

# REFERRAL DIRECTORY

## (Offices and Programs)

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### Academic Resource Center

TSC 305, 797-1128

[www.usu.edu/arc](http://www.usu.edu/arc)

Noelle A. Call, Director

The Academic Resource Center (ARC) offers many resources, including the following.

**Idea Sheets.** Free Idea Sheets on a variety of study and self-management skills topics are available in the ARC and through the ARC's website.

These include tips on time management/procrastination, note-taking, memory development, study reading, test-taking, assertiveness, self-esteem, handling criticism, etc.

**Individual Assistance.** Students seeking individual assistance with their study skills may make an appointment by phone or in person.

**Referral Resources.** The ARC provides students with referral information for a variety of on-campus and off-campus services and agencies.

**Study Skills Assessment.** Students may take the Study Behavior Inventory, a free study skills assessment, and receive individualized assistance to strengthen problem areas.

**Video Viewing Library.** The ARC has a collection of videos relating to effective study strategies.

**Workshops.** The ARC offers workshops on a variety of study and self-management skill topics for student groups and classes. Topics include:

- ▼ Time Management
- ▼ Test-taking
- ▼ Test Anxiety
- ▼ Note-taking

To arrange for a workshop, call 797-1128.

The ARC also oversees **tutoring** and **supplemental instruction** (see pages 140-141).

### Admissions

TSC 102, 797-1129, or (800) 488-8108

[www.usu.edu/admissions](http://www.usu.edu/admissions)

Jimmy Moore, Director

The Admissions Office acts as a liaison between the University and high schools and community colleges. It functions as the first point of contact between the University and the public schools and is involved in personal visits to schools and institutions. Personnel in this office are glad to answer questions about the University, conduct tours, assist with arrangements, and help students make application for scholarships and admissions. All new student scholarship services are handled by this office.

Admissions processes are a function of this office. Applications for admission to the University and assistance concerning the process of applying for admission are provided by this office. More information is available on pages 14-17.

### Campus Recreation

HPER 126, 797-0549

[www.usu.edu/camprec](http://www.usu.edu/camprec)

Kevin Kobe, Director

Campus Recreation offers activities for every student and operates out of three different buildings, which include the HPER, Nelson Fieldhouse, and the Outdoor Recreation Center. Campus Recreation is responsible for initiating, programming, and supervising a variety of sports and activities. These include intramurals, club sports, outdoor recreation, and conservation. Additionally, students may wish to participate in self-directed recreational activities to meet their needs and interests by using the facilities on their own time. For a complete listing of all the Campus Recreation programs, please visit the website.

### Career Exploration Resource Center

UI 101, 797-1138

[www.usu.edu/explore](http://www.usu.edu/explore)

Margaret R. Hennon, Program Administrator

The Career Exploration Resource Center (CERC) exists to aid students in developing personally meaningful educational and occupational goals which will enable them to occupy positions and play roles that combine to create a satisfying career path across their life-span.

The choice of a major field of study or an occupational path is viewed not as a one-time, person-environment fit exercise, but rather, as the first of many developmental opportunities to explore answers to three fundamental career planning questions: (1) Who am I? (2) Where do I want to go

with my life? (3) What are my options for getting there?

The following resources and services, designed to teach skills and strategies to help students answer these questions today and in the future, are provided:

**Assessments and Resources.** Quality career assessments are available to supplement professional and self-guided career explorations, including interest and personality psychological assessments, card sorts, and a computerized career guidance program. Library resources include indexes and reference books from the Department of Labor and other career guidance organizations, as well as a selection of career planning and self-help books, CDs, and videos.

**Career Counseling and Education.** Individual career counseling and assessment interpretations are free to students and alumni. A 3-credit career and life planning course is offered each term for those seeking an in-depth examination of the three fundamental questions. In addition, there is a 3-credit option to the Connections course, for which the third credit is a credit of a career planning survey course.

## Career Services

UI 102, 797-7777

[www.usu.edu/career](http://www.usu.edu/career)

Donna Crow, Director

Students who desire to become more effective in preparing for and seeking career employment opportunities should contact this office.

**One-on-one Career Search Advising.** Any advisor is available to help the student; however, a career advisor specializing in a specific college will know his or her needs best. Resume and cover letter editing, as well as interview preparation, are available from this advisor. Specific advising in the area of obtaining government employment (state or federal) is also available.

**Cooperative Education and Internships.** Students can investigate internship opportunities by visiting the center's Career Library or viewing opportunities on eRecruiting. A listing of cooperative education advisors in specific majors can be found on the Career Services website. See page 129 for more information.

**Career Library.** Current job announcements for all majors, from regional to international opportunities, are listed in a variety of resources found in the Career Library. Company literature, videos, career search literature, Lexis Nexis, World Wide Webelectronic informational services, and directories of employers by industry are also found here.

**Hot Job Listings.** A list of jobs that are mailed, faxed, or

phoned to the center's office is compiled and available on the home page on eRecruiting ([www.usu.edu/career](http://www.usu.edu/career)). Students should contact the center to obtain a username and password.

**On-Campus Interviewing.** Students can load their demographic data and resume into the center's database via eRecruiting for use in on-campus interviewing.

**Fairs/Expos.** A Tech Expo for students in Engineering, Computer Science, and other technical majors is held Fall Semester and is a terrific forum for students to network with employers. The Professional and Graduate School Fair is also held Fall Semester for those students interested in graduate degrees from USU and other schools nationwide. The Career Fair held Spring Semester is for students in all academic areas and attracts approximately 160 employers from regional and national organizations.

**Student Alumni Career Network.** This list provides names and addresses of USU alumni who volunteer to help USU students make contacts and provide advice. Students may conduct an informational interview with these individuals.

**Alumni Assistance.** After they have graduated, students are still welcome to consult with Career Services. The center continues to be available to assist those who want to update their resume, research companies, or make a career change.

**eRecruiting at Utah State University.** eRecruiting is Career Services' online recruiting software that allows USU students and alumni to access potential employers. Current (or "hot") jobs are posted by employers or Career Services staff, and students and alumni may apply for permanent and internship positions online, as well as participate in on-campus interviewing. Students and alumni may also post their resumes to online resume books for potential employers to view. eRecruiting also may be used to view a schedule of career seminars, workshops, career fairs, and other special events.

Students and alumni may gain access to eRecruiting by calling Career Services to obtain a username and password. eRecruiting is located on the Career Services home page at [www.usu.edu/career](http://www.usu.edu/career). Advisors may access eRecruiting to view current permanent and internship openings, job descriptions, and application information. Faculty and advisors can use the username **USU faculty** and the password **browse**. Instructions are available at the center or online.

### Eight Steps for a Successful Career Search

Students should:

1. **Meet the Career Services staff.** All staff members are

ready to help them with their career exploration and planning needs.

2. **Explore their interests through career assessments.** These assessments include SIGI +, Strong Interest Inventory, and the Myers-Briggs Type Indicator.
3. **Develop relationships with potential mentors.** Mentors include faculty members, administrators, advisors, potential employers, and alumni. Begin networking!
4. **Expand their personal development.** Participate in student clubs, community service projects, and volunteer organizations.
5. **Obtain career-related work experience.** Gain a Cooperative Education Internship experience *before* graduation, for which they may receive academic credit and pay, while testing their skills, interests, and abilities in the world of work.
6. **Research organizations where they might want to work.** Begin networking with representatives and alumni in these organizations, for example, through the *Student Alumni Career Network*.
7. **Create a resume and cover letter.** The staff will be happy to edit their drafts and give them suggestions.
8. **Submit their resume into the center's database using eRecruiting.** Students may submit their resume electronically and sign up for on-campus interviews online. They may apply for jobs with employers who are interested in USU students.

