

COLLEGE OF
DESIGN

UNIVERSITY OF MINNESOTA

UNDERGRADUATE STUDENT HANDBOOK 2011–2012



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

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

Apparel Design
Graphic Design
Housing Studies
Interior Design
Retail Merchandising

Architecture
Landscape Design and Planning

COLLEGE OF DESIGN STUDENT SERVICES

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

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

cdesinfo@umn.edu
design.umn.edu

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>

CAREER & INTERNSHIP SERVICES

198 McNeal Hall
St. Paul Campus
612-624-2710

411 STSS Building
Minneapolis Campus
www.careerhelp.umn.edu



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 need 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. While the recession has affected our fields, like so many others, the innovative, creative, and practical thinking skills that students learn in our college have great value in a wide number of careers that will continue to grow in the coming decades.

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

—Thomas Fisher, Dean



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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. Our services include:

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

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
- Progressing to upper-division or full-major status
- Internship information and process
- International and domestic study away advising
- Referrals to other University resources and services
- Selecting a minor or second major
- Changes in your academic status, e.g., reduced credit load, leave of absence
- Petition process
- Academic probation advising and registration hold releases
- Change of major and undeclared student advising
- Preparation for graduation

CONTACTING YOUR ADVISER

ARCHITECTURE AND LANDSCAPE DESIGN AND PLANNING

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

APPAREL DESIGN, GRAPHIC DESIGN, HOUSING STUDIES, INTERIOR DESIGN, AND RETAIL MERCHANDISING

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:

Apparel and Pre-Apparel Design Wanda Loerch
Housing Studies 612-624-7443
Interior and Pre-Interior Design wloerch@umn.edu

Graphic and Pre-Graphic Design Zahra Khorasani
612-624-5092
khor0006@umn.edu

Retail Merchandising Katrina Ginther Thompson
612-624-0755
kginther@umn.edu

ADVISING RESPONSIBILITIES

College of Design advisers support you in your attainment of your undergraduate degree as well as 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 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

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



DEGREE PROGRAMS

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

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

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

Bachelor of Fine Arts (B.F.A.)

Bachelor of Science (B.S.)

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 and writing requirements.

Major requirements: Your APAS (see *Gopher Guide*, pp. 45–47) and four-year 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: “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 and writing intensive requirements: Your first-year writing 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. Writing intensive courses build your capacity to write in various disciplines.

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 p. 26 for information on adding a minor.)

College of Design Majors and Minors

Apparel Design B.S.

Design, production, and marketing

Product knowledge integrated with an understanding of consumer needs

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

Foundation in representation, technology, history, and design theory

Visual, verbal, and graphic fluency

Design Minor

Connects traditional and nontraditional views of design through interdisciplinary coursework

Spotlights design processes, applications, history and socio-cultural issues across design fields

Fashion Studies Minor

Introduction to the fashion industry

Fashion product, theory and industry-specific practices

Graphic Design B.F.A.

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

Five concentration areas offered

Interior Design B.S.

Functional and aesthetic needs of working and living spaces

Historical styles, contemporary theories, and business and professional ethics

Accredited by the Council for Interior Design Accreditation

Landscape Design and Planning B.E.D. and Minor

Design, planning, and management of the environment at multiple geographic scales

Foundation in biological, physical, and social sciences and the arts

Curricular tracks in landscape design and landscape planning

Retail Merchandising B.S. and Minor

Store and corporate settings

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

Curricular emphases in apparel or general retailing

MAJOR-SPECIFIC INFORMATION

APPAREL, GRAPHIC, AND INTERIOR DESIGN

Apparel, 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 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 only two opportunities to participate in portfolio review. Portfolio review is held at different times depending on your major.

Apparel 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 and be a sounding board for your ideas about how to continue on in your field of choice. For interior design, the faculty adviser will also review your study abroad plans as they relate to your major.

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 Career & Internship Services will help as you formulate your learning goals and find an internship site.

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.



PRE-ARCHITECTURE

Students begin their academic path in architecture with one year in pre-architecture status, at the end of which they apply for admission to either the B.D.A. or B.A. program.

