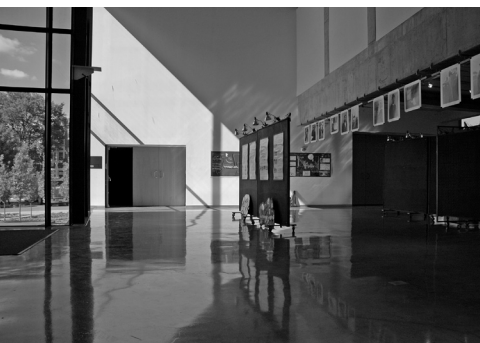


College of
Design

UNDERGRADUATE STUDENT HANDBOOK 2008–2009



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

QUICK CONTACTS

ACADEMIC ADVISING APPOINTMENTS

To schedule an appointment to see your adviser, call or stop by ...

612-624-1717
12 McNeal Hall
1985 Buford Ave.
St. Paul Campus

Clothing design
Graphic design
Housing studies
Interior design
Retail merchandising

612-626-3690
107 Rapson Hall
89 Church St. SE
Minneapolis Campus

Architecture
Environmental design

COLLEGE OF DESIGN STUDENT SERVICES

612-624-1717
12 McNeal Hall
1985 Buford Ave.
St. Paul Campus

cdesinfo@umn.edu
design.umn.edu

612-626-3690
107 Rapson Hall
89 Church St. SE
Minneapolis Campus

DEPARTMENTAL OFFICES

Department of Design, Housing, and Apparel
240 McNeal Hall, 612-624-9700, <http://dha.design.umn.edu>

Department of Landscape Architecture
144 Rapson Hall, 612-625-6860, <http://landarch.design.umn.edu>

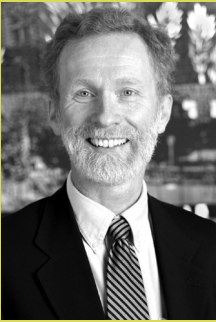
School of Architecture
145 Rapson Hall, 612-624-7866, <http://arch.design.umn.edu>

ST. PAUL CAMPUS CAREER CENTER

612-624-2710
198 McNeal Hall

www.stpaulcareers.umn.edu

Limited appointment times also
available in 102 Rapson Hall.



Welcome to the College of Design, one of the largest and most diverse colleges of its type in a major research university, in one of the most dynamic, design-oriented cities in the country!

You will learn a set of skills in this college that will serve you well in a global economy in which good design has become a key ingredient of financial success and human

well-being. But you will learn more than just a set of skills here.

You will also acquire a particular way of thinking — of analyzing problems, seeing alternatives, making connections, and imagining what doesn't yet exist — that has become critical to our future.

Design thinking is increasingly in demand not just by design firms or design-based industries but also by companies and communities in need of new ideas and inventive responses to the complex challenges we face.

At the same time, rarely have we faced more demand for design than we have now. With a rapidly growing population, to which we will add another three billion people on the planet in your lifetime, figuring out how we can accommodate such a dramatic increase will be one of the major tasks of your generation. And with a rapidly deteriorating climate, in which designed products and environments have an enormous impact on the use of energy and water and on the production of waste and greenhouse gases, never before has almost everything required rethinking and redesign. The world needs your creativity and your courage, and you will find more than enough work to do to last a lifetime. There is no better time to be entering our fields than right now!

Best wishes to you for a successful academic career in the College of Design.

—Thomas Fisher, Dean



3 STUDENT SERVICES

6 DEGREE PROGRAMS

8 MAJOR-SPECIFIC INFORMATION

14 ACADEMIC NOTES

16 COMMUNICATION

18 COLLEGE-TO-CAREER PROGRAM

20 STUDENT ENGAGEMENT

21 COMPUTING

22 POLICIES AND PROCEDURES

CONTACTING YOUR ADVISER

ARCHITECTURE AND ENVIRONMENTAL DESIGN PROGRAMS

To schedule an appointment to see your adviser, call 612-626-3690 or stop by 107 Rapson Hall, Minneapolis campus.

To contact your adviser directly:

Last names beginning with A–K:

Valerie Tvrdik Anderson
612-626-7571
tvrdik@umn.edu

Last names beginning with L–Z:

Chris Schlichting
612-624-2824
schli019@umn.edu

CLOTHING DESIGN, GRAPHIC DESIGN, HOUSING STUDIES, INTERIOR DESIGN, AND RETAIL MERCHANDISING PROGRAMS

To schedule an appointment to see your adviser, call 612-624-1717 or stop by 12 McNeal Hall, St. Paul campus.