## Center for Independent and Distance Learning

ECC 102, 797-2137

Vincent J. Lafferty, Director

The Center for Independent and Distance Learning (CIDL) offers University and Independent Study credits that are transferrable to many other institutions and are accepted in degree programs at Utah State University and throughout the world. More information is available on pages 32-33.

## Computer and Information Literacy (CIL)

Office: ESLC 044B, 797-0957

Lab: ESLC 131, 797-2405

<http://cil.usu.edu>

Stacie Gomm, Director

Students must pass a competency exam in computer and information literacy as part of the General Education requirements. The exam consists of six tests. More information about the exam is available on pages 44-45 of this handbook.

## Cooperative Education Internship Program

(Career Services)

UI 102, 797-7777

[www.usu.edu/career](http://www.usu.edu/career)

Melissa Scheaffer, Interim Director

**What is the Co-op Internship Program?** Cooperative Education is a practical and satisfying way for students to improve their college education. Co-op allows them to combine career-related work experience with academic coursework to enrich their total educational experience. The program allows them to obtain relevant work experience before graduation, while, in many cases, earning academic credit and pay.

**Why Become Involved in Co-op Internships?** Through Cooperative Education, students gain practical work experience in their major with top employers in business, industry, and government. Participating in co-op internships will enhance their chances in the job market and help them make contacts for the future. With Cooperative Education, students are not just settling for any job to help finance their education, but are working toward a career goal as well.

**How do Students Become Involved in the Co-op Internship Program?** Students may visit the Career Services Center. The staff will start them on their job search by showing them where co-op internship opportunities are posted and by answering any questions they may have.

The Cooperative Education Internship Program offers both undergraduate and graduate students a unique opportunity to integrate career, social, and personal development into the educational process. The Cooperative Education Internship Program is designed to allow students to alternate classroom study with a series of paid professional work experiences related to their field of study. These experiences increase in complexity as the student's background in a given field increases.

The program offers several specific benefits to students. It provides students with the opportunity to obtain pre-graduation professional work experience in their chosen career, as well as an opportunity to explore several career possibilities. It provides a chance to earn money for their education and credit toward their degree. Finally, it substantially improves the students' opportunities for

employment after graduation.

The Cooperative Education Internship Program option is available in all departments on the Utah State University campus. Generally speaking, students begin their work experiences during their sophomore or junior year, although seniors can be placed. Students can undertake either part- or full-time work experiences. Work experiences are available both during the academic year and during the summer. These work experiences may be with a single employer or with different employers. Salaries vary with the field of work and the complexity of the job.

The amount of academic credit awarded for a given work experience varies from one department to another. The decision on credit and the amount to be granted rests with the departmental faculty coop coordinators. Students must make the credit arrangement with the appropriate faculty coordinator prior to their work experience. A maximum of 30 credits may be earned through a combination of cooperative education, CLEP, and DSST credit.

Students interested in entering or learning more about the program should contact their academic department or visit the Career Services Office.

## Counseling Center

TSC 306, 797-1012

[www.usu.edu/counsel](http://www.usu.edu/counsel)

Mary E. Doty, Director

The Counseling Center assists students with personal growth and adjustment, relationship issues, problem-solving, career/academic adjustment, and psychosocial assessment. Services include individual, couples/relationship, and group therapy; outreach programs; and problem-solving consultations.

To the end of helping students reach their fullest potential while at the University, these services are designed to improve mental health, facilitate better understanding of psychological and emotional needs, and provide better life management and problem-solving skills. For further information, contact the Counseling Center.

The USU Counseling Center is open Monday through Friday, throughout the year, from 8 a.m. to 5 p.m.

## Courses for Students with Special Needs

**ENGL 0010. Writing Tutorial.** This class provides additional instruction for students whose score on the ACT is 16 or less, or who are advised into the course on the basis of a writing diagnosis given the first day of class in ENGL 1010.

This is a remedial class not carrying USU or transfer credit. A remedial fee is required.

**MATH 0900. Elements of Algebra.** The course reviews elementary algebra in preparation for MATH 1010. This is a remedial class not carrying USU or transfer credit. A remedial fee is required.

**SPED 0100. Strategies for Reading.** This is an individualized course with a major emphasis on improvement of reading, writing, and comprehension skills that are essential for academic success. This is a remedial class not carrying USU or transfer credit.

**INST 1000. Information Literacy.** This is a three-credit class designed to develop ability to locate, evaluate, and use information. It develops competencies needed for lifelong pursuits of information through the use of libraries and electronic resources.

**PSY 1220. Career and Life Planning.** This is a three-credit class in which students assess and clarify their interests, values, skills, and temperaments. The class emphasizes discovering relationships between these personal characteristics and the realities of educational and employment opportunities. The course also explores setting goals, creating action plans, and coping with change.

**PSY 1730. Strategies for Academic Success.** This is a one-credit course involving discussion and application of important study strategies for college success. It is designed for any student interested in developing and improving study skills.

Topics of discussion include: developing and achieving goals and objectives; use of campus resources; time scheduling and management; memory improvement; note-taking; motivation; textbook reading and studying skills; test-taking; oral and written communication; and development of strategies which lead to academic success.

**PSY 1750. Comprehension Strategies for College Reading.** This is a one-credit course designed for students who want to improve their college reading skills in the areas of comprehension, vocabulary, and retention of information. New strategies are learned by applying and practicing the skills in college textbooks from the student's other classes.

**MHR 2160. Student Applied Leadership Training.** This is a two-credit course designed to develop the skills of academic tutors. This class meets the standards of the National Tutoring Certification Program. An Online Tutor Training Program is available for tutors who are unable to attend the MHR 2160 course on campus.

**USU 1010. University Connections.** The Academic Resource Center (ARC) wishes students every success as

they begin their experiences at the University. The transition to college life is a mixture of excitement and anxiety and can be a challenging time of adjustment. With that in mind, the ARC has put together a 1-3 credit course on University Survival and Study Skills. If students need to get a jump on school and become acquainted with the expectations of college life before the semester begins, they are invited to the University Connections course. Visit the Connections website at [www.usu.edu/connections](http://www.usu.edu/connections) for details.

## Cultural Exchange Program

(Office of International Students and Scholars)

TSC 313, 797-1124

[www.usu.edu/iss/](http://www.usu.edu/iss/)

Negar C. Davis, Director

More than 1,100 students and scholars from 93 countries are currently enrolled at Utah State University. Many of these students are in great demand by the community to visit various school, church, and civic functions. Students often bring from their countries videos, slides, photographs, artifacts, maps, music, and costumes which they share with the community. Other students are requested by various organizations to display their talents in song, dance, cooking, fashion shows, martial arts, and many other crafts and skills.

These outreach programs benefit the community, enhance the University, and also provide excellent opportunities for USU international students to learn how the community operates. It also gives internationals the occasion to develop friendships with Americans. The sometimes long-lasting and far-reaching friendships are valuable to developing peace and friendship across the globe. Also, these students further develop their talents and skills in communication and become familiar and comfortable with the American culture.

Those needing help in arranging programs with international students may call the Office of International Students and Scholars.

