

Student Handbook

**College of
Human Environmental
Sciences
University of Missouri - Columbia**

2009-2010

Available online at: http://hes.missouri.edu/HES_handbook.pdf

Important Information

Student Name _____ Student Number _____

Adviser Name _____ Adviser's Phone # _____
Address _____ Email _____

STUDENT ACTIVITY RECORD

Student Organization Memberships and Offices Held:

<u>Year</u>	<u>Organization</u>	<u>Member/Officer</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Scholarships or Other Awards Received

<u>Year</u>	<u>Award or Scholarship</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

College of Human Environmental Sciences

University of Missouri

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Table of Contents

Page

Choosing a Major	5
Academic Advising	6
Student Responsibilities	
Why See Your Adviser?	
Different Types of Advisers	
Peer Adviser	
Professional Academic Adviser	
Faculty Adviser	
Academic Integrity	6
Academic Records	7
Academic Standing	7
Americans with Disabilities Act	7
Appeals and Revision of Records	7
Attendance Expectations	7
Auditing a Course	7
Changing Majors in HES	8
Course Repeat Policy	8
Degree Audit	8
Dropping and Adding Courses	9
Withdrawing from the University	9
Canceling Enrollment	9
Drug and Alcohol Prevention	9-10
Standards of Conduct	
Legal Sanctions	
University Discipline	
Resources for Substance Abuse Information	
Counseling Center	
ADAPT	
Dept of Residential Life/Program Office	
GAMMA	
Student Health Center	10
University Police Crime Prevention Unit	10
Total Person Program	10
Grading System	10
Graduation	10
Honors	10
Honors College Eligibility	10
Admission to the Honors College	11
Honor Roll	11
Off-Campus Enrollment	11
Probation and Dismissal	11
Registration	11-12
myZou	12
Special Services	12-13
Disability Services	
Student Health Center	
Student Success Center	
Testing Services	
Scholarships	13
Student E-mail	13
Student Organizations in HES	13-14
Honor Societies	14-15
Documents to Read	15
Important Websites	15
Appendices:	
Semester Schedule Worksheet	16
Curriculum Planning Sheet	17
Application for Graduation	18

Welcome to the College of Human Environmental Sciences, an exciting place to be! With more than 1,200 students, the College is one of the largest human sciences units in the country. Yet we provide a friendly, personalized atmosphere, and the faculty is committed to excellence in undergraduate education.

The College of HES was established in 1900, and is well regarded both inside Missouri and around the country. It is consistently rated among the top human sciences units nationwide. Faculty are recognized for their teaching, advising, and research expertise.

HES graduates are prepared to work in a variety of professional fields. The focus on human development and change in modern society and the industries that support families make the College unique and relevant in today's society. Programs in the human sciences focus on improving the quality of life for individuals and families where they live and work.

The programs are enhanced by the involvement of Advisory boards: top-level professionals in each field who act as real-world consultants for our faculty and professional contacts for our students.

All programs are accredited by their national accrediting agency where appropriate. In addition, HES is accredited by the North Central Association of Colleges and Schools.

All of these elements combine to create an innovative, energetic -- EXCITING -- place to learn!

Choosing a Major

Each student in Human Environmental Sciences is encouraged to explore many possibilities during the freshman year. Students will be assigned faculty advisers who can help in their career exploration. Graduates earn a Bachelor of Science in Human Environmental Sciences (BS HES) degree in one of the areas described below or a Bachelor of Social Work (BSW) degree.

Students may choose from numerous career specializations found in five departments and the School of Social Work.

Architectural Studies

- Architectural Studies
- Interior Design

Human Development and Family Studies

- Child Development and Education
- Child Life
- Family and Consumer Sciences Education (BSHES only)
- Family Studies
- Human Development
- Human Development/Social Work (dual degree)

Nutritional Sciences

- Dietetics Coordinated Program
- Nutrition and Fitness
- Nutritional Sciences

Personal Financial Planning

- Personal Financial Management Services
- Personal Financial Planning

School of Social Work

- Social Work

Textile and Apparel Management

- Apparel Merchandising and Marketing
- Apparel Product Development
- E-Consumer Studies
- Home Furnishings Marketing and Merchandising
- Home Furnishings Product Development
- International Apparel Manufacturing Management
- International Apparel Merchandising and Marketing

Academic Advising

A student who has selected a major will have a faculty adviser in the department of her/his major. It is the student's responsibility to make appointments with the faculty adviser for pre-registration, course selections, changing courses, or career counseling.

The Student Services Office and your department will email instructions for early registration in October and February.

