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# Handbook for New Students

1988-89

# IOWA

The University of Iowa  
Orientation Services  
108 Calvin Hall  
Iowa City, Iowa  
335-1497

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# Table of Contents

**Introduction • 3**

**Academic Success: Strategies, Support, and Standards • 5**

**Your Degree: Planning, Progress, and Placement • 25**

**Registering for Classes • 33**

**Services for Students • 41**

**Money: Financial Aid, Expenses, and Planning • 47**

**University Community: Information, Activities, and Life-style • 53**

**Expectations: Rights, Conduct, and Advocacy • 67**

**Index • 71**

## Introduction

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

SUNDAY

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

Welcome to The University of Iowa! As a new student, you have accepted a new set of responsibilities, and you are faced with many decisions. You are responsible for choosing your courses and possibly a career, managing your time and money, and exploring what a new community has to offer. In short, the decisions you are making now will have a great impact on your life-style.

Our goal in Orientation Services is to help make your transition to University life as smooth as possible. We hope to direct you to the office or service that can give you the help and guidance you need.

This first *Handbook for New Students* has been on our wish list for years. We hope that you will keep it with you as you

progress through your first year on campus. While we don't claim to have assembled all of the answers for you, we hope that it will point you in the right direction when you have questions and help you explore the many programs and opportunities that the University provides.

We have strived to publish accurate information, but we realize that changes may occur. If you have questions or wish to confirm information in this handbook, please contact the appropriate department, office, or service directly.

If you have comments or suggestions for improving this publication, please submit them to Orientation Services, 108 Calvin Hall.

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Students come to The University of Iowa from every Iowa county, all 50 states, and 92 countries.

# Academic Success: Strategies, Support, and Standards

- Your Course Work
- University Programs, Resources, and Services
- Computers and Computing
- Academic Honors: Recognizing Excellence
- Academic Recognition
- Standards for Student Records and Registration
- Libraries

## Your Course Work

### Time Management

Careful management of your time is essential to success as a student. This does not mean spending all of your time under a pile of books in the library. Instead, effective management of your time means creating a *balanced* routine of work and play for yourself.

Here's a system that we'd like to offer. At the beginning of each course, try to organize your study time according to long-range goals, short-term goals, and immediate priorities.

**Long-range Goals** • Long-range goals make advanced planning easier. They keep you aware of the fixed, scheduled requirements for your courses, they enable you to anticipate time conflicts that are likely to occur, and they help you determine short-term goals.

Pay special attention to the information instructors provide at the beginning of each course. Syllabi or assignment sheets which indicate deadlines, required readings, auxiliary sources of information, and exam dates are usually handed out during the first or second class meeting. Hang onto this information and mark the exam dates and research paper deadlines on your calendar.

With this information on your calendar, you can anticipate time conflicts before they occur. If two exams are scheduled for the same date, you'll want to keep this in mind as you prepare. If a research paper is due at the same time as an important family or job commitment will occur, some advance planning will be necessary.

**Short-term Goals** • Short-term goals are shaped by long-range goals and modified

by your immediate priorities. Short-term goals include: keeping reading assignments up-to-date; doing outside readings as time permits; preparing in advance (note-taking, reading) for research projects or reports; and regularly reviewing material already read or presented in lecture as a preparation for future exams.

Many college courses are characterized by few or infrequent assignments and exams. This is a big change from what many students experienced in high school. It's easy to become a victim of procrastination. On the other hand, you might find that the demands of one course cause you to neglect another. Setting short-term goals helps to avoid situations like these.

**Immediate Priorities** • There will probably be times during the semester when you feel like everything needs attention at once. The result can be a feeling of panic. You may become so overwhelmed by how much there is to do that even figuring out where to start seems impossible. If you have been following your long-range and short-term goals, it will be easier to get beyond this feeling of panic in order to get the work done.

Ask yourself some questions. What really needs to be done first? How much can wait until later? Can I use time I ordinarily spend on some other activity? Can I "trade" time? What course of action will benefit me most?

Don't be afraid to borrow study time from a course that has fewer immediate demands. Unfortunately, there may be times when something has to be left undone. You'll have to weigh the benefits and make a decision. Try to remember that even the worst situations can be viewed as learning experiences, provided you avoid a repeat occurrence in the future.

The goal for successful time scheduling is to create a schedule that makes efficient use of the time available for your studies that will in turn provide more time for you to pursue your flexible activities.



## Time Scheduling

A time schedule is a useful way to help identify the time you have available. It also helps you maintain a balanced lifestyle. You may not always be able to follow the schedule you set, but it can help keep you organized and is invaluable for making deadlines more visible.

Write down all of your *fixed* activities—those things you can do only at certain times, regardless of other demands. These include work hours, class hours, regularly scheduled meetings or events, eating, and commitments to organizations.

Within this fixed schedule, assign your *flexible* activities. These include sleeping, social relationships, recreation, relaxation, and studying. The goal is to create a schedule that makes efficient use of the time available for your studies that will in turn provide more time for you to pursue your flexible activities. Here are some things to keep in mind when creating your schedule.

**Plan enough study time to do justice to each subject** • A good rule of thumb is to devote three hours of study time each week for every hour you spend in each class. If you are a slow reader, you may need to devote more time.

**Study at a regular time in a regular place** • Knowing what you are going to study and when saves time in making deci-

sions and deciding which materials to carry with you. Avoid writing generalizations in your schedule like “study.” Be specific, “study history.” Commit yourself to studying a specific subject at certain regular times.

**Study as soon after a lecture as possible** • An hour spent soon after class will do as much good as several hours of studying just a few days later.

**Utilize odd hours during the day for studying** • Students too often waste the one-hour to two-hour blocks of time they have between classes.

**Diversify your blocks of regular study time** • Most people begin to tire rapidly after two hours of concentration. Take breaks and switch to another subject.

**Trade time—don't steal it** • When events arise that take up study time, decide immediately where you can find the time to make up the studying missed. Remember that there are three weekend evenings. You probably can't afford to spend more than two on recreation, and you might have to give up another if you've borrowed from study time during the week.

**Provide time for review** • A regular weekly period to review the work in each of your courses will help keep you up-to-date. Make the review cumulative. By briefly covering all the work you've done to date, the need for last-minute cramming can be avoided.

This may seem like a rigid system, especially at the beginning of the semester when most of your deadlines seem so far away. But your first round of midterm exams will be upon you all too soon. By creating a well-organized schedule early in the semester and by making every effort to follow it, you may be able to enjoy recreational time later in the semester instead of facing panic and last-minute cramming. Once you fall behind, it's difficult to catch up. Good time management will help keep you on target.

## Studying and Concentration

Although the challenge for many students is simply finding the time to study, others have difficulty making good use of the study time they have scheduled. What this generally boils down to is an inability to concentrate.

For some, a lack of concentration means an inability to stick with a problem long enough to master it. For others, it's an inability to grasp the content of the material they read. Some students simply can't comprehend the material despite persistence and full attention.

Note how the following conditions affect study concentration.

**Physical health and conditioning** • Eating *nutritious* meals and sleeping on a *regular* schedule make a difference in how you feel and react. Take rest breaks during long periods of study. Also, schedule activities that do not require a lot of concentration for those times when you normally feel tired. Physical exercise will improve your concentration. Include it as part of your daily schedule.

**Active reading skills** • Make reading an active process by taking notes, highlighting the material, and working the sample problems. Relate the material to what you already know. Ask questions as you read and ask questions in class.

**Functional study area with no distractions** • Work in a place where distractions are at a minimum. Study the same subject in the same place at the same time. Read in a well-lit and well-ventilated room. Have everything you need within reach so you don't waste time walking back and forth to your study area.

**Motivation** • Those who are not interested in their work find it hard to concentrate. There are many possible reasons why people are unmotivated.

Poor health can keep a person from being interested in anything. A general apathy or lack of energy might be due to your physical condition. Consider having a physical examination.

Personal problems may seem of such importance that they dispel your interest in anything else. Getting help with these problems can increase your motivation and concentration. Talk your problems out with a friend or your academic adviser or consult the University Counseling Service.

Many students feel genuinely interested in their schoolwork but find it difficult to sit down and study. The following are some suggestions to help focus interest on your schoolwork.

Clarify your vocational aims. Some students find it easier to approach their studies with a career in mind. The Career Information Services office might be able to offer help.

Make practical applications of the material you are studying. Try to see the relationships between what you are studying and the challenges you might face in future courses.

Imagine more immediate goals to assist in focusing your interest more sharply. Set time limits for study and you'll reach the immediate goal of completing your work within the time limit.

Find out how you are doing in your courses. Tracking your progress can motivate you to do more.



**Make practical applications of the material you are studying. Try to see the relationship between what you are studying and the challenges you might face in future courses.**

## Going to Class

For many courses, no record of attendance is kept. As obvious a point as it may seem, students are expected to attend class regularly. (This includes arriving on time.)

The responsibility for going to class is entirely your own. Occasionally you might be able to collect lecture notes from a friend, but few people take notes exactly alike. Lab experiences and discussion sections are nearly impossible to re-create.

Individual instructors or heads of departments have the right to determine the attendance/make-up policies for their courses. It's wise to check these out at the beginning of each semester.

There will probably be days every semester when you will be unable to attend classes due to illness or personal/family emergencies.



With classroom buildings on both sides of the Iowa River, footbridges are often the quickest way to get from place to place.

When you miss a class due to illness or another excusable reason, pick up an Explanatory Statement for Absence From Class form from the Registration Center (17 Calvin Hall). This form provides the only official method for your absence to be excused in courses where attendance is required (for example, in physical education skills courses and Rhetoric courses).

Presenting the form to your instructors will validate your absence. Eligibility for making up missed work is usually left to the discretion of each instructor.

If you must miss classes for an extended period due to a personal or family emergency, it is a good idea to contact the Office of Student Services (105 Jessup Hall), 335-3555. Your instructors will be contacted and informed of your absence.

Permission to be allowed to make up work as a result of being absent from class in order to participate in any University-

sponsored event will be granted provided you present a written statement, signed by the appropriate administrator, to each of your instructors prior to each absence. You'll need to specify the exact date(s) and time(s) it is necessary to miss class.

## Class Formats

Your class material will be presented in several different formats ranging from large lectures and laboratory sessions to small discussion groups.

Many introductory-level courses are presented in a *lecture/discussion* format. A class like this meets two or three times a week for a lecture given by a professor and once a week for a discussion section led by a teaching assistant (TA). The key to success in a lecture/discussion format is keeping good lecture notes and participating actively in the discussion section.

A problem many students face is trying to decide how to take effective notes. There is certainly no need to write down every word a professor says. At the same time, however, no one wants to miss an important point. While there is no definitive system for note taking, one good technique to develop is effective listening skills.

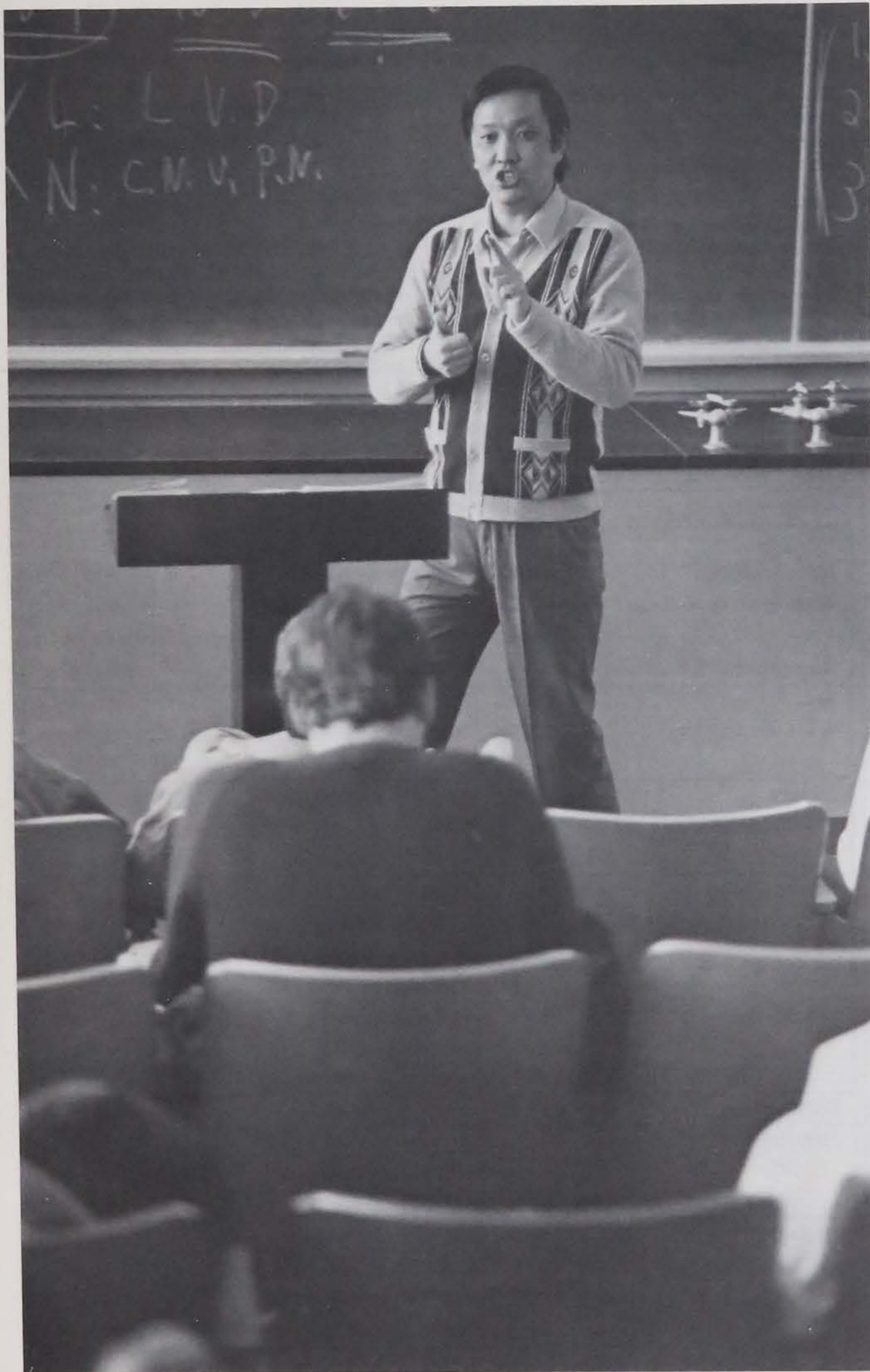
**Be prepared to listen the moment a lecture begins** • Your instructors have a lot of information to cover in a limited amount of time. If you spend the first four or five minutes of lecture getting settled, you will probably miss relevant information. Sitting toward the front of the room is helpful.

