

# Referral Directory (Offices and Programs)

## Academic Resource Center

**TSC 305, 797-1128**

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

**Carol A. Rosenthal, Director**

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

**Mathematics and Statistics Tutoring and Supplemental Instruction** (see page F11).

**Classes.** PSY 1730, Strategies for Academic Success, is taught as a 2-credit course twice each semester (7 weeks) each fall and spring, and for one session during the summer. One-credit independent study modules are also available. Students learn and practice a variety of college learning/study strategies. MHR 2160 is taught each semester to train and certify tutors.

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

**Idea Sheets.** Free Idea Sheets on a variety of learning strategies 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, etc.

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

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

**Workshops.** The ARC offers workshops on a variety of learning topics for student groups and classes. Topics include:

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

To arrange for a workshop, call 797-1128.

## Admissions

**TSC 102, 797-1079, or (800) 488-8108**

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

**Jennifer A. Putnam, 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 A7-A12.

## Campus Recreation

**HPER 126, 797-7529**

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

**Kevin J. 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 fitness programs. 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.

## Card Office/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)**

**Monica Trippler, Card Office Manager**

**USU ID Cards.** This is the one card needed for campus. It may be used for identification, admission to events and activities, debit and dining accounts, admission to recreation facilities, use of computer labs, checking out books at the library, 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 Card Office/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.

## Career Services

**UI 102, 797-7777**

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

**Donna E. Crow, Director**

Career Services is the link between students and successful career employment. A dedicated group of career coaches is ready to help by offering expertise in four broad areas related to career paths. These four areas are briefly outlined below.

**Career Exploration.** A variety of exploratory activities and assessments are available to help students develop self-awareness in selecting a major and focusing on career choices suiting their needs, interests, and abilities. In addition, PSY 1220 (3 credits), a Career and Life Planning course, is taught to help students more fully explore career options.

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**Co-op/Internships.** Students who participate in this program can graduate with the experience employers are looking for. Students can receive pay *and* academic credit for one or more relevant work experiences in their field of study.

**Graduate School Preparation and Testing.** Students planning to attend graduate school can receive help in the preparation of their graduate school applications and personal essays. Tests are also available for undergraduate and graduate schools, credit by examination (CLEP), and admissions tests. Tests available include: ACT, TOEFL, GRE, LSAT (Law), MCAT (medical), and the Miller Analogies Test. Test times can be scheduled directly by calling (435) 797-1004.

**Career Employment.** From on-campus recruiting to fairs, expos, and forums, a wide variety of services are offered to assist students in obtaining employment upon graduation. Students can meet their career coach one-on-one to discuss resume/cover letter preparation, networking contacts (both employer and alumni), and personal career search strategies.

Whether students are sure of what they want to do after leaving Utah State University or are just beginning to think about their career options, their career coach can help. By visiting Career Services *early* and often, students can take control of their future.

## Computer and Information Literacy (CIL)

**Office: ESLC 044B, 797-0957**

**Lab: ESLC 131, 797-2405**

**<http://cil.usu.edu>**

**Robert D. Barton, Director**

Students must pass six competency exams in computer and information literacy as part of the General Education requirements. More information about these exams is available on page D1 of this handbook.

## Counseling Center

**TSC 306, 797-1012**

**[www.usu.edu/counseling/](http://www.usu.edu/counseling/)**

**Mary E. Doty, Director**

The Counseling Center assists students with personal growth and adjustment, mental health concerns, relationship issues, problem-solving, and career/academic adjustment. Services include individual, couples/relationship, and group therapy; outreach programs; problem-solving consultations; and psycho-educational assessments.

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.

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## Cultural Exchange Program (Office of International Students and Scholars)

TSC 313, 797-1124

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

**Jeannie Pacheco, Director**

Approximately 1,000 students and scholars from 79 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.

## Disability Resource Center UI 101, 797-2444 Voice or 797-0740 TTY [www.usu.edu/drc](http://www.usu.edu/drc) **Diane C. Baum, 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 C. Baum, 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 and transcribers**
- **Interpreters for the Deaf**

- **Accommodated Testing**
- **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 people with disabilities 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.
  - d. Enroll in workshops or seminars, which include both able-bodied persons and students with disabilities, on such topics as assertiveness, communication skills, and life choices.

