

RECORDS OFFICE

Change of Campus Assignment Classes Drop/Add Procedures

Is it time for a change? Timing is something you should think about if you are planning to change your campus location, or if you plan to change your schedule in any term by dropping or adding courses.

The procedures for changing a campus location is officially called "Change of Assignment." Baccalaureate students who begin their studies at Behrend are expected to remain at this location as long as they can schedule courses appropriate to their major programs of study (usually six terms). Students enrolled in those majors for which all four years of the degree program are available at Behrend may elect to remain at Behrend College throughout their undergraduate program. Students majoring in all other degree programs must transfer to the University Park or Capitol Campus to complete their junior and senior years, and may not remain at Behrend College beyond six terms without petitioning to remain. The petitioning procedure is available in the Records Office.



Mr. Robert Schenker, Records, Registration, and Scheduling Officer, is located in the Records Office, first floor RUB.

Change of Assignment to University Park is handled during the first ten calendar days of the term preceding the term of transfer. Information and forms are available in the Record Office.

Approval for Change of Assignment to another Penn State campus will usually be granted by Behrend without restriction. Approval by the receiving campus will be subject to availability of space in the student's program and of a suitable course schedule at that campus.

If you decide to drop or add a course, you should consult the policies concerning the drop/add procedures in the Policies and Rules for Students, 1981-82.

Don't forget to check the deadline dates regarding the drop add procedures. They are listed in the "Important Dates and Deadlines" calendar in this publication.

Further information regarding change of assignment and drop/add procedures is available in the Records Office, first floor RUB.

Student Records

Each term when students register, they supply certain information about themselves (name, student number, address, etc.) and are enrolled in specific courses and sections which constitute their official schedule for that term. If anything is done to affect or change the registration information or schedule, the appropriate form must be obtained from the Records Office, completed, and returned to that office. Actions affecting the students' schedules have stated

deadlines for submission which are given in the academic calendar.

Grade Release Policy

The Records Office will not release student course grades. Students should make arrangements with their course instructors individually for release of their grades.

College Bookstore

The Behrend College bookstore, first floor RUB, is open throughout the year, Monday through Friday, from 8:30 a.m. to 4:30 p.m. The store provides the required textbooks and supplies, along with greeting cards, toiletries, mugs, Penn State jackets, T-shirts and other clothing, best selling paperbacks, and a variety of other items. Textbook prices are set by the publisher, not by the bookstore.

IF YOU HAVE DROPPED A COURSE AND WISH TO RETURN A TEXTBOOK, you must do so within twenty-one days after the beginning of that term. The book must be clean (no markings). When returning the book, you must present your cash register receipt and a signed copy of your drop card.

IF YOU WISH TO SELL YOUR BOOKS BACK TO THE BOOKSTORE AT THE END OF THE TERM, you may do so at the textbook "buy-back" sponsored by the bookstore at the end of the fall, winter and spring terms. The "buy-back" normally takes place during the last two days of classes through final exams; however, exact dates and times are posted ahead of time. Prices depend upon a number of factors. If a text is being used again, is a current edition, and is usable (regardless whether originally purchased new or used), the bookstore will pay one half the original new price. If the book is not scheduled for use, the price quoted will be that amount which a book company would offer. Any books you wish to sell back must be yours and may not belong to anyone else.

Grade Reports

Grade reports are mailed to the student's home from the University Park Campus as soon as possible after the end of the term. Questions about grade reports should be directed to the Records Office.

Policy On Student Writing

The Behrend College faculty affirms that one of the chief marks of educated persons is their ability to express themselves clearly, correctly, and effectively. Without these abilities, one cannot claim to be fully educated. Moreover, the quality of one's thought cannot be evaluated unless ideas are expressed clearly enough to be understood. For these reasons, the teaching of effective communication, especially writing, must be one of the primary aims of The Behrend College.

Responsibility for teaching the basics of effective written English must, of course, rest primarily with the English faculty. However, all faculty who require writing of their students are justified in demanding clear, correct, and effective prose and may take into account all aspects of composition when evaluating student work.

Students are encouraged to purchase "The Behrend College Style Manual" in the bookstore. This manual is designed to help students learn to write clearly, correctly, and effectively.