To contact your adviser directly:

Clothing and pre-clothing design
Retail merchandising

Katrina Ginther
612-624-0755
kginther@umn.edu

Graphic and pre-graphic design

Zahra Khorasani
612-624-5092
khor0006@umn.edu

Housing studies
Interior and pre-interior design

Wanda Loerch
612-624-7443
wloerch@umn.edu

ADVISING RESPONSIBILITIES

College of Design advisers support you in your attainment of the University's Student Learning and Development Outcomes (see *Gopher Guide*, pp. vi–vii).

To that end, it is your responsibility to:

- Read and understand your APAS and your four-year sample plan, and ask your adviser if you have questions
- Stay current on collegiate and University policies, deadlines, and resources
- Make satisfactory academic progress
- Make and be accountable for your own decisions about your academic life
- Treat your adviser in a professional manner and with respect
- Schedule appointments early and be on time for them

Helpful hint: In addition to regularly reading your U of M e-mail, frequently check the CDes Student News blog and the “My College” tab on myu.umn.edu. See p.16 for more information on these news sources.

It is your adviser's responsibility to:

- Advise you in a knowledgeable, professional, and respectful manner
- Keep appropriate information about you confidential
- Allow you to make your own decisions about your academic life
- Communicate to you pertinent collegiate and University changes

General Services

- New student admission and readmission
- Transfer credit evaluation
- Collegiate and department scholarship opportunities
- Mentoring program
- College-to-career activities
- National Student Exchange approvals
- Leave of absence applications and processing
- Academic probation and suspension processing
- Graduation and commencement
- Concerns or grievances related to College or University policies and procedures

DEGREE PROGRAMS

The College of Design (CDes) offers three degree programs and five minors in seven design-related disciplines:

Bachelor of Science (B.S.)

Bachelor of Design in Architecture (B.D.A.)

Bachelor of Environmental Design (B.E.D.)

In addition, the College of Liberal Arts offers a Bachelor of Arts (B.A.) degree with a major in architecture.

Degree Components

You need to complete a minimum of 120 semester credits to graduate with a bachelor's degree from the University of Minnesota. Your degree will consist primarily of courses in your major and the liberal education requirements.

Major requirements: Your APAS (see *Gopher Guide*, pp. 46–47) and four-year sample plan, when used together, are effective tools for keeping track of your progress toward completing your degree. If you have any questions about using the tools or planning your courses, be sure to contact your academic adviser.

Liberal education and writing intensive requirements: “Lib eds,” as we refer to them, offer you a breadth of knowledge and experience with other disciplines that complement the academic depth you will experience in your major.

First-year writing: This course will provide you with the fundamental skills and knowledge about writing demanded in university study as well as offer you a foundation for development and refinement of your writing abilities throughout your college career and beyond.

Electives: You may need additional credits to reach the credit minimum for your degree. You may take classes outside your major or complete a minor. (See page 24 for information on adding a minor.)

College of Design Majors and Minors

Architecture B.S., B.D.A., B.A. and Minor

Architecture as a language of form, space, and order

Foundation in history, representation, design theory, and technology

Accelerated track available

Clothing Design B.S.

Design, production, and marketing

Product knowledge integrated with consumer needs

Manual and computer methods of pattern development

Design Minor

Interdisciplinary coursework

Combination of application and theory

Connects traditional and nontraditional views of design

Environmental Design B.E.D. and Minor

History, theory, and practice of landscape architecture

Foundation in biological, physical, and social sciences

Planning and design tracks, plus an accelerated option

Graphic Design B.S.

Theoretical and applied aspects of design and design methods

Creative problem-solving and visual and verbal literacy

Communication, perception, interpretation, and understanding of visual information

Housing Studies B.S. and Minor

Human shelter and its multiple dimensions

Foundation in social and behavioral sciences, economics, planning, design, and technology

Concentrations: policy, technology, management and finance, and selected populations

Interior Design B.S.

Functional and aesthetic needs of design spaces for working and living

Historical styles, contemporary theories, and business and professional ethics

Accredited by the Council for Interior Design Accreditation

Retail Merchandising B.S. and Minor

Store and corporate settings

Product development, merchandising, buying, marketing, and human resources

General and apparel tracks

MAJOR- SPECIFIC INFORMATION

ARCHITECTURE

DEGREE OPTIONS

Students in architecture may select from three degree options. Talk to your adviser to discuss your academic interests and career goals to determine which option is the best for you.

Bachelor of Design in Architecture (B.D.A.): The B.D.A. is a flexible degree in design thinking through architecture. It includes many architectural electives and access to design workshops. The B.D.A. is the best option for those interested in exploring the breadth of the architectural discipline.