DEGREE OPTIONS

Students may select from three degree options. Talk to your adviser to discuss your academic interests and career goals to determine which option is 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 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 traditional approach to architecture. Students interested in the B.S. apply to it following one year of enrollment in the B.D.A. or B.A. and completion of all admission requirements.

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, but advising for the major occurs in the College of Design.)

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 length of the program.

CONCENTRATION AREAS

This major requires you to choose a concentration, which provides you with additional coursework focused on one interest area. Five concentration areas are offered: planning, technology, management and finance, selected populations, and sustainability. 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 faculty adviser (see below) 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 Career & Internship Services 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 Graduation Plan. See p. 51 of the *Gopher Guide* for more information.

TRACKS

You will choose one track to focus on, depending on your interests and career goals. Discuss your options with your academic adviser. While you may select a track at orientation, you are allowed to change your choice at any point. However, we recommend you discuss this with your adviser so that you plan and register for appropriate courses because 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 sciences, plant materials, landscape management, and small business management.

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.

INTERNSHIP

You will complete a required internship that will provide you with an opportunity for hands-on experience in your discipline. Your faculty internship supervisor and the Career & Internship Services will help as you formulate your learning goals and find an internship site.

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 length of the program.

ACCELERATED OPTION

The accelerated option allows qualified undergraduates to complete the B.E.D. and M.L.A. (Master of Landscape Architecture) degrees in six years rather than seven. Talk to your academic adviser if you are interested in this option.

TRACKS

The retail merchandising program offers two tracks: general and apparel. Each track provides you with a foundational understanding of retail practices, business, and design, 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

Once you have completed 75 credits, you will be assigned a faculty adviser in addition to your professional academic adviser. The faculty member will serve as your internship adviser 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 Career & Internship Services 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 Graduation Plan. See p. 51 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 academic adviser is your best information source. Four-year plans are available at design.umn.edu/current_students or from your adviser. (Be sure to select the plan for the term and year for which you were admitted.)

DOUBLE DIPPING

Some courses will fulfill both a major and a lib ed requirement and others will fulfill two lib ed requirements. This is known as “double dipping.” Refer to your four-year plan for major courses that fulfill lib ed requirements. Detailed information on the lib eds can be found on p. 52 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 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. In this case, 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. First-year writing courses from other colleges may transfer and fulfill the requirement upon evaluation and approval 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 AND SCHOOL/LIFE BALANCE

Each credit typically equals 2 hours of homework per week outside of class, so for a 15-credit course load, plan on a minimum of 30 hours of homework per week. If you plan to have a job, please be aware that faculty caution that working more than 10 hours per week may seriously hinder your academic success. Consider working on campus to reduce travel time.

INDEPENDENT AND DISTANCE LEARNING (IDL) CLASSES

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 registering for an IDL course.

These courses are not always a wise option as they require an extremely high level of motivation and discipline, and they often are not covered by term-based financial aid or scholarships.

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. 53–54

Academic support, pp. 48–49

APAS, pp. 45–47

Changing your registration:

Refund and drop/add deadlines, p. 54

Grades & GPA, pp. 49–50

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. 48–49.) If you are struggling in a class, talk to your adviser and instructors right away. They can offer strategies for improvement.

STUDY ABROAD

We strongly encourage students to participate in a study abroad program. If you are interested in an international study experience, attend – in person or virtually – a “First Step Meeting” at the U’s Learning Abroad Center (see www.umabroad.umn.edu). For either an international or a domestic program, such as the Kent State New York City Studio Experience, 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 be assigned two academic advisers. While they work together 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

U OF M E-MAIL

Your U of M e-mail is the official means of communication at the University and a primary mode of communication between you and your academic adviser. Be sure to read all messages sent from your adviser, as you are responsible for reading and understanding the information. If questions arise, please contact your adviser.

If you forward your U of M account to another e-mail address, be sure to use your U of M e-mail account when sending messages to us so that we can be sure we're really communicating with you. For security purposes, U of M advisers, faculty, and staff can only e-mail you at your U of M address.

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.