**Make listening an active process** • This means assuming the role of a critical, discriminating listener. Think and question along with the speaker. In a typical lecture, probably five or six major ideas related to the central topic are presented. Try to anticipate and separate these thematic ideas.

**Become familiar with your instructor's mannerisms** • The sooner you become familiar with your instructor's unique methods for emphasizing important points, the easier it will be for you to decide what to write down. Many instructors summarize important concepts at the close of each lecture. Take this time to check your notes for accuracy.

**Relate the material to what you already know about the subject** • Be an informed listener. Material presented in





Your class material will be presented in several different formats ranging from large lectures and laboratory sessions to small discussions.

lecture is often related to reading assignments made previously. Keep up-to-date with your reading.

**Recognize that instructors differ in how clearly they present material** • Be prepared to adjust to the individual abilities and personalities of your instructors.

**Listen carefully during discussion** • Many times the question of a classmate helps clarify a point the instructor has made.

Being a better listener requires an *active* effort on your part. Make a conscious effort to improve your listening skills. It really is up to you to determine how much you get out of the lectures you attend.

## Paper Writing and Research

Probably the best source for researching and writing a paper is the Main Library or one of the 13 departmental libraries. The system offers an extensive collection of books and periodicals to consult as well as special collections of rare books, manuscripts, government publications, and maps.

The Reserve Reading Room on the second floor of the Main Library is a place where professors can place additional readings on reserve. It is a convenient location for students to study assigned reserved readings.

The hours for the libraries are as follows:

<i>Location</i>	<i>Regular Hours</i>	
<b>Main Library</b> Washington & Madison	M-Th	7:30 a.m. to 2 a.m.
	F-Sat	7:30 a.m. to midnight
	Sun	10:00 a.m. to 2:00 a.m.
<b>Departmental Libraries</b>		
<b>Art</b> W145 Art Building	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	S-S	noon to 8:00 p.m.
<b>Biology</b> 310 Biology Building	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	S-S	1:00 p.m. to 5:00 p.m.
<b>Botany-Chemistry</b> 400 Chemistry-Botany Building	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	S-S	1:00 p.m. to 5:00 p.m.
<b>Business Administration</b> 120 Phillips Hall	M-Th	8:00 a.m. to 10:00 p.m.
	F	8:00 a.m. to 5:00 p.m.
	Sat	10:00 a.m. to 5:00 p.m.
	Sun	1:00 p.m. to 10:00 p.m.
<b>Engineering</b> 2100 Engineering Building	M-Th	8:00 a.m. to 10:00 p.m.
	F	8:00 a.m. to 5:00 p.m.
	Sat	9:00 a.m. to 5:00 p.m.
	Sun	2:00 p.m. to 10:00 p.m.
<b>Geology</b> 136 Trowbridge Hall	M-Th	8:00 a.m. to 10:00 p.m.
	F	8:00 a.m. to 5:00 p.m.
	Sat	1:00 p.m. to 5:00 p.m.
	Sun	1:00 p.m. to 5:00 p.m., 6:00 p.m. to 10:00 p.m.

## The Process of Writing a Paper

At least once in your college career you will probably be required to write a formal paper. Here is a process to help you write themes, essays, reports, and other college-level assignments.

**Select your topic** • Whether the decision is entirely yours or a topic is assigned, by focusing on something of interest to you the task of writing will be easier. Don't be afraid to be creative as long as your research is relevant to the course content. Choose a topic appropriate for the time available and your information resources. Keep your topic small and man-

ageable. Researching a broad topic is time-consuming and will result in so much information that it will be difficult to decide what to cut out.

**Choose your audience** • Whether it is your instructor or your entire class, your audience will greatly influence the writing style you use.

**Ask yourself questions** • Develop a set of questions that you hope to answer in your paper. It may be difficult in the early stages, but this is a good way to structure what you are going to write.

**Research the topic** • The questions you have developed can be used as guidelines for your research. The answers you find for your questions are only as good as the information you find to support them.

<i>Location</i>	<i>Regular Hours</i>	
<b>Health Sciences</b> Newton Road (open 24 hours during finals week)	M-Th	7:30 a.m. to 2:00 a.m.
	F	7:30 a.m. to midnight
	Sat	7:30 a.m. to 8:00 p.m.
	Sun	10:00 a.m. to 2:00 a.m.
<b>Law</b> Boyd Law Building	M-F	7:45 a.m. to midnight
	Sat	9:00 a.m. to 10:00 p.m.
	Sun	10:00 a.m. to midnight
<b>Library Science</b> 3094 Main Library	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	S-S	1:00 p.m. to 5:00 p.m.
	Sun	7:00 p.m. to 10:00 p.m.
<b>Mathematics</b> 125 MacLean Hall	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	S-S	1:00 p.m. to 5:00 p.m.
<b>Music</b> 2000 Music Building	M-Th	8:00 a.m. to 10:00 p.m.
	F	8:00 a.m. to 5:00 p.m.
	Sat	1:00 p.m. to 5:00 p.m.
	Sun	1:00 p.m. to 10:00 p.m.
<b>Physics</b> 350 Van Allen Hall	M-F	8:00 a.m. to 5:00 p.m.
	M-Th	7:00 p.m. to 10:00 p.m.
	Sat	2:00 p.m. to 5:00 p.m.
<b>Psychology</b> W202 Seashore Hall	M-Th	8:00 a.m. to 10:00 p.m.
	F	8:00 a.m. to 5:00 p.m.
	Sat	10:00 a.m. to 5:00 p.m.
	Sun	1:00 p.m. to 10:00 p.m.

Support for your paper can be found starting at the Reference Desk of the Main Library. The professionals there can lead you to a number of reference books and assist you in looking up information.

When writing papers and doing research, it is *very* important to distinguish between material that is your own and material that you have derived or quoted from other sources. The ideas of others must be documented by using a reference or footnote.

The University has a policy regarding plagiarism that can be found in *Policies & Procedures Affecting Students*. Copies of this publication are available at the Registration Center (17 Calvin Hall).

Support for your paper can be found starting at the Reference Desk of the Main Library. The professionals there can lead you to a number of reference books and assist you in looking up information. Many issues of periodicals and journals are shelved in bound volumes, and thousands of others are stored on microfilm and available in the Main Library's Microtext Room.

**Develop an outline** • An outline can be a valuable guide for your writing. It can provide the kind of focus you will need to make efficient use of your writing time. Outlines help keep you on track.

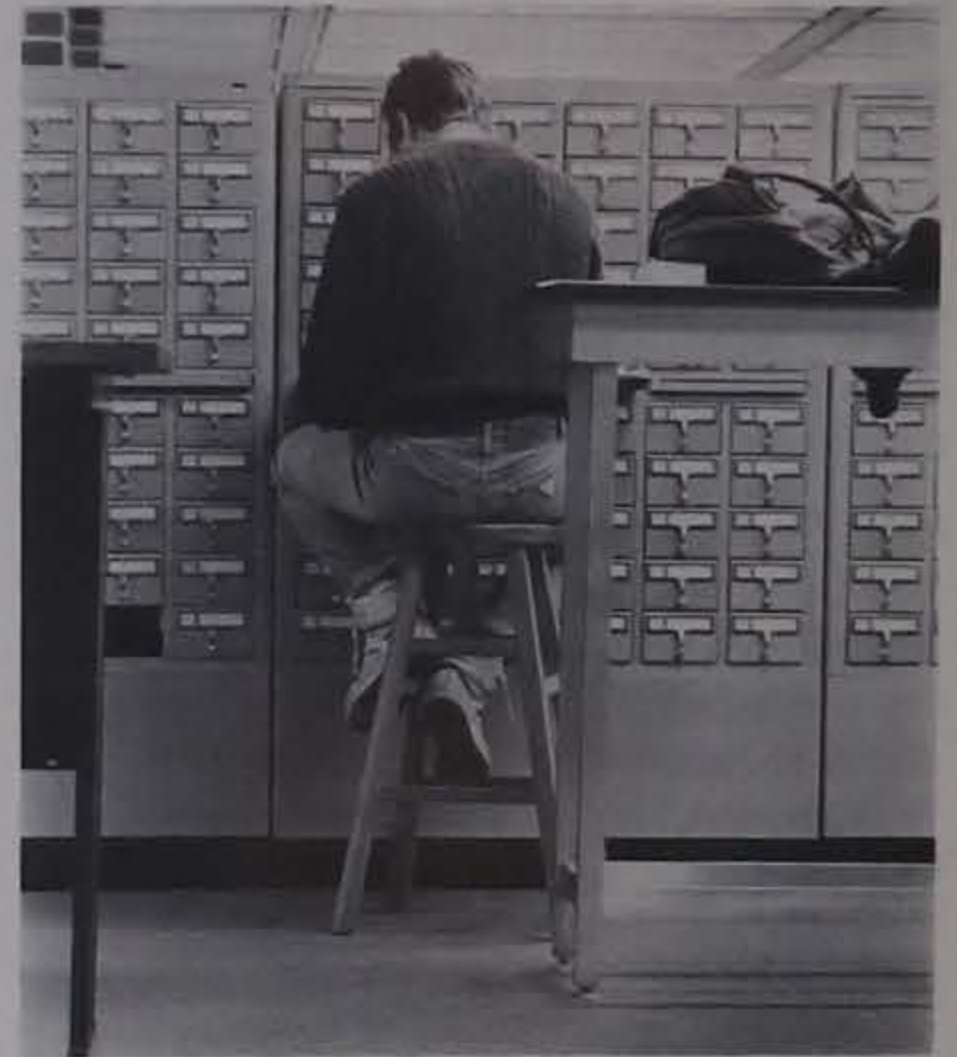
**Key your research notes to your outline** • This saves the time you would normally waste shuffling through your research notes looking for a particular quotation.

**Start writing** • Your preparation should make the actual writing of your paper easier. Most people still find it difficult to begin. A good solution to this problem is allowing yourself enough time to take an I-don't-care-how-it-sounds attitude toward your first draft. Stop after you've written a few pages to see if what you have is worth keeping.

Remember that your paper should have four basic parts: the title, beginning, body, and the ending. Use a few select words for the title of your paper to catch the reader's eye and to accurately communicate what the paper is about.

The beginning of any paper consists of the introductory paragraph(s). The purpose of the introduction is threefold: to capture the reader's attention, to state the central idea, and to lead the reader into the paper. A good rule of thumb is to be succinct.

The body will be fairly easy to write if you've taken the time to work out an outline. The major headings in your outline



will become the major headings of your paper. The subheadings should follow accordingly.

The ending provides closure by summarizing what you've already told your readers. You might want to emphasize important points and rephrase any conclusions you have drawn.

**Set your paper aside for a day or so** • Read your first draft aloud and objectively evaluate its quality. You will be surprised at the flaws you spot.

**Revise your work** • Base your revisions on what you discovered when you evaluated your paper. Thoughtful revision can make the difference between mediocre and acceptable writing.

The first reaction you might have to this paper-writing process is that it is *time-consuming*, especially if you are accustomed to waiting until the last minute to begin writing. The papers required in many courses quite often count for a significant part of your grade. Give yourself enough time to let your true abilities show.

## Preparation for Tests

No tricks or shortcuts will help if you don't know the subject material. In the time management section, it was suggested that a periodic review become part of your weekly routine. This is one of the most effective ways to *learn* the material you study during the semester. In preparing for exams, it is necessary to memorize *and understand* factual data. Try to see the in-

terrelationships in the material you are covering. Also, organize your material around the main points of the course and make sure you understand it.

