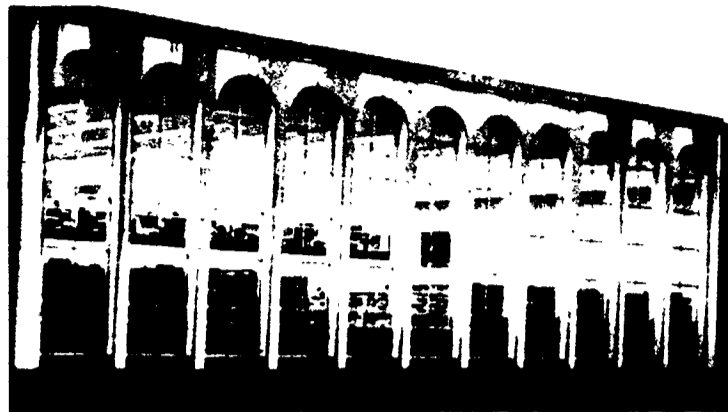


## Library



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 53,000 volumes and 568 periodical titles and provides a number of services and informational resources for student use. These services include

a monograph collection, pamphlets, audio-visual materials, language lab, 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.  
Quiet Study Area, second floor  
Sunday-Thurs. 10:00 p.m.-1:00 a.m.

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

## Admissions

Most of the students enrolled at Penn State-Behrend have already had some contact with the Office of Student Admissions and may for a variety of reasons have some contact in the future. If a student should have to interrupt his or her course of study at and subsequently should wish to re-enroll, the student would initiate the Re-admission process with the Office of Student Admissions. Students who have enrolled at Penn State-Behrend with advanced standing from other colleges may also wish to check with the Office of Student Admissions regarding their transfer credit evaluations. A SPECIAL NOTE ON PROVISIONAL AND NONDEGREE STUDENTS

Provisional and nondegree students who plan to move to degree status are reminded that specific procedures must be followed in order to make the change. A provisional student seeking admission to a baccalaureate degree program must complete a minimum of 18 baccalaureate credits with a minimum grade point average of 2.0 (on a 4.0 scale) as a provisional student. These credits must all be earned at this University. The applicant must also satisfy the entrance requirements of the college of enrollment.

Some colleges and/or majors may require a grade point average of higher than 2.0. Pro-

visional students are urged to apply for degree candidacy as soon as possible after completing 18 credits. Students will be dropped from provisional student status after completing 27 credits if at that time the student's grade point average is less than 2.0. Students may not register with provisional status beyond 36 credits regardless of grade point average.

An applicant for admission to an associate degree program must complete at least 9 credits of Penn State course work with 2.0 average.

For further information please contact the Office of Student Admissions on the second floor of the Administration Building.

## 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 Checklist 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 col-

lege, 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 Penn State-Behrend.

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

## Division of Undergraduate Studies

The Division of Undergraduate Studies (DUS) is an academic unit of Penn State-Behrend 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 the Administration Building. You should direct your questions and concerns to Mr. Ernest

Fryer head of DUS. Further information about DUS is available in the Policies and Rules for Students, 1982-83, p. 20.



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.

## Terms You Need To Know

**PRE-REGISTRATION** - Available to all students at Behrend. Pre-registration is the opportunity for students to reserve a schedule of classes for the upcoming term. Students are not guaranteed the classes and section no.'s they request when they pre-register since many classes have limited enrollment. The student will learn what courses he/she received by picking up a print out of classes when it is available in the Records Office. This print out should be checked carefully since it can reflect different sections than the student originally attempted to schedule.

All Freshmen and Sophomore level students should protect their scheduling options by using the alternate course selection card with the pre-registration number 2 card. Every student must still finalize his/her pre-registration by either attending early registration or regular registration. A student who fails to finalize his/her pre-registration will have the pre-registration invalidated.

**REGISTRATION** - All students must complete registration. Pre-registration DOES NOT complete the registration process. A print out in hand does not mean you are done with the registration process; it only reflects the outcome of pre-registration.

A student may complete the registration process in two different ways. **EARLY REGISTRATION** is conducted during final examination week ONLY for students who pre-registered and will accept the pre-registration schedule as printed on their print outs as their term schedule. Students may make changes in their Early Registration schedule only during the drop/add period. A student must show a tuition receipt in order to Early Register, however, if it hasn't been received yet in the mail, a student may sign a card which states that tuition and fees have been paid.

**REGULAR REGISTRATION** is conducted one working day prior to the first day of classes. Every student not Early Registered must attend Regular Registration. Students who pre-registered and did not attend Regular Registration must attend Regular Registration or the pre-registration schedule will be invalidated.

**LATE REGISTRATION** is held for any student who did not early register or attend Regular Registration. Late Registration must be completed during the first ten days of the term. A Late Registration fee will be charged to all students.

**ADD PERIOD** - A student may add a course to his/her schedule during the first ten calendar days of the term. A change of schedule form must be filed in the Records Office in order to add a course to a schedule. A fee of six dollars is charged for this process after the fifth day of the term.

**REGULAR DROP** - A student may drop a course from his/her schedule during the first twenty one calendar days of the term. Regular course drops do not appear on the student's transcript. Fee: six dollars after fifth day of term.

**LATE DROP** - A student may late drop a course from the 22nd calendar day of the term to the last day of the eighth week. Senate Policy 34-89 limits the number of credits a student may drop. A late drop is recorded on the student's transcript. Fee: \$6 for each late drop filed.

## Honors And Awards Convocation

Those students who have contributed throughout the year to co-curricular activities or who have achieved academic honors are recognized at the Honors and Awards Convocation held in the spring. Faculty, staff, family, and friends join together to honor the award recipients.

## Career Counseling Available

Not sure what direction your education is taking you? If you need to sort out your educational and career thoughts, see the Career Development and Placement Counselor in the Administration Building.

The well-equipped Career Information Center provides current information on several types of occupations and their re-

quirements. Mrs. Mary Beth Peterson 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.

Workshops on learning effective personal/career decision making skills will be offered as needed throughout the year.