Know Where To Look For Information

Who doesn't want to be well-informed? If you are interested in activities, meetings, and subjects of general interest, don't forget to consult the following:

THE BEHREND COLLEGIAN

The "Behrend Collegian" newspaper, a student publication under the coordination of a faculty advisor, keeps the Behrend Community abreast of the latest news. Watch for it at the RUB Main Desk. And, if you are interested in writing, stop by the Collegian office, first floor RUB, and volunteer your services.

RIDE BOARD

If you want to go home or visit out-of-town friends this weekend, and are wondering how to get there, you may want to consult the Ride Board, first floor RUB near the Back Room. You might find someone who is going your way.

STUDENT INFORMATION SYSTEM (SIS)

The television sets you have probably noticed around campus are not all broadcasting daily network programs. Many of them are part of the Student Information System, better known as SIS, which is coordinated by Mr. Paul Bailey of the Instructional Communications Department. SIS provides a wide variety of information about meetings, activities, financial aid deadlines, and much more. Take a few minutes to watch, and see for yourself.

BULLETIN BOARDS

You can find a good deal of valuable information on the bulletin boards situated around campus. The bulletin boards,

first floor RUB, offer information about campus news, notices, and items for sale. You can find out about part-time, full-time, and summer jobs on the Placement bulletin board, second floor RUB. The bulletin boards throughout the other campus buildings provide information about your academic and other interests. Don't pass them by without taking a look.

MAILBOXES

Besides long-awaited letters from family and friends, the resident students' mailboxes located on first floor RUB near the Mailroom, sometimes contain notices and flyers with important and valuable information. Don't toss them in the basket without reading them - you don't know what you might be missing!

STUDENT ACTIVITIES CALENDAR

The Student Union publishes an activities calendar each month (excluding summer term). This calendar outlines activities, athletic events, and other important dates. It contains information you shouldn't overlook! Pick one up at the RUB Main Desk.

WBCR (BEHREND COLLEGE RADIO STATION)

The Behrend College Radio Club is responsible for the WBCR programming. The station provides recreational and educational radio programming for the Behrend College campus. Tune in when you have the chance!

If you can't find the answers to your questions through the above sources, you may want to consult one of the administrative offices, your RA, or area coordinator.

Responsibilities of an Advisee

You will derive more benefit from contacts with your advisor and avoid misunderstandings if you know what you can and can not expect from your advisor and if you know what is expected from you. Carefully examine this list of responsibilities. Any items which are unclear should be discussed with your advisor.

1. To be aware that final responsibility for selecting courses and meeting degree requirements is YOURS. The advisor can suggest, recommend, and remind you of rules and requirements, but you have primary responsibility for your education.

2. To obtain a copy of the Checksheet for your college and major from your advisor and to keep it up to date as you fulfill your requirements.

3. To use the counseling and information resources of this college, including: the Financial Aid, Career Development, Placement Offices, Division of Undergraduate Studies Office, residence hall staff, college representatives, etc.

4. To take the initiative in seeing your advisor, periodically or as needed.

5. To provide your advisor with enough information about yourself to enable the advisor to discuss with you your abilities, potential, and goals.

6. To inform your advisor of important changes in your plans, or circumstances which directly affect your academic and educational goals, e.g., your finances, job, health, difficulty with a course, etc.

7. To remember that it is better to see your advisor "too early" than too late if you encounter some problems.

8. To know what your advisor's office hours are.

9. To be aware that if your schedule conflicts with your advisor's office hours, and you need to see him/her, you should contact the advisor before or after the advisor's classes, or write the advisor a note requesting a reply or arranging a telephone call.

10. To complete advanced preregistration each term during the time scheduled to do so.

11. To use campus resources other than your advisor to inform yourself about courses you are taking. Among these resources are: course Syllabus, course description found in DUS, Library, Baccalaureate Catalog, teaching faculty, and other students.

12. To know the academic rules of this university, the University Faculty Senate's academic rules and regulations for students, which are described in the Policies and Rules for Students, distributed at the Fall Orientation welcome session.

13. To make explicit the student's responsibility for formally initiating changes in records with appropriate forms, signed by academic advisor, and turned in by students to Records Office.

14. To know how many terms of your degree program are offered at Behrend College.

15. To know which of the majors at this university are closed, for various reasons, to all students not already in that major.