

Student Handbook

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

2017
Revised Fall 2017

Available online at: http://hes.missouri.edu/documents/students/student_handbook.pdf

Important Information

Student Name _____ Student Number _____

Adviser Name _____ Adviser Phone # _____

Address _____ Email _____

STUDENT ACTIVITY RECORD

Student Organization Memberships and Offices Held:

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

Scholarships or Other Awards Received

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

College of Human Environmental Sciences University of Missouri

Dean

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Welcome to the College of Human Environmental Sciences, an exciting place to be! With more than 1,400 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 their 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 Science

- Child Development and Education
- *Child Life
- *Early Childhood Education in a Mobile Society
- Families and Lifespan Development

Nutrition and Exercise Physiology

- Nutrition and Foods
- Nutrition and Fitness
- Nutritional Sciences

Personal Financial Planning

- Personal Financial Management Services
- Personal Financial Planning
- Financial Counseling

School of Social Work

- *Social Work

Textile and Apparel Management

- Apparel Marketing and Merchandising
- Apparel Product Development
- International Studies

* As a requirement of clinical education sites, students are required to pass criminal records background checks, drug screens, and provide documentation of up-to-date immunizations. Failure to pass any checks, screens, or provide valid documentation may result in dismissal from the emphasis area.

Academic Advising

A student who has selected a major will have an adviser in the department of his/her major. It is the student's responsibility to make appointments with the adviser for pre-registration, course selections, changing courses, or career counseling. You will be given their contact information at your initial meeting.

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 audits. 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 answers routine procedural questions, including those about myZou, scheduling courses, and student organization activities. 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.

Degree Audits

The degree audit is an automated report reflecting the student's academic progress toward the completion of a degree. The student may request a degree audit for their major. In addition, "What If" reports may be requested for other majors the student may be considering. The report automatically places the student's Mizzou course work and transfer courses within a series of requirements and subrequirements for a specific degree program. The audit also includes options for courses that fulfill each requirement. HES degree audits have been built to reflect the Degree Sheet you received when entering the program. They follow the same layout: General Education, HES Requirements, and the degree program.

The degree audit cannot replace one-on-one with the academic adviser. When meeting with your adviser, you should take a copy of the printed audit with you for review. The degree audit report is a tool used by both academic advisers and students.

The student should not rely on the degree audit without consulting with his or her academic adviser. The staff of the University Registrar and the academic advisers make every effort to maintain accurate degree audits; however, there are quite often exceptions to be entered for individual students.

Degree Audits may be requested from your Student Center in myZou or from the link on the registrar's website: <http://registrar.missouri.edu/degree-audits>. This site provides instructions and frequently asked questions. For additional help, you may stop by Student Services in 106 Gwynn Hall.

Changing Majors in HES

To change majors in Human Environmental Sciences (example: from Interior Design to Apparel Marketing and Merchandising), you should contact the Student Services Office, 106 Gwynn Hall and fill out a form. You will need to schedule an advising appointment to assess where you are in your degree program, get

new degree requirement sheets, and contact information for your new adviser.

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 a number of absences at the prerogative of the instructor.

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 check your knowledge of Academic Integrity, you can take the Academic Integrity Quiz: <http://osrr.missouri.edu/quiz/>

Americans with Disabilities Act

The University of Missouri 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 the Disability Center, S5 Memorial Union, Voice (573) 882-4696, VP (573) 234-6662, Email: disabilitycenter@missouri.edu, 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), the Disability Center can provide assistance.

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. The catalog is available here: <http://catalog.missouri.edu/>

Academic records should be kept together in a folder and taken to each conference with the Adviser. These records include Degree Requirement Sheets, Audit Reports, Grade Reports,

and other forms such as Drop/Add slips and Course Substitutions. Students should bookmark their Undergraduate Catalog until their degrees are completed.

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. You cannot use myZou to indicate S/U grading.

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. 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 status 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.

Dean's List

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 List. Courses graded S/U or Hearer do not count toward the required 12 graded hours. Self-paced Courses must be completed by the end of the semester of enrollment to factor into the 12 graded hours.

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: financialaid.missouri.edu. For inquiries about a particular scholarship, please see the Development Office at 122 Gwynn Hall or call (573) 884-9081.