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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 adaptive devices, such as a speech board or other telecommunications devices.
- 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)**

**Steven J. Sharp, 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 B1-B3.

## General Studies Program

**(University Advising)**

**TSC 304, 797-3373**

**[www.usu.edu/advising](http://www.usu.edu/advising)**

**Stephanie W. Hamblin, Director**

General Studies, a component of the Office of University Advising, 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, 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 B7-B8). 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. 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.

**Note:** Effective Summer Semester 2009, General Studies will be replaced by Provisional Admission.

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## Honors Program

Main 15, 797-2715

<http://honors.usu.edu/>

Christie L. Fox, Director

**Introduction:** The Honors Program offers students an enhanced undergraduate education at Utah State University. Students may join the Honors Program at almost any stage of their education. 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 interested in "hands-on" learning.

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

**Option I: Departmental 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 semester credits, including as many as 12 credits from the *Honors Course List* and at least 15 credits, including Honors senior thesis/project credits, in an approved Departmental Honors Plan.

**Option II: Departmental Honors.** Designed for students who have completed all or most of their University Studies requirements and who will pursue upper-division Honors coursework. Requires 15 semester credits as specified in a Departmental Honors plan, including a senior thesis/project.

**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 Departmental Honors Plan. Requires 27 semester credits, including at least 12 credits from the *Honors Course List* and as many as 15 credits, including Honors senior thesis/project credits, in an upper-division plan of study that has been approved by the Honors Director.

**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 their admissions index score.

Students who have transcripts with cumulative GPAs of 3.5 or higher 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 3.5 may enter the Program through acceptance into an approved Departmental Honors Plan.

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

Usually, these three credits will be composed of 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), Honors Connections (USU 1010), or any other Honors Seminar.

**Other Information.** Details about the Honors Program are available through the Honors Office and on the Honors home page.

## Housing and Residence Life

1295 East 1000 North, 797-3113

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

Steven C. Jenson, Executive Director

USU Housing's commitment is to provide students with 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 development 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 on campus 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 and Residence Life wants to help students succeed. Students may choose from traditional-style, suite-style, apartment-style, and family-style living accommodations.

## Independent and Distance Education

ECC 102D, 797-2137

<http://distance.usu.edu>

Independent and distance learning advances the University's land-grant mission by taking academics and discovery to a diverse and under-served student population through electronic program and course delivery.

Independent Study courses allow students to reduce scheduling problems and earn college credit without attending campus classes. Independent Study courses are offered on an open-enrollment schedule. Students may register anytime and may take up to one year

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to complete the courses. To request a catalog and registration forms, call (435) 797-2137 or (800) 233-2137. For more information, see pages C1-C3.

## Information Technology Janet Quinney Lawson Building (North End), 797-HELP (4357) <http://it.usu.edu> M. Kay Jeppesen, Vice President

Information Technology (IT) provides quality, timely, secure, appropriate, innovative, and reliable information technology services to support the University's mission of learning, discovery, and engagement. Advisors and students are encouraged to access the new IT website, which contains a list of services provided, tutorials, downloads, and an extensive knowledgebase.

The new IT Service Desk is fully equipped to handle all IT support requests from faculty, staff, and students. The Service Desk is located through the north entrance of the Janet Quinney Lawson (JQL) Building. The JQL building is located in the center of campus, directly across from the Education Building. The Service Desk is staffed Monday through Thursday from 7 a.m. to 10 p.m., Fridays from 7 a.m. to 8 p.m., and Saturdays from 10 a.m. to 3 p.m. Service Desk staff members are eager to serve faculty, staff, and students.

IT coordinates eleven student open access computer labs, six of which are managed by IT. 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 IT website under the Computer Labs link.

## International Students and Scholars TSC 313, 797-1124 [www.usu.edu/oiss/](http://www.usu.edu/oiss/) Jeannie Pacheco, Director

Utah State annually enrolls more than 1,000 international students and scholars. The Office of International Students and Scholars (OISS) acts as a liaison for the student, the University, and government agencies. Activities, such as the International Banquet, International Education Week, and Mr. and Ms. International are sponsored through OISS to provide American and international students the opportunity to share their diverse cultures.