INFORMATION RESOURCES

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, CDes and the U of M have a variety of information sources that will serve you well. You will want to read these announcements, as well as keep an eye on the flyers posted in Rapson Hall and McNeal Hall.

UNDERGRAD UPDATE

University-wide events, resources, and information for undergraduate students

CDES EVENTS AND NEWS

CDes events and news bytes available at design.umn.edu; upcoming events will also be sent to you via e-mail

CAREER NEWS

Career tips, career events and programs, and highlights of job and internship openings related to your major

CDES STUDENT NEWS

CDes scholarship opportunities, design competitions, and more sent via cdesnews@umn.edu



CAREER PLANNING

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. It can begin even in your first semester. Take advantage of the many events and programs that CDes provides (see design.umn.edu/current_students/career), including:

CAREER & INTERNSHIP SERVICES

Career & Internship Services provides you with career resources and counseling directly related to your major. We recommend you meet with a career counselor at least once a year throughout your academic career. Their services include the following:

- Career appointments and referrals
- GoldPASS: Online job and internship listing service
- Online career resources
- Internship and job search assistance
- Electronic portfolio guidance
- Online workshops
- Career courses
- Résumé and cover letter review
- Career fairs
- Informational interview assistance

198 McNeal Hall
St. Paul Campus
612-624-2710

411 STSS Building
Minneapolis Campus
www.careerhelp.umn.edu

COLLEGE-TO-CAREER PROGRAM

MAJOR-RELATED TOURS AND SITE VISITS

Tour firms, organizations, and sites related to your field of interest in order 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 & NETWORKING EVENTS

Begin making connections with current industry professionals and get feedback and suggestions on your professional portfolio.

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. This program is open to third- and fourth-year students. Applications are made available in summer.



STUDENT ENGAGEMENT

Being an engaged student means you are purposeful in your learning and strive to learn as much as you can from each opportunity. 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:

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

To find out more:

- Look for opportunities that meet your interests on the Engage! search engine at www.engage.umn.edu
- 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 & PRINTING

LAB LOCATIONS

In addition to the many computer labs across campus, the College of Design has computer labs in both McNeal Hall (St. Paul campus) and Rapson Hall (Minneapolis campus) that are equipped with specialized software as well as high-end laser printers and large-format plotters. Find out more at <http://labs.design.umn.edu>.

LAB ACCESS

The CDes computer labs are limited-access labs; the labs and printing equipment are only available for use by students who are enrolled in a College of Design course. For access you must sign up for an Active Directory (AD) account. To sign up, go to <http://www.umn.edu/dirtools>.

PRINTING

Printing and plotting in the CDes labs are offered to students at cost. Prints and plots must be paid for using the GopherGold account, which every student has on his/her UCard. Find out more information about printing in the CDes labs at <http://labs.design.umn.edu> and more about the GopherGold program at <https://www.gophergold.umn.edu>.

DOCUMENT STORAGE

NetFiles is a storage service through which files can be stored and retrieved from anywhere using a Web browser or a special client available on all computers in CDes labs. Each U of M student is given 5 GB of space to store files. We strongly encourage students to take advantage of this space. NetFiles can also be used to share files with fellow students while you work on group projects. For more information, visit <http://labs.design.umn.edu/documents/netfiles.pdf>.

POLICY

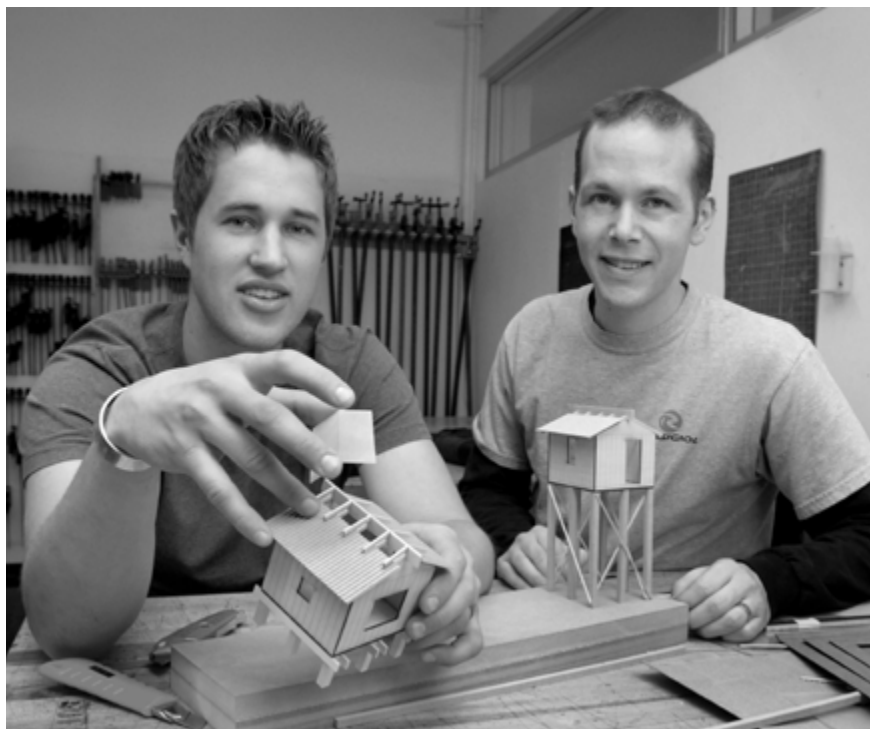
Please be aware of the CDes computer lab policies, which are available at <http://labs.design.umn.edu/documents/policy.pdf>.

POLICIES & PROCEDURES

STUDENT RECORD PRIVACY

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

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 to 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.



ADVISING NOTES AND FILES

Advisers, as well as career counselors, keep file notes that summarize your meetings and other communication they have with you, such as email and phone calls. The notes help them provide you with better service and are part of a web of continuous campus support. If you change majors, the file information moves with you to your new adviser in that program. Student file notes are considered private student record information. As such, they are governed by FERPA (see p. 44 of the *Gopher Guide*) so they may not be shared with anyone outside the University who does not have your written permission or with anyone inside the University who does not have a job-related reason to view them. File notes are not part of your transcript. You have a right to see the information in your file. If you wish to view this information, you may contact Academic Support Resources for assistance.

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*, pp. 49-50) 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. The drop/add deadlines are posted on onestop.umn.edu. If you feel you need to drop most or all of your classes, be sure to consult with both your adviser and One Stop before doing so.

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 Minnesota Transfer Curriculum (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 (MNTC), you are exempt from all of the diversified core, the designated themes except Technology & Society, 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.

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 at 612-626-3690.

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 Forms, in 12 McNeal Hall, or in 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.



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) and B.A. (bachelor of arts), 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: If you pursue a second bachelor's degree, you are required to fulfill the major and degree requirements for both degree programs. 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 are required to fulfill the second language requirement.

Second major: You may add a second major in order to pursue an additional area of study that is offered as the same type of bachelor's degree as your current degree program or to add an area of study without adding the second language requirement.

Minor: Minors are an excellent avenue for expanding your academic horizons and exploring disciplines outside your major. To pursue a minor, simply talk to the department that offers the minor. For College of Design minors, talk to your adviser; 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. Note: Some majors/minors have admission requirements, so be sure you're on track to meet them.

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. If this is the case, or even if you are only contemplating 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 majors/minors to explore, and provide you with accurate referrals.

LEAVE OF ABSENCE

In the event you need to leave school for one or more semesters, you may do so 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 must also meet the major's admission requirements, and if the major has limited space, you may need to go through the competitive admission process. Each situation is different depending upon space in the major and your academic record; cases are reviewed on an individual basis.

ACADEMIC PROBATION AND SUSPENSION

If you are placed on academic probation (see *Gopher Guide*, p. 45), 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.

In the event of academic suspension, 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 above). You may, however, appeal a suspension decision as specified in your suspension notice. Contact College of Design Student Services at 612-624-1717 for more information.

NOTES

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's.

Turn off the lights when not needed. Unplug your electronic equipment when not in use. Use paper carefully and as little as possible. Lower 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 U of M student organizations 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





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

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