Bachelor of Science in Architecture (B.S.): The B.S. is a directed, pre-professional degree in architecture that includes rigorous architecture design studios and a technology sequence. The B.S. is the best option for students interested in pursuing a more traditional approach to architecture. Students interested in the B.S. apply to it after completion of all admission requirements and one year of enrollment in the B.D.A. or B.A.

Bachelor of Arts in Architecture (B.A.): The B.A. is a liberal arts degree with an emphasis in architecture. It includes architectural electives, design workshops, and proficiency in a second language. The B.A. is the best option for students who may want to complement their architecture major with a minor or a second major. (Note: The B.A. degree is granted through the College of Liberal Arts.)

ACCELERATED TRACK

The accelerated track allows qualified undergraduates to complete the B.S. and M.Arch. (Master of Architecture) in six years rather than seven. During their senior year, students admitted into the accelerated track complete coursework that is identical to that completed in the first year of the M.Arch. program. (Admission to the Graduate School is required for completion of the M.Arch. degree.)

CLOTHING, GRAPHIC, AND INTERIOR DESIGN

Clothing, graphic, and interior design are planned as four-year majors because of the need to sequence the studio courses. Each course serves as a building block for the next. While there is some flexibility in scheduling, most studio courses must be taken in sequence and during the semester specified on your four-year sample plan in order for you to complete your degree in four years.

Because these are four-year programs, completion of the liberal education requirements will not allow you to graduate sooner. However, you may choose to request a reduced credit load (if you meet the eligibility requirements) or to complete coursework that will complement your major, such as a minor. Your academic adviser can help you decide on the best course of action.

PORTFOLIO REVIEW

Design professions are competitive and demanding. Future professionals need to gain experience in presenting their work to others and in having their work reviewed. Portfolio review is a way to evaluate your design ability and knowledge of design concepts based on work from the foundation level courses. Portfolio review assures that students have acquired an understanding of essential design knowledge and are prepared to move on to more advanced coursework. Passing portfolio review is required to change your status from pre-major to full major and, thus, continue in the program. You will have two opportunities to participate in portfolio review. Portfolio review is held at different times depending on your major.

Clothing design: end of your first year in the program, usually during finals week of spring semester

Graphic design: during your third term in the program, usually in October or February

Interior design: end of your first year in the program, usually during finals week of spring semester

FACULTY ADVISING

As of your fourth or fifth term in the program (depending on your major), you will be assigned a faculty adviser in addition to your professional academic adviser. The faculty member will serve as your internship adviser, review your study abroad plans as they relate to your major, and be a sounding board for your ideas about how to continue on in your field of choice.

INTERNSHIP

You will complete a required internship that will provide you with an opportunity for hands-on experience in your discipline. Your faculty adviser and the St. Paul Campus Career Center will help as you formulate your learning goals and find an internship site.

WORK-SCHOOL BALANCE

If you plan to work during your undergraduate career, please be aware that the faculty caution that working more than 10 hours per week may seriously hinder your success in the program. Consider working on campus to reduce travel time.

SUMMER COURSES

Most of the major-specific courses are offered only during the academic year, so we recommend that you not depend on using summers to move ahead in your major program. You may, however, take your liberal education and communication requirements, as well as many electives, in the summer.

REVIEW OF TRANSFER WORK

Students who wish to submit transfer studio work for review in lieu of requirements must do so after admission to the program. Please note that approved work from studio courses taken at other universities rarely shortens the four-year length of the program.



TRACKS

For the pre-professional environmental design degree, you will choose one track to focus on, depending on your interests and career goals. Discuss your options with your academic adviser. While you will likely select a track at orientation, you may change your choice at any point. However, we recommend you discuss this with your adviser so that you plan and register for appropriate courses as the curriculum differs significantly between the two tracks.

Design: The design track prepares students for a career in landscape design at the residential and small-scale commercial level. It includes courses in biological science plant materials, landscape management, and small business management. The design track requires an internship to provide you with an opportunity for hands-on experience in your discipline. Your faculty internship supervisor and the St. Paul Campus Career Center will help as you formulate your learning goals and find an internship site.

Planning: The planning track prepares students for work as technicians in the fields of urban and regional planning and landscape architecture. The curriculum includes courses in urban geography, urban and regional planning, natural resource planning and management, and biological and physical sciences.

ACCELERATED OPTION

The accelerated option allows qualified undergraduates to complete the B.E.D. and M.L.A. (Master of Landscape Architecture) in six years rather than seven. During their senior year, students admitted into the accelerated option complete coursework that is identical to that completed in the first year of the M.L.A. program. (Admission to the Graduate School is required for completion of the M.L.A. degree.) Talk to your adviser if you're interested in this option.