**Reflect on what you have learned** • Reflecting means examining the material from your own viewpoint and drawing implications that are not explicitly stated. Dissect the material and try to see how the facts are combined.

**Know your instructor** • Your notes provide a good clue for the type of questions and material that will be covered in the exam. Previous tests given by your instructor, if available, are also a good resource.

**Don't try to cram at the last minute** • Because it forces you to learn out of context, cramming is short-term learning at best. Material treated in this manner often has to be relearned for a cumulative final exam. Cramming on one subject may force you to neglect another, which might result in cramming for that subject's exam later on. Try not to get into this habit. Cramming leaves little time for *real* learning.

## Test-taking Strategies

No matter what type of exam you might be taking, below are some helpful suggestions to aid your performance.

Gather the materials you'll need (pencils, pens, eraser, calculator) ahead of time. Arrive at the exam room a bit early in order to get settled and relax. Avoid distracting yourself by getting into last-minute conversations with other students about specific topics in the course.

Listen carefully to the oral instructions and read all of the written instructions before you begin. If anything seems unclear to you, ask for clarification. The instructions will often tell you the point value for particular sections and the type of answer required.

Budget your time. Allot the most time for questions that will give you the most points. Get started immediately. Answer the questions you know well and then go back to work on the others.

Attempt to answer all of the questions even if you're not absolutely certain of the answers. Sometimes partial credit is awarded for grasping the concept. Then check your answers for obvious errors before turning in the exam.

## University Programs, Resources, and Services

For those times when you'd feel comfortable with a little extra help and guidance, the University has a number of services available for students. If you have a problem, ask around and you'll undoubtedly find a service waiting to help you. Note that some programs have special criteria for participation.

### University Counseling Service (UCS)

Gerald Stone, director  
S330 Westlawn  
335-7294

The primary goal of counseling is to help students get maximum benefits from their university careers. UCS is committed to the idea that the college years should be satisfying, productive, and rewarding. Counseling services are designed to help students grow in self-understanding so that they may use their assets effectively and plan attainable goals for the future.

All counseling and testing services are confidential and most services are free to University students. UCS is staffed by professionally trained counselors and psychologists. Counseling is on a voluntary basis, and appointments can be made in person or by telephone. A staff psychologist is always available during office hours for emergency and walk-in services.



Because it forces you to learn out of context, cramming is short-term learning at best. Cramming leaves little time for real learning.

## The Counseling Interview

Some of the problems and topics students discuss at counseling sessions are demonstrated by the following statements:

- I'd like some help in choosing a major.
- I wish I had more confidence in myself.
- What kind of jobs would best suit me?
- I just can't make the grades I'd like to have.
- I feel sort of alone—pretty much out of things.
- Sometimes I wonder if my parents really understand me.
- So much reading is required in my courses, and I've never....
- Of course, my parents say I should do whatever I feel, but....
- I really try hard, but somehow....
- We just don't seem to be communicating.
- I don't like my roommate because....

Students are helped with these concerns through career counseling, academic and study skills counseling, personal and interpersonal relationships counseling, marital counseling, and group therapy.

## Special Programs

UCS also offers programs to help students with their career and major choices, to aid students in improving their interpersonal skills, to assist students in improving

their academic skills (time management, study techniques, and exam taking), and to reduce anxiety during exams.

## Consultation

Staff psychologists are available for consultation with campus groups and organizations in the areas of training and education concerning psychological functioning, problem solving, mental health, concerns of special populations, and other problems or concerns of college students.

## Tutor Referral Service

Campus Information Center  
Terrace Lobby  
Iowa Memorial Union  
335-0905

Do you feel like a tutor could help you stay on track in French class or for that chemistry lab? The Tutor Referral Service provides the names and telephone numbers of qualified tutors for many undergraduate and graduate courses. You and your tutor negotiate scheduling and fees. Tutors set their own rates, which average \$4 to \$6 an hour. The service also provides information about certain free tutoring services available on campus.

The Tutor Referral Service provides the names and telephone numbers of qualified tutors for many undergraduate and graduate courses. You and your tutor negotiate scheduling and fees.



## The Mathematics Tutorial Laboratory

318 MacLean Hall  
335-0810

The Mathematics Tutorial Lab provides instruction and tutoring to undergraduates in their precalculus mathematics courses. Faculty, staff, and teaching assistants in the lab are trained and interested in helping students with mathematics.

### Tutors

The lab is an integral part of 22M:1 Basic Algebra I. However, tutors will help students in 22M:2 Basic Algebra II, 22M:17 Quantitative Methods I, and 22S:8 Quantitative Methods II, as available. The tutoring schedule for these courses is posted in the lab.

### Instructional Materials

Students enrolled in 22M:1 have access to microcomputers for instructional purposes. These computers have programmed lessons and sample test questions that relate directly to the class syllabus.

## Reading Lab

Linda Johnson, acting director  
12 English-Philosophy Building  
335-0205

The Reading Lab offers individual assistance in improving reading skills, comprehension and retention, study skills and test-taking skills, command of vocabulary, critical reading, and speed reading. A staff member will help you design an instructional schedule, depending on your needs and goals. Typically, students would meet twice a week with a graduate instructor to work with materials from Rhetoric and other courses.

The Reading Lab also offers courses for credit (through the University's Saturday and Evening Course Program only) to

improve reading abilities. The mini-courses listed below are five weeks long and are offered on a Satisfactory/Fail basis.

- 8P:20 Reading Comprehension (1 s.h.)
- 8P:30 Speeded Reading (1 s.h.)
- 8P:40 Practical College Vocabulary (1 s.h.)

## Writing Lab

Lou Kelly, director  
110 English-Philosophy Building  
335-0188

The Writing Lab offers undergraduate and graduate students assistance in developing their writing abilities. Students enroll in a noncredit course where they meet twice a week for one-on-one writing conferences with a writing teacher. The course is designed to help you become a more cogent writer through the perceptive critical reading of your own writing.

Instruction in sentence revising and in the control of writing errors evolves from your own work. Help with required writings in other courses is available only for those who enroll for two hours a week and work through an individualized sequence of "invitations to write."

Students who need to develop basic writing abilities may register for 10:89 Rhetoric: Introduction to College Writing and Reading (4 s.h.), prior to enrolling in the 10:1-2 Rhetoric sequence.

## New Dimensions in Learning (NDIL)

Roger Child, director  
1105-D Quadrangle  
335-9223

NDIL provides eligible students with free personal advising and academic support through individual tutoring, small group instruction, review sessions, and independent study units. Counseling assistants review each student's academic background, current course work, and plans for the future. Emphasis is placed on developing skills that will help students become efficient and independent learners.

Learning assistants, who are specialists in mathematics, science, and communication skills, are available for consultation and direct supervision of the program's tutors.

NDIL enrollment is limited to currently enrolled students who are U.S. citizens or permanent residents and who meet one or more of the following conditions:

- they are affiliated with Special Support Services;
- they have a permanent physical disability;
- they have qualifying low income as determined by family size and income level; or
- they are from a family in which neither of the parents/guardians has completed a four-year college degree.

### **Educational Programs in the Residence Halls**

Cheryl Hetherington, coordinator  
Educational Programs Office  
Rienow Hall  
335-9360

Educational Programs sponsors a variety of academic, social, and cultural activities for students living in the residence halls. Programs and events focus on academic and personal needs and on introducing students to campus and community resources.

### **The Studies**

Quiet study areas are maintained in Burge, Quadrangle, and Mayflower residence halls. The facilities offer

- personal computers
- free language tutors
- small conference rooms for group sessions
- computer terminals
- reference materials

### **Classes in the Residence Halls**

A number of University courses are taught each semester in classrooms in Burge and Quadrangle. Students have the opportunity to take these classes with other residents to help foster a sense of community in the residence halls.

## **Other Programs**

The Educational Programs Office works together with Resident Assistants (RAs) and student government to plan a variety of programs. These programs have included

- workshops in study skills, health concerns, computer programming, and cultural resources
- low-cost tickets to Hancher Auditorium events
- career planning groups
- dinners with faculty and other visitors
- aerobics, weightlifting, and intramural recreation programs
- coffeehouses and other social programs
- a writers' forum where students can read and discuss their poetry and prose

If you have a programming request, contact your RA or Associated Residence Halls (ARH) representative, or call the Educational Programs Office.

## **Computers and Computing**

### **Weeg Computing Center (WCC)**

W. Lee Shope, director  
Lindquist Center  
335-5493

WCC offers a variety of computing facilities and services. Nearly all access to the computer systems is by interactive terminal. There are more than 1,600 terminals and 3,000 microcomputers on campus capable of accessing the WCC facilities. In addition, WCC serves the academic community with general, technical, and statistical consulting, short courses, and data analysis.

### **Using WCC**

All University of Iowa students, staff, and faculty may use WCC computers for University-related research, thesis preparation, and classwork. University accounts are funded by departmental funds, Graduate College funds, or special grants. In addition, any registered student can obtain a student account directly from WCC. Accounts pay for computer time only and must be used for educational purposes.





All University of Iowa students, staff, and faculty may use WCC computers for University-related research, thesis preparation, and classwork. Any registered student can obtain a student account directly from WCC.

## Getting Started

Before using a WCC computer, you must apply for a computer account number (project number) and a user identification code (user ID). WCC's Information Center and University departments have computer services application forms. Once your account is activated, you can use WCC computers and services.

WCC will assign you an account password along with your user ID. Passwords help to protect your work from unauthorized access. You'll need a user ID and a password to charge computer use against an account.

## Microcomputer Purchase Program

Students, faculty, and staff have the opportunity to purchase personal computers at greatly reduced prices. Qualified students may also receive a computer-purchase loan through the University.

The Microcomputer Purchase Program offers Macintosh, IBM, and IBM-compatible systems, printers, modems, other peripherals, software, and a service department. For a complete listing of products and prices—along with details about eligibility, purchasing procedures, and financing—pick up a free Microcomputer Purchase Program catalog at the WCC Personal Computing Support Center.

## Instructional Computing Clusters

WCC and academic departments jointly support instructional computing clusters across campus. Anyone in the University community may use cluster facilities.

Clusters are generally open 8:00 a.m. to 10:00 p.m. weekdays and for shorter times on weekends. (Check with individual sites for exact hours.) Terminals, and in some cases personal computers, are available for public use in the following locations:

- Burge Hall, B7\*
- Business, 314 Phillips Hall
- Education, N153 Lindquist Center
- Engineering Building, 4102
- Iowa Memorial Union, 140
- Language Media Center, 16 Schaeffer Hall
- Main Library, 2nd floor, south
- Math Sciences, 18 MacLean Hall
- Mayflower Hall, 1st floor study area
- Medical Laboratories, 101
- Music Building, 1017
- Nursing Building, 137
- Oakdale Campus, W117 Oakdale Hall
- Pharmacy Building, 129
- Political Science, 315 Schaeffer Hall
- Preventive Medicine, 1940 Steindler Building
- Quadrangle Hall, 1100D
- Seashore Hall, W13
- Social Work, 316 North Hall
- Urban and Regional Planning, 327 Jessup Hall
- WCC, 16 Lindquist Center

\*braille terminal(s) available

## Information Center and User Education

The Information Center is an excellent place to begin asking questions. All WCC publications, program documentation, and reference materials are available here for you to look at or borrow. You can also sign up for free WCC short courses at the Information Center, which is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

## Academic Honors: Recognizing Excellence

### Honors Program

Irwin Levin, director  
Shambaugh House Honors Center  
219 North Clinton Street  
335-1681

Approximately 1,100 students participate in the Honors Program in the College of Liberal Arts. The Honors Program exists to provide you with opportunities to challenge yourself, opportunities to take advantage of the outstanding faculty and research potential at the University, and opportunities to get to know other honors students.

As an honors student, you can

- enroll in special honors sections or courses;
- complete special projects for honors designation;
- conduct independent research under the supervision of a faculty member;
- get assistance in competing for merit-based scholarships and awards;
- become a member of the Associated Iowa Honors Students; and
- use and enjoy the facilities of the Shambaugh House Honors Center.

### Eligibility Requirements

Students who are eligible to join receive a letter of invitation. Only students who respond affirmatively are considered to be members.

Freshmen entering the College of Liberal Arts are eligible if they rank in the top 10 percent of their high school graduating

class and have an ACT composite score of 29 or above (SAT combined score of 1200 or above). National Merit finalists and semifinalists are also eligible to join.

Students in the top 15 percent of their graduating class who have an ACT composite score of at least 26 (SAT combined score of 1060) may submit two letters of recommendation from high school teachers to the director of the Honors Program for special consideration.

If you are already enrolled at the University or if you have transferred from another institution, you may join the Honors Program if you have a cumulative grade-point average (GPA) of 3.20 or above.

Members are expected to maintain a cumulative GPA of 3.20. Students whose GPAs fall below this minimum will be placed on honors probation for a semester. If your GPA remains below the minimum for two semesters, you will be dropped from the program. You may rejoin, however, as soon as your GPA meets the 3.20 requirement.

## When to Join

Students are sometimes apprehensive about joining the Honors Program their first semester on campus. It is your own decision as to how active you will become as an honors student. Essentially, you are required to do nothing. There are no required activities, no required course work, and no expectations beyond maintaining the minimum GPA.