Student Responsibilities

- Define academic, career, and personal goals.
- Develop plans to reach goals.
- Learn degree requirements.
- Schedule and keep appointments with an adviser.
- Be prepared for advising sessions; bring degree forms and / or transcripts. Prepare a list of questions.
- Explore ways to enhance your education such as internships, service learning, Study Abroad, or undergraduate research.
- Consider and follow-up on advice or recommendations you are given.
- Seek help at first sign of problems; don't expect problems to be resolved without action.

Why See Your Adviser?

- Get advice about how to talk to an instructor concerning your work in class.
- Discuss how to establish relationships with professors in order to have them write letters of recommendation.
- Explore majors and plan long-range academic and career options.
- Discuss minors, a double major or a dual degree.
- Make a four-year academic plan.
- Consider Study Abroad.
- Interpret a degree audit.
- Discuss how, or whether, to withdraw or drop a class.
- Learn about grading options, class standing, academic status, and other university rules and regulations.

- Identify dates and deadlines.
- Explore co-curricular activities.
- Discuss experiential learning opportunities: internships, co-ops, part-time jobs, volunteer positions, and research opportunities.
- Discuss academic difficulties.
- Find out who to talk to about personal concerns.

Different Types of Advisers

Peer Adviser

An undergraduate student who can answer routine procedural questions, including those about myZou, PAWS, reading degree audits, and scheduling courses. A Peer Adviser is responsible for providing procedural information and appropriate referrals.

Professional Academic Adviser

An individual, who assists students with academic planning, degree requirements, provides information on rules and regulations, graduation requirements, transfer issues, Study Abroad, co-curricular opportunities, and class scheduling.

Faculty Adviser

An individual who assists students with academic planning, meeting degree requirements, and setting education and career goals; gives specific advice for majors, preparing them for advanced study and careers; provides information about co-curricular opportunities and individual academic / research work.

Academic Integrity

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

Academic Integrity is expected of all students in a university community. A charge of academic dishonesty is a serious one and can have serious consequences if guilt is established. Discipline ranges from a warning to expulsion from the

University. In addition, the instructor may award a failing grade in the assignment, a failing grade in the course, or may adjust the grade as deemed appropriate.

Notice of violations and action(s) taken will be handled in accordance with Section 6.01 of the Collected Rules and Regulations of the University as published in the MBook.

If you want to see where you stand on the issue of Academic Integrity, you can take the Academic Integrity Quiz:

<http://osrr.missouri.edu/quiz/index.html>.

Academic Records

The student is responsible for seeing that all requirements for the degree are met. Consult the University of Missouri Undergraduate Catalog for specific courses and requirements for each degree.

Academic records should be kept together in a folder and taken to each conference with the Adviser. These records include Degree Requirement Sheets, Grade Reports, and other forms such as Drop/Add slips and Course Substitutions. Students should keep their Undergraduate Catalog until their degrees are completed.

Academic Standing

A student whose term and cumulative grade point averages are 2.0 or higher is in Good Standing. (Note: The word "term" in these Regulations applies to semester, summer session, or intersession.) A student in Good Standing whose term grade point average falls below 2.0 is placed on scholastic probation. Any beginning student admitted to the University of Missouri-Columbia who does not meet the minimum entrance standards as specified in Article II, Admissions, Advanced Standing, and Classification will enter on Scholastic Probation. A student on Scholastic Probation must establish a 2.0 cumulative grade point average within two successive terms; otherwise, he/she is ineligible to re-enroll. A student whose term grade point average falls below 1.0 is Ineligible to Enroll. A student who has been Ineligible to Enroll for a period of one year may apply to be readmitted by writing a letter to the HES Status and Appeals Committee.

Americans with Disabilities Act

The University of Missouri-Columbia complies with the Americans with Disabilities Act and other applicable laws and regulations. If you have a disability and need accommodations in connection with registration or advisement, please contact Disability Services, S5 Memorial Union, Voice (573)

882-4696, TTY (573) 882-8054, as soon as possible so that necessary arrangements can be made. If you need this information in an alternative format (Braille, large print, audio tapes or computer disk) Disability Services can provide assistance.

Appeals and Revision of Records

For special admission, waiver or substitution of required courses, written appeals must be made to the HES Academic Status and Appeals Committee.

These letters must be received in 117 Gwynn at least 10 days prior to the end of the term. Revision of Records may be turned in throughout the semester since that committee meets on a monthly basis.

An appeal of a grade is made to the Instructor of the course and then to the Department Chair if resolution is not reached with the Instructor. Students have one year in which to appeal a grade. Questions concerning appeals or revision of records should be discussed with the Student Services Director.

Attendance Expectations

Students are expected to attend all scheduled course sessions. An instructor may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of an absence. There is no "dean's excuse" or "official absence". Students may be dropped from a course due to excessive absences. The instructor's policy on absences shall be provided, preferably in writing, to students at the beginning of the course. Whether a student should be dropped from a course due to a number of absences remains the prerogative of the instructor.