HOUSING STUDIES

CONCENTRATION AREAS

This major requires you to choose a concentration, which provides you with additional coursework focused on one interest area. Housing studies faculty and your academic adviser can help you determine which concentration best fits with your educational and professional goals. The *Undergraduate Catalog* lists courses for each area of concentration, from which you must select a minimum of 20 credits. Check with your adviser if a course you want to take is not on the list. Some minors may partially fulfill concentration requirements. Again, consult your adviser.

FACULTY ADVISING

When you begin your third year in the program, you will be assigned a faculty adviser in addition to your professional academic adviser. The faculty member will serve as your internship adviser, review your study abroad plans as they relate to your major, and be a sounding board for your ideas about how to continue on in your field of choice.

INTERNSHIP

You will complete a required internship that will provide you with an opportunity for hands-on experience in your discipline. Your faculty adviser and the St. Paul Campus Career Center will help as you formulate your learning goals and find an internship site.

FOUR-YEAR GRADUATION PLAN

The housing studies major is designed so that students who start as freshmen can finish in four years. However, you are welcome to participate in the Four-Year Guarantee Plan. See p. 53 of the *Gopher Guide* for more information.

RETAIL MERCHANDISING

TRACKS

The retail merchandising program offers two tracks: general and apparel. Each track provides you with a foundational understanding of design, retail practices, and business, but you will choose to apply those to either an apparel or a non-apparel context. You will need to select a track prior to registering for fall term of your second year, so make sure to discuss your career and academic interests with your academic adviser.

FACULTY ADVISING

In your third year in the program, you will be assigned a faculty adviser in addition to your professional academic adviser. The faculty member will serve as your internship adviser, review your study abroad plans as they relate to your major, and be a sounding board for your ideas about how to continue on in your field of choice.

INTERNSHIP

You will complete a required internship that will provide you with an opportunity for hands-on experience in your discipline. Your faculty adviser and the St. Paul Campus Career Center will help as you formulate your learning goals and find an internship site.

FOUR-YEAR GRADUATION PLAN

The retail merchandising major is designed so that students who start as freshmen can finish in four years. However, you are welcome to participate in the Four-Year Guarantee Plan. See p. 53 of the *Gopher Guide* for more information.

ACADEMIC NOTES

COURSE SEQUENCING

While some courses may be taken in terms other than where they appear on your four-year plan, others must be taken in sequence. In addition, some courses are offered only during fall or spring term. (These are marked on your plan.) If you have any questions, your adviser is your best information source. Four-year plans are available from your adviser or at design.umn.edu/current_students. (Be sure to select the plan for the term in which you were admitted.)

DOUBLE DIPPING

Some courses will fulfill both a major and a lib ed requirement and others will fulfill two (sometimes three) lib ed requirements. This is known as “double dipping.” Refer to your four-year sample plan for major courses that fulfill lib ed requirements. Detailed information on the lib eds can be found on p. 55 of the *Gopher Guide*.

FIRST-YEAR WRITING

Upon acceptance to the U of M, you will be placed in one of the following first-year writing (formerly known as freshman composition) courses: Writ 1201, 1301, or 1401. If your test scores and other factors indicate you need preparatory work, you will be placed in Writ 1201. You will need to successfully complete Writ 1201 before taking Writ 1301; both are required to fulfill the first-year writing requirement. NOTE: Equivalent courses taken through AP, IB, PSEO, or CIS may fulfill this requirement; CLEP exams and ACT/SAT scores will not. First-year writing courses from other colleges may transfer and fulfill the requirement provided they have been evaluated and approved by the U of M.

FOUR-YEAR DEGREE COMPLETION

You will need to complete at least 30 credits per year, or 15 per term, in order to complete your undergraduate degree in four years.

HOMEWORK LOAD

In addition to class hours, each credit typically equals 2 hours of homework per week, so for a 15-credit course load, plan on a minimum of 30 hours of homework per week.

INDEPENDENT AND DISTANCE LEARNING (IDL) CLASSES

Independent and Distance Learning courses are available, but they are not always a wise option as they require an extremely high level of motivation and discipline. Also, they frequently cannot be covered by normal term-based financial aid or scholarships. Talk with your adviser to help you decide if an IDL course is a good fit for you, and be sure to check with a One Stop counselor about financial aid implications before you register for an IDL course.

REGISTRATION

As you prepare for registration and move through your first semester, the following sections of the *Gopher Guide* will be particularly helpful:

Registration, pp. 56–57

Academic Support, pp. 48–51

APAS, pp. 46–47

Changing your registration

Refund and drop/add deadlines, p. 57

Grades & GPA, p. 52

STUDY AND LEARNING ASSISTANCE

All students need assistance at some point — either in learning difficult material or in enhancing their existing study skills. The U of M offers you many resources in this area. (See *Gopher Guide*, pp. 48–51.) If you're struggling in a class, talk to your adviser and instructors right away. They can offer strategies for improvement.