OISS 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 OISS (TSC 313), which must be signed by 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 OISS:

- The undergraduate student is in his or her last semester at the end of his or her coursework and needs only a few credits.
- 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.
- In some instances, a graduate student on an assistantship may take less than 9 credits.

Please refer these students to OISS. The advisor will be requested to sign the "Reduced Course Load" form.

If a student is unable to maintain the number of credits, please refer him or her to OISS. 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 OISS 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 OISS 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.

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**Immigration Information Requirements.** OISS 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 OISS will help them get involved in student activities 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 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 OISS 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 OISS.
- b. **Off-campus work:** A student who wants to apply for off-campus work authorization must see an OISS staff member to discuss possibilities and options.
- c. **Practical Training:** Optional Practical Training (OPT) for F-1 students is available 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.
- 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 OISS. Though some paperwork is processed through the Immigration and Naturalization Service, students still must go through OISS for these procedures.

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

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

## Multicultural Student Services

**TSC 309, 797-1733**

**[www.usu.edu/multiculture](http://www.usu.edu/multiculture)**

**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.

## New Student Orientation Program (Retention and First-Year Experience)

**TSC 310, 797-0283**

**[www.usu.edu/soar](http://www.usu.edu/soar)**

**Lisa Hancock, Program Administrator**

Retention and First-Year Experience 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 B4-B5.

## Peer Advising Program (University Advising)

**TSC 304, 797-1133**

**[www.usu.edu/peers](http://www.usu.edu/peers)**

**Susan Haddock, Academic Advisor**

University Advising (UA) manages the Peer Advising Program. Peer advisors are experienced undergraduate students chosen and trained to assist with academic advising-related duties which include advising students and intrusive outreach (i.e., activities that build trust with advisees and/or promote peer advising within the department).

UA provides an annual retreat, monthly training sessions, and a certification program for peer advisors, who also receive extensive training from their departmental supervisor that is specific to their academic department.

The mission of the Peer Advising Program is to be a valuable and useful asset to:

- \* USU students being assisted by a peer advisor.
- \* the University department employing a peer advisor.
- \* the individual peer advisor.

## Records Office (Office of the Registrar)

**TSC 246, 797-1116**

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

**Roland Squire, 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.

# Referral Directory (Offices and Programs)

## **Reentry Student Center** **TSC 315, 797-1728** **[www.usu.edu/reentrystudent](http://www.usu.edu/reentrystudent)** **Patricia W. Stevens, 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 workshops are held to assist adults in becoming acquainted with various resources and in becoming integrated into college life.
2. Programs, special activities, and support groups focus on reentry student issues and concerns. Pinnacle, the reentry student honor society, provides opportunities for student involvement.
3. Encouragement grants, tuition waivers, and scholarships are available to reentry women and men students. Listings of other financial aid sources are maintained.

## **Registrar's Office** **TSC 246, 797-1116** **[www.usu.edu/registrar](http://www.usu.edu/registrar)** **John D. Mortensen, Registrar**

This office prepares all registration materials and conducts registration. More information is available on pages B6-B14.

## **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 A11.

## **Retention and First-Year Experience** **TSC 314, 797-1132** **[www.usu.edu/fyi/](http://www.usu.edu/fyi/)** **Noelle A. Call, Director**

The Office of Retention and First-Year Experience is a dynamic office with a core mission of student success and retention. Through a variety of programs and services, the office is poised to have an impact on students at the time of entrance to the University, throughout the first year, and beyond. Services include information on research, development, design, and implementation of programs and initiatives that directly target the enhancement of retention efforts. Programs include:

**Connections.** Connections is an academic course designed to ease students transition to Utah State University and to prepare them for their college experience. The course covers academic expectations, study strategies, and time management skills, as well as providing an atmosphere to meet friends, faculty, and staff. (1-3 credits—Offered fall and spring semesters)

**First-Year Experience.** The First-Year Experience Program will improve student retention by assisting first-year students with the transition to the academic and social environment of the University. (First-year students are defined as any students attending classes on the Utah State University campus for the first time, which includes freshmen and transfer students.)