## Customer Service Center

USU ID Cards, Debit and Dining Accounts, Information, and Ticket Sales

TSC 212, 797-3852

[www.usu.edu/usucard](http://www.usu.edu/usucard)

Jana M. Gittins, Business Manager

**USU ID Cards.** This is the one card needed for campus! Identification - Events and Activities - Debit and Dining Accounts - Recreation Facilities - Computer Labs - Libraries - and much more!

**Debit and Dining Accounts.** The convenient Aggie Express debit account is for general use in a variety of campus operations. Dining Accounts provide for dining on campus at a discount.

**The Customer Service Center** staff can answer general questions about the University and provide student information. The center offers assistance, information, maps, and problem-solving assistance for students, staff, and visitors. The center also handles Lost and Found items for the Taggart Student Center.

There is an outlet for the **USU Ticket Office** at the center. Tickets are available for performing arts, theatre productions, STAB events, and all athletic events. Ticket sales hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. For more information on ticket sales, call 797-0305.

## Disability Resource Center

UI 101, 797-2444 Voice or 797-0740 TTY

[www.usu.edu/drc](http://www.usu.edu/drc)

Diane Craig Hardman, Director, ADA Coordinator

The objective of the Disability Resource Center is to help students with disabilities overcome physical, educational, and attitudinal barriers which may prevent them from reaching their full educational/vocational potential. The center will coordinate support services, thus aiding students in becoming integrated into the campus community. The USU Americans with Disabilities Act Coordinator is Diane Craig Hardman, Director of the Disability Resource Center.

Services coordinated by the Disability Resource Center include:

**Orientation** to campus life and services, including accessibility information

- **Registration** assistance
- **Equipment Loan** on an emergency or temporary basis
- **Assistive Technology Laboratory**
- **Resource Catalogs** for locating specialized equipment or educational programs
- **Services** include:
  - **Note-taking Assistance**
  - **Alternate format books and class materials**
  - **Interpreters** for the Deaf
  - **Counseling** for academic and personal needs
  - **Americans with Disabilities Act** and Section 504 information and referral

The following information and strategies for advising

students with disabilities for postsecondary education is provided by the **Heath/Closer Look Resource Center**, a program of the American Council on Education, and has been adapted to meet advisor and student needs at USU.

### Times Have Changed

Opportunities are expanding for postsecondary education, career options, and life choices for people with disabilities. Legislation, such as the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and the growing awareness of disabled people and their advocates require that stereotypes be reexamined. American campuses have made great progress toward making education a reality for qualified students with disabilities.

This information has been designed to assist those who advise or counsel students at all levels of education, but especially those who work with students in high schools, community and junior colleges, vocational technical schools, four-year colleges, universities, and graduate programs.

### Students with Disabilities Today

People who, by birth, illness, or accident, do not have use of one or more of life's functions are disabled. The term "functional limitation" describes the impairment of vision, hearing, mobility, voice, or information processing, regardless of cause. Some people have a disability which is obvious—such as one who moves about in a wheelchair. Others may have a hidden functional limitation—such as a person with low vision or a low endurance threshold. With the expansion of opportunities mentioned above, it is crucial that students be encouraged to develop their abilities and examine life choices, career options, and educational programs so that they can maximize potential and become independent. Advisors and counselors can help by providing clients with their own best practices, while keeping in mind the strategies identified below.

### Strategies

**1. Encourage Students to Assess Strengths and Potentials.** Students need to develop and assess academic, social, and personal strengths and potentials. All students, including those with disabilities, can do so by following these suggestions:

- a. Take courses in many disciplines: arts, science, math, vocational/technical subjects. Exclude none because of disability.
- b. Explore life experiences by trying a variety of school activities, social functions, volunteer and paid jobs.
- c. Develop personal skills such as problem solving, decision making, and disability management.

Workshops or seminars, which include both able bodied and students with disabilities, on such topics as assertiveness, communication skills, and life choices, are available.

**2. Provide Nonrestrictive Career Counseling.** All students, including those with disabilities, need advice about career choices which is based on the student's abilities, skills, and motivations, as well as on a realistic picture of today's job market. Guidance toward stereotypical occupational goals and incomplete information should be avoided. Emphasis on the following ideas will lead to nonrestrictive career counseling:

- a. realistic information about employment trends in current and future job markets.
- b. accurate information about educational and certification requirements.
- c. examples of coping strategies and adaptations used by successful people with disabilities working in various careers.
- d. decision-making based on aptitude, interest, and ability.

**3. Encourage Students to Base Postsecondary Decision-making on a Variety of Criteria.** Encourage student to understand his or her needs and to negotiate accommodations with prospective college administrators to determine the best choice among several possibilities. The criteria below should be considered in the order of importance as listed.

- a. training available: field of study, reputation, diversity and size of student body, intellectual and social environment.
- b. cost: family or third-party contribution, availability of financial aid, work-study or cooperative education opportunities, scholarships/internships.
- c. auxiliary aids and accessibility: quality and type of support services appropriate for a student's disability.

**4. Assure Access to the Environment for Counseling.** Students' progress will be enhanced by the counselor's positive, supportive attitude—one which focuses on the abilities, not the disabilities, of the students. Positive attitudes can be conveyed by being sure that:

- a. The physical environment of the guidance office or setting is accessible to all clients.
- b. Information is publicized about how appropriate accommodations, by prior arrangement, can be made by a

student whose disability precludes using the regular facility, or who relies on alternative modes of communication.

c. Alternative modes of communication might include the presence of an interpreter, parent, or Rehabilitation Services counselor; or use of an adaptive device such as a speech board or TTY (telecommunications device).

d. Communication with a student with a disability takes place by looking and talking directly to the student/client, not the third party or aid.

There may be times during advising situations when confidentiality becomes an issue. After establishing rapport, even though a third party seems necessary for communication, inform the student/client that the presence of a third party is optional, and that at least some of the interview time should be between advisor and student alone. Counselor can suggest various ways to accomplish the dialogue:

a. Request parent or Rehabilitation Services Counselor to wait outside and meet at a certain time.

b. Suggest communication by writing (or using assistive device) instead of through an interpreter.

Before making any arrangements, or when in doubt, **ask the student**. He or she may have given the matter thought and can suggest a simple, inexpensive adaptation to the regular situation.

## Financial Aid

TSC 106, 797-0173

[www.usu.edu/finaid](http://www.usu.edu/finaid)

Judy LeCheminant, Director

The Financial Aid Office provides direction and counseling in the areas of scholarships, grants, loans (emergency and long-term), federal work aid (work-study), and general on-campus and off-campus temporary employment assistance. Help is available in preparing and submitting applications and supporting materials, and counseling students about school financing and available aid, budgeting, deadlines, and loan indebtedness. More information is available on pages 18-20.

## General Studies Program

(University Advising and Transfer Services)

TSC 304, 797-3373

[www.usu.edu/ats](http://www.usu.edu/ats)

John D. Mortensen, Director

General Studies, a component of the Office of University Advising and Transfer Services, is the administrative-academic unit maintained at USU for the enrollment of students who do not meet the admissions requirements of the seven academic colleges.

The primary function of the program is to assist and encourage students in the improvement of their academic status so they may transfer to the major of their choice. To accomplish this purpose, participants are urged to limit their course loads each semester, satisfy remedial requirements when indicated, and meet frequently with an advisor. Students in General Studies are encouraged to take University Studies and exploratory classes and not begin taking departmental major programs until they have been admitted to a department, though they may take some lower-division survey courses in their intended major. In addition to the staff in the Office of University Advising and Transfer Services, the resources of the University Counseling Center, Testing Center, and Career Exploration Resource Center are available to assist such students with career, aptitude, life skills, and study skills counseling.