You are welcome to join the Honors Program as an entering freshman or at any point in your academic career at The University of Iowa. We suggest that you join as soon as you are eligible to do so. Then, as you become more accustomed to the University, you can begin taking advantage of the many opportunities available to members of the Honors Program.

## Academic Recognition

### Graduation with Distinction

The undergraduate colleges (with the exception of Pharmacy) recognize outstanding scholastic achievement by awarding degrees "with highest distinction" to students in the top 2 percent of their graduating class. Degrees "with high distinction"



are awarded to those in the next highest 3 percent and degrees "with distinction" go to students in the next highest 5 percent.

The College of Pharmacy recognizes its outstanding undergraduates according to grade-point average (GPA). Degrees "with highest distinction" are awarded to students with GPAs of 3.75 and above. Degrees "with high distinction" are awarded to those with GPAs of 3.50 to 3.74 and degrees "with distinction" go to students with GPAs of 3.25 to 3.49.

## Dean's & President's Lists

The University recognizes outstanding academic work each semester by including the names of qualifying students on the Dean's and President's lists.

Liberal Arts students who achieve GPAs of 3.50 or above on 12 s.h. or more of graded work and who have no hours of "I" (incomplete) or "O" (no report) are recognized by inclusion on the Dean's List for that semester.

Undergraduates who achieve a GPA of 4.00 for two consecutive semesters on 12 s.h. or more of graded work and who have no hours of "I" (incomplete) or "O" (no report) are recognized by inclusion on the President's List.

Since its founding in 1847, the University has awarded more than 202,000 degrees.

All freshmen entering the University enroll in either the College of Liberal Arts or the College of Engineering. The colleges of Business Administration, Nursing, and Pharmacy admit qualified applicants in their sophomore or junior year.



## Academic Awards and Honorary and Professional Societies

Phi Beta Kappa, Phi Eta Sigma, Sigma Xi, Mortar Board, and Omicron Delta Kappa are among 64 national honorary and professional societies that have active chapters at Iowa.

In addition to these honorary societies, there are a number of scholarships and awards based on academic excellence presented every year. *The Scholarship Book*, available at Shambaugh House Honors Center, contains descriptions of the scholarships, awards, and prizes given to undergraduates at the University. Some examples are

- The Dewey B. Stuit Award for a first-year honors student in recognition of scholastic achievement and promise;
- The Dewey B. Stuit Scholarship for an outstanding honors sophomore in recognition of scholastic achievement and promise;
- The James D. Robertson Scholarship for a junior honors student in the social sciences;
- The University of Iowa Honors Program Scholarship for a junior in the natural sciences and a junior in the humanities or fine arts;
- The Hancher Memorial Scholarship for a junior student who has achieved a high level of scholarship and has exhibited evidence of maturity and social responsibility;
- The Rhodes Dunlap Scholarship for a junior member of Phi Eta Sigma who has demonstrated scholarship, leadership, and character;
- The Sanxay Prize for a graduating senior in liberal arts who shows the highest promise of achievement in graduate study; and
- The Hancher-Finkbine Medallion for two undergraduates, two graduate students, and a professor who exemplify the qualities of leadership, learning, and loyalty.

## Standards for Student Records and Registration

### Semester Hour (s.h.)

Think of a semester hour as a unit of measure. Each course is worth a certain number of semester hours of credit. Often, but not always, this number corresponds to the number of hours spent in class each week. These are the same semester hours that, added together, determine class standing and the fulfillment of graduation requirements.

### Class Standing

The total number of semester hours you have earned determines your class standing.

0-27 s.h.	freshman
28-55 s.h.	sophomore
56-89 s.h.	junior
90 + s.h.	senior

### Probation and Dismissal

Students in the College of Liberal Arts who fail to attain the following minimum cumulative grade-point averages (GPAs) for their work at Iowa and any other colleges will be placed on scholastic probation. Under special and unusual conditions, students may be granted an additional semester on probation.

Class	Minimum GPA
freshman	1.60
sophomore	1.75
junior	1.90
senior	2.00

Students on probation whose cumulative (Iowa and overall) GPAs equal or exceed those listed above will be restored to good standing at the end of the session. Students failing to make the GPAs listed above will be dropped from the college for poor scholarship. (See the *Schedule of Courses* for more information.)

After being dismissed for poor scholarship, students generally must wait one year to petition to reregister. Students having been dismissed twice for poor scholarship must wait at least two years to petition to reregister.

## The Marking System

The following marking system applies to the College of Liberal Arts.

Mark Definition		Grade Points (per Semester)
A+		4.33
A	superior	4.00
A-		3.67
B+		3.33
B	above average	3.00
B-		2.67
C+		2.33
C	average	2.00
C-		1.67
D+		1.33
D	below average	1.00
D-		0.67
F	failing	0.00

H	honors
I	incomplete
N	nonpass
O	no report (no grade was submitted)
P	passing
R	audit (registered for zero credit)
S	satisfactory
U	unsatisfactory (Graduate College only)
W	withdrawn from/dropped the course

Remember that Liberal Arts students taking courses in other colleges of the University will be subject to the grading policies of those colleges. Students from other colleges taking courses in Liberal Arts are subject to the College of Liberal Arts grading policies.

## Computing Your GPA

The Office of the Registrar computes and records your GPA each semester on your grade report. In order to figure this out for yourself, you'll need to know the difference between quality points and grade points.

- Grade Points (GP) are numerical values assigned to letter grades "A+" = 4.33 through "F" = 0.00.
- Quality Points (QP) are figured only for the letter grades assigned grade points "A+" through "F." Other letter grades do not affect the computation of your GPA.

Use the following formulas for computing your own grade-point average.

$$QP = GP \times s.h.$$

$$GPA = QP/s.h.$$

First, multiply the semester hours of credit in each course by the grade point awarded to get your quality points.

Next, total the quality points you've earned to date.

Finally, divide this sum by the total number of semester hours of credit attempted (excluding courses in which grade points were not assigned).

Remember that grades of "F" are included in the number of hours attempted and used in computing GPAs.

## Incomplete (I)

In taking an incomplete, you are arranging for more time in order to finish the course. Not all instructors grant incompletes. Incompletes may be granted if

- the unfinished portion of your work is small;
- the work is unfinished for reasons acceptable to the instructor; and
- your standing in the course is satisfactory.

Courses may not be repeated to remove incompletes. Your work must be completed and submitted to your instructor three and one-half weeks prior to the close of finals week of the next 16-week session. A mark of "I" which is not removed by that date will be replaced by a final grade of "F."

You may petition for an extension of an incomplete.

## Pass/Nonpass (P/N)

The mark of "P" (pass) is used in lieu of grades "A+" through "C-" for authorized courses in the College of Liberal Arts. Grades of "P" and "N" are not used in computing GPAs.

Students registered for P/N who receive grades of "D+" through "F" will have "N" (nonpass) entered on their record. The mark of "N" does not count as hours earned for graduation.

The option of taking courses P/N is available to all students in the College of Liberal Arts under the following conditions:

- You must be in good academic standing in order to be eligible for the P/N option.
- P/N grading may be used on elective courses only. The only exception is by departmental action for courses not eligible for credit toward the departmental major. Courses in related areas that are required for your major may be taken P/N at the discretion of your major department.
- You may register for a maximum of two P/N courses per session.
- A maximum of 16 semester hours of "P" grades from all colleges will be accepted toward any bachelor's degree. Transfer students who bring in 56 or more semester hours are limited to 8 s.h. of P/N course work at Iowa.

### No Report (O)

This designation means that, for some reason, the instructor has not submitted a grade. The same rules for changing an incomplete to a letter grade apply to a mark of no report.

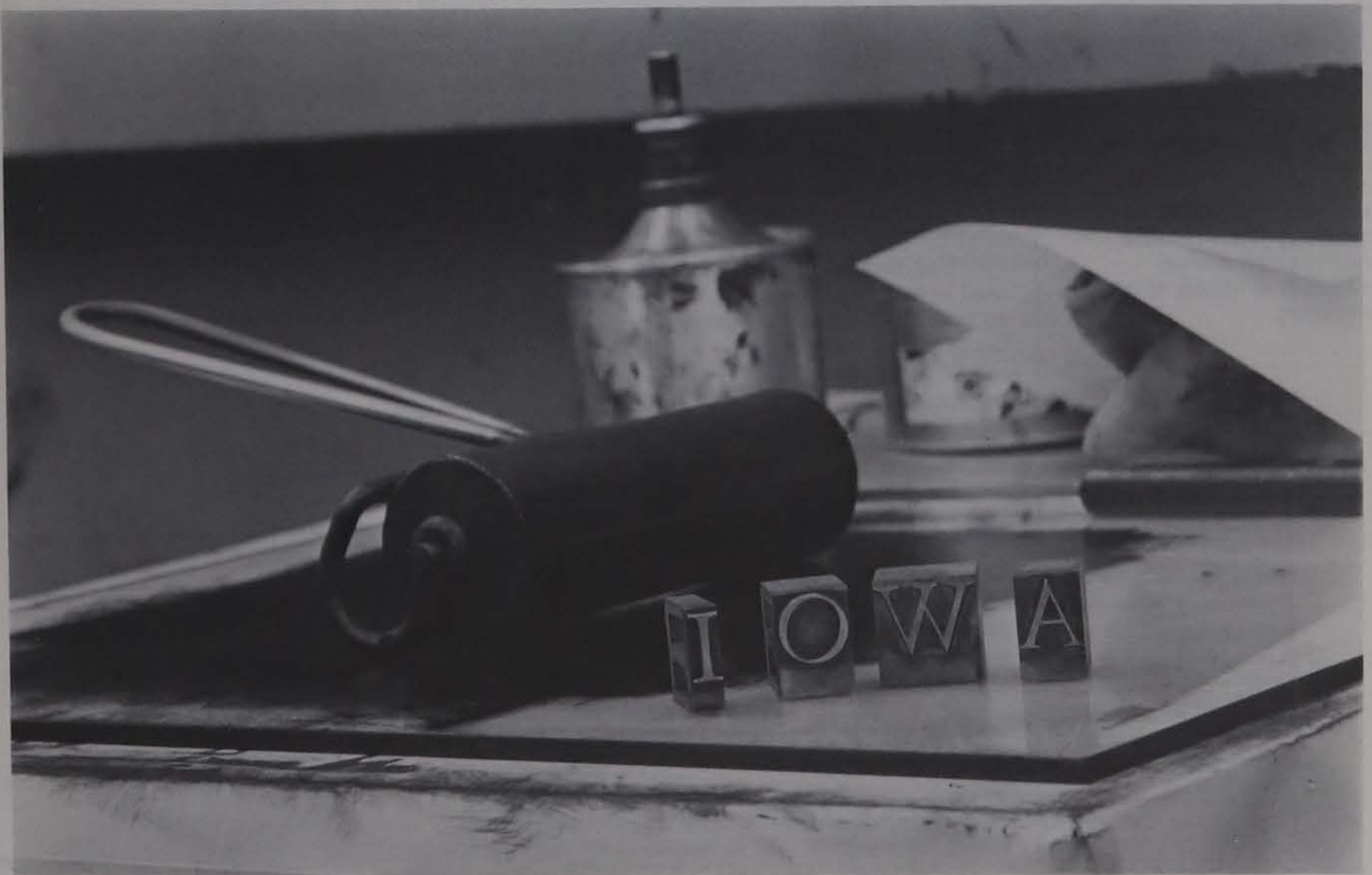
### Auditing Courses (R)

Students in the College of Liberal Arts may register for zero hours of credit for a course. You will need your adviser's consent and a special permission signature from the course instructor.

The mark of "R" will be assigned where attendance and performance are satisfactory. If unsatisfactory, the mark of "W" will be assigned. Courses offered for credit that are completed with an "R" will not meet any requirements or carry any credit toward graduation. Auditing may not be used as a second-grade-only option.

Any change from an audit-to-credit or credit-to-audit status must be made within the first three weeks of the semester (the first week and one-half of the summer session), using a Change of Registration form with the necessary signatures.

Under the University's marking system, an "I" is an incomplete, an "O" means no grade was submitted, a "W" indicates a course has been dropped, and an "A" is self explanatory.





Half of the state of Iowa's practicing physicians have received their medical education or training at the University.

### Satisfactory/Fail (S/F)

The mark of "S" (satisfactory) is used in lieu of grades of "A+" through "D-." An "F" (fail) is recorded for a grade of "F." Although the mark of "S" has no grade point assigned to it and will not affect your GPA, an "F" carries a grade point of 0.00 and is used in computing GPAs.

Courses are offered with Satisfactory/Fail grading when (in the judgment of the department) the instructional purposes of the course are best served by grading *all* students in this manner. No special forms are necessary to register for S/F because everyone in the course automatically receives an "S" or an "F."

Credit with the mark of "S" may be applied toward your General Education Requirements (GERs) or toward requirements for your major or minor. A maximum of 16 s.h. of "S" is accepted toward a bachelor's degree.

### Second-grade-only Option

You may repeat a course taken at The University of Iowa (unless obvious regression is involved) and have only the grade and credit of the second registration used in calculating your total hours earned, your Iowa cumulative GPA, and your total cumulative GPA.