Specific courses and programs, which are designed to promote academic inquiry, self-reliance, and community, include: Connections course, departmental introductory courses, general education courses, Honors Program, Multicultural REP program, Freshman Interest Groups, ASUSU student government, clubs, and organizations.

**Parent and Family Programs.** These programs are designed to keep parents and family members informed about happenings at USU; provide valuable information and support for parents; and provide an opportunity for parents to communicate with USU. For further information, see: [www.usu.edu/parents](http://www.usu.edu/parents)

**SOAR.** Retention and First-Year Experience 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 B4-B5.

**Matriculation Advising.** USU's Matriculation Advisor facilitates the retention effort through managing the Leave of Absence Process. As part of this process, students who need to leave USU are "recruited" back through targeted e-mails, letters, and personal phone calls. Additionally, the Matriculation Advisor oversees the readmission process for students who are not in academic good standing at USU, by guiding students to good standing through readmission contracts and work with each student's academic advisor.

Other responsibilities include academic suspension and management of academic standing.

**Leave of Absence.** Undergraduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a *Leave of Absence* form online. Students may file an admission deferral, a one-semester leave, a traditional leave of absence, or a complete withdrawal online at [www.usu.edu/rfye/loa](http://www.usu.edu/rfye/loa). Requests may be granted in the following circumstances:

1. Leaves of absence are generally granted and reviewed on a yearly basis for reasons relating to: illness or health, military service, employment, humanitarian or church service, family responsibilities, and financial obligations.
2. **The standard leave period is one year.** Allowances will be made for military activation, church or humanitarian service, and those with extenuating circumstances.

*Students must apply for leaves of absence for a current semester by the last day of classes for that semester.*

With very few exceptions, students who are attending another institution **may not** take a leave of absence. They must completely withdraw and apply for readmission. Students are encouraged to discuss possible exceptions with the Matriculation Advisor.

A student who takes a leave of absence must officially notify the Matriculation Advisor of his/her intention to return to USU from leave. This must occur prior to registration. **In most cases, the student will not need to apply for readmission.**

# Referral Directory (Offices and Programs)

## Scheduling (Classrooms)

(Office of the Registrar)

TSC 246, 797-1015

Jessica Hansen, Staff Assistant

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.

## Student-Athlete Services

Harris Athletic Center, 797-1849

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

Brian Evans, Associate Athletics 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, Western Athletic Conference (WAC), 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 (USU 1010) 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.

**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 1:30 p.m.

**Continuing Student-Athlete Eligibility Requirements.** The NCAA, Western Athletic 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 are considered, for purposes of athletics eligibility and NCAA intercollegiate competition, to be in good standing if they meet the applicable NCAA grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

**First-year (freshman) student-athletes 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 posts on-campus part-time and off-campus full-time and part-time openings daily. The job board is located in the hallway just outside the Financial Aid Office, TSC 106. Referrals may be printed from the website listed above. Other job openings listed include summer jobs at camps, resorts, ranches, government, and USU. Additional information and assistance may be obtained at the Student Employment counter.

## Student Health and Wellness Center

850 East 1200 North, 797-1660

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

Dr. James W. Davis, Director

The Student Health and Wellness Center provides students with care for illness and minor injuries, as well as with health and wellness information on a variety of concerns. 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. X-ray and laboratory services are also available.

# Referral Directory (Offices and Programs)

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 serving on the staff. 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 health 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, paid at the time the student registers, but some procedures or 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**

**[www.usu.edu/asusu/involvement/](http://www.usu.edu/asusu/involvement/)  
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. These events and activities complement students' academic curriculum and enhance their overall educational experience through the development of a wide range of leadership development opportunities, programs, and activities. These events strive to promote diversity, cultural appreciation, social interaction, community service, and effective student government representation.

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

Students who are interested in getting involved should go to Taggart Student Center 326 or visit: <http://www.usu.edu/asusu/>.

## Student Support Services

**UI 103, 797-3372**

**[www.usu.edu/ss](http://www.usu.edu/ss)**

**Nazih T. 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 the following:

- Academic Advising and Guidance
- Tutoring on an Individual Basis
- Course Selection
- Faculty/Peer Mentoring
- Reading and Study Skills Enrichment (PSY 1730, 1750)
- Mathematics and Statistics Instruction (MATH 0900, 1010, 1050; and STAT 1040)
- Financial Aid Planning
- Early Registration

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/studyabroad/](http://www.usu.edu/studyabroad/)  
Kay W. 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.