The Low Scholarship and Probation Policies of the University apply to students enrolled in General Studies (See Academic Standing, pages 24-25). When a student has satisfied remedial course requirements and has demonstrated ability to maintain a 2.0 GPA, that student may apply for admission to an academic college and department through the Office of University Advising and Transfer Services. Regular college admissions evaluations procedures will then be made, and if there are no admissions restrictions, the student will be enrolled in the department of his or her choice.

## Graduation Guarantee Program

(University Advising and Transfer Services)

TSC 304, 797-1133

[www.usu.edu/graduate](http://www.usu.edu/graduate)

K. Wade Oliver, Assistant Director

The purpose of the Graduation Guarantee Program is to facilitate, through a contract between the participating student and Utah State University, a student's goal of graduating from USU in the least amount of time possible.

Through this program, Utah State University ensures that students who agree to and follow the program's provisions will be able to enroll in the courses they need to be able to graduate on time. If the University does not meet its part of the contract, then the tuition for any additional terms will be paid by Utah State University. Although nearly all participating programs may be completed in four years or less, a few may be slightly longer than four years, depending on major requirements and student preparation.

## Graduation Office (Undergraduate)

(Office of the Registrar)

TSC 246, 797-1117

[www.usu.edu/registrar/graduation/](http://www.usu.edu/registrar/graduation/)

Heidi Beck, Associate Registrar

This office provides and processes applications for graduation, publishes graduation lists, and orders diplomas. More information is available on pages 34-38.

## Honors Program

MLIB 374, 797-2715

[www.usu.edu/honors](http://www.usu.edu/honors)

David Lancy, Director

**Introduction:** The Honors Program offers students an enhanced undergraduate education at Utah State University. Honors is a program woven through USU's colleges and departments that allows students:

- ▼ to do enhanced coursework in a **portion** of their University Studies courses and a **portion** of their upper-division courses;
- ▼ to work in smaller classes;
- ▼ to enjoy more direct contact with professors;
- ▼ to take intensive seminars, experimental classes, and interdisciplinary courses;
- ▼ to gain Honors credit on their transcripts;
- ▼ to work toward one of three Honors degree options.

The Honors Program is designed for motivated students who want to get the most out of their education. Honors serves students who want to go beyond minimum requirements and narrow specialties, who want to pursue studies in greater depth, and who are willing to put additional time and effort into their studies.

**Degree Options:** Program members may work toward one of three different Honors degrees:

**Option I: Department Honors with Honors in University Studies.** Designed for students who need to complete their

University Studies requirements and who will pursue upper-division Honors coursework. Requires 27 total Honors credits (in approved lower-division courses and in an approved upper-division Department Honors Plan).

**Option II: Department Honors.** Designed for students who have completed all or most of their University Studies requirements and who will pursue upper-division Honors coursework. Requires at least 15 total upper-division Honors credits and an Honors thesis (in an approved upper-division Department Honors Plan).

**Option III: University Honors.** Designed for students who need to complete their University Studies requirements and who will pursue upper-division Honors coursework in an area not covered by a Department Honors Plan. Requires 27 total Honors credits (in approved lower-division courses and in an approved, individually designed, upper-division Honors Plan of Study).

**Getting Started. Note:** *The information below guides advisors in informing students about the options offered by the Honors Program. However, actual admission to the Honors Program and registration for Honors classes is closely monitored and can only be done through the Honors Office. Interested students should be directed to the Honors Program Office.*

**Determine the student's eligibility.** Students who are entering freshmen are invited to join the Honors Program based on an admissions index of 124 or greater.

Students who have transcripts with cumulative GPAs of 3.5 or higher and who have not completed their University Studies requirements may be admitted to the Honors Program.

Students who have completed all or most of their University Studies requirements and who have GPAs of at least 3.3 may enter the Program through acceptance into an approved Department Honors Plan.

**Some Changes in the Honors Program.** Honors now offers interdisciplinary seminars for students. In order to graduate with Honors in University Studies, students must complete 3 credits in these seminars.

Usually, these three credits will comprise the following: Scholars Forum (HONR 2000), a one-credit online course taken in the fall of the first year; and Honors Inquiry Seminar (HONR 2100), a one-credit, lecture-format course taken in the spring of the first year. For the last credit hour, students will enroll in Honors Enrichment (HONR 2200) or any other Honors Seminar.

**Other Information.** The Honors Center (Merrill Library 372-377) comprises staff offices, a seminar room, a student

lounge/class room, study areas, and a computer lab. Details about the Honors Program are available through the Honors Office and on the Honors home page.

## Housing and Food Services

1295 East 1000 North, 797-3113

[www.housing.usu.edu](http://www.housing.usu.edu)

Steven C. Jenson, Director

USU Housing's commitment is to provide students with high-quality facilities, reasonable prices, excellent customer service, and the ultimate in campus convenience. A well-trained staff in each residential area provides numerous opportunities for social interactions and community building within the halls and apartments. The staff also offers educational workshops which supplement formal classroom experiences and learning. Residence Life staff members serve as knowledgeable advisors, resources, and mediators.

Living in USU residence halls gives students the opportunity to make the most of their collegiate experience. Studies show that those students who live on campus perform better academically, stay in school longer, and are more satisfied with their overall college experience. A well-rounded living/learning environment can have a significant influence on student education, and USU Housing wants to help students succeed. Students may choose from traditional-style, apartment-style, and family-style living accommodations.

## ID Cards

(Customer Service Center)

TSC 212, 797-3852

[www.usu.edu/usucard](http://www.usu.edu/usucard)

Jana M. Gittins, Business Manager

Students and faculty who need ID cards should contact this office. More information is available on page 30.

## International Students and Scholars

TSC 313, 797-1124

[www.usu.edu/iss/](http://www.usu.edu/iss/)

Negar C. Davis, Director

Utah State annually enrolls more than 1,100 international students and scholars. The Office of International Students and Scholars (ISS) acts as a liaison for the student, the University, and government agencies. Activities, such as International Banquet, International Assistance Week, and Mr. and Ms. International, are sponsored through ISS to provide American and international students the opportunity to share

their diverse cultures.

ISS provides New International Student Orientation to all incoming international students each semester.

Because international students have many needs that differ from the needs of American students, the following tips for advisors of international students will be helpful.

### Tips for the Academic Advisor of International Students

**Maintaining "Full-time" Status.** Immigration regulations require that foreign students on F or J nonimmigrant visas complete a full course of study each semester. For undergraduates and second BS students, 12 credit hours are required each semester. For graduates, 9 credits are required. (If a graduate student has completed all the required coursework and is currently working on a dissertation or thesis, the student can take as few as 3 credit hours, but will need to complete a reduced course load form, obtained in the ISS Office (TSC 313), which must be signed by an academic advisor or a representative from the School of Graduate Studies.

To be considered as full-time students during the summer, international students may NOT take all of their courses during one short-term session. More specifically, international students must spread their credit load throughout the summer by taking a minimum of one course during the first four-week session and a minimum of one course during the eight-week session. Undergraduate students must complete a minimum of 12 credits, and graduate students must complete a minimum of 9 credits.

A maximum of 3 credits of distance education (online or independent study classes) may count toward the 9- or 12-credit requirement per semester.