STUDY AWAY

We strongly encourage students to participate in a study away program. If you are interested in an international study experience, attend a “First Step Meeting” at the U's Learning Abroad Center and check out www.umabroad.umn.edu. For either an international or a domestic program, talk to your academic adviser early on about specific programs that fit your major well. Scholarships for international study away are available.

UNIVERSITY HONORS PROGRAM (UHP)

If you are in UHP, you will have two academic advisers assigned to you. While they work in conjunction in support of your academic success, they have distinct roles. Your UHP adviser will guide you through your UHP requirements and opportunities, and your College of Design adviser will help you with everything else.

COMMUNICATION

Throughout the year, there will be many events, announcements, and opportunities that you'll want to know about. To help you stay on top of them all, we have three core sources of information that will serve you well in the College of Design.

COLLEGE OF DESIGN STUDENT NEWS

This dynamic news blog keeps you informed about many events, opportunities, and announcements from across campus that are important to you as a College of Design student. Check it often as we add items as soon as we receive them. Items are searchable by type and archived by month.

MYU COLLEGE TAB

You'll be accessing MyU (aka, the Portal) often, especially for web-based course assignments. Whenever you enter MyU, be sure to click on the My College tab, where CDes delivers to you college- and major-specific information including upcoming deadlines and reminders, messages from your adviser, event dates, important CDes and University announcements, and career information.

U OF M E-MAIL

All U of M students have a University e-mail account. You can access it by going to www.mail.umn.edu. To initiate your U of M e-mail account, go to www.umn.edu/initiate. If you experience problems with your account, call 612-301-4357. (Note: In order to log on to the registration web site, you will need your e-mail username and password.)

Important Notes

- Your U of M e-mail account is the official way the U of M communicates with you, so you are responsible for reading what the University sends to you.
- Be sure to use your U of M e-mail account to write to us so that we can be sure we're really talking to you. For security purposes, U of M advisers, faculty, and staff can only e-mail you at your U of M address.
- We strongly recommend that you do not forward your U of M account to another e-mail account. Students have found at times that messages are not forwarded to your other account, which means you may miss something important such as an electronic bill notice or a message from your adviser. We also recommend that you cc yourself on messages you send regarding University business.
- Remember: Don't share your password with anyone.

E-mail Etiquette

- Among friends, e-mail is informal, but be sure to think and write professionally when e-mailing U of M faculty and staff.
- Clearly identify yourself (name and student ID) and refer to the specific course and section number you are in.
- Be specific in the subject line. "Help" is not at all helpful. Try, "Help needed with Monday's literature review assignment."
- Be resourceful and proactive. Don't e-mail your instructor or TA for information just because it's easier than looking for it on your own.
- Be courteous and respectful, and don't expect an immediate response. Some faculty and staff only check e-mail a couple of times each week.
- When replying to a message, include the original message to remind the recipient of the conversation's context.



COLLEGE- TO-CAREER PROGRAM

The College of Design, in conjunction with partners across the campus, offers you many opportunities to extend your learning beyond the classroom and help you make the transition from college to career. Career preparation is much more than choosing a major, writing a résumé, and searching for a job, and it can begin even in your first semester. Take advantage of the many events and programs the College of Design provides (see design.umn.edu/current_students/career), including:

MAJOR-RELATED TOURS AND SITE VISITS

Tour firms and organizations related to your field of interest to expand your professional network, learn about career paths for your major, and ask questions of professionals to gain a better understanding of your field.

PORTFOLIO EVENTS

Get feedback and suggestions about your professional portfolio from current professionals.

MENTOR PROGRAM

The College of Design and the University of Minnesota Alumni Association (UMAA) give you the opportunity to be matched with a professional in your field of interest in order to help you with career exploration, networking, and skill building. Applications are made available in late spring term.

CAREER SERVICES

The St. Paul Campus Career Center (SPCCC) provides you with career resources and counseling directly related to your major. We recommend you check in with a career counselor at least once a year throughout your academic career. The SPCCC's services include the following:

- Advising appointments and referrals
- GoldPASS: Online job and internship listing service
- Career web site
- Internship and job search assistance
- Online workshops
- Resource libraries
- Résumé and cover letter review
- Career fairs and panels
- Informational interview assistance

St. Paul Campus Career Center
198 McNeal Hall
612-624-2710
www.stpaulcareers.umn.edu

Limited appointment times also available in 102 Rapson Hall.

U OF M ELECTRONIC PORTFOLIO

Portfolio provides you a space in which to store many types of information by and about yourself such as writing samples, photographs or design samples, video clips, music clips, résumés, or internship and mentoring experience materials. Creating your Portfolio encourages you to think about and document your thoughts and experiences related to personal information, education, career skills, professional experiences, and recognition. Once this information is entered into Portfolio, you can choose to share all or part of it with others, including your adviser, career counselor, and potential employers or internship supervisors. Portfolio is found at <http://portfolio.umn.edu>.

STUDENT ENGAGEMENT

Being an engaged student means that you are purposeful in your learning and strive to learn as much as you can from each opportunity presented. Learning is not limited to the classroom. There are opportunities throughout campus to help you learn more about your interests, skills, values, and identity. Student engagement outside the classroom includes:

- Student organizations
- Student employment
- Undergraduate research
- Internships
- Mentoring programs
- Student activities and programs
- Study away
- Multicultural programs
- Service learning
- Leadership opportunities
- Volunteer opportunities

Through these opportunities, you can apply classroom learning to real world experiences, further develop your personal leadership skills, and better prepare yourself for life beyond college.

To find out more:

- Check out the My Involvement & Leadership tab on myU.umn.edu
- Visit the Student Engagement and Leadership web site at www.umn.edu/lead
- Talk to your academic adviser or view the College of Design web site at: design.umn.edu/current_students/

MAJOR-RELATED STUDENT AND PROFESSIONAL ORGANIZATIONS

Joining one or more of the many College of Design student organizations is an excellent way to meet students in your major, learn more about your discipline and intended career, and simply have fun. While most of our organizations are major-specific, others are interdisciplinary and offer you a great opportunity to interact with and learn from students in all CDes majors. Learn more about these programs at design.umn.edu/current_students/ or talk to your academic adviser.

COMPUTING

COMPUTER LABS

The U has a variety of computer labs on campus. All the information you'll need to use them, including e-mail account initiation information, is found at: www1.umn.edu/adcs/. In Rapson and McNeal Halls alone, there are five labs: 216 and 305 McNeal Hall (St. Paul campus) and 33, 35, and 127 Rapson Hall (Minneapolis campus). Find out more at <http://labs.design.umn.edu/bio.html>.

COMPUTER LOG-IN AND DOCUMENT STORAGE

Active Directory: Active directory (AD) is the way through which you will log in to the computers using your X.500 user name and password. AD provides you with secure and reliable storage on the U of M network that is backed up to protect your files. It also makes it easy to share files with fellow students while you work on group projects and with faculty when you submit your work. This storage is available from any computer that is a part of the AD system and can be accessed from your personal computer with some relatively small changes. Log in at umn.edu/dirttools.

For more information: <http://labs.design.umn.edu/ADlogonhandout.pdf>

NetFiles: NetFiles is a web-accessible storage service, which means that files can be stored and retrieved through a standard web browser from any computer anywhere there is an internet connection. Each U of M student is given 5 GB of space to use for their personal needs. We strongly encourage students to take advantage of this space.

For more information: <http://labs.design.umn.edu/netfiles%20quickstart.pdf>



POLICIES AND PROCEDURES

SHARING YOUR STUDENT RECORD INFORMATION

Your private student data is protected by the Federal Educational Rights Protection Act (see *Gopher Guide*, p. 44), but you may opt to give a third party, such as your parent or guardian, access to some of your information.

To allow a third party view-only access to any of the following information, simply go to Parent/Guest Access under the Quick Links on onestop.umn.edu (see *Gopher Guide*, p. 44).

- Enrollment summary
- Financial aid status
- Grades
- Holds
- Student accounts
- Financial aid awards

It is always best for you to speak directly with your academic adviser about any issues affecting your academic progress. However, we recognize that there may be occasions when you want or need a third party to be involved. In that case, simply contact your adviser and request a Student Adviser Records Release form to allow our advising and student services staff to speak to a third party. This is separate from the Parent/Guest Access and covers such things as your academic progress in the major and academic probation status.



MAJOR COURSE GRADE REQUIREMENT

For a course to fulfill a major requirement, it must be taken on the A/F grade base (see *Gopher Guide*, p. 52) and be completed with a grade of C- or better. It is important to note that while a C- is considered a passing grade, it has a negative impact on your GPA. A full semester of C- grades, or even all C's and one C-, will result in your being placed on academic probation.

COURSE WITHDRAWAL

If you need to drop a course (other than to simply readjust your schedule), it's always a good idea to check with your adviser and One Stop. This is especially true if you are a U of M athlete, an international student, or on academic probation. See onestop.umn.edu for drop/add deadlines. If you feel you need to drop most or all of your classes, then be sure to consult both your adviser and One Stop before doing so.

