

LIBRARY



If you are in search of reference material, a quiet place to study, or a good book to read, the Behrend College library, first floor RUB, is the place to go. The library contains 48,000 volumes and 500 periodical titles, and provides a number of services and informational resources for student use. These services include a monograph collection, pamphlets, audio-visual materials, a photocopier, a typewriter and group study room, along with reference books, periodicals, and reserve books. Students may check out books from the library for a two-week period with an ID. Fines are charged for materials that are not returned promptly.

The library staff provides reference services which include

answers to specific questions, aid in locating sources of information for book reviews, term papers, etc., and Inter-library Loan Service information. The Inter-library Loan Service, provided free of charge, allows students to request books and photocopies of articles in journals not contained in the Behrend library from the University Park library, which houses a collection of nearly two million volumes.

The library schedule is as follows:

Mon.-Thurs.	8:00 a.m.-10:00 p.m.
Friday	8:00 a.m.-5:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	2:00 p.m.-10:00 p.m.

Vacation, summer, and exam week hours will be posted on the door.

Academic Advising

Each student at Behrend College is assigned to a faculty member who will serve as an academic advisor to assist in planning the student's program of study. Advisors schedule regular office hours during the term to allow students to arrange for consultations as needed.

Students benefit most by contacts with their advisors, if they are aware of their own responsibilities in pursuing their education. Students should be familiar with the requirements of their degree program as described in the University catalog, and should be aware of any University and college academic policies affecting them. To obtain further information about your responsibilities as an advisee, consult the "Responsibilities of an Advisee" section in this publication.

Academic advisors are available to aid you in selecting courses and in meeting degree requirements. So, make sure you contact your advisor regularly. Advisors are also ready and willing to discuss individual abilities, potentials, and goals, along with any problems that may be affecting your academic performance. They may refer you to other counseling and information resources, such as the Division of Undergraduate Studies (DUS),

the Student Affairs Office, or to other members of the faculty and staff. If for any reason you have a problem locating your academic advisor, be sure to contact the DUS Office in the Administration Building or the division head in your academic area.

Division of Undergraduate Studies

The Division of Undergraduate Studies (DUS) is an academic unit of The Behrend College which offers services relating to:

- precollege testing and counseling for entering freshmen;
- enrollment and registration for those students who wish to explore several areas of study before selecting a specific major, and, for those students who encounter changes in interest and career objectives and seek enrollment in DUS on an interim basis;

- professional advising and referral services coordinated through the services of the colleges and faculty; and

- an undergraduate academic information center which provides students and faculty with current information on the many and varied programs offered at The Behrend College and throughout the University.

The Office of the Division of Undergraduate Studies is located in

Attention Job-Seekers!

The Placement Office, located within the Student Affairs Office, has something for you, whether you are seeking part-time, full-time, or summer employment.

The Placement bulletin board, located outside the Student Affairs Office, second floor RUB, contains notices of current full-time, part-time, and summer openings, along with general information. If you see something of interest, you may obtain further information in the Placement Office. Another source of information is the Placement newsletter, published monthly by the Placement Office. It contains the latest information about job openings, company interviews on campus, workshop information, and more. You can obtain the most recent copy anytime in the Placement Office. While you're there, you may want to take a look at the reference materials

available. These include individual company information, brochures and resume writing, interview skills, and general job-search information.

The Placement Office posts notices regarding on campus, company interviews which include the company name, interview date, and required major(s). This information, along with notification of workshops and regional interviews will be provided through the Student Information Service (SIS), the Placement newsletter, the Placement bulletin board, the Behrend Collegian, and the division heads in the academic areas.

So, keep watching for further information from the Placement Office. And remember - if you're graduating in May, September is not too early to start your search for full-time employment!

Career Counseling Available

Not sure what direction your education is taking you? If you need to sort out your educational and career thoughts, you should visit the Division of Undergraduate Studies (DUS) Office in the Administration Building. DUS provides career information and career counseling services to the Behrend community.

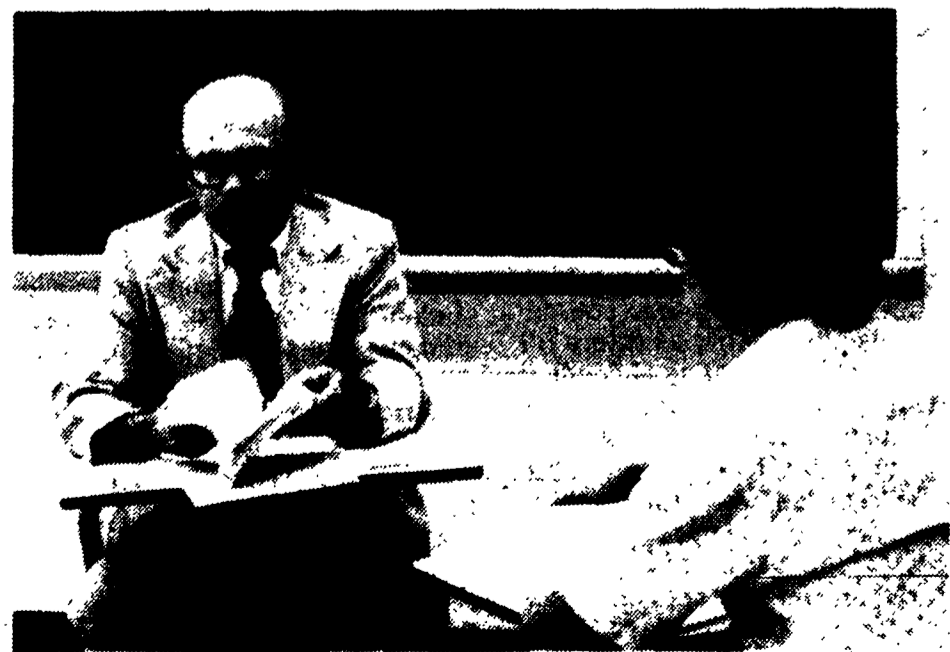
The well-equipped Career Information Center provides current information on several types of occupations and their requirements. DUS advisor-consultant, Mr. Tim Burke, is also available to discuss specific career problems and concerns with you. Don't wait too much longer. Start thinking about your future right now.



Mr. Tim Burke, DUS advisor/consultant, discusses career opportunities in the Career Information Center located on the first floor of the Behrend Building. Mr. Burke's office is on the first floor of the Administration Building.

the Administration Building. You should direct your questions and concerns to Mr. Ernest Fryer, head of DUS, or Mr. Tim Burke,

DUS advisor-consultant. Further information about DUS is available in the Policies and Rules for Students, 1979-80, p. 16.



Mr. Ernest Fryer, head of DUS is available to offer academic counseling and advising to students. Mr. Fryer's office is located in the Administration Building.