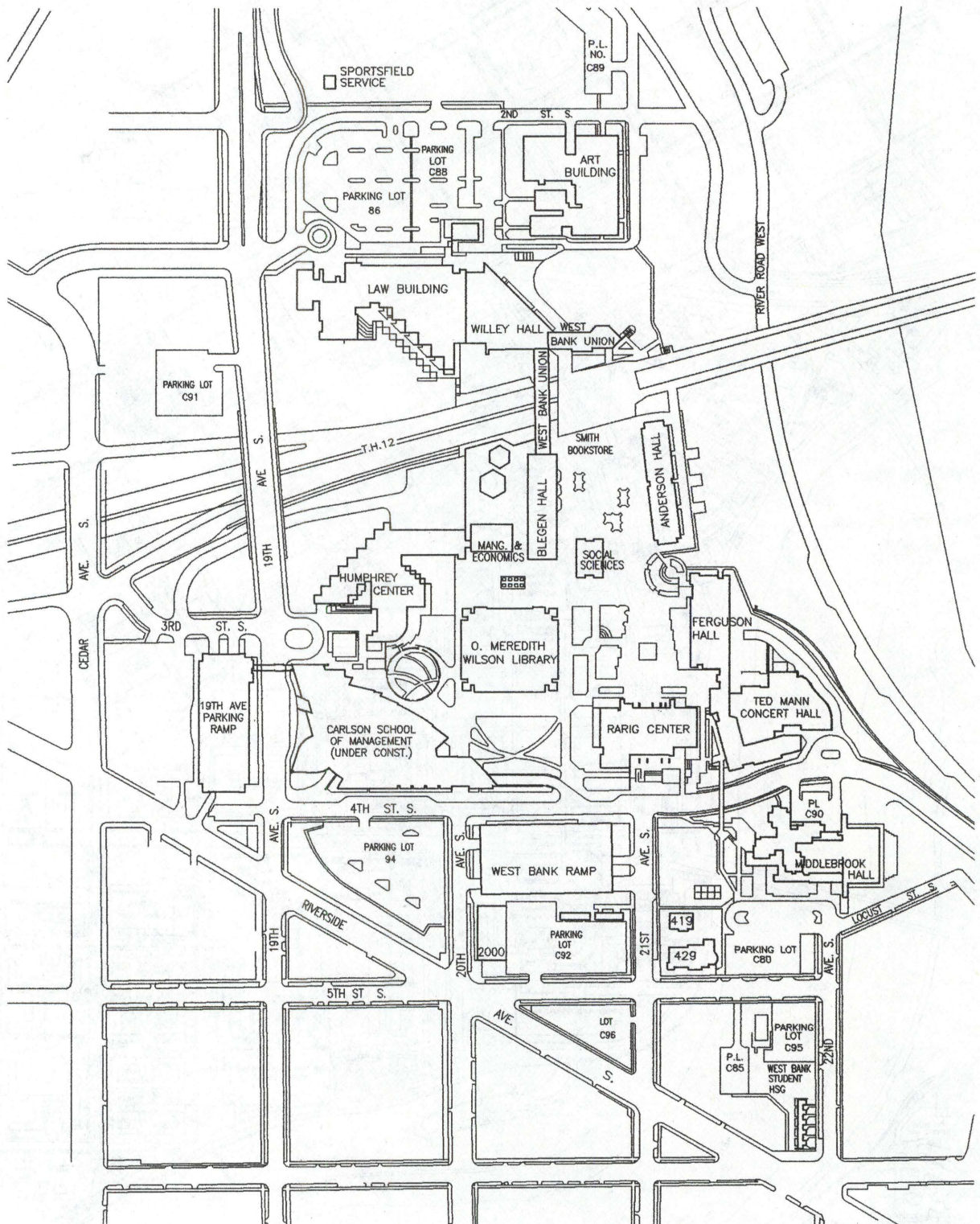
Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible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

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

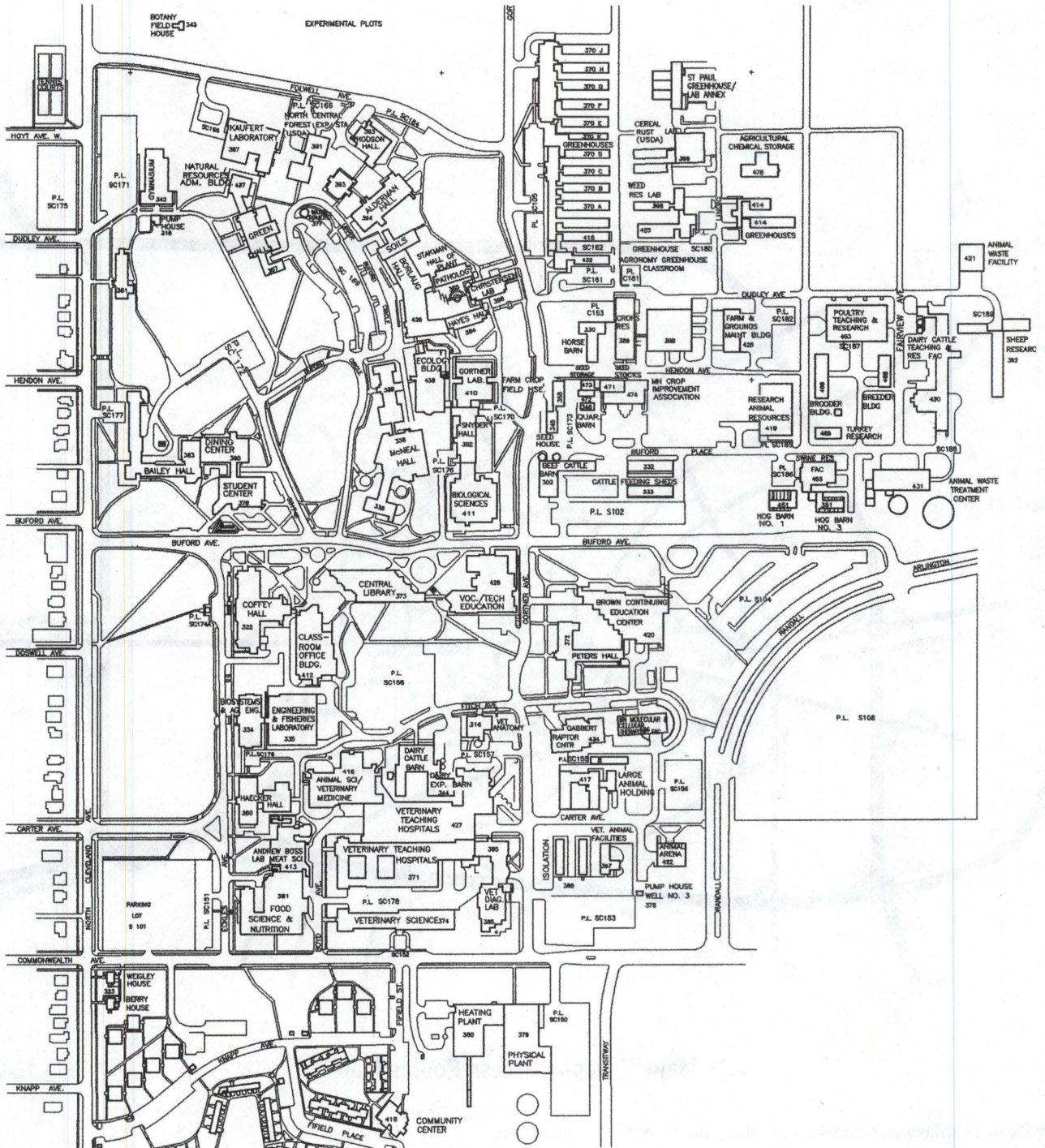




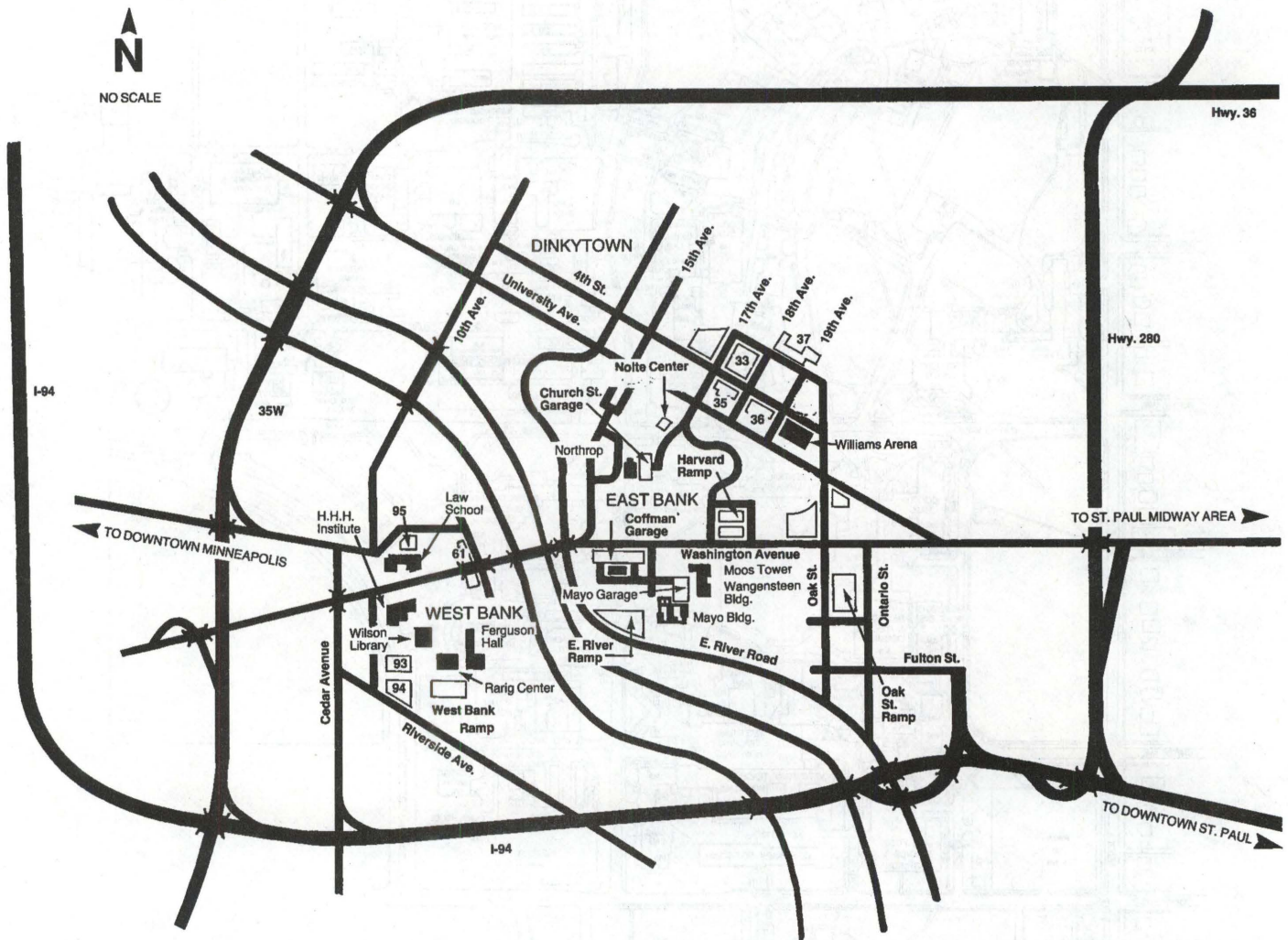
Minneapolis East Bank Campus Map



Minneapolis West Bank Campus Map

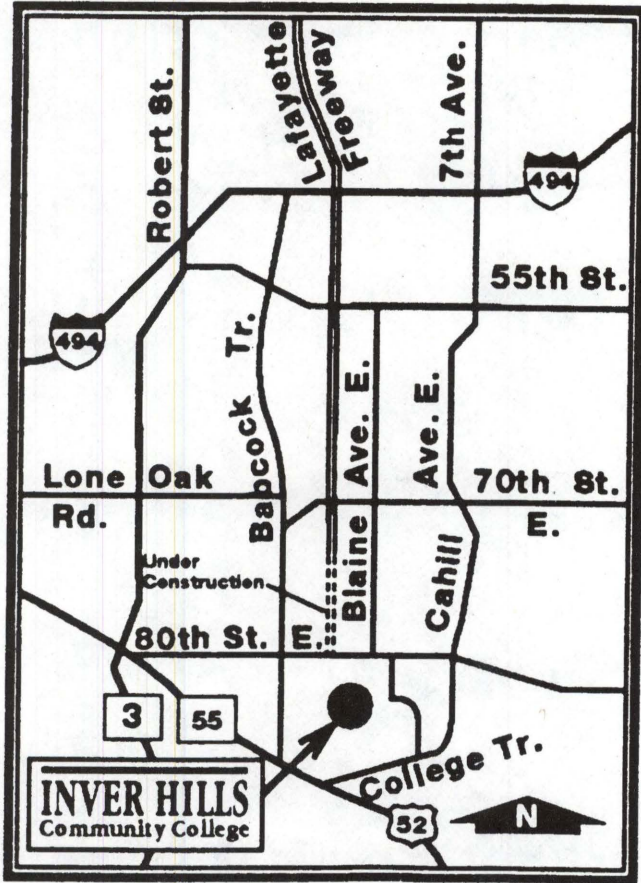


St. Paul Campus Map



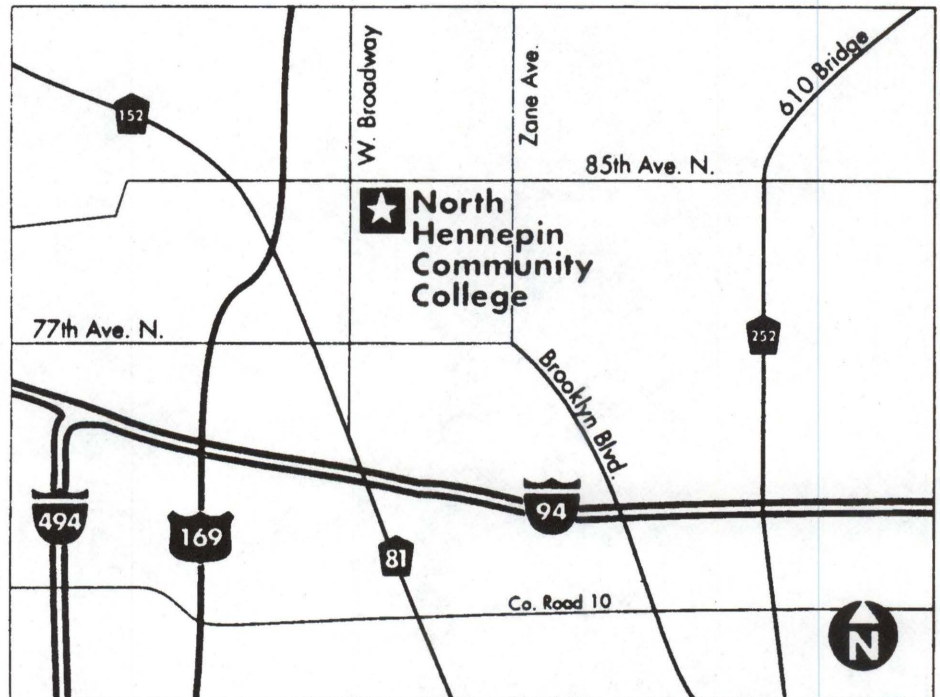
Major Campus Access Routes Map

See Parking Facilities on page 90 in this catalog for information about parking.



Inver Hills Community College
2500 E. 80th Street, Inver Grove Heights

North Hennepin Community College
7411 85th Avenue North,
Brooklyn Park



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3
EASY WAYS TO

Register

BY MAIL, BY FAX, OR IN PERSON

- Use the registration form found at the back of this catalog (photocopies acceptable).
- Complete the registration form giving all the requested information. (See the sample course description on page 7.)
- Pay tuition and fees. All tuition and fees are due when you register. The full amount of tuition and fees is listed with each course (See page 66 to determine the tuition rate that applies to you). Add late fees if appropriate. Payment options include check, money order, cash (in person only), billing authorization, or credit card (VISA, MasterCard, Discover, Novus).
- Submit your registration form with payment by mail, fax, or in person. See the registration dates on the inside front cover of this catalog.

1 MAIL registrations with payment by check, money order, credit card or billing authorization to the address below. Make checks to University of Minnesota. Include a separate check for each class that has a limit.

University College, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455

2 FAX registrations to (612) 625-1511. Put your name and I.D. number or Social Security Number on each page. Payment must be by credit card or billing authorization.

3 Register IN PERSON at the following locations during in-person registration dates.

University College 101 Wesbrook Hall East Bank Campus	MacPhail Center 1128 LaSalle Ave. Downtown Mpls
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Need More Information?

Up-to-date information about registration procedures and course availability also is available in this catalog on page 4 or on the WorldWideWeb at <http://www.cee.umn.edu/extc>

Notes

Notes

Notes

Notes

Notes

Notes

Notes

UNIVERSITY OF MINNESOTA

Education you can take to work...

Choose University College to help build your career.

Certificates.

Over 20 career-building programs including:

Undergraduate certificates

- health and human services
- computer science
- science and engineering
- business

Professional-level certificates

- organizational and professional comm.
- C++ for UNIX
- human resources
- child abuse prevention
- solid waste management
- alcohol and drug counseling

Applied Bachelor's degrees.

Designed for working adults, developed and taught by professionals with real-world experience:

- Applied Business (*ask about on-line courses*)
- Construction Management
- Information Networking
- Emergency Health Services

Customized degrees.

Shape your major; incorporate life experience; meet your professional goals:

- Inter-College Program bachelor's degree
- Program for Individualized Learning bachelor's degree
- Master of Liberal Studies

Information Technology programs.

Choose from several well-rounded UC programs, taught by industry professionals, to prepare yourself for in-demand technology jobs.

Bachelor's of Science/Bachelor's of Arts.

More than 20 University of Minnesota degrees can be earned completely through University College registration.

Compleat & Practical Scholar programs.

Noncredit short courses to enrich your life and develop practical skills. Study subjects as diverse as wild flowers and career development.



Get started!
<http://www.cee.umn.edu/extc>

The Knowledge Works.
an equal opportunity educator and employer

1998

Summer Calendar

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
²⁴ / ₃₁	25	26	27	28	29	30

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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