LEAVE OF ABSENCE

In the event you need to leave school for one or more semesters, you may do so under the University's leave of absence policy if you are in good academic standing and your leave is approved by the College of Design. Depending on your situation, upon your return you may follow the academic plan that was in place when you started your major. Consult your adviser about this option, as well as the processes for leaving and returning.

READMISSION

If you do not enroll for classes in a given term (excluding summer) and you do not have an approved leave of absence (or if your leave of absence has expired), your active student status will be discontinued. If you wish to resume coursework at the U, you will need to apply for readmission, which is not guaranteed. You will need to meet the major's admission requirements, and if the major has limited space, you may have to go through the competitive admission process. Each situation is different depending upon space in the major and your academic record, and cases are reviewed on an individual basis.

ADDING A SECOND MAJOR, SECOND DEGREE, OR MINOR

The U of M offers different kinds of bachelor's degrees, such as B.S. (bachelor of science), B.A. (bachelor of arts), and B.S.B. (bachelor of science in business), but each student may earn only one of each type. If you would like to pursue an additional area of study, you have three options:

Second degree: You may pursue a second bachelor's degree. To do so, you would be required to fulfill both the major and degree requirements for both. The liberal education requirements are the same for all U of M-Twin Cities bachelor's degrees. Students adding a B.A. as a second degree will be required to fulfill the second language requirement.

Second major: If you want to pursue an additional area of study that is offered as the same type of bachelor's degree that you're currently pursuing or you want to study that area but not as a second degree, then you may add that area as a second major.

Minor: Minors are an excellent avenue for expanding your academic horizons and exploring disciplines outside your major. If you're interested in pursuing a minor, simply talk to the department that offers the minor. For College of Design minors, talk to your adviser about adding this to your academic program. She/he will refer you to the right person.

Talk to your adviser about which option may be best for you and to learn about the application process. For a minor or second major, your first step is to visit with the department offering that program. The department will direct you to follow a specific application process. This usually includes meeting with an adviser and completing a form. Note: Some majors/minors have admission requirements, so be sure you're on track to meet them. For a second degree, an additional application form is required.

CHANGING YOUR MAJOR

You may discover that the major you are currently in is not the right fit or that your educational interests or career goals have changed. Perhaps you're interested in another CDes major or one in another college within the U of M. If this is the case, or even if you are considering a change of major, your first step is to talk to your academic adviser. She/he can discuss with you your concerns about your current major, suggest other majors to explore, and provide you with accurate referrals in terms of information gathering and, if applicable, admissions and the application process.

ACADEMIC PROBATION AND SUSPENSION

Probation: If your semester and/or cumulative (overall) grade point average (GPA) falls below 2.00, you will be placed on academic probation by the College of Design. You will remain on probation until both GPAs are at or above 2.00. If you are on probation, CDes will place a hold on your record that requires you to meet with your academic adviser to discuss your progress and to get permission to register for the upcoming term. If at any point during the term you feel that you are not doing well academically, talk to your academic adviser and the instructor for the course(s) in which you are not performing well. The earlier you seek assistance, the more likely you will experience a positive outcome.

Suspension: If at the end of your probation semester, your semester and cumulative GPAs are below 2.00 or if you have not fulfilled the academic probation contract created for you by CDes, you may be suspended. In this case, you will not be allowed to register at the U of M for a full academic year (two semesters) and you must request readmission to your college (see page 23). You may, however, appeal a suspension decision as specified in your suspension notice. Contact College of Design Student Services, 612-624-1717, for more information.



TRANSFER CREDITS

Transfer credits consist of any college or university credits — including Advanced Placement, PSEO, College in the Schools, and International Baccalaureate courses — that you earned before being admitted to a U of M degree program. For the University to transfer in your credits and include them in your U of M student record, the Office of Admissions needs to have received an official transcript listing all transfer credits and grades.

Once received, it may take up to four weeks for the U of M to review your transfer credits and place approved credits on your U of M transcript and APAS. You should keep track of (a) when your past college sent your official transcripts to the U of M and (b) how current those transcripts are. If you have finished the MNTC or a Minnesota A.A. degree, confirm that your transcript had the appropriate certification on it. To find out which transcript(s) the U of M Admissions Office has received, call 612-625-2008. If they have not received your transcripts, request that your previous school send them again, then follow up with Admissions to make sure they have arrived.

EXEMPTION OF COURSEWORK DUE TO TRANSFER CREDITS OR PRIOR DEGREES

Students admitted to a U of M degree program and who have completed specific coursework or degrees may be exempt from some U of M-Twin Cities (UM-TC) liberal education requirements. If, prior to entering the U of M, you have completed...