Auditing a Course

With the consent of the Dean and of the instructor concerned, a student may enroll in a course as a hearer. Normally, a hearer will attend the course on a regular basis; either the department or an individual instructor will stipulate the requirements for enrollment in a course as a hearer. At the request of the instructor, a hearer may be dropped from a course for failure to comply with stipulated requirements. An instructor may request the Registrar to backdate a hearer's disenrollment permanent record. A hearer will receive no credit toward a degree. Once a student has elected to enroll in a course as a hearer, he/she may not change his/her to that of a regular student after the tenth day of class, nor can a student who is enrolled for credit change his/her status to hearer after the tenth day of class.

Changing Majors in HES

To change majors in Human Environmental Sciences (example: from Interior Design to Apparel Marketing and Merchandising), the student contacts the Student Services Office, 117 Gwynn and fills out a form to check your student records. You will need to schedule an advising appointment to assess where you are at in your new program, get new degree requirement sheets and a new faculty adviser.

Course Repeat Policy

THE COURSE REPEAT POLICY WILL NOT AUTOMATICALLY BE APPLIED TO A STUDENT'S GPA. After completing the second attempt of a course, a student must submit a REQUEST FOR GPA ADJUSTMENT FORM to the Registrar's Office 126 Jesse Hall.

When a grade received in an initial attempt, for an undergraduate course at University of Missouri-Columbia, is a "C-", "D+", "D", "D-", or "F", the grade will be replaced in the calculation of the GPA by the grade received in any second attempt of the same course at the University of Missouri-Columbia (unless the repeat grade is an "I" or "W"). All grades received in second and subsequent attempts will be included in GPA calculations. No more than 15 semester hours will be dropped from the calculation of the student's GPA. All attempts of a given course will appear on the official transcript with the grade(s) earned. The transcript will have an explanation that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated. *This policy is effective with course work completed Fall Semester 2000 and thereafter.*

Any course being repeated may not be taken on an S/U basis.

This policy does not imply a guarantee that openings will be available in courses if and when students wish to retake them, and instructors will not ordinarily know whether a student is enrolled in a course for the second time. When a course is repeated all applicable fees apply.

Degree credit may be earned only once for a particular course unless a department or division has, in other policies, allowed for multiple-credit from that course.

Students are strongly encouraged to visit with an adviser to determine whether reenrollment is advisable. Further, students should be aware that repeating a course may have an impact on financial aid, insurance, entrance to professional schools, and participation in athletics, immigration status, and other non-academic matters.

The academic status of a student in a given semester will not change as a result of repeating a course. The policy is applicable to undergraduate students only.

Clarifying Comments

Students may not apply the Course Repeat Policy to courses once they have graduated. This also applies to students who are seeking a second undergraduate degree.

For the purposes of this policy, an undergraduate course is any course an undergraduate student attempts for undergraduate credit regardless of the course level. A student may not apply the Course Repeat Policy to a course repeated as an undergraduate student for graduate credit. If the department or course number has changed since the student completed the first attempt of a course, the department offering the course will verify that the subsequent course is substantially the same and the Course Repeat Policy may apply.

If the initial course is a cross-listed course, a student may apply the Course Repeat Policy if the student subsequently completes the cross-listed course offered by the alternate department. Students cannot replace the grade earned from a course at the University of Missouri-Columbia with a grade earned in an equivalent course at another University of Missouri campus or other college or university.

Degree Audit

A degree audit will be prepared for each student prior to Early Registration each semester. It will include courses completed and those courses remaining that will complete the requirements for a degree. The degree audit is an advising tool that assists students and advisers in tracking courses that meet degree requirements. The degree audit is not an official document.

It is the student's responsibility to see that all requirements are met and all courses on the degree audit program are completed.

Students earning credit from another institution will need to ask their faculty adviser to complete a **Transfer Equivalencies Form** for coursework in their *professional program*. Students are responsible for submitting this form to the Student Services Office, 117 Gwynn Hall. Students will automatically receive all transfer equivalencies for *general education* courses based upon University approved transfer equivalencies. This information will be used to update the degree audit each semester.

Dropping and Adding Courses

Students may change their course schedules by completing a **Late Registration Change Form** or using myZou for computer registration. Freshmen, New Transfer students, and students on Probation will need to use **Late Registration Change Forms** and have their faculty advisers sign the form and obtain the Dean's signature in 117 Gwynn before turning in the forms at 130 Jesse. Approval from the instructor does not officially drop a student from the class roll; the course must be officially dropped by the student either using a Late Registration Change Form or through myZou.