Your permanent record will be marked to show that a particular course has been repeated. Although both grades will appear on your permanent record, only the second one will be used in calculating your GPA and hours earned.

This provision may be applied to a maximum of 16 s.h. for students enrolled before the 1987 summer session. Students who enroll after the 1987 spring semester may apply this provision to a maximum of three courses. The second-grade-only option may be used only once per course.

### Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment) specifically protects student rights of privacy regarding college records. Release of information about you or from your file requires your written consent. (See page 29 for more details.)

### Grade Reports

One copy of your grade report will be sent to your residing address. A copy will be mailed to your parents if you request it. Copies also go to your collegiate dean and academic adviser.

### Midterm Delinquencies

Students earning marks of "D+" through "F" in courses will be notified by mail about the tenth week of class concerning their delinquency status. Copies go to your collegiate dean and academic adviser. A copy of these reports will be mailed to your parents if you request it.





# Your Degree: Planning, Progress, and Placement

- Credit by Examination
- Transfer of Credit
- Choosing a Major
- Academic Advising
- Planning Resources

## Credit by Examination

The University recognizes that you may have skills or knowledge from high school or other educational experiences corresponding to some of our General Education Requirements (GERs) or introductory courses.

By awarding credit and/or exemption for successful completion of various exams, the University takes into account this college-level background and allows students to enroll in courses that are appropriate for their abilities.

The University offers placement and exemption exams in mathematics, Rhetoric, foreign language, and physical education skills. Students may also earn credit through the College-Level Examination Program (CLEP) and the Advanced Placement Program (APP).

Students in the colleges of Liberal Arts, Education, and Business may earn up to 32 semester hours of credit by exam. Students in the colleges of Engineering, Pharmacy, and Nursing may also earn credit by exam but need to consult their academic adviser to discuss their plans.

The following paragraphs briefly outline the placement/exemption tests, credit by exam, and transfer of credit from other institutions that students can use in fulfilling their GERs.

## Rhetoric Placement Test

Students are initially placed in Rhetoric on the basis of a formula using ACT English and social science subscores (or SAT verbal scores). Rhetoric tests are optional and are used for placement or exemption.

Students who are assigned to the two-semester Rhetoric sequence (10:1 and 10:2) have the opportunity to be placed in 10:3 Rhetoric, the one-semester course, by taking a two-part written test. The tests are administered during the first week of classes. Consult the *Schedule of Courses* or your Rhetoric instructor for more information.

## Rhetoric Exemption Test

Students who are initially assigned to a one-semester Rhetoric course (10:3, 10:4, or 36C:25) can earn exemption from all or part of the Rhetoric GER by taking the theme and/or speech test at the beginning of the semester. Consult the *Schedule of Courses* or your Rhetoric instructor for more information.

## Physical Education Exemption Tests

Students who have had previous instruction or are especially proficient in a physical education skill or activity may wish to satisfy all or part of their P.E. Skills GER by taking an exemption test.

These tests are offered at the beginning of each semester and consist of written and performance components. Successful completion of an exemption test will result in a waiver of 1 s.h. of P.E. Skills GER. No academic credit is awarded.

Students interested in an exemption test need to apply for one. Refer to the *Schedule of Courses* for more information and make arrangements at the P.E. Skills Office (E213 Field House).

## Mathematics Placement Tests (MPTs)

MPTs are administered to all freshmen during Summer Orientation (or by special arrangement at the Evaluation and Examination Service). Tests are given at two levels. Students may take only one test. MPT-Level 2 is administered to students who took trigonometry in high school and to students admitted to the College of Engineering. All others take MPT-Level 1.

MPT results are used for placement in appropriate mathematics courses and partial completion of the mathematics GER. A satisfactory score on MPT-Level 1 is a way to satisfy part of the mathematics GER for students who have not already fulfilled the requirement with high school work or with an adequate ACT mathematics subscore.

## Foreign Language Proficiency Tests

Optional proficiency tests in French, German, and Spanish are administered to freshmen during Summer Orientation and just prior to the opening of classes each semester. Academic credit is not awarded for successful completion of the tests. The results may be used to suggest appropriate course placement.

Satisfactory test performance equivalent to four semesters of college study meets the foreign language GER for the B.A. degree. Satisfactory performance equivalent to two semesters of college study meets the foreign language GER for the B.S., B.F.A., B.G.S., and B.M. degrees.

Students who are proficient in languages taught at the University other than French, Spanish, or German may arrange proficiency tests by contacting the appropriate department. Academic credit is not awarded for successful completion of these tests.

Students who are proficient in a language not taught at the University may make arrangements to be tested in the Liberal Arts Office of Academic Programs (116 Schaeffer Hall).

## College-Level Examination Program (CLEP)

This testing program offers students an opportunity to earn University credit

that applies to the GERs by taking and passing the general CLEP tests. The tests are created by the College Board and cover a wide variety of topics.

The College of Liberal Arts accepts CLEP results in three general areas: 1) Humanities, 2) Natural Sciences, and 3) Social Science/History. Each general test consists of two subject areas. The following table shows the general test titles, the two subjects that are covered by each general test, the possible credit that can be earned, and the specific GER that can be fulfilled.

General Test/ Subtest	Possible Credit	GER to Which Credit Applies
Humanities Fine Arts Literature	3 s.h. 3 s.h.	GER: Humanities 8G:1 Interp. of Lit.
Natural Science Biology Physical Science	4 s.h. 4 s.h.	GER: Natural Science GER: Natural Science
Social Science/ History Social Science History	3 s.h. 3 s.h.	GER: Social Science GER: History

A maximum of 20 semester hours can be earned through the CLEP general tests. Students may choose to take one, two, or all three general CLEP tests. The fee is \$35 per test.

For additional information about CLEP, contact the Evaluation and Examination Service (300 Jefferson Building), 335-0356.

## Advanced Placement Program (APP)

APP allows students to do college-level course work while they are in high school and to receive college credit for this work. APP tests are offered in May and are usually taken by students who have completed the corresponding APP course in their high school.

Students are tested on the specific material covered in the APP course. The University awards credit in most areas for test scores of 3, 4, or 5.

For more specific information about APP, contact Evaluation and Examination Service (300 Jefferson Building), 335-0356.

## Transfer of Credit

### Currently Enrolled Students

Some students find it economical and convenient to take courses in or near their hometown during semester breaks. It's important to plan this type of study carefully.

Check with the Office of Admissions (107 Calvin Hall) to discuss how course work that applies to the General Education Requirements (GERs) will transfer. Check with your academic adviser to discuss how course work that applies to requirements for your major will transfer.

Upon completion of the course work, request that a final transcript be forwarded to The University of Iowa Office of Admissions.

### Transfer Students

Before transferring to the University, students usually find it helpful to discuss transfer of credit issues with the Office of Admissions and/or an academic adviser.

Courses completed with passing grades at accredited colleges and universities are acceptable for transfer to the University. Transfer credit may be used to satisfy GERs, requirements for a major, or electives.

The Office of Admissions determines how transfer credit applies to the GERs. A student's major department determines how transfer credit applies to requirements for the major.

Upon your admission to the University, you will receive a Graduation Progress Report that summarizes your transfer course work, GPA, and the minimum number of semester hours needed to complete a degree.

## Choosing a Major

### The Choice Is Yours

Next to your choice of a college, your choice of a major will probably be the most difficult decision for you to make at this point in your life. It's a time-consuming process that often includes a false start or two.

There is no real formula for choosing a major. Most college students change their major at least once. Making this decision can be likened to a process of closing doors. As an entering freshman, especially as an open major, the door to virtually any career path is open to you. The choice of a major automatically and necessarily closes some of these doors.

You'll need to identify what combination of both open and closed doors best fits your disposition. Some people feel most comfortable when they've left themselves many options—many open doors—before them. Others prefer the closed and direct path. They want their curriculum to be clearly defined and they prefer a pool of limited options.

Neither of these approaches is better than the other. By determining where your needs fall within this spectrum, you may be better able to make appropriate decisions about your life's work. Likewise, by determining the demands of a career path, you will be better able to measure the appropriateness of any given major.

Just be sure to consider what impact choosing a major will have on your total academic curriculum.

Whether or not you wish to keep options open can greatly influence your course selection as well. The elective courses you choose to supplement your

Next to your choice of a college, your choice of a major will probably be the most difficult decision for you to make at this point in your life.



curriculum can contribute a great deal toward providing career opportunities.

Don't think of your electives as mere filler courses. They can greatly expand the available career paths for what otherwise may be a very specified discipline. Management courses can create new career choices for students in the humanities. Writing courses can do the same for those studying the natural sciences.

It's all a matter of keeping the bigger picture in mind. Should the notion of having a light class load or a relaxed curriculum supercede your desire to make the most of career opportunities? That's a decision for you alone to make.

The University has services available to aid you in this important decision-making process. Career Information Services (see page 31) and the University Counseling Service (see page 13) have staff and resources to help you choose a major and a career. Your academic adviser, your professors, your peers, and your family are also good resources.

Choosing a major is a difficult but necessary step in your life as a student. There is no deadline for the decision, but it is the one door that everyone must pass through in order to receive an undergraduate degree.

## Graduation Analysis

A graduation analysis is a report of the remaining requirements you'll need to complete before you graduate. Students in the College of Liberal Arts will automatically have an analysis completed after their major is declared. The analysis is usually done during the junior year or early in the senior year. (Students in other colleges should consult their undergraduate dean's office.) The analysis will be mailed to you and copies sent to your adviser and the office of your collegiate dean. This service is free, but only one analysis will be prepared for you unless you change your major or your degree objective.

Plan to discuss the results of your graduation analysis with your adviser. While this report is a valuable resource, it doesn't replace the advising relationship. Keep your analysis and update it each semester after grades are issued.

Students who want to be considered for graduation must file an application for a degree with the Office of the Registrar before the deadline during the session in which they expect to graduate. A Final Graduation Analysis Status Report will be sent to you soon afterward.

As part of the degree application process, a diploma will be ordered and issued, your name and degree will appear in the commencement program, and your graduation records will be maintained. You will also be invited to attend the commencement ceremonies.

## Academic Advising

Academic advising is more than just choosing courses and planning a schedule. The benefits you receive will depend largely on the relationship you build with your academic adviser. As with any required activity, ability levels and commitment vary. For some advisers, the duty does not go beyond schedule approval and the signing of your Registration Form. For others, advising is viewed as a more comprehensive process that includes helping you assess yourself, setting goals, and selecting courses and experiences to realize those goals.

**As part of the degree application process, a diploma will be ordered and issued, your name and degree will appear in the commencement program, and you will be invited to attend the commencement ceremonies.**



Student-adviser relationships are not always perfect. If yours doesn't seem to be working, it's up to you to remedy the situation. Your assigned academic adviser isn't the only person you can approach with questions about course selection and curriculum opportunities. Professors and teaching assistants are usually more than willing to answer questions and give advice.

If you're not happy with your advising relationship, switch to another adviser. Contact your advising or departmental office to initiate the change.

## The Advising System at Iowa

Our advising system has two branches. You will be assigned either to an adviser in the Undergraduate Academic Advising Center (UAAC) or a faculty adviser in your department.

Most incoming students are assigned to an adviser in the Undergraduate Academic Advising Center (UAAC) but will switch to a departmental adviser by their junior year. Some freshmen are assigned directly to a faculty adviser based on their intended major.

Remember, your adviser is a busy person. UAAC advisers have many students to see and departmental advisers have teaching and research responsibilities on top of their advising commitments. Flexibility on your part will be the key in order to meet the limitations of their schedules.

Try to make appointments well in advance of when you would like to meet with your adviser. Come to your meeting prepared and have a list of questions or classes in hand in order to facilitate the process.

Advising is done in the context of a caring, trusting, and responsible relationship. This attitude must be maintained for the relationship to work best.

## Confidentiality of Student Records

The 1974 Family Educational Rights and Privacy Act (often referred to as the Buckley Amendment) protects the privacy of educational records.

Although these records belong to the University, the law establishes your right, as a student, to inspect and review almost all of the material in your file.

Access to the information in your record is not allowed to outsiders without



your consent. For example, your academic advising file (which includes your grade reports) is available to academic advisers and other authorized professionals, but not to your parents unless you have given written permission.

Certain records are not available to students, such as medical or professional counseling records used only for treatment purposes. Your medical records will not be released to anyone, including your parents, unless you authorize their release in writing. You won't need parental permission to receive treatment or services.

The Buckley Amendment also provides guidelines for the correction of inaccurate or misleading data through formal and informal hearings. Failure to treat student records confidentially is considered a serious offense and is grounds for dismissal.

You have the right to file a complaint concerning alleged failures by the University to comply with this act.

## Planning Resources

### Office of Cooperative Education

Kathie Wyatt, director  
315 Calvin Hall  
335-1385

This centralized campus resource center helps students obtain educational work experiences prior to graduation. Yearly, some 1,000 undergraduate and graduate students accept internship positions related to their academic and professional interests. Cooperative Education assignments coincide with fall, spring, or summer semesters and include opportunities existing throughout Iowa, across the United States, and overseas.