- a baccalaureate degree at an accredited college or institution, all UM-TC liberal education and first-year writing requirements are waived. You are also exempt from Comm 1101 and Writ 3562W if they are required in your major.
- the Minnesota Transfer Curriculum, you are exempt from the diversified core, designated themes, and the first-year writing requirement, as well as Comm 1101 if it is required in your major.
- an associate in arts (A.A.) degree at a Minnesota community college, you are exempt from the diversified core and first-year writing requirement, as well as Comm 1101 if it is required in your major. (Four-year Minnesota colleges that grant two-year A.A. degrees do not qualify for this exemption.) Note: If your A.A. degree includes the Minnesota Transfer Curriculum, the previous bullet applies to you as well.

PETITIONING

To request permission to depart from degree requirements and procedures or to petition acceptance of a transfer course, you need to fill out a U of M petition form, available on One Stop's Forms Online, 12 McNeal Hall, or 107 Rapson Hall. Meet with your adviser to discuss the petition and to obtain his/her comments and signature. After you have signed it and attached any relevant documents (e.g., a syllabus, medical documentation, etc.), submit the completed petition to Student Services in 12 McNeal Hall or 107 Rapson Hall.

PLACEMENT EXAMS

The U of M offers placement exams to new students in math, chemistry, and second languages. The exam results serve only as an advising tool to help you and your adviser determine if you are ready to register for a particular course. A placement exam does not result in your receiving credit for a course nor does it exempt you from a degree requirement. Language placement exam information is available at <http://langtest.umn.edu>. If you have questions, contact College of Design Student Services, 612-626-3690.

TESTING OUT OF U OF M COURSES

No-credit exemption (or “waiving”): Testing out of a course for exemption excuses you from the requirement of taking a course, but it does not confer credit. For information about exemption testing, contact your adviser.

For credit: Testing out of a course for credit excuses you from taking the course and gives you credit. The University also recognizes and awards credits for Advanced Placement exams, the International Baccalaureate Program, and the College Level Examination Program (CLEP). (Note: CLEP will not be accepted for the first-year writing requirement. See page 14.) For more information, contact your adviser.

NOTES

STUDENT SERVICES

The College of Design Student Services staff can help you in a variety of ways as you move through your undergraduate degree program. We are here to provide clear and accurate information and to assist and support you during your pursuit of your undergraduate degree.

Academic Advising

Upon admission, you will be assigned a professional academic adviser who will work with you from admission through graduation. Advisers serve as students' first point of contact for questions, concerns, ideas, and issues.

YOUR ADVISER CAN HELP WITH MANY ASPECTS OF YOUR UNDERGRADUATE CAREER, INCLUDING...

- Engagement opportunities, e.g., undergraduate research, leadership, service learning, student organizations
- Internship information and process
- International and domestic study away advising
- Progressing to upper-division or full-major status
- Academic probation advising and registration hold releases
- Petition process
- Referrals to other University resources and services
- Changes in your academic status, e.g., leave of absence, reduced credit load
- Change of major and undecided student advising
- Preparation for graduation



This publication is available in alternative formats upon request.
Please call 612-624-1717 or fax 612-625-7234.

The University of Minnesota is an equal opportunity educator and employer.

Printed on 100 percent postconsumer fibre, processed chlorine free,
FSC recycled certified and manufactured using biogas energy.

10 Sustainable Things for College of Design Students to Do

- 1. Become aware of your own consumption and steadily take steps to reduce it.**

Live on or near campus. Bike or take public transportation. Use compact fluorescent light bulbs. Eat lower on the food chain — fruits, grains, vegetables

- 2. Use resources wisely, both yours and the College of Design's.**

Turn off the lights when not needed. Unplug your electronic equipment when not in use. Use paper carefully and as little as possible. Reduce your thermostat setting at home.

- 3. Recycle more.**

- 4. Understand your environmental responsibility and power.**

Learn the ways in which you personally affect the environment by calculating your eco-footprint at www.myfootprint.org.

- 5. Develop and apply a lens of sustainability to all that you do in your discipline.**

- 6. Identify what most excites you in design, and find the intersection between it and sustainability.**

- 7. Consider sustainability as a design opportunity.**

- 8. Get involved in Greenlight, a student organization focused on sustainability issues.**

- 9. Read about sustainability. May we suggest...**

Cradle-to-Cradle by William McDonough and Mike Braungart; *Sacred Balance* by David Suzuki; *Biomimicry* by Janine Benyus

- 10. Spread the word.**

You'd be surprised how many people do not understand the importance of sustainability.

Adapted from "10 Sustainable Things To Do," produced by the Center for Sustainable Building Research, www.csbr.umn.edu