To be considered full-time, students must carry a minimum of 12 credit hours during the regular semester or 6 credit hours during summer sessions.

Students may drop a class during the first five weeks of the semester without it being recorded on the transcript. A course that is dropped after the five-week deadline will appear as either a W (withdraw passing) or F (failing).

A student may drop a class no later than six weeks prior to the last scheduled day of classes.

No classes may be added after the first week of classes other than Problems, Special Readings, or Research with instructor approval.

Withdrawing from the University

Dropping all courses cannot be completed on MyZou. You will need to come in to the HES Student Services Office to fill out a form to Withdraw from the University.

Canceling Enrollment

To cancel all classes prior to the start of the semester, you will need to complete the early cancellation form (PDF). You can pick up the form in the HES Student Services Office or download it from the Registrar's website at <http://registrar.missouri.edu/forms/early-cancellation-form.pdf>

Drug and Alcohol Prevention

Standards of Conduct

University of Missouri regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and employees on University-owned or controlled property and at University-sponsored or supervised activities.

Legal Sanctions

Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of

alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

University Discipline

Violation of these University of Missouri regulations can result in disciplinary action up to and including expulsion from HES.

Resources for Substance Abuse-Information, Education, and Counseling

A variety of resources exist for drug or alcohol counseling, treatment, or rehabilitation programs. For detailed information concerning these resources available from the University and/or community agencies, students may contact the Counseling Center, 119 Parker Hall, 882-6601. Such referrals will respect individual confidentiality.

The following resources are available on the MU campus for educational programs, counseling, and referral services related to drug and alcohol prevention.

Counseling Center

This service is for individual counseling, alcohol or drug evaluations, and group counseling for Adult Children of Alcoholics. The location is: 119 Parker Hall, 882-6601.

ADAPT/PAWS Peer Educators

Wellness Resource Center/Alcohol & Drug Abuse Office

Alcohol and other drug abuse prevention programs, speakers, peer educators, and referral service and research. ADAPT provides leadership in the planning and coordination of Alcohol Awareness Month, Wellness Month, and Safe Spring Break. Provides abuse prevention brochures and other printed materials and houses a large library of books, brochures, videos, and other materials. Located in 200 Bingham Commons, 882-4634.

Department of Residential Life Office

Assist in Alcohol Awareness Month, Wellness Month and other promotional campaigns, and provides educational programs for residence hall students offers a library of books, brochures and videos for loan. Download an application at: <http://wellness.missouri.edu/Documents/peerapp.pdf>

GAMMA

Gamma is a Greek student organization that provides alcohol awareness information and

programs. This program is affiliated with BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students), a national alcohol awareness association. Applications can be downloaded at the web site <http://wellness.missouri.edu/involved.html>.

Student Health Center

This center offers medical services and individual consultation, presentations to campus groups, printed materials, peer educators on alcohol and other drugs. Provides stop smoking groups and individual consultation. Student Health Center Building, located on the fourth floor of the University Physicians Building at the corner of Hospital Drive and Hitt Street, 882-7481.

University Police Crime Prevention Unit

This unit provides alcohol and drug awareness presentations, printed and video resources. 901 Virginia Avenue Parking Garage, 882-7201.

Total Person Program

Services for intercollegiate athletes include counseling, drug and alcohol abuse prevention programs, printed materials, and wellness programming. Outreach prevention programs are also offered to area schools. Room 395 Hearnes Center, 882-0708.

Grading System

Plus-Minus Grading

The purpose of grading is to provide a framework in which the faculty can report evaluation of student performance and achievement. The grades of S, U, and W are not incorporated in the grade point average. Grades calculated in the grade point average are:

A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7

S/U Grading

Students may change from one grading system to the other during the first 10 days of classes in the Fall/Winter semesters or the equivalent thereof in a shorter session. Students cannot enroll in more than

one course per semester on an S/U basis, excluding courses offered only on an S/U basis. Beginning students and students on Scholastic Probation are not eligible to enroll in courses on an S/U basis. S is recorded for A+/-, B+/- or C+/- academic performance and U is recorded for D+/- or F performance. You must indicate "S/U" in that specific course by using an Add/Drop form if you intend to be graded on the S/U system.

Graduation

Students are **responsible to turn in an application** for graduation; this must be submitted before registering for the final semester. Application forms are located in the Student Services Office, 117 Gwynn Hall, and a copy is in the appendix. All College of Human Environmental Sciences students are invited to participate in the college's commencement ceremony. Fall graduates walk in December; spring and summer graduates walk in May.

Honors

Latin Honors are calculated on the UM overall grade point average upon graduation including the last semester. Students are not allowed to take any courses (by grading option) pass/fail during their last 30 credit hours to be eligible for Latin honors. 3.5-3.69 = Cum Laude; 3.7-3.89 = Magna Cum Laude; 3.9-4.0 = Summa Cum Laude.

Honors College Eligibility

To be eligible to enroll in Honors College courses or Honors Sections of regularly offered courses, students must file an application with the Honors College. Students are not allowed to enroll in honors courses without an Honors Eligibility designation printed on their registration card.

Freshmen must complete an application prior to enrollment. To qualify, students must rank in the top 10% of their class and score a 30 or higher on the ACT exam.

Students may petition in the Honors College if they have 30 credit hours and a 3.5 cumulative grade point average. An application is required and must be completed prior to early registration to enroll in honors courses for the current semester.

After acceptance in the Honors College, students are required to maintain a Cumulative GPA of at least a 3.0.

Admission to the Honors College

Fully-Admitted Incoming Freshmen

Incoming freshmen are eligible for automatic admission to the Honors College upon submission of an application, if they have a 29 or higher on the ACT or 1280 on the SAT and are in the top 10 percent of their graduating high school class. Incoming freshmen who do not meet both of the admissions criteria are required to submit an essay as part of their application. Student essays are evaluated on an individual basis. Specific information on the requirements for the essay can be found on the application.

Provisionally-Admitted Incoming Freshmen

Some incoming freshmen who apply to the Honors College but who do not meet the automatic eligibility criteria may be given the opportunity to take one honors course during their first semester. These provisionally-admitted students may also enroll in one additional honors course during the Early Registration period for the second semester. Students wishing to exercise this option should schedule an appointment to meet with the Director of the Honors College during Early Registration.

Provisionally-admitted students cannot live in the Honors Learning Community, participate in honors FIGs, and will not be assigned to the Honors College for advising until they are given full admission. Provisionally-admitted students will be automatically given full admission to the Honors College if they have a 3.5 MU GPA at the end of their first semester. Provisionally-admitted students who do not earn a 3.5 first semester will not be bumped from the early registered course. These students can apply for admission any time after they have completed 30 credit hours and have a 3.5 MU GPA.

Current MU Students

Other current students are eligible to apply for admission to the Honors College if they have at least 30 credit hours and a 3.5 MU GPA.

Transfer Students

Transfer students are eligible to apply if they have at least 30 credit hours and a 3.5 cumulative GPA. The cumulative GPA, for the purpose of applying to the Honors College, will be a calculated average of transfer work from all institutions students have attended

Honor Roll

Students completing 12 or more graded hours during any semester with both a Term and Cumulative GPA of 3.0 or above are listed on the Dean's Honor Roll.

Off-Campus Enrollment

Students may take courses at other colleges to use in their degree programs. Complete an **Approval to Take Courses Off Campus form** and have it signed **before** leaving campus. This verifies that the credit earned will be accepted for credit in the student's degree program.

General education course equivalencies and approval must be obtained from the Student Services Office in 117 Gwynn. The student's faculty adviser must approve course equivalencies in the major. You can check the course equivalency web site to see how courses taken at schools in Missouri will transfer back to MU.

https://muis1.missouri.edu/course_equiv/intro.cfm

Probation and Dismissal

To be full-time and in Good Standing, a student must maintain a minimum of 12 hours and cumulative and term grade point average (GPA) of 2.0. A student who receives below a 2.0 for the semester or whose cumulative GPA is below a 2.0 is placed on scholastic Probation.

If the GPA for the second consecutive semester also is below a 2.0, the student is placed on Continued Probation. When a student earns below a 2.0 for three consecutive semesters, or below a 1.0 in one semester, that student is declared Ineligible to Enroll in HES. That status is effective for one year. The student may then appeal to re-enroll. Students who are allowed to re-enroll must return to Good Standing, and earn a minimum Term GPA of 2.0. Students who fail to earn a Term GPA of 2.0 may be declared Ineligible to Enroll at MU and this status is considered permanent.

Registration

An essential part of the academic success is planning course work to explore and meet academic goals. One part of the advising process is registration for classes. After being advised, students can register by using the myZou computer system.

- You can find your specific registration date and time on your MyZou home page. Early registration occurs in October and March. Watch your MU e-mail for details each semester.

- Make an appointment to see your faculty adviser and bring your degree requirement sheets and all advising materials to that appointment.
- Use the Undergraduate Course Catalog, student handbooks, or checklists to develop a list of possible courses and to work out a tentative schedule.
- Use myZou to check course availability. Instructions are included on the web.
- Meet with your faculty adviser to discuss your choices and questions.
- Remove Advising, New Student or Dean's holds in 117 Gwynn. Students on Probation must obtain advisers' signatures.

MyZou

- Log onto myZou.missouri.edu
- Log into myZou using your paw print and password
- Click on e-consent, read through instructions, scroll to bottom of page and click on "I consent"
- Log back into myZou
- Click on "Self Service", "Student Center", "Wish List", and "Class Search" tab at the top of page
- Scroll down on "institution" and "term" areas to find the correct one and then click "go"
- Pick course subject and course number if you know it. If you don't know it, leave the rest of the areas blank. Click "search"
- Find desired class, click "select class"
- Click "next" – continue this process until you finish adding all the classes you want to your wish list
- Now click "wish list" tab
- Select classes you want to register for by putting a check mark in the boxes next to the class
- Click "add selected"
- Click "finish enrolling"
- If any classes come up with a red "X" next to them, this means either that the class is full or that you cannot register for it for some other reason, such as you do not have a prerequisite. If you are currently enrolled in the prerequisite class, you cannot enroll in the class until your grades have been posted.

Special Services

Disability Services

Disability Services provides academic accommodations and support services, within the

resources of the University, which will ensure students with disabilities the opportunity to competitively pursue a college education, limited only by their abilities, not their disabilities. In addition, we assist campus departments in providing access to services and programs in the most integrated setting possible.

<http://disabilityservices.missouri.edu/>

Disability Services is located in S5 Memorial Union. 882-4696 voice, 882-8054 TTY

Student Health Center

The Student Health Center offers comprehensive services for the body, mind, and spirit. The services are supported by the Prepaid Health Fees paid each semester by all full-time students. Information about the services provided is available online at

<http://www.muhealth.org/~studenthealth/> or at the Student Health Center, located on the fourth floor of the University Physicians Building at the corner of Hospital Drive and Hitt Street, 882-7481.

Regular Hours:

Monday - Friday 8 a.m. - 5 p.m.

Closed every day from 11:45a.m. - 12:45p.m.

Summer/Intersession Hours:

Mon, Tues, Thurs, Fri 8 a.m. - 5 p.m.

Wednesday 9 a.m. - 5 p.m.

Student Success Center

The Student Success Center (SSC), located on Lowry Mall, is a central place that provides connections to the total campus and its comprehensive resources through a series of referrals, programs and services.

The mission of the Student Success Center is to work with students to help them define, clarify, and achieve their academic, personal, and professional goals. The Student Success Center offers a variety of services including:

Academic Exploration and Advising Services

Adviser and student work together to find a fit between the student's interests and abilities and what the University has to offer them. Ultimately, students learn to navigate through and take full advantage of the University.

Academic Retention Services

The office of Academic Retention Services (ARS) provides support systems, programs, and activities designed to promote students' academic achievement and progress toward graduation. A team

of professionals, support staff, retention coordinators, and trained student assistants are waiting to assist students. Students can find support with ARS in the following ways: Advisement, Advocacy, Outreach, Special Programs, Academic Workshops, and Campus Involvement.

One way that ARS achieves its mission is through the MAP Program, which serves over 1,000 minority students. Students who have earned one of the following scholarships are eligible for automatic participation: The Dr. Donald Suggs Scholarship, The Transition Scholarship, The Chancellor's Diversity Scholarship, INROADS, and the George C. Brooks Scholarship. ARS also serves students through the Summer Transition Programs and the STARS Leadership Program. (882-9208)

MU Career Center

The main services provided by the Career Center are choosing a major, experiential education, job search strategies, and graduate school preparation. (882-6801) The Career Center is located in the lower level of the Student Success Center.

The Learning Center

Learning Center Programs offer academic assistance that is free, helpful, and confidential including reading and study skills, math, writing skills, online writer, tutoring sessions, and student support services. Located at: 100 Student Success Center - 882-2493

Testing Services

Located in 205 Parker Hall, professional staff is available to administer placement tests including ACT, CLEP, GRE, and many others. (882-4801) <http://testing.missouri.edu/index.html>

Scholarships

Our college offers many scholarships and each individual department also offers a variety of scholarships. You can find out about scholarships for students in HES at our web site <http://hes.missouri.edu/scholarships.html>. To fill out an application you will need to go to the Office of Financial Aid's website at <https://sfa.missouri.edu/scholarshipapps/>. For inquiries about a particular scholarship, please see the Development Office at 14 Gwynn Hall or call 884-9081.

Student E-mail

All students are assigned an email account upon entering MU. Official notification and other important announcements are sent via email.

The MU email system operates on a secure server. Information about student records and other types of information cannot be sent to personal email accounts that are outside of this secure network. It is essential that students check their email accounts regularly.

Student Organizations in HES

Being involved in organizations helps you meet other students with similar interests and provides opportunities to meet faculty in informal settings. Prospective employers also look at college activities to determine the leadership, problem solving, and management skills students have developed.

College-Wide Organizations

HES Ambassadors

The College of Human Environmental Sciences Ambassadors includes members from the five departments and one school. This group serves as an extension of the Dean's office to promote the College of HES at alumni and public functions, recruit prospective students and serve as a liaison between the students and the Dean's office. Contact the Student Services Office, 117 Gwynn, for more information.

Student Council (STUCO)

All HES students are encouraged to participate in HES Student Council meetings and activities. In addition, a representative from each departmental organization and each class comprise the Student Council. Student Council promotes unity among the student body by sponsoring events such HES Week, service projects, service awards, and other social and philanthropic activities. Contact the Student Services Office, 117 Gwynn, for more information.

Departmental Organizations

Association of Textile and Apparel Management (ATAM)

At monthly meetings, ATAM hosts guest speakers from manufacturing, management and retailing. These meetings provide an opportunity for students to interact with professionals in their areas of potential career choices. Members meet professionals and other students during field trips and other events. Not only does ATAM offer insights in apparel merchandising, marketing and management,

but it also provides valuable contacts with professionals and the potential for new friendships. New members are always welcome. Contact the Textile and Apparel Management office, 137 Stanley, for more information.

Council of Student Social Workers (CSSW)

CSSW is open to all students interested in Social Work. CSSW hosts many activities that are beneficial for social work students. Special speakers from various fields in social work provide insight about opportunities in Social Work. CSSW is involved in working toward the betterment of the community; fundraising and helping others learn the true meaning of social work. The Council plans social events each semester to enhance communication between social work students and faculty. Contact the School of Social Work, 722 Clark Hall, for more information.

Financial Planning Student Association (FPSA)

The objectives of this group are to enhance professional competencies and insights, and to increase awareness of career opportunities in Personal Financial Planning fields. Meetings include presentations by and interactions with successful practicing professionals in business, government and not-for-profit associations. Goals are to develop leadership abilities, gain experience in organization management and involvement, and to enjoy social interactions with student colleagues and faculty. All PFP students are encouraged to participate. Contact the Personal Financial Planning department, 239 Stanley, for more information.

Human Development and Family Studies Student Association (HDFSSA)

HDFSSA is open to all students. Objectives are to promote fellowship among students, to provide a support network for those in HDFS, to explore career and job opportunities and to provide services for the child development laboratory and/or community. Contact the Human Development and Family Studies office, 314 Gentry Hall, for more information.

Nutrition and Wellness Association (NWA)

NWA represents enthusiastic undergraduate and graduate students interested in dietetics and human nutrition and/or physical fitness. Monthly meetings promote positive interaction between students and faculty; provide opportunities to learn from guest speakers, and to participate in adventurous field trips. NWA helps students explore the relationship between nutrition, wellness and health promotion.

Contact the Nutritional Sciences Department, 217 Gwynn, for more information.

Student Environmental Design Association (SEDA)

SEDA is open to all students in the department of Architectural Studies. The mission of SEDA is to encourage excellence in the practice of interior design, assist members to professionally serve the public, demonstrate the value of the profession, and create a favorable environment for the practice of interior design and related design professions. These goals are pursued through monthly meetings including activities such as field trips, speakers and workshops. The student chapter has the benefit of being affiliated with national organizations thus providing access to scholarships. SEDA provides members with opportunities to interact with professionals and learn more about their prospective profession. Contact the Architectural Studies department, 137 Stanley, for more information.

Honor Societies

Kappa Omicron Nu (KON)

Membership is open to students who have at least 45 credit hours with a 3.5 GPA or above. Kappa Omicron Nu is a national honor society that promotes scholarship, leadership and research. Local chapter activities include professional projects and guest speakers. Topics relate to professionalism and research. More information about this honor society is available at <http://www.kon.org/>.

Phi Alpha

This honor society is for students seeking degrees in social work. The purpose is to provide a closer bond among social work students, promote humanitarian goals and ideals, and foster high standards of scholarship and preparation for social workers. Eligible undergraduate students must have completed nine hours in required social work courses, be enrolled full time, have a 3.0 cumulative GPA and a 3.25 GPA in social work courses.

Students who meet the membership requirements are invited to join the organization. More information about this honor society is available at <http://www.phialpha.org/>

Phi Upsilon Omicron (Phi U)

Phi U is a national professional organization for students who rank in the upper third of their class and who have shown qualities of leadership and service. Members must have completed a minimum of 40 credit hours with a 3.25 GPA.

The purposes of the organization are to recognize and encourage academic excellence, develop qualities of professional and personal leadership, provide opportunities for service to the profession and encourage professional and personal commitment in order to advance Human Environmental Sciences and related areas.

Meetings include guest speakers, professional and service projects, Founder's Day activities and fundraising events for scholarships.

Students who meet the membership requirements are invited to join the organization. More information about this honor society is available at <http://www.phiu.org/>.

Documents to Read

Make your academic experience go more smoothly by reading...

- The HES Student Handbook
- Your University Undergraduate Catalog
- The M-book
(<http://studentlife.missouri.edu/mbook.php>)
- Your degree requirement sheet
- MU General Education Requirements
(<http://generaleducation.missouri.edu/requirements/dc-306c.pdf>)

IMPORTANT WEBSITES

- myZou home page
myZou.missouri.edu
- HES home page
www.hes.missouri.edu
- University Registrar home page
Main page of the University Registrar and contains the following links:
Registration & Add/Drop, Class Offerings & Exams, Degree Programs & Catalogs, Degree

Audits, Grades, Transcripts & Records, Policies, and Commencement.

registrar.missouri.edu

- Course Equivalencies for transferring credits
This website allows you to see how courses you take away from MU will transfer back to MU.
muis1.missouri.edu/course_equiv/intro.cfm
- General information about courses, Enrollment, and Semester Calendar
From the MU home page, click on Current Students and then look in the middle of the page under Registration & Courses.
- MU GPA Calculator
registrar.missouri.edu/grades-transcripts-records/gpa-calculator.php
- Math 1100/1120 Preparation
This website allows you to take practice tests prior to the beginning of classes. On the first day of class you will be required to take a placement exam to stay in the course. Students who do not pass the placement exam must complete Math 110 and then re-enroll in Math 1100.
www.Saab.org/mathdrills/md.cgi

Semester Schedule Worksheet
College of Human Environmental Sciences

Name: _____ Student #: _____

Adviser: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
Evening					

**College of Human Environmental Sciences
Curriculum Planning Sheet**

Name: _____ Student #: _____ Date: _____

Major: _____ Projected Grad. Date: _____

<u>FALL I</u> _____ _____ _____ _____ _____ _____	<u>SPRING I</u> _____ _____ _____ _____ _____ _____	<u>SUMMER</u> _____ _____ _____ _____ _____ _____
<u>FALL II</u> _____ _____ _____ _____ _____ _____	<u>SPRING II</u> _____ _____ _____ _____ _____ _____	<u>SUMMER II</u> _____ _____ _____ _____ _____ _____
<u>FALL III</u> _____ _____ _____ _____ _____ _____	<u>SPRING III</u> _____ _____ _____ _____ _____ _____	<u>SUMMER III</u> _____ _____ _____ _____ _____ _____
<u>FALL IV</u> _____ _____ _____ _____ _____ _____	<u>SPRING IV</u> _____ _____ _____ _____ _____ _____	<u>SUMMER IV</u> _____ _____ _____ _____ _____ _____

Application for Graduation

PLEASE INDICATE TERM/YEAR YOU WANT TO GRADUATE

FS (Dec.) _____ SP (May) _____ SS (Aug.) _____

College of Human Environmental Sciences

117 Gwynn Hall

Date: _____ Student number: _____ Advisor: _____

Name: _____ Email: _____@mizzou.edu

Permanent Mailing Address*: _____

* This form is not to be used to officially update your address. Address changes must be done through myZou.

Degree: **Bachelor of Science in Human Environmental Sciences (BS HES)**

Architectural Studies or

Environmental Design

Interior Design

Pre-Architectural/Architectural Studies

Personal Financial Planning or

Consumer and Family Economics

Personal Financial Planning

Personal Financial Management Services

E-Consumer Studies

Human Development & Family Studies

Child Development & Education

Child Life Specialist

Children in Group Settings

Family and Consumer Sciences Education

Family Studies

Human Development & Family Studies (Cont)

Human Development

Human Development/Social Work

Nutrition & Exercise Physiology

Medical Dietetics

Nutrition & Fitness

Nutritional Sciences

Textile & Apparel Management

Apparel Product Development & Mgmt

Apparel Marketing & Merchandising

International Studies

E-Consumer Studies

Home Furnishings & Merchandising

Home Furnishings Product Development

_____ Are you completing a minor? If yes, in _____

_____ Have all classes taken away from MU been officially transferred to 230 Jesse Hall?

_____ Have you submitted/approved course substitution forms (if needed)?

_____ Are you currently taking course(s) through Center for Distant and Independent Study?

If yes, please list: _____

_____ Have you previously taken course(s) through Center for Distant and Independent Study?

If yes, please list: _____

Your transcript will be reviewed for graduation requirements and an official graduation check will be prepared. You will be contacted by email when it is ready. You must make an appointment to sign your graduation check before your name will be submitted for the graduation program.

Remember, if you took a class over you will not be able to count the grade or credit hours replaced towards the hours needed for graduation. You can only have credit for a class once.

4/09