Exceptions to the "full-time student" status are as follows and should be cleared through ISS:

- a. The undergraduate student is in his or her last semester at the end of his or her coursework and needs only a few credits.
- b. The student is ill and has a doctor's statement recommending that he or she take fewer credits or that he or she not attend school.
- c. In some instances, a graduate student on an assistantship may take less than 9 credits.

Please refer these students to the ISS Office. The advisor will be requested to sign the "Reduced Course" Form.

If a student is unable to maintain the number of credits, please refer him or her to the ISS Office. It is often easier for a student to remain in status than it is to correct his or her status once his or her immigration status has been violated.

**First Semester Students.** Because of the problems of adjusting to United States social customs, language, and educational system, it is extremely advisable that students from non-English speaking countries begin their academic study with courses with which they are already familiar in order to allow them time to make that adjustment and still maintain their immigration status.

**Academic Problems.** Dropping below satisfactory performance in classes may be a sign of personal problems and/or insufficient academic background.

When personal problems appear to be the cause of their trouble, students must be referred to the ISS Office and to the Counseling Center for help with minor to severe problems.

When the problem is due to insufficient academic background and the student is advised to drop the problem course, it may be advisable to add a course such as swimming, or another physical education course. Please be aware that Immigration does not recognize audited courses for meeting the full-time student requirement. Immigration will permit Independent Study to be taken as part of the full-time requirement for a semester; however, it must be completed approximately three weeks before the semester ends if it is to be counted for that semester.

**Financial Problems and Registration.** On occasion, students will not be able to register for courses due to financial problems (i.e., money arriving late from home, etc.), but are required by the Immigration Service to be "full-time" students. The University has set up a system that occasionally accommodates those students, but students must contact the ISS Office so that their status can be confirmed. If a student must register late (beyond the last registration date) and is attending classes, be sure that the student has made the proper contacts so that his or her problem is not aggravated.

**BCIS Information Requirements.** The ISS Office must be notified of completion of degrees, changes of major, transfers, withdrawals from the University, required course load (RCL), changes of address, etc., and the students need to be advised to contact this office when these changes occur.

**Social Adjustment.** Students needing social attention should be advised that the ISS Office will help them get involved in student activities, will try to locate a host family, or help them adjust socially to this community and the University.

**Work Permission.** International students who are seeking employment should remember that it requires

permission (even on campus). Possession of a Social Security Number is not permission to work; however, students must have a Social Security Number to be paid for their work. F-2 and B-2 visa holders cannot work under any circumstances. J-2 visa holders, under some circumstances, may obtain work authorization from the Immigration Service.

**a. On-campus work:** F-1 students may work on campus if registered for a full course of study each semester. USU-sponsored J-1 students may be given permission by the ISS Office to work on campus. Undergraduate and second BS students must complete 12 credits each semester. Graduate students must complete 9 credits each semester. The student's passport must be valid 6 months in advance. Legal status is cleared through the ISS Office.

**b. Off-campus work:** A student who wants to apply for off-campus work authorization must see an ISS staff member to discuss possibilities and options.

**c. Practical Training:** Optional Practical Training (OPT) for F-1 students is available in four options, for a total of 12 months in the student's field of study. Students are allowed to apply for OPT prior to completion of coursework. OPT may be taken:

1. During authorized vacation.
2. Part-time while school is in session.
3. Upon completion of coursework, excluding thesis, etc.
4. Upon completion of degree.

**d. Curricular practical training is also available.** It is defined as internship or cooperative education for which credit is given, or internship/practicum which is offered by sponsoring employers through cooperative agreements with the school and is required by the department.

**Note:** A student must make a request for any type of work authorization to the ISS Office. Though some paperwork is processed through the Immigration and Naturalization Service, students still must go through the ISS Office for these procedures.

USU-sponsored J-1 students may request academic training from the J-1 Responsible Officer or Alternate Responsible Officer in the ISS Office.

**Leaving USU.** When a student is ready to leave the country or transfer to another school, he/she must notify the ISS Office.

## Multicultural Student Services

TSC 309, 797-1733

<http://multiculture.usu.edu>

**Moises Diaz, Director**

Multicultural Student Services contributes to the mission of the University and Student Services by advancing and encouraging the intellectual, personal, cultural, and professional development of Native American, African-American, Asian-American, Oceanic, and Latino student populations. Student development is promoted by integrating experiences into the student's total learning environment in the classroom and community that foster, in each individual, respect and responsibility for self and other members of the world around them.

Multicultural Student Services provides direction and leadership for Utah State University's commitment to cultural diversity. This mission is carried out through programs of instruction, advisement, community service-learning, internships, experiential education, special events, administration, and student support services.

**National Student Exchange (NSE)****(Academic Resource Center)****TSC 305, 797-1128**[www.usu.edu/arc/nse](http://www.usu.edu/arc/nse)**Noelle A. Call, Director**

This is a group of more than 180 colleges and universities in the United States who have joined together to provide opportunities for exchanges. Schools involved include Oregon State University, University of Massachusetts, Rutgers, University of Delaware, University of New Mexico, University of Nevada (Reno), University of Hawaii, University of Minnesota, and others.

NSE is designed to (1) provide students with options for educational travel and study at minimal increased cost, (2) provide educational opportunities in academic studies that are not available on the home campus, and (3) create an awareness of and appreciation for diverse ideas and value systems.

Students normally participate in the exchange program during their sophomore or junior year. For further information, contact the Academic Resource Center.

**Network and Computing Services****SER 301, 797-2391**[www.usu.edu/compser](http://www.usu.edu/compser)**Kim Marshall, Director**

Network and Computing Services (NCS) provides computing and networking facilities and services for instructional, research, and administrative functions. A current description of these facilities and the access procedures for

students and staff may be found on the NCS website.

The Help Desk is managed by NCS. This service is located in SER 108 and is available to students and staff from Monday through Friday from 8 a.m. to 8 p.m., Saturdays from 10 a.m. to 2 p.m., by phone (797-4358), or e-mail ([helpdesk@cc.usu.edu](mailto:helpdesk@cc.usu.edu)). Online services and FAQs may be found on the web at <http://helpdesk.usu.edu/>.

NCS coordinates eleven Student Open Access labs and manages six of them. More than 800 computers are available for use by USU students upon presentation of their USU ID card. Lab locations, hours of operation, and lists of software and equipment available at each lab are described on the Student Lab Services website at <http://www.sls.usu.edu>.

**New Student Orientation Program****(University Advising and Transfer Services)****TSC 310, 797-0283**[www.usu.edu/soar](http://www.usu.edu/soar)**Lisa Hancock, Program Administrator**

University Advising and Transfer Services provides orientation services to new first-year and transfer students, information concerning USU programs, and information about available services at the University. More information is available on pages 21-22.

**Records Office****(Office of the Registrar)****TSC 246, 797-1116**[www.usu.edu/registrar/records/](http://www.usu.edu/registrar/records/)**Heidi Jo Beck, Associate Registrar**

This office processes and maintains student academic records. Students or advisors needing transcripts of academic records or needing to make changes on academic records should contact this office.

**Reentry Student Center****TSC 315, 797-1728**[www.usu.edu/stuserv/womencen](http://www.usu.edu/stuserv/womencen)**Janet L. Osborne, Director**

The Reentry Student Center provides information, assistance, and referrals concerning the opportunities and resources available on campus and in the community to nontraditional students, who are identified as women and men returning to school after a gap in their education. The center serves as an informal place for reentry students and facilitates their transition to university life.

1. Reentry orientation workshops are held to help adults become acquainted with various resources and become integrated into college life. Peer counselors are available for assistance.

2. Student contact services for family emergencies and child care information are provided.

3. Programs, special activities, and support groups focus on reentry student issues and concerns. Pinnacle, the reentry student honor society, provides opportunities for student involvement.

4. Encouragement grants, tuition waivers, and scholarships are available to reentry women and men students. Listings of other financial aid sources are maintained.

5. Hours are from 8:30 a.m. to 4:30 p.m.

## Registrar's Office

TSC 246, 797-1116

[www.usu.edu/registrar/registration/](http://www.usu.edu/registrar/registration/)

Glenn Davis, Registrar

This office prepares all registration materials and conducts registration. More information is available on pages 23-31.

## Residency

(Admissions)

TSC 102, 797-8144

Ann N. Gibbons, Administrator's Assistant

Applications for student resident status are filed and processed through this office. Information on residency requirements can also be obtained from this office. More information is available on page 17.

## Scheduling (Classrooms)

(Office of the Registrar)

TSC 246, 797-1140

Cindy B. Moulton, Assistant Registrar

The University *Schedule of Classes* is prepared by the Scheduling Office each semester. All classroom space is arranged through the Scheduling Office. This office is also responsible for curriculum management, including course restrictions and enrollment caps.

## SIS Plus Help Desk

(Office of the Registrar)

TSC 246, 797-7095

Jerry Clarke, Assistant Registrar

Advisors who need access, training, or basic questions answered regarding SIS Plus should contact Jerry Clarke. More information is available on pages 39-42.

## Student-Athlete Services

Harris Athletic Center, 797-1849

[www.usu.edu/sas](http://www.usu.edu/sas)

Brian Evans, Assistant Athletic Director

The Office of Student-Athlete Services is designed to assist student-athletes in the areas of academic, vocational, and social development. The office is responsible to see that student-athletes meet and maintain NCAA, Big West, and Utah State University eligibility standards. The following is a list of services provided through the Student-Athlete Services Office:

**Priority Registration and Academic Advising.** The office helps student-athletes understand University policies and procedures, as well as coordinate their class registration. All student-athletes have priority registration, allowing them to select necessary courses before open campus registration begins. This ensures that the courses selected will satisfy major requirements and facilitate team practice and workout schedules each semester.

Each student-athlete must meet with his or her faculty advisor to make appropriate course selections. The faculty advisor must sign the registration form before it may be returned. Student-athletes will lose their priority registration if they have a hold on their registration for any unpaid bills such as parking tickets, phone bills, or unreturned library books.

**CHAMPS/Life Skills Program.** The Office of Student-Athlete Services assists the NCAA with the CHAMPS/Life Skills program through the Athletics Office at Utah State University. The Life Skills program offers workshops to student-athletes on topics such as: effective study skills, career services, time management, test-taking, note-taking, interpersonal relationships, and alcohol and other drug education. Student-Athlete Services also provides a one-credit new student-athlete orientation course (MHR 2160) during fall semester for all new student-athletes. Upper-class student-athlete mentors assist new student-athletes in making a smooth transition to the University and Division I athletics.

**Tutoring.** Tutoring will be arranged for all student athletes who desire additional support with their academics. Trained undergraduate and/or graduate students offer individual and small group tutoring sessions. Tutors are available at no cost to the student-athlete for nearly any course taken at USU. Tutors are a great resource to supplement classroom learning.

**Study Sessions.** Supervised study sessions are offered to student-athletes four evenings per week throughout the school year. These study sessions provide a quiet and structured time frame for student-athletes to focus on homework following classes and team practice. Tutors regularly attend these sessions and are available to assist student-athletes with coursework and use of the computer lab.

**Class Scheduling.** Student athletes must carry at least 12 credits each semester. Students will receive 3 athletic credits during the semester in which their sport is in season, and 2 more credits during the semester in which their sport is out of season. Most of the athletic teams practice during the afternoon and, when possible, it is recommended that they complete their classes by 1 p.m. One exception is the women's basketball team, which practices during the morning.

**Continuing Student-Athlete Eligibility Requirements.** The NCAA, Big West Conference, Sun Belt Conference, and Utah State University have multiple specific criteria each student-athlete must meet in order to be eligible for practice and competition during each year.

**Student-athletes who entered college full time before August 1, 2003** must: (1) complete an average of 24 applicable credits each academic year (fall through summer); (2) complete at least 18 of the 24 credits during the fall and spring semesters; and (3) pass at least 6 applicable credits each semester (fall and spring).

Student-athletes must: (1) complete at least 25 percent (30 credits out of 120) of their degree and maintain a 1.8 minimum GPA after four semesters; (2) complete at least 50 percent (60 credits out of 120) of their degree and maintain a 1.9 minimum GPA after six semesters; and (3) complete at least 75 percent (90 credits out of 120) of their degree and maintain a 1.9 minimum GPA after 8 semesters.

**Student-athletes who entered college full time on or after August 1, 2003.** First year (freshmen) must: (1) complete at least 24 applicable credits (fall through summer) and complete at least 18 of the 24 credits during the fall and spring semesters; (2) pass at least 6 applicable credits each semester (fall and spring); and (3) pass at least 18 applicable credits during fall and spring semesters in the second, third, and fourth years.

Student-athletes must: (1) complete at least 40 percent (48 credits out of 120) of their degree and maintain a 1.9 minimum GPA after four semesters; (2) complete at least 60 percent (72 credits out of 120) of their degree and maintain a 2.0 minimum GPA after six semesters; and (3) complete at least 80 percent (96 credits out of 120) of their degree and maintain a 2.0 minimum GPA after 8 semesters.

**Please note:** Most degrees at USU require a 2.5 or higher GPA in order to graduate.

**Third-year student-athletes** must declare a major before the beginning of the third year or fifth full-time semester.

**All student-athletes** must be enrolled in at least 12 credits at all times in order to be eligible to practice, receive athletics aid, and compete.

## Student Employment

(Financial Aid Office)

TSC 106, 797-0184

[www.usu.edu/studemp](http://www.usu.edu/studemp)

Paula Miller, Student Employment Coordinator

The Student Employment Office develops and posts on-campus part-time and off-campus full-time and part-time openings daily on the Job Board in the hallway outside the Financial Aid Office in the Taggart Student Center. Summer openings representing camps, resorts, ranches, government, and private industry across the United States are featured from January through May on display boards at the entrance to the Financial Aid Office. Additional information and assistance may be obtained at the Student Employment counter in the Financial Aid Office.

## Student Health and Wellness Center

850 East 1200 North, 797-1660

[www.usu.edu/shshome](http://www.usu.edu/shshome)

Dr. James W. Davis, Director

The Student Health and Wellness Center provides students and their families with care for illness and minor injuries, as well as health and wellness information for a variety of concerns. Help and information on topics such as

depression, nutrition, time and stress management, healthy relationships, and prevention of sexual assault and date rape, as well as assessment, education, and referral for substance abuse, are available from a variety of specialists on the staff.

The services of physicians, nurses, and pharmacists, as well as laboratory, physical therapy, psychology, prevention, and dietitian services, are available on-site. General medical care and specialty care in sports medicine, emergencies, dermatology, gynecology, and psychiatry are provided through the center. Special services include physical exams for pilots, teachers, or missionaries, and x-ray and laboratory services are available. Peer educators, as well as office staff, are available to answer questions and provide support or information on health-related topics. Students gain leadership skills while involved in peer educator teams offering prevention activities and promoting healthy lifestyles. Prevention programs, research surveys, and educational classes are also available through this office. Educational presentations on health-related topics, which are excellent supplements to academic course material, can be scheduled by faculty members for inclusion in their classes.