Opportunities also exist to study Russian at Kazan State University and St. Petersburg State University in Russia, and new opportunities to study in China are coming soon.

Additional exchange program opportunities specifically for Jon M. Huntsman School of Business students include study in Australia, England, the Netherlands, and Sweden. The Huntsman School of Business also has summer programs in Latin America and China, including internship and junior year abroad programs.

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,

# Referral Directory (Offices and Programs)

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 direct short-term study abroad programs every summer. Together with the USU Department of Languages, Philosophy, and Speech Communication, summer faculty-led language programs might include: Argentina, Costa Rica or Chile, France (Annecy), and Germany (Freiberg). Other faculty-led summer programs include the Anthropology Field School, Peru; Graphic Design, Switzerland; education in Mexico; Germany for Art; interior design in Europe; and more. 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 the University of Northampton International Summer School, Northampton, England; or Middlesex University near London.

USU is affiliated with study abroad program providers such as Australearn, Council on International Educational Exchange (CIEE), Denmark's International Study Program (DIS), International Studies Abroad (ISA), Middlesex University, and Study Abroad Italy to provide expanded worldwide study and internship opportunities for short-term or semester options.

Study Abroad 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)**

**Carol A. Rosenthal, Director**

The Academic Resource Center (ARC) sponsors a program of supplemental instruction for University Studies Breadth 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 toward enhancing academic achievement in that class. SI classes and schedules are published each semester in the *Schedule of Classes* and on the ARC website.

## Testing Services

**UI 115, 797-1004**

**Eric W. Jensen, Testing Supervisor**

Information and test times are available for academic admission tests, including the GED (a high school equivalency exam), the ACT for undergraduate admission, the GRE and MAT for graduate admission, the LSAT for law school, the MCAT for medical school, and the TOEFL (Test of English as a Foreign Language, for international students entering at both the graduate and undergraduate levels). CLEP exams, which give students the chance to earn semester credits toward their University Studies requirements by exam, are offered. Test information and booklets are also available.

## Tutoring Programs

**(Academic Resource Center)**

**TSC 305, 797-1128**

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

**Carol A. Rosenthal, Director**

**Drop-In Tutoring.** Free drop-in tutoring is provided by trained tutors for mathematics and statistics. Services are available in Taggart Student Center 225. Schedules are published each semester on the ARC website.

**Tutor Advertiser.** Students can hire a qualified tutor or list themselves as private tutors 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

**TSC 304, 797-3373**

**[www.usu.edu/advising](http://www.usu.edu/advising)**

**Stephanie W. Hamblin, Director**

The Office of University Advising (UA) 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. UA also facilitates the Peer Advising program (see page F7). More information about resources offered by UA is available on page A3.

## 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.

# Referral Directory (Offices and Programs)

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## **Women's Center for Lifelong Learning** **TSC 315, 797-1728** **[www.usu.edu/womencenter](http://www.usu.edu/womencenter)** **Patricia W. Stevens, 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 focusing on topics of current interest to women are held throughout the year.
2. Scholarships are available through the center for female and male undergraduate and graduate students.
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. A study/computer lounge is available for all reentry and/or female students.
5. Encouragement grants, scholarships, and tuition waivers are available to reentry undergraduate and graduate women and men. In addition, listings of financial aid from community, state, and national sources are maintained.

## **Writing Center** **RWST 104, 797-2712** **<http://writingcenter.usu.edu>** **Star Coulbrooke, Director, 797-3853**

The Writing Center provides help at any stage of the writing process and is open to all students. Hours are by appointment, Monday through Friday 8:30 a.m. to 3:30 p.m., and Monday through Thursday 7:00 to 9:00 p.m. Students should sign up online at: <http://writingcenter.usu.edu>. Consultants are available for one-on-one counseling in the center or online. Summer hours are Tuesday through Thursday, 9:30 a.m. to 2:30 p.m. during the eight-week session.