

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 Penn State-Behrend 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, 1983-84.

Career Counseling

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 Career Information Center provides current information on several types of occupations and their requirements. 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 now.

Workshops on learning effective personal-career decision making skills are offered through the academic year. Listed below is the 1983-84 Career and Placement Workshop schedule.

Career and Placement Workshops
1983-84

12:00-12:50 p.m.

116 Reed Student Union

Sept. 7 - How to Choose a Major

14 - Get to Know The Career And Placement Office

21 - Cocurricular Activities And Your Future Career

28 - Matching Jobs To Majors

Oct. 5 - Getting Into Graduate School

12 - Careers In Business - Ask The Professionals

19 - How to Create A Resume
28 - How to Conduct A Local Job Search

Nov. 2 - How To Conduct An-Out-Of-Town Job Search

9 - Preparing For Your First Job Interview

16 - Career In Science - Ask The Professionals

30 - How To Look For A Summer Job

Dec. 7 - Career Development And The Non-Traditional Student

Jan. 25 - How To Choose A Major

Feb. 1 - Get To Know The Career And Placement Office

8 - Career In Engineering - Ask The Professionals

15 - Matching Jobs To Majors

22 - How To Look For A Summer Job

29 - Who Do Personnel Officers Really Hire?

Mar. 7 - How To Create A Resume

14 - How To Conduct A Local Job Search

21 - How To Conduct An Out-Of-Town Job Search

28 - Preparing For Your First Job Interview

Apr. 11 - Dressing For A Successful Job Interview

18 - Preparing For A Career In Government

25 - The Job Hunters' Guide To The Library

Responsibilities of An Advisee

You will derive more benefit from contacts with your advisor and avoid misunderstandings if you know what you can and cannot 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 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 semester dur-

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 on 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 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	2 p.m. - 10 p.m.

Quiet Study Area
second floor

Sunday-Thurs.

10 p.m. - 1 a.m.

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

Admissions Office

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 and subsequently should wish to re-enroll, the student would initiate the Readmission 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 FOR PROVISIONAL AND NON-DEGREE STUDENTS

Provisional and non-degree 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. Provisional 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.

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 semester. 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 found on their print-outs as their semester 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 early register 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 semester. 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 semester. 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 semester.

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

LATE DROP - A student may late drop a course from the 22nd calendar day of the semester to the last day of the tenth 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 cocurricular 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.