Admission to the Honors College

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

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 Honors Eligibility.

Students may petition in the Honors College if they have 12 credit hours and a 3.7 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.

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 and are in the top 5% of their graduating high school class, 30 or higher and top 10%, 31 or higher and top 15% or 1280 on the SAT. 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.

Current MU Students

Other current students are eligible to apply for admission to the Honors College if they have at least 12 credit hours and a 3.7 MU GPA.

Transfer Students

Transfer students are eligible to apply if they have at least 30 credit hours and a 3.7 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.

Transferring Credit

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 **Course Substitution Form** for coursework in their *professional program*. Students are responsible for submitting this form to the Student Services Office, 106 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.

Student Email

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.

Registration

An essential part of 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 email for details each semester.
- Make an appointment to see your adviser before your date to enroll, and bring your degree requirement sheets, current degree audit, 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.
- Meet with your faculty adviser to discuss your choices and questions.
- Remove any Advising, New Student, or Dean's holds in 106 Gwynn Hall. Students on Continued Probation must obtain adviser's signatures for the hold to be lifted.
- Emails, permission numbers, or oral consent do not allow a student to register when there is a time conflict between two or more class meeting times. The student needs a signed letter on departmental letterhead from the person who is giving the permission for the student to begin the class late or leave the class earlier than the designated time. Registration cannot be completed without this signed letter.

myZou

- Log onto myZou.missouri.edu
- Enter your pawprint and password
- Click on "Self-Service," "Student Center," and "Enroll" on the left side of your semester schedule.
- Select the term that you wish to enroll for
- Click the black and gold "search" button next to your "shopping cart"
- Pick course subject and course number if you know it. If you don't know the course number, leave it blank. Select "Show open classes only." Click "search"
- Find desired class, click "select class"
- Click "next." You will see a confirmation that the class has been added to your "shopping cart"
- Continue this process until you finish adding all the classes you want to your "shopping cart"
- To see your "shopping cart" select the "Enroll" tab at the top of your screen

- Double check your "shopping cart" and remove any classes that you don't want to enroll into. Check that there are no time conflicts between the classes in your cart
- Click "Proceed to Step 2 of 3"
- Click "finish enrolling"
- If any classes come up with a red X next to them, which 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.

Dropping and Adding Courses

If students have no holds that block registration, they may add or drop classes continually through myZou before the posted deadlines found at <http://registrar.missouri.edu/academic-calendar/> (*Note: The deadlines apply only to classes that meet the full semester or term. Classes that are "irregular" follow appropriately adjusted dates. Check the dates on the class section within myZou.*) If classes are full or require consent, students will need to get permission numbers. Permission numbers are available from departments where required. Only late enrollments that have been approved with permission numbers are processed in the Registrar's office, 125 Jesse Hall.

Students are able to drop courses on their own via myZou from the time they register until the drop only period ends. A course that is dropped after the deadline will appear as either a W (withdraw passing), or F (failing). Back dating a withdrawal requires Dean's approval (HES Student Services), and if approved, requires documentation on file to verify it was not used to circumvent refund deadlines. A [course withdrawal form](#) is to be used for a single course(s) when a student is not withdrawing from all their courses in all careers. (undergraduate and graduate)

Exception - If a student has completed a part-of-term course or is enrolled in a Mizzou Online course (and would like to stay enrolled in the Mizzou Online course) but would like to withdraw from all campus courses, the student will need this form.

A student who wants to add a class or change sections after the last day to register must complete a [Late Registration Change form](#) (PDF). (*Note: The last day to late register deadline applies only to classes that meet the entire semester or term. Classes that are "irregular" follow appropriately adjusted last days to register. Check the dates on the class section within myZou.*)

Freshman, New Transfer Students, and students on Continued or Final Probation will have holds and will need to use the [Late Registration Change form](#). Their advisor will need to sign the form, and then obtain the Dean's signature in 106 Gwynn Hall before turning in the form. **Approval from the instructor does not officially add/drop a student from the class roll; the course must be officially dropped by submitting the form to 125 Jesse Hall.**

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

No class, other than problems, special readings, internships or research, may be added after the expiration of one week follow-

ing the first day of classes in a fall or spring semester, or an equivalent period of time thereof in a shorter session.

Withdrawing from the University

Dropping all courses cannot be completed on myZou. The student will need to come in to the HES Student Services Office to fill out a form to withdraw from the University.

Dropping all courses is considered a withdrawal from the University and must be initiated in the academic advising units. The student will need to come in to the HES Student Services Office to fill out a Withdrawal from the University Form. This includes “dropping the last class” even if the student intends to continue the next term. This form is used until the deadline is reached for the last day to withdraw from the University. Back dating requires Dean’s (HES Student Services) approval, and if approved requires documentation on file to verify it was not used to circumvent refund deadlines. “Did you attend all the courses you enrolled for during this term?” appears on this form and must be answered by the student prior to processing the form at the Registrar’s office, 125 Jesse Hall.

Note: Students may not withdraw from all courses or their last course via myZou after financial aid is distributed, which is typically 10 days prior to the start of the semester. If a student has two careers (undergraduate and graduate) and wants to drop the only course they have under one career and it is prior to the start of school or the last day to drop a course without a grade, the late registration form will need to be used to drop them from the course. This must be done through the academic advising unit to which the student is assigned. If it is more than 10 days prior to the start of the term, the student may withdraw (drop last class) him or herself through myZou.

Canceling Enrollment Before the Start of Term

To cancel all classes prior to the start of the semester, you will need to complete the early cancellation form (PDF). This form is used when students who need to cancel (all courses in all careers) prior to the start of the term. If you are a senior and are enrolled in a graduate course, you will need a separate form for each career. Students may cancel on their own via myZou until approximately 10 days prior to the start of the term.

Off-Campus Enrollment

Students may take courses at other colleges to use in their degree programs. General education course equivalencies not already listed on the course equivalency website must be evaluated by the Office of Admissions. The student’s adviser must approve course equivalencies in the major. You can check the course equivalency website to see how courses taken at schools in Missouri will transfer back to MU. transfercourses.missouri.edu

Academic Standing

A student whose term and cumulative grade point averages are 2.0 or higher is in Good Standing. (Note: The word “term” is 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 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.

Probation and Dismissal

To be full-time and in Good Standing, a student must maintain a minimum of 12 hours and a 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.

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 by the HES Student Services Office, 106 Gwynn Hall, within 7 days after grades have been posted at the end of the term. Revision of Records may be turned in throughout the semester since that campus 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.

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, 125 Jesse Hall.

When a grade received, in an initial attempt, for an undergraduate course at the University of Missouri is a “C-”, “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 (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. Any course being repeated may not be taken on an S/U basis. *This policy is effective with course work completed Fall semester 2000 and thereafter.*

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 advisor to determine whether re-enrollment 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 should not re-enroll in a course for which they have been assigned a grade of "I". 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 purpose 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 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 completes the cross-listed course offered by the alternate department. Courses for which a NR, W, or a grade of I are assigned are not considered attempts since no final grade has been recorded.

If the initial attempt of a course contained an attribute such as honors, writing intensive, math reasoning proficiency, service learning, or computer proficiency, the second attempt is not required to contain the same course attribute for the purpose of the course repeat policy. Students should be aware that if the second course does not have the same attribute as the initial course, they will no longer be allowed to count the initial attribute toward any graduation requirement.

Grades of C or greater may not be repeated under the course repeat policy because these grades are considered acceptable work and would not prevent a student from graduating from MU. Students may replace the grade earned from the course at the University of Missouri-Columbia or any other University of Missouri campus with a grade earned in an equivalent course at University of Missouri-Columbia campus.

Graduation

Students are responsible for turning in a request for a Graduation Evaluation. A student should submit this form prior to enrolling for their final semester of classes (typically a student planning to graduate submits this form at least one semester *before* they will enroll for the last time). The student can submit this online at: http://hes.missouri.edu/students_graduation.html. After the evaluation has been completed, the student will receive an email to schedule an appointment where he or she will discuss and sign the official review. A copy will be given to the student at that time. This is an important step in the graduation process, and the only way a student's name can be added to the list of degree candidates.

All College of Human Environmental Science students are invited to participate in the college's commencement ceremony. No tickets are required, there is no limit to the number of guests a student may invite. To participate in the commencement ceremony, students must be enrolled in their final course(s). Fall candidates walk in December, and spring and summer candidates walk in May.

Latin Honors

Graduating with Latin Honors is determined by the GPA of record. The GPA is not rounded, the exact GPA listed (e.g., a student with a 3.69 is Cum Laude) is used. For the graduation ceremony, we will always use the previous semester's GPA of record, as current grades are not yet available at the time of the ceremony. Any changes will be reflected on the final transcript. Grade point average requirements for Latin Honors are: Cum Laude: 3.5-3.69, Magna Cum Laude: 3.7-3.89, Summa Cum Laude: 3.9-4.0.

Honors Convocation

Honors Convocation is held for May and December graduates on the Saturday of graduation weekend. Students who have been selected by their schools and colleges to participate in this event are graduating with Honors Certificates, Departmental Honors, Divisional Honors, University Honors, or Latin Honors (summa cum laude, magna cum laude, and cum laude). Students who are eligible for the Honors Convocation will receive an e-mail invitation in their University e-mail account.

All Honors graduates who attend the ceremony will receive a bronze medallion for this occasion featuring an image of the Columns. Graduation dates and location information may be found at: commencement.missouri.edu

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.

Departmental Organizations

Association of Textile and Apparel Management (ATAM)

ATAM's mission is to advance professionalism in the field of textile and apparel and to promote educational programs to improve knowledge through industry speakers, professional development events, and field trips. ATAM offers students opportunities to engage in professional, social, and community service activities. We have many guest speakers from various segments of the industry who discuss real-world experiences and offer career advice. We take trips to companies and conferences to offer students an experience outside the classroom and provide great networking opportunities. Participation in the activities and organizational governance can provide valuable leadership training. ATAM is also a good place to meet other students and start building professional contacts.

Child Life Student Association (CLSA)

CLSA invites all undergraduate and graduate child life students to participate in the organization's activities aimed at developing a fellowship among students in the major, encouraging exploration of professional roles and competencies, building leadership skills and providing service to the pediatric community. Members promote an awareness of the profession of child life and pediatric advocacy issues through involvement in events such as Child Life Month, Relay-for-Life, and volunteering at the Ronald McDonald house. The group also provides opportunities to participate in professional conferences and networking events.

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.

Christian Social Work Association (CSWA)

CSWA supports the integration of Christian faith and professional social work education and practice in the lives of its members, influencing the profession and church, promoting love and justice in social service and social reform. Members of MU CSWS work to build community among students in the School of Social Work. An important aspect of the group is the desire for everyone to feel comfortable participating and discussing topics of faith and practice at meetings. "Everyone" includes all world views. Activities provide opportunities for networking with practicing social workers and serving the School and community.

Design with Digital Media Students Association (DDMSA)

The Design with Digital Media Students Association seeks to provide a meaningful place for resources, research, and discussion in digital media with a focus in design (architectural and interior design). The association accepts members from all backgrounds to come enjoy the experience of investigating the dialogue between humans and computers as they relate to the field of design.

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 office, 239 Stanley, for more information.

Human Development and Family Science Student Association (HDFS SA)

HDFS SA 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 Science office, 314 Gentry Hall, for more information.

MU Council on Family Relations (MU-CFR)

MU-CFR is a student organization affiliated with the National Council on Family Relations, a professional organization for individuals who work with and study families and children. As an organization, MU-CFR supports students in their development as professionals who will enter careers that work with, or study, families and children. MU-CFR also provides a number of service opportunities throughout the year focused on helping local families and children (e.g., food drives, a resource for University students who are also parents, providing Christmas presents for a family in the community, etc.).

Nutrition and Wellness Association (NWA)

The Nutrition and Wellness Association (NWA) is composed of enthusiastic undergraduate and graduate students interested in Food Science 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. Learn more about NWA on the Mizzou Nutrition and Wellness Association Facebook page or department website: http://ns.missouri.edu/org_NWA.html

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 office, 137 Stanley, for more information.

US Green Building Council (USGBC)

USGBC is the University of Missouri chapter for the United States Green Building Association. Activities include events with the Kansas City chapter, socials with professionals in town (great networking experience!), Habitat for Humanity builds, and more sustainable field trips. Contact the Architectural Studies office, 137 Stanley, for more information.