Most of the costs for services of the Student Health and Wellness Center are covered by the Student Health Fee or Spouse/Family Health Fee, paid at the time the student registers, but some procedures and classes may require a nominal fee. Although the Student Health and Wellness Center provides administrative oversight of the Student Health Insurance Plan, health insurance is **not** required to use the Student Health and Wellness Center.

## Student Involvement and Leadership Center

TSC 326, 797-2912

<http://a-station.usu.edu>

Tiffany M. Evans, Director

The Student Involvement and Leadership Center strives to provide opportunities for students to receive life, leadership, and interpersonal skills by sponsoring events and activities that complement the academic curriculum and enhance the overall educational experience through the development of a wide range of programs, services, leadership development opportunities, and activities. These events strive to promote diversity, cultural appreciation, social interaction, community service, a sense of community, and effective student government representation.

The Student Involvement and Leadership Center includes the following: student government (ASUSU), fraternities and sororities, Leadership House, Fall Leadership, Mortar Board, Spirit Squad, and the Val R. Christensen Service Center.

Students who are interested in getting involved should visit the A-Station or go to the Taggart Student Center Room 326.

## Student Support Services

TSC 225A, 797-3372

[www.usu.edu/sss](http://www.usu.edu/sss)

Nazih Al-Rashid, Director

Student Support Services is a special program financed through a Federal grant and Utah State University with the purpose of providing additional support to students who meet particular qualifications. The Student Support Services Program seeks to prepare and support students for the challenges of higher education by offering assistance in:

- ▼ Academic Advising and Guidance
- ▼ Tutoring on an Individual Basis
- ▼ Course Selection
- ▼ Faculty Mentoring
- ▼ Reading and Study Skills Enrichment (PSY 1730, 1750)
- ▼ Math Instruction (MATH 0900, 1010, 1050)
- ▼ Financial Aid Planning

To qualify for these services, a student must be an American citizen or permanent resident of the United States, must be registered at Utah State University, must demonstrate academic need for services as defined by the institution, and must meet one of the following U.S. Department of Education criteria:

1. Low income, as established by the U.S. Commission of Higher Education;
2. Disabled, including physical disabilities and learning disabilities; or
3. First-Generation College Student, meaning that neither of the student's parents have graduated from a four-year institution of higher education.

## Study Abroad Program

TSC 313C, 797-0601

[www.usu.edu/stdyabrd/](http://www.usu.edu/stdyabrd/)

Kay Forsyth, Director

The USU Study Abroad Office provides information concerning a wide range of affordable programs providing USU students with opportunities for study throughout the world.

USU has partnership agreements with many universities worldwide to provide student exchange opportunities. Some

of these partners include: Gifu, Kansai Gaidai, Kobe and Yokohama National Universities, Japan; North London Metropolitan, Leicester, and University College Northampton Universities, UK; University of Innsbruck, Austria; University of Ljubljana, Slovenia; University of La Rioja, Spain; Monterrey Tech (eight campus locations throughout Mexico), Mexico; University of Costa Rica, Costa Rica; Pontificia Universidade Catolica, Brazil; Pontificia Universidad Catolica de Valparaiso, Chile; Korea, Keimyung, and Sungkyunkwan Universities, Korea; Thammasat University, Thailand; and Southern Cross University, Australia.

Additional exchange program opportunities specifically for College of Business students include study in Australia, England, the Netherlands, and Sweden.

Utah State is also a member of the **International Student Exchange Program (ISEP)**. Through ISEP, students may study at a member institution in Africa, Asia, Australia, Canada, Europe, and Latin America. ISEP offers European study abroad opportunities at some of the leading institutions in Austria, France, Germany, Hungary, Sweden, Finland, the Netherlands, and the United Kingdom. Exciting opportunities for study in such countries as Czech Republic, Latvia, Fiji, Iceland, Ghana, and South Africa are also offered. There are more than 40 countries and over 100 international institutions to choose from. At many of these sites, coursework taught in English is available. There are also summer language programs, as well as other programs such as Asian Studies, botany, and archaeology, taught in English.

With the majority of study abroad semester/year programs offered by USU, a participant is matriculated directly into a host institution abroad. Direct matriculation means that a student registers as a regular student at the host institution, takes the same courses, completes the same assignments, and participates in the same activities as local students at that institution. Program cost is based on USU tuition, room, and board.

Utah State University faculty lead short-term study abroad programs every summer. Together with the USU Department of Languages, Philosophy, and Speech Communication, summer faculty-led language programs include: Costa Rica or Chile, France (Annecy), and Germany (Freiberg). Other faculty-led summer programs include the Anthropology Field School, Peru, and Graphic Design, Switzerland. See the study abroad website for the most current offerings.

In addition, students can study such subjects as literature, history, art history, theatre, and more at either the Cambridge International Summer School in Cambridge, England, or the University College Northampton International Summer School, Northampton, England.

USU is affiliated with study abroad program providers

such as Australearn, Council on International Educational Exchange (CIEE), International Studies Abroad (ISA), Middlesex University, and Study Abroad Italy to provide expanded worldwide study and internship opportunities for short-term or semester options.

StudyAbroad expands horizons, enhances resumes, and opens students to a world of new ideas and experiences. It is affordable and students can earn credit toward graduation requirements. Students can use most financial aid available to them as USU students. In addition, there are scholarships, such as the Gilman, Freeman Asia, and National Student Exchange Program, which can substantially reduce the cost of a study abroad program.

## Supplemental Instruction

(Academic Resource Center)

TSC 305, 797-1128

[www.usu.edu/arc](http://www.usu.edu/arc)

Noelle A. Call, Director

The Academic Resource Center (ARC) sponsors a program of supplemental instruction for University Studies classes. A student who has successfully completed a University Studies class is hired by the ARC to attend all class sessions and conduct review sessions. This student exemplifies good study habits and helps students develop study strategies geared at enhancing academic achievement in that class. SI classes and schedules are published each semester on the ARC website.

## Testing Services

UI 115, 797-1004

Eric W. Jensen, Testing Supervisor

Testing Services offers tests and other assessment devices to help students in the following ways:

**Admission Tests** are administered for undergraduate, graduate, and professional schools. Among the tests available are ACT, TOEFL, GRE, LSAT (law), MCAT (medical), and Miller Analogies Test. USU is an official GED testing center. All graduate and professional exams are offered through USU Testing Services, University Inn 115, 797-1004. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Credit by Examination:** If departmental policy allows, credit for knowledge gained outside the classroom is granted by means of examination. USU is an official CLEP center for College Level Examination Placement tests.

**Placement Tests**, such as Math Placement Testing and an exam to fill the American Institutions requirement, are

offered by Testing Services.

Testing information and application materials are available for nearly all nationally administered standardized tests.

### Tests Offered

**American College Testing (ACT) National Test.** The ACT National Test is an undergraduate admission test used by institutions in Utah, as well as by schools in much of the western half of the United States. The ACT National Test given at USU is the same test that is offered through many high schools. It is limited to five Saturday test dates each year—October, December, February, April, and June. Students must register by mail through the test company approximately five weeks in advance. Scores will be mailed approximately four weeks after the test date. Registration packets are available at USU Testing Services (University Inn 115) or at any high school counselor's office. The ACT National Test gives scores that are valid nationwide at any college or university that accepts the ACT.

**American College Testing (ACT) Residual Test.** The ACT Residual Test is for those students who either did not take the ACT National Test or who need ACT scores before scores can be provided from the next ACT National Test. The ACT Residual Test gives scores that are valid *only at the college or university where the test is actually taken*. Those who take the ACT Residual Test at USU should be aware that these scores cannot be sent, taken, or used anywhere except at USU and for its various programs. The ACT Residual Test is administered once each week (except during October), and scores are usually available immediately after the test. This test can be taken no more than once in a 60-day period. This retest restriction applies for ACT Residual testing at USU, as well as Residual testing at any other college or university. Students should call (435) 797-1004 to make an appointment to take this test.

**Scholastic Aptitude Test (SAT).** The SAT is an undergraduate admission test used widely in California and in the eastern part of the United States. It is administered on Saturdays seven times yearly, with registration deadlines five weeks in advance. Scores will be mailed approximately three weeks after the test. Because Utah schools and many schools in the West look first for ACT scores, there is not a large demand for the SAT in this area. Registration materials are available at USU Testing Services (University Inn 115), but this test is not administered at USU. The closest available test site for the SAT is at Weber State University in Ogden.

**Test of General Educational Development (GED).** The GED is a high school equivalency exam required by USU and many higher educational institutions when a candidate for admission does not have a high school diploma. More than seven hours in length, this test is administered each Monday

morning, by appointment. In Utah, GED examinees must be at least 17 years old in order to take this test. Those 17 or 18 years old whose high school class has not yet graduated must meet certain additional requirements in order to take the GED. Contact USU Testing Services, (435) 797-1004, for details or to schedule an appointment.

**Graduate Record Exam (GRE).** The most common graduate admission test, the GRE General, is a computer-based exam which measures verbal, quantitative, and analytical writing skills. Separate scores, ranging from 200 to 800, are reported in the verbal and quantitative areas. The analytical writing score is on a scale of 1 to 6. The GRE is administered throughout the year on Tuesdays, Thursdays, and Fridays, by appointment. Score reports arrive approximately three weeks after testing.

**GRE Subject Tests.** GRE Subject Tests are pencil and paper-based exams, administered just three times each year—November, December, and April. Relatively few students are required to take the GRE Subject Tests. The tests measure knowledge of specific subject areas, such as biology, physics, or literature. These exams are generally taken only by students whose program requires a GRE Subject Test in addition to the GRE General Exam. Registration must be made through the test company five weeks in advance of the test date. Score reports arrive approximately four to six weeks after testing.

**Miller Analogies Test (MAT).** Another common graduate admission exam, the MAT, does not have separate verbal, quantitative, and analytical sections. It is a 50-minute exam measuring an examinee's ability to solve 100 analogies on a wide range of topics. Because this exam does not report a separate quantitative score, the test is not widely accepted for programs which place emphasis on math skills. The MAT is given throughout the year on Fridays at 10 a.m. or 2 p.m., by appointment. Score reports arrive approximately three weeks after testing.

**Graduate Management Admission Test (GMAT).** The GMAT is for admission to business school. Similar to the GRE, the GMAT is a computer-based exam with separate verbal and quantitative sections. The GMAT includes an analytical writing component. THE GMAT is administered throughout the year on Tuesdays, Thursdays, and Fridays, by appointment. Score reports arrive approximately three weeks after testing.

**Law School Admission Test (LSAT).** Used for law school admission, the LSAT measures an examinee's verbal, quantitative, and analytical writing skills. It is a pencil and paper-based test offered only four times yearly—October, December, February, and June. Examinees must register through the test company approximately five weeks in advance. Score reports arrive five weeks after testing.

**Medical College Admission Test (MCAT).** The MCAT is a pencil and paper-based test used for admission to medical school. It is offered only twice yearly—once in April and once in August. The MCAT measures verbal reasoning skills, biological and physical science knowledge, and analytical writing ability. Examinees must register through the test company five weeks in advance and can expect scores approximately 60 days after testing.

### Mathematics and Statistics Placement Tests

Regardless of previous record, a student may take any of the mathematics and statistics placement tests up to twice per semester. Students should schedule an appointment in advance at the Testing Center, located in the University Inn, Room 115. A \$5 fee will be required for each test, and results will be known within a few minutes. There are three different tests for placement into:

- ▼ MATH 1010
- ▼ MATH 1030, 1050, 1060, or STAT 1040
- ▼ MATH 1100, 1210, 2020, or STAT 2300

Information about placing students in mathematics and statistics courses is found on page 59.

## Tutoring Programs

(Academic Resource Center)

TSC 305, 797-1128

[www.usu.edu/arc](http://www.usu.edu/arc)

Noelle A. Call, Director

**Drop-In Tutoring.** Free drop-in tutoring is provided by trained tutors for mathematics and statistics. Services are available at various campus sites. Schedules are published each semester on the ARC website.

**Tutor Advertiser.** Students can hire a qualified tutor through the *Tutor Advertiser*, which is a web-based service maintained by the ARC. These tutors are screened by the ARC and must be paid by the student receiving the tutoring. The Tutor Advertiser is published on the ARC website.

**Tutor Directory.** The ARC publishes a directory of all on-campus free tutoring. The directory is available through the ARC's web page.

## University Advising and Transfer Services

TSC 304, 797-3373

[www.usu.edu/ats](http://www.usu.edu/ats)

John D. Mortensen, Director

The Office of University Advising and Transfer Services (UATS) provides advising referrals and information regarding University requirements, academic policies and procedures, academic program planning, University Studies requirements, transfer articulation agreements, services, and resources of the University. UATS also facilitates the new Student Orientation, Advising, and Registration (SOAR) program; the Peer Advising program; the Graduation Guarantee program; the Intent to Transfer program; and transfer articulation agreements. More information is available on page 8.

## Veterans Services

(Office of the Registrar)

TSC 246, 797-1102

Lillian Tripp, Veterans Services

The Office of Veterans Services assists eligible veterans, qualified dependents of disabled veterans, and National Guard and Reservists in pursuing their educational, professional, or vocational objectives and receiving their appropriate educational benefits.

## Women's Center for Lifelong Learning

TSC 315, 797-1728

[www.usu.edu/stuserv/womencen](http://www.usu.edu/stuserv/womencen)

Janet L. Osborne, Director

The Women's Center provides information, assistance, and referrals concerning the opportunities and resources available on campus and in the community. The center serves as an advocate for women, educating campus and community constituencies on the changing status of women and gender-based issues. The center provides support for women students, faculty, and staff, and facilitates the exchange of information for their personal and professional development.

1. Lectures, workshops, conferences, and seminars focus on topics of current interest.

2. Current listings for all classes offered through the Women and Gender Studies program, as well as other special classes and support groups, are provided.

3. A resource library containing books, articles, magazines, and information files on a variety of subjects concerning issues facing women and men in our changing society is available.

4. Encouragement grants, scholarships, and tuition waivers are available to reentry women and men and to senior and graduate women. In addition, listings of financial aid from community, state, and national sources are maintained.

5. An emergency contact service and child care information are provided.

**Writing Center**  
RWST 104, 797-2712

<http://writingcenter.usu.edu>

The Writing Center provides help for any stage of the writing process and is open and free to most students. Hours are Monday through Friday by appointment from 9:30 a.m. to 3:30 p.m., and Monday through Thursday evenings for drop-in sessions from 7 to 9 p.m. All appointments must be made online by going to the website. Consultants are available for one-on-one counseling in the center or for online sessions. Summer hours vary as needed.