Advising is done in the context of a caring, trusting, and responsible relationship. This attitude must be maintained for the relationship to work best.

The Cooperative Education experience offers opportunities for you to assume responsibility, apply your studies in a supervised work situation, and receive compensation. Students also benefit from an inside look at different kinds of organizations and a chance to work in their field of study with state-of-the-art equipment and practices. Many students (with the approval and supervision of a cooperating faculty member) are able to use their Cooperative Education assignments as field experiences for academic credit.

The office provides access to extensive lists of available opportunities, help with résumé writing, and attention from specialists who will work with you individually to identify or help create chances for you to try something new.

## Business and Liberal Arts Placement Office

Nancy Noth, director  
24 Phillips Hall and  
380 Iowa Memorial Union  
335-1033 and 335-3196

Professional staff advisers guide students and graduates of the University in exploring and planning their careers. Help is available at every stage of the career planning process, from discovering what you do well and enjoy to developing specific strategies to make your career search efficient and successful.

Located in Room 286 of the Iowa Memorial Union, the Career Information Center contains hundreds of resource materials on specific careers.



Career seminars are presented throughout the year on a variety of topics, including field exploration, résumé writing, and interviewing skills. Check with the offices for schedules of the programs.

A Careers Day is held each fall and provides students with the opportunity to meet with more than 100 employers and graduate school representatives in an informal setting.

## Career Information Center

Located in 286 Iowa Memorial Union, the center contains resource materials on specific careers. You are welcome to browse through files of job descriptions to learn the kinds of education and experience required for particular occupations as well as job-search techniques.

The center also maintains two computerized career decision-making programs, SIGI and SIGI PLUS, which are accessible at eight of the University's computer clusters.

## Employer Literature Room

Information on hundreds of companies that hire University of Iowa students is located in 18 Phillips Hall. Annual reports, company brochures, and videotapes are also available.

## Résumé Book

If you would like your résumé made available to employers based upon your job objective, bring a copy of it to 24 Phillips Hall.

## On-campus Interviews

Graduating students may register for interviews with employers from business, industry, government, and non-profit organizations. Interviews are held at the Placement Office each semester.

## Alumni Services

The *Job Bulletin*, published each week, lists job openings in a variety of fields. Reference files, résumé referral, and advising are also available. The HawkNet Program enables graduates of the University to keep a résumé on file that will be mailed to employers who have appropriate job openings.



## Educational Placement Office

Judith Hendershot, director  
N302 Lindquist Center  
335-5353

The Educational Placement Office staff members assist students and alumni with information about career opportunities in teaching and related educational areas. You'll have the opportunity to interview with employing officials who visit the campus for the purpose of recruiting qualified faculty and staff.

## Information Center

Students and experienced professionals planning careers in education or related areas are invited to use the materials available in the center. They include general job-search techniques, sample résumés and cover letters, career literature, and employment information.

There is also a library of directories listing public, private, and alternative schools; schools abroad; colleges and universities; and social service agencies. A collection of community profiles and school district information is also maintained.

Students in the colleges of Liberal Arts and Business Administration are served by the Business and Liberal Arts Placement Office.

## Eligibility for Services

Students who are completing a degree or certification program during the placement year (September 1 through August 31) may register for placement services.

## Your Placement File

One of the first things you'll do is establish a permanent file that contains academic and professional records. This will include references that can be submitted to prospective employers in support of your application for a position. Your file may be updated and references may be added as you gain experience.

## Employment Opportunities

Notices of available positions will be mailed to you for a fee or are available for review in the office. The range of vacancies includes preschools, elementary and secondary schools, colleges and universities, and other educational organizations throughout the United States and abroad.

### Engineering Placement Office

Leslie Davis, director  
3121 Engineering Building  
335-5774

The office assists College of Engineering students and alumni who are actively searching for professional engineering positions. Students are welcome to discuss their questions about employment opportunities in engineering.

An alphabetical list is published of companies and the dates they will be on campus to interview graduating students. A reading room with extensive materials about many companies and government agencies is maintained for student use.

Editorial assistance is provided for preparing résumés and correspondence related to job applications. Advice on interviews and plant-visit protocol is also available.

Open positions listed with the Engineering Placement Office usually include detailed job descriptions that are available for graduating students and alumni to review.

## Services for Alumni

Placement services are available to engineering alumni who reactivate their files through updated résumés and identification of current job-search interests.

### Evaluation and Examination Service (EES)

T. Anne Cleary, director  
300 Jefferson Building  
335-0356

EES conducts institutional research projects, provides consulting services on questionnaire and survey design, and offers many publications and reports about test construction and testing in general.

The office duplicates, scores, and analyzes many course examinations and also helps faculty develop and improve classroom tests by providing a thorough analysis of examination results.

## Tests

Many of the University's required and optional tests are administered by this office. Application forms and descriptions of most of these tests are available. EES serves as a center for a number of national testing programs including

- American College Test (ACT)
- Medical College Admission Test (MCAT)
- Graduate Record Exam (GRE)
- Graduate Management Admissions Test (GMAT)
- Graduate School Foreign Language Test (GSFLT)
- Law School Admission Test (LSAT)
- Test of English as a Foreign Language (TOEFL)
- Miller Analogies Test (MAT)
- College-Level Examination Program (CLEP)



# Registering for Classes

- When to Register
- Preparing to Register
- How to Register
- Changing Your Registration
- Withdrawing Your Registration
- How to Register for Pass/Nonpass (P/N)
- Your Student ID Card

Registration is the process through which you will select your classes and create your schedule for the coming semester. You will complete your registration using the on-line computer terminal system at the Registration Center, 17 Calvin Hall. Your student ID card and a properly signed Registration Form are essential for admission to the center.

You'll complete your initial registration as part of the Orientation program. In the future you will be responsible for registering on your own.

Each semester's edition of the *Schedule of Courses* contains a comprehensive description of registration procedures and times. It's up to you to follow these registration procedures to assure valid registration for courses. Students may not attend classes for which they are not registered.

## When to Register

### Early Registration

Currently enrolled students are expected to participate in Early Registration, which takes place during the last few weeks of each semester. The day you may register is determined by the last three digits of your student number, as indicated by the chart in the *Schedule of Courses (SOC)*.

See your adviser prior to your assigned registration time or as scheduled by your respective college. The exact time for entry to the Registration Center will be printed on your Registration Form. If you cannot register at your assigned time, register as soon thereafter as possible to retain priority in course selections.

A rotating priority system is in effect during Early Registration. The first five

days are reserved for graduate students and undergraduates who have earned 72 or more semester hours. These students will be assigned to register at a specific time on one of these days. All other students will follow the chart in the *SOC* for the remaining 10 days of early registration.

### Late Registration

Beginning with the first day of classes, Late Registration procedures are followed. There are no assigned times. You may go to the Registration Center anytime from 8:30 a.m. to noon and 12:30 to 4:30 p.m. on weekdays (except holidays) and register on a first-come, first-served basis.

You will need your adviser's signature as well as the instructor's signature for each course you plan to take.

If you register during this period, be prepared to pay one-third of the tuition for the fall or spring semesters (the entire tuition for the summer session) plus a \$20 late registration fee and any previous indebtedness. Make your payment at the Cashier's Office (3 Jessup Hall). They will stamp your Registration Form to indicate that you have paid.

### Preparing to Register

The first step in the registration process is to obtain a *Schedule of Courses (SOC)* from the Registration Center when it becomes available (three to four weeks) before Early Registration. The *SOC* contains information on course offerings, billing schedules, and the Early Registration schedule.

Next, compile a list of courses that interest you. A wise strategy is to select,

when possible, more than one course that would satisfy any given requirement. You need these "alternate courses" in the event that one of your first choices closes before you register.

An alternate course is *not* a different section or meeting time for one of your first choices. It is a completely *different* course you will register for in case a first choice closes. Remember that alternate courses cannot simply be added at the Registration Center—they must be approved by your adviser.

After you've completed your list of possible courses, make an appointment to see your academic adviser. Some advisers have sign-up sheets; others prefer that you call for an appointment; a few might accept drop-ins. It's up to you to find what practice your adviser follows and to schedule your appointment as soon as possible.

You'll need to present a completed Registration Form in order to register. This form is perforated across the middle. The top part is for demographic information. The bottom half is for listing courses. Note the space for instructors' signatures on the back. This is where you'll list courses for which you are registering late and those marked "special permission." Both parts of this form are collected at the Registration Center.

You received your initial Registration Form at Orientation. In the future, you will receive it from your academic adviser. Before you leave your advising appointment, remind your adviser to sign your Registration Form. You cannot register without your academic adviser's signature on this document.

## Building a Schedule

Here are some helpful suggestions.

- Schedule your lectures, single-section courses, and courses with few sections first. Schedule laboratories next. Sometimes these are difficult to fit in because they normally last longer than the usual 50 minutes. Schedule your discussion sections and multisectioned courses last.
- Be alert for courses that have prerequisites.
- Become familiar with course sections that could be substituted if something closes before you register.
- Keep in mind that distance between classes is not usually a scheduling factor.
- Remember to leave time for lunch. Residence halls serve lunch from 11:00 a.m. to 1:00 p.m.

The University Registration Center is located on the lower level of Calvin Hall.





Students born after 1956 must prove they were immunized against rubeola (measles) between 1969 and the present or submit proof of a physician-diagnosed case.

This criterion must be met unless a signed statement of exemption is submitted.

- Exemption from immunization will be permitted to those for whom immunization is contraindicated. The list of contraindications is available from the Student Health Service.
- Exemption will also be provided to women who know or suspect they are pregnant.
- The immunization requirement will be waived for those seeking exemption because of religious beliefs. Contact the Student Health Service about the appropriate documentation.

The University sends a Report of Medical History form to all new students. Complete this form (at least the immunization section of it) and return it to the Student Health Service by the opening of classes. If you fail to do this, you won't be permitted to register for classes again until you comply by submitting documented proof of your immunity or by taking the vaccine.

If you can't (or fail) to provide documentation, you will need the vaccination. Vaccinations for rubeola are available at the Student Health Service for a fee. If you receive this vaccination on campus after classes begin, your immunization record will be completed by the staff.

Direct your inquiries concerning this immunization policy to the Student Health Service (Steindler Building), 335-8370.

## How to Register

Arrive at the Registration Center (17 Calvin Hall) early enough to check your proposed schedule against the posted lists of closed courses. Make any necessary adjustments to your schedule. Then present your ID card and signed Registration Form for admission to the Registration Center.

Using your Registration Form, a computer terminal operator will enter your schedule into the computer. The operator will try different sections if needed or substitute alternate courses as listed on your form.

At this point, you'll elect to either accept your schedule (whether complete or partial) or reject it and start over.

If a partial schedule is not agreeable to you or if you've chosen to reject your schedule, retrieve your Registration Form, consult your adviser again, and register at a later time.

Partial schedules can be completed or supplemented later using the change in registration process (described on page 37).

If you've accepted your schedule, you'll receive a printout (Student Registration/Class Schedule) showing the course titles and section numbers, semester hours, days, times, rooms, and buildings.

Potential time conflicts are detected by the computer and will be noted on your printout. You will be asked to work these out with the terminal operator who processed your registration.

Note that physical education skills classes offered at the same time but during different halves of the same semester are flagged as potential class time conflicts. Such conflicts really don't exist, except in the mind of the computer.

After potential time conflicts have been resolved, any changes will be reflected on a new printout. A new printout is issued every time a change is made in your schedule. Save all your computer printouts of registration transactions in a folder. These official, dated receipts can help answer questions if problems arise.

A validation sticker for your ID card will be issued to verify registration for the session.

The first step in the registration process is to obtain a Schedule of Courses from the Registration Center, which contains information on course offerings, billing schedules, and the Early Registration schedule.



**THE UNIVERSITY OF IOWA**  
**CHANGE OF REGISTRATION**

COLLEGE \_\_\_\_\_

SEMESTER/SESSION OF CHANGE \_\_\_\_\_

CHANGES OF REGISTRATION  
BECOME EFFECTIVE ON THE  
DATE THE COMPLETED FORM  
IS SUBMITTED TO REG. CENTER,  
17 CALVIN HALL.

*Imprint student ID card or print  
name and student number.*

	Course Title	Dept. & Course Number	Lab., Disc., Section	Sem. Hrs.	Lecture, if any
<b>DROP</b>					

	Course Title	Dept. & Course Number	Lab., Disc., Section	Sem. Hrs.	Lecture, if any
<b>ADD</b>					

**SIGNATURES REQUIRED:**

1. ADVISER (REQUIRED FOR ALL CHANGES EXCEPT SEC., LAB, DISC.) \_\_\_\_\_ DATE \_\_\_\_\_
2. INSTRUCTOR OF COURSE, SECTION DROPPED \_\_\_\_\_ DATE \_\_\_\_\_
3. INSTRUCTOR OF COURSE, SECTION ADDED \_\_\_\_\_ DATE \_\_\_\_\_
4. DEAN OR ADM. COMMITTEE \_\_\_\_\_ DATE \_\_\_\_\_  
(IF REQUIRED, SEE COLLEGIATE SECTION OF SCHEDULE OF COURSES)

## Changing Your Registration

It is possible (and not unusual) to make changes in your registration. There are, however, procedures to follow, a special form to use, and some deadlines to keep in mind.

The Change of Registration form is used to drop and/or add courses. You will always need your adviser's signature on this form (unless you are in the College of Business Administration) and under some conditions, you will need the instructor's signature as well. There are cases when special permission from your collegiate dean is necessary.

Consult the *SOC* for drop/add deadlines, signature requirements, and any fees that are incurred.

## Changing Sections Within a Course

The Change of Registration form is also used to change sections within multi-sectioned courses. Since your adviser has already approved the course, his or her signature is unnecessary. No fee is assessed to change sections. Once classes have begun, you will need instructors' signatures for both the section added and the section dropped.

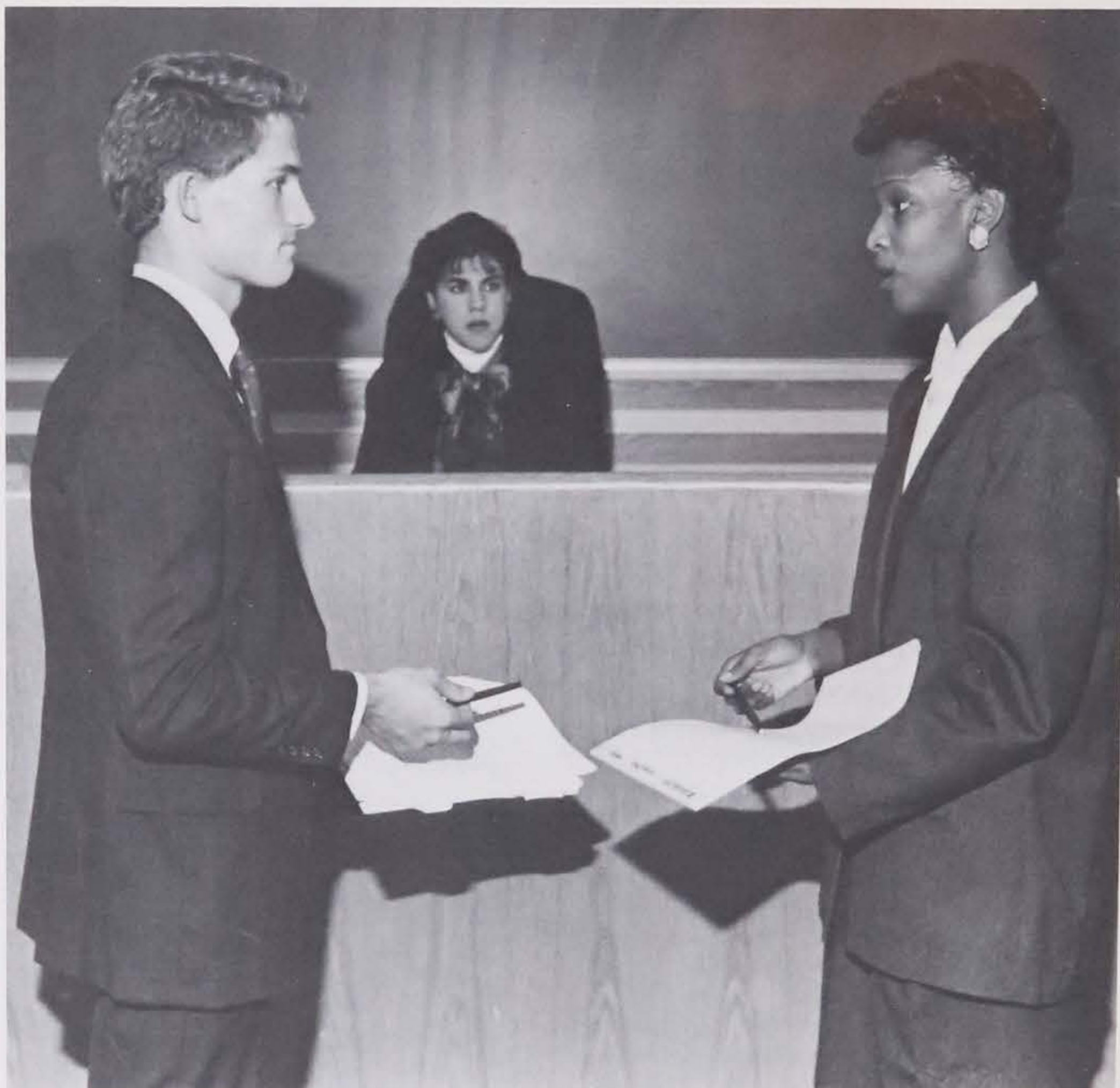
## Dropping for Nonattendance

In order to provide sought-after vacancies in crowded classrooms, instructors have the authority to drop from their courses students who

- have not attended class during the first eight calendar days of the semester (four calendar days of the summer session); and
- have not offered reasons acceptable to the instructor prior to the(se) deadline(s).

This provision is for the benefit of students who otherwise would be unable to enroll in certain crowded courses. The pro-

In the last decade, nearly half of the attorneys admitted to practice in Iowa have been University of Iowa graduates.



vision will not be used when overcrowding does not exist. Drop actions under this provision will be made without assigning a mark of "W."

Don't assume that you will automatically be dropped from any courses you don't attend. In physical education skills courses, for example, students are not dropped automatically for nonattendance. It is still your responsibility to formally drop courses you do not intend to attend. Failure to do so could result in a grade of "F."

## Withdrawing Your Registration

If you plan to terminate your course work, you need to formally withdraw your registration. Otherwise, leaving the Univer

sity after a semester has begun may result in "F" grades and payment of fees that might have been avoided. Refer to the *SOC* for deadlines and penalties.

Withdrawing from registration does not require approval from your academic adviser or your instructors. No credit will be given for the session.

## How to Formally Withdraw From Your Classes

Obtain a Student Withdrawal Card from your collegiate advisory office. (Students in the colleges of Liberal Arts, Business Administration, or the Graduate College obtain the form from the Registrar's Office, 1 Jessup Hall.)

- If you are receiving or have ever received financial aid, visit the Office of Student Financial Aid to find out about repayment options and procedures. You'll need a signature from them.
- If you live in University Housing, obtain release from your housing contract at the Housing Assignment Office in Burge.
- If you're receiving veteran's benefits, contact the Office of Veterans Services in Jessup Hall.

Complete your Student Withdrawal Card and return it to the Registrar's Office. If you are entitled to a fee adjustment, it will be authorized at that time.

- Tuition adjustments are made for withdrawals received during the first four weeks of a semester (first 1½ weeks of summer session). Consult the *SOC* for deadlines and amounts.
- A notation of "withdrawn" and the date will appear on your transcript for the session you withdrew. No grades are given if you withdraw before the deadline set by your college. Grades of "F" are assigned to students who withdraw after the deadline.

Your final University bill should be received about a month after you withdraw. Requests for transcripts will not be filled until your account is paid.

## How to Register for Pass/Nonpass (P/N)

Remember that only elective courses can be taken P/N. Courses that satisfy requirements for GERs or your major or minor must be taken for a letter grade. See page 22 for grading implications.

You will need the signatures of your adviser and the instructor on a P/N form. (In cases where multiple-section courses are involved, the department should have a uniform standard policy.)

Submit your completed P/N form during registration or to the Office of the Registrar before the end of the third week of classes (end of the first week and a half of a summer session). Any change from P/N status to grade status or grade status to P/N status must be made by this time.

When courses eligible for P/N start after the regular beginning of classes, you may submit P/N forms at any time prior to the beginning and/or during the first fifth of the duration of the course.

### THE UNIVERSITY OF IOWA

Circle Grading Option

P-N Undergraduate Colleges COLLEGE

S-U Graduate College

P-F Medicine, Dentistry, Law SEMESTER/SESSION

*Imprint student ID card or print name, student number*

Dept. Number	Course Number	Section Number

Course Title

SIGNATURES REQUIRED:

ADVISER \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

DEAN \_\_\_\_\_ DATE \_\_\_\_\_

(IF REQUIRED SEE COLLEGIATE SECTION OF SCHEDULE OF COURSES)



Your student ID card can be used to make charge purchases of food and other items available in the IMU.

## How to Arrange for Second-grade-only Course Work

Register in the usual manner for the class you wish to repeat, or add it during the regular period for adding courses.

Then visit the Liberal Arts Office of Academic Programs (or your appropriate collegiate office) to check your eligibility and complete the proper forms.

If you took the course for a grade the first time, you must take the course for a grade the second time. If you took the course P/N the first time, you may take it P/N or for a grade the second time.

## Your Student ID Card

This is a permanent identification card to be used while attending the University. The back of the card has a magnetic strip similar to the electronic banking cards issued by banks. Each strip contains a unique bar code that is read by the machines used to process the cards.

When ID card loss, theft, or nonpayment information is reported to the Registration Center, the bar code is deactivated. IDs with deactivated bar codes will not be accepted by the machines.

The card bears your

- name
- student number (usually your Social Security number)
- signature (the signature strip is on the back of the card)
- validation sticker (affixed to your card after each registration to verify that you are currently enrolled)

You will need to present your student

ID to

- register or make any changes in your registration
- check books out of University libraries (and to check out readings from the reserve desks)
- transact business with the Office of Student Financial Aid
- charge purchases at the University Book Store
- purchase tickets and/or be admitted to campus cultural, social, and athletic events at reduced prices
- charge food in the IMU
- use recreational facilities and/or check out equipment
- be seen as a patient at Student Health Service
- be admitted to the residence hall dining rooms

## If You Lose Your ID

Report lost cards immediately to the Registration Center (17 Calvin Hall). They will deactivate the bar code on your magnetic strip so that, if found, the card cannot be used. You will not be held liable for unauthorized purchases, and any that are made should be referred to Campus Security.

## To Replace Your ID and/or Validation Sticker

Go to the Registration Center (17 Calvin Hall). A \$10 charge will be added to your University bill for replacement of a lost or stolen ID. There is no charge for replacing a damaged ID. Replacement may be denied if privileges have been abused.

## Penalty for Misuse

Penalties are imposed if your ID card is used by any other person (except as provided in connection with securing tickets for two adjacent seats at cultural or athletic events). Violation may result in suspension of student activity privileges for the period of issue.



# Services for Students

- Office of Admissions
- Office of International Education and Services (OIES)
- Office of the Registrar
- Special Support Services (SSS)
- Services for Persons with Disabilities (SPD)
- Student Health Service
- Student Health Insurance

The following are brief sketches of some of the services available to University of Iowa students. All are available with little or no fee. Not all students are eligible for every service. If you have questions about your own eligibility, or if you would like to take advantage of one of the services, phone or stop by the office listed.

## Office of Admissions

Michael Barron, director  
107 Calvin Hall  
335-1548

This office provides services to prospective and new students in their admission to the University. It recommends and implements the admission policies of the 10 colleges that make up The University of Iowa.

## Admissions Visitors Center

230 North Clinton Street  
(across from Daum Hall)  
335-1599

The Admissions Visitors Center provides services for prospective undergraduate students during their transition from high school or college to the University. These services are intended to assist students in the college decision-making process as well as to help them make an informed decision about enrolling at Iowa. Admissions counselors are available to meet with prospective students and their parents. Campus walking tours leave the center at least twice a day.

## Undergraduate and Transfer Admissions

107 Calvin Hall  
335-1549

This area processes applications to the University's undergraduate colleges (Liberal Arts, Engineering, Business Administration, Pharmacy, and Nursing) for new students and those currently enrolled who desire to change from one of the above undergraduate colleges to another.

Contact this office if you have a question regarding the transfer of credit from another institution.

## Graduate and Professional Admissions

116 Calvin Hall  
335-1525

This unit is responsible for processing applications to the graduate programs as well as those for the University's colleges of Medicine, Dentistry, and Law. It also evaluates graduate transfer credit.

The office maintains literature racks of admission information about Iowa's graduate programs and directories of graduate programs at other U.S. universities.

The Admissions Visitors Center provides services for prospective undergraduate students during their transition from high school or college to the University.



## Foreign Student Admissions

115 Calvin Hall  
335-1534

This area counsels, corresponds with, and processes the applications for students from other countries who desire admission to the University. It also evaluates transfer work.

## Orientation Services

Emil Rinderspacher, director  
108 Calvin Hall  
335-1497

Orientation Services provides year-round orientation/registration programs, services, and publications for all new undergraduates and their parents.

## Office of International Education and Services (OIES)

Stephen Arum, director  
120 International Center  
335-0335

This office provides services and facilities for students from other countries as well as students from the United States who are interested in international education. OIES functions include serving the University's international population and establishing and fostering cross-cultural interaction and education.

The International Center is open to all University and Iowa City community members for meetings, presentations, and social activities.

A library of opportunities for study in other countries is maintained that includes information about foreign universities and study-abroad programs open to University students.

Foreign student advisers in OIES provide assistance to foreign students, faculty members, and professionals on immigration and other matters such as personal and social concerns, budgeting, and financial aid.

A variety of educational programs are sponsored by the OIES, including the International Classroom Program and the Conversational Exchange Program. The office also provides information and applications for the Fulbright, Marshall, and Tubingen scholarship awards.