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, 106 Gwynn, for more information.

Dean's Advisory Board (DAB)

All HES students are encouraged to participate in HES Dean's Advisory Board meetings and activities. In addition, a representative from each departmental organization comprise the Dean's Advisory Board.

The Dean's Advisory Board promotes unity among the student body by sponsoring events such as HES Week, service projects, service awards, and other social and philanthropic activities. Contact the Student Services Office, 106 Gwynn, 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 purpose 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>.

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 the 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 and other printed materials. Located in G202 of the Student Center, 882-4634.

Department of Residential Life Office

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

Recovery-focused Sober Housing

Recovery-focused sober housing gives students in recovery from alcohol or other substance abuse disorders the opportunity to meet and reside with other students living in, and committed to their recovery. If you are a student in recovery and think this option may be a good fit for you, we encourage you to learn more by visiting wellness.missouri.edu/recovery.html.

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

There are several services that are offered as part of the program, including academic counseling and assistance, academic progress monitoring, and substance abuse and psychological counseling. Room 395 Hearnes Center, 882-0708

Special Services

Disability Center

The Disability Center 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://disabilitycenter.missouri.edu/>
The Disability Center 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://studenthealth.missouri.edu/> 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 everyday from 11:45 a.m. - 12:45 p.m.

Summer/Intersession Hours: Mon., Tues., Thurs., Friday, 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. Students who have earned one of the following scholarships are eligible for automatic participation in the MAP or C.A.S.E scholars programs:

The 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 S.T.A.R.S. Leadership Program. (882-9208)

MU Career Center

The Career Center helps students with find a major, explore career options, find student employment, draft a resume or cover letter, develop job search strategies, build interview skills, and more. (882-6801) The Career Center is located in the lower level of the Student Success Center. <https://career.missouri.edu/>

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) <https://learningcenter.missouri.edu/>

Testing Services

Located in 4 Parker Hall, professional staff is available to administer placement tests including ACT, CLEP, GRE, and many

others. <http://testing.missouri.edu> (882-4801)

Documents to Read

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

- Your University Undergraduate Catalog
<http://catalog.missouri.edu>
- The M-book
<http://mbook.missouri.edu/>
- MU General Education Requirements
<http://generaleducation.missouri.edu/requirements/>

Important Websites

- myZou home page
<https://myzou.missouri.edu/>
- HES home page hes.missouri.edu
- HES Degree Requirements
hes.missouri.edu/academics.html
- University Registrar home page registrar.missouri.edu
This is the main page of the University Registrar and contains the following links:
Registration & Add/Drop, Dates & Deadlines,
Class Offerings & Exams, Degree Audits, Grades,
Transcripts & Records, Policies, and Commencement
- Students have the ability to order their official transcript any time of the day, from any location by navigating to:
<http://registrar.missouri.edu/transcripts-records/>
- Course Equivalencies for transferring credits
transfercourses.missouri.edu
This website allows you to see how courses you take away from MU will transfer back to MU
- MU Home Page www.missouri.edu
General information about courses, Enrollment, and Semester Calendar. Click on Current Students and look in the middle of the page under Registration & Courses.
- MU GPA Calculator <http://registrar.missouri.edu/grades-calculators/gpa-calculator.php>
- Math Placement (MyMathTest)
mathplacement.missouri.edu/prerequisite.html
College Algebra (Math 1100) is a general education requirement for all MU degrees.
- Cashier's Office cashiers.missouri.edu
- Financial Aid Office finaid.missouri.edu
- Student Success Center success.missouri.edu
- Hire Mizzou Tigers www.hiremizzoutigers.com
- Computing Sites
doit.missouri.edu/sites/directory.html
- MU Libraries library.missouri.edu
- Honors College honors.missouri.edu

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					

Ref. #	Dept.	Course #	Section #	Course Title	Hrs.	Day & Time

College of Human Environmental Sciences
Curriculum Planning Sheet

Name: _____ Student #: _____ Date: _____

Major: _____ Projected Graduation Date: _____

<u>FALL I</u>	<u>SPRING I</u>	<u>SUMMER I</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>