## Office of the Registrar

Jerald Dallam, registrar  
1 Jessup Hall  
335-0238

This office maintains permanent academic records for students and issues official transcripts upon proper authorization. Other principal activities include

- administering fee assessments and adjustments, withdrawals, and graduation analyses
- organizing and supervising registration for classes
- determining residency status
- interpreting policies and regulations
- producing the *General Catalog* and the *Schedule of Courses*

The office also verifies enrollment and academic standing as it pertains to other educational institutions and outside agencies. Students who are receiving educational benefits through Social Security, the Veterans Administration, Vocational Rehabilitation, or who are receiving insurance discounts through a good student clause can receive assistance with these procedures.

The Office of the Registrar will also prepare your Graduation Analysis Reports, which are described on page 28.

## Special Support Services (SSS)

Paul Shang, director  
310 Calvin Hall  
335-1416

The University promotes the concept of diversity of opinion and life experience as being essential to an education of high quality. Increasing racial diversity in the student body is one of the charges of Special Support Services.

Among the students served by SSS are members of the following U.S. minority groups: American Indians, Alaskan natives, Blacks, Hispanics, Asian Americans, and Pacific Islanders. In addition, Iowa students who participate in Upward Bound and Educational Opportunity Centers are eligible to be considered for services.

Before new students arrive on campus, test scores, transcripts, and other relevant information are evaluated by the academic staff. Beginning with Orientation, academic advising is provided throughout the school year. An extensive tutorial program is also available.

A peer counselor who functions as a student advocate, friend, and source of general information about the University is assigned to each new student.

The New Dimensions in Learning program (NDIL), located in 1105D Quadrangle Hall, helps students develop skills that can enable them to successfully complete college-level mathematics and science courses. This federally funded program consists of an academic and career counseling service as well as a mathematics and science skills center. See page 15 for more detailed information.

Several campus centers offer programs, resources, and a place to socialize, including the Chicano/Indian American Cultural Center.



## Cultural Centers

The Afro-American Cultural Center located at 303 Melrose Avenue and the Chicano/Native American Cultural Center at 308 Melrose Avenue are places where students can explore and share their cultures with the University community. Both centers and their activities are open to the general public.

### Services for Persons with Disabilities (SPD)

Donna Chandler, coordinator  
3101 Burge Hall  
335-1462

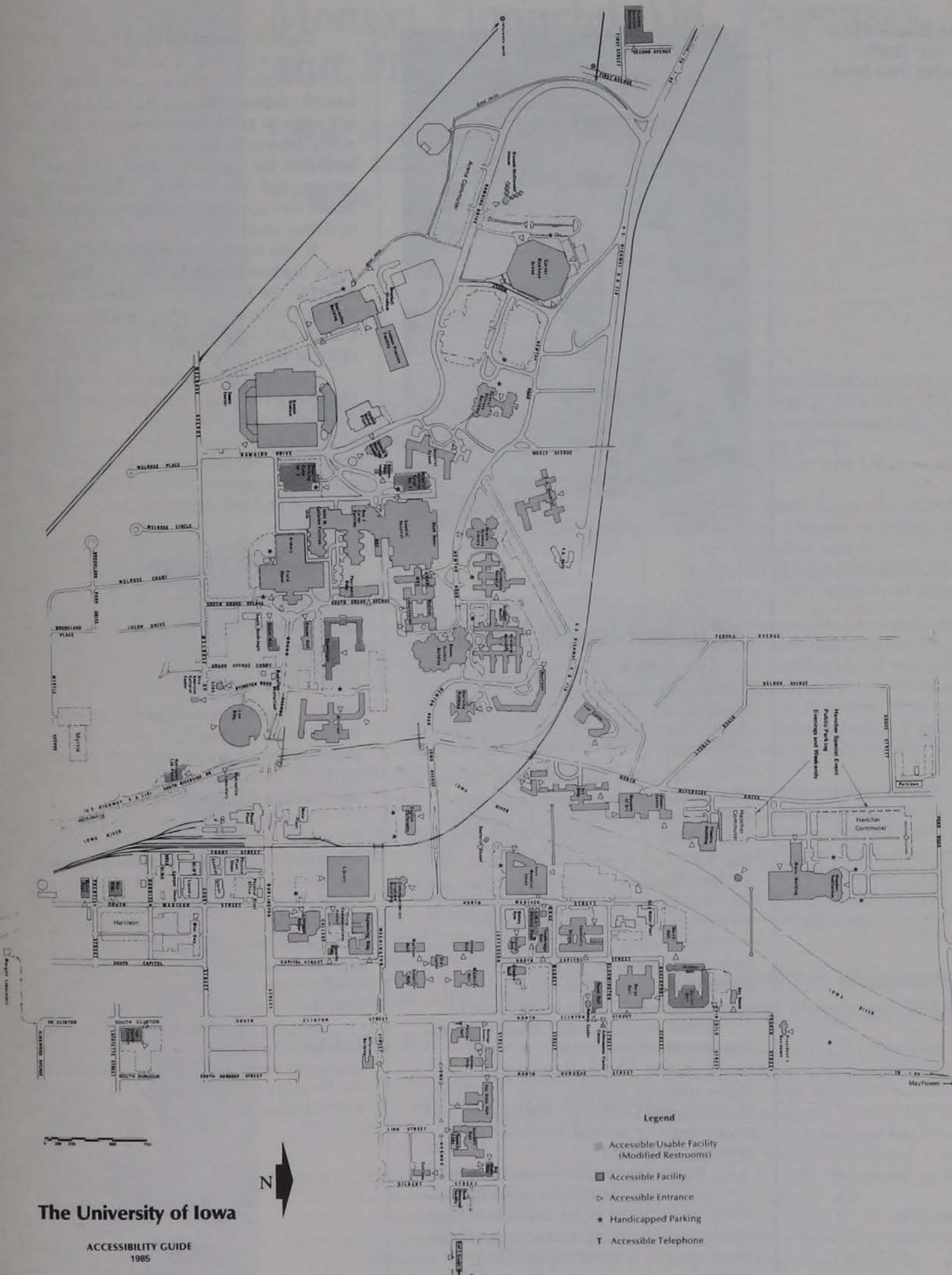
The SPD office coordinates support services to enhance the skills, performance, and personal development of students and staff members with disabilities. SPD also plays an important role in reducing physical and attitudinal barriers that might otherwise impede a student's success at the University.

Students must register with SPD in order to make themselves and their needs known. Among the many services provided are

- academic, personal, and career counseling
- tutoring, academic skills upgrading, and services to accommodate special needs
- assistance in recruiting and hiring personal care attendants and academic aides, including readers and note takers
- orientation to the campus layout including accessibility maps
- recreation programs
- information about assistive devices

SPD also offers an individualized and cooperatively planned program of services to students with learning disabilities.

Three vehicles (called Bionic Buses) in the CAMBUS system are equipped with hydraulic lifts. Scheduled rides to and from classes are arranged on a first-come, first-served basis.



# The University of Iowa

ACCESSIBILITY GUIDE  
1985

- Legend**
- Accessible/Usable Facility (Modified Restrooms)
  - Accessible Facility
  - ▷ Accessible Entrance
  - ★ Handicapped Parking
  - T Accessible Telephone

Think of the Student Health Service as your family physician away from home.



### **Student Health Service**

Mary Khowassah, director  
Steindler Building  
335-8370

Think of the Student Health Service as your family physician away from home. Office hours are 8:30 a.m. to noon and 1:00 to 4:30 p.m. (Monday through Friday) and 9:00 a.m. to noon on Saturdays. Metered parking is reserved for patients. Iowa City and Coralville buses and CAMBUS go directly past the front entrance.

The Student Health Service direct-care staff is composed of 10 physicians (including a psychiatrist and a surgeon), registered nurses, and nursing assistants.

Minor surgery is performed and routine laboratory procedures can be completed on site. The staff can draw on any of the specialty services of the University Hospitals and Clinics for consultation and/or treatment by referral whenever such services are needed.

An allergy treatment service is available and allergy shots for a prescribed desensitization series or for maintenance are administered by a registered nurse. Refrigerated storage is provided for allergy materials.

There is no charge for a routine clinic visit. You will need to present your ID card to verify that you are a currently registered student. Charges are made for minor surgical procedures, physicals, diagnostic laboratory procedures, injections, treatment for minor accidents, fractures, sprains, and other injuries. Your existing health and accident insurance may be used to defray costs.

If you need medical attention at times when Student Health Service is closed, report to the Emergency Treatment Center at The University of Iowa Hospitals and Clinics. All costs incurred are the responsibility of the patient.

You can fill your prescriptions at the University Hospitals' pharmacy and charge them on your University bill.

All records are maintained in strict confidence. No information is released to anyone or anyplace without a Release of Information form signed by you.

### **Student Health Insurance**

114 Jessup  
335-0132

All students are advised to have health and accident insurance. A reasonably priced group insurance plan with provisions for either individuals or families is available through the University.

The plan offers options for full-year coverage, first semester-only, second semester-only, second semester plus summer session, and summer session-only coverage. There are three scheduled enrollment periods.

Generally speaking, the plan is available to students who are currently registered for any on-campus course(s) other than correspondence or extension courses.

Eligible students who enroll in this plan may also enroll their legal spouse and unmarried dependent children who are under 19 years old. Dependents must reside with the insured student in order to be eligible.

# Money: Financial Aid, Expenses, and Planning

- Office of Student Financial Aid (OSFA)
- Tuition and Fees
- Banking

## Office of Student Financial Aid (OSFA)

Mark Warner, director  
208 Calvin Hall  
335-1450

OSFA provides financial assistance to University of Iowa students from a variety of aid sources. Business hours are 8:30 a.m. to noon and 1:00 to 4:30 p.m., Monday through Friday. Financial aid counselors are available on a drop-in basis or by appointment. You may see more than one person during a visit to OSFA, depending on the nature of your concern. Telephone assistance may be limited due to confidentiality.

In order to transact business with this office, you will need your student ID card with a current validation sticker and a picture ID.

Because of funding limitations in some programs, it is essential that students with financial need look for as many sources of assistance as possible. *Students must reapply every year for all financial aid programs that are need-based.*

### Eligibility Factors

To receive funds through OSFA, you must meet the following criteria in addition to the requirements stated on your Award Notification (see page 49).

- be a citizen or permanent resident of the United States (except for Graduate Tuition Grant applicants);
- demonstrate financial need as determined by the established formula (except for PLUS and SLS applicants) and meet

- maintain reasonable academic progress toward a degree as defined by the University's Reasonable Academic Progress standards (see below);
- be in compliance with selective service registration;
- not be in default on an educational loan and not owe a refund on a grant or loan at any institution; and
- be enrolled in a program leading toward a degree at The University of Iowa.

Note the specific hours requirement listed beside each award on the front of your Award Notification. If you drop below the eligibility requirements for each of the aid programs (half-time status 6 semester hours for undergraduates, 5 semester hours for graduate students) your aid will be canceled.

Semester hours earned through correspondence courses and Cooperative Education *do not* count as enrolled hours for financial aid purposes. If you drop hours or withdraw from the University, your financial aid will be reevaluated and you may be required to repay some or all of your financial aid.

### Standards for Reasonable Academic Progress (RAP)

RAP standards are established to encourage students to successfully complete their course work and progress satisfactorily toward a degree. Section 484 of the amended Higher Education Act requires students to maintain satisfactory progress in the course of study they pursue in order to receive any Title IV aid.

RAP standards for financial aid apply to all students who wish to establish or maintain financial aid eligibility.

The standards require that students complete a specific number of credit hours each academic school year, maintain the minimum required grade-point average of their college, and earn their degrees within an established length of time.

Refer to the RAP standards for specific requirements and exceptions pertaining to your particular financial aid program and eligibility circumstances. The RAP standards are available at OSFA.

### Types of Aid Available

Financial aid is divided into three basic types: grants and scholarships, loans, and employment.

### Unmet Need

Due to the limitations of funds, many students are left with an additional self-help requirement in order to meet their educational expenses. OSFA has information on a number of programs to help you.

### How to Apply for Financial Aid

The Financial Aid Form (FAF) or Family Financial Aid Statement (FFS) can be obtained from OSFA, high school guidance counselors, or the financial aid office at any postsecondary institution. Stafford,

Program	Repayment	Undergrad/Grad	Application
Pell Grant	No	Undergrad without prior degree	FAF or FFS
Educational Opportunity Program (EOP)	No	Both	FAF or FFS
Supplemental Educational Opportunity Grant (SEOG)	No	Undergrad without prior degree	FAF or FFS
University of Iowa Tuition Scholarship	No	Undergrad without prior degree	FAF or FFS
Graduate Tuition Grant	No	Graduate	FAF or FFS
Perkins Loan	Yes	Both	FAF or FFS
Robert T. Stafford Loan (formerly the Guaranteed Student Loan)	Yes	Both	FAF or FFS and application from lender
Health Profession Loan (Pharmacy, Medical, Dental)	Yes	Undergrad (Phar) Grad (Med, Dent)	FAF or FFS
Nursing Student Loan	Yes	Undergrads in College of Nursing	FAF or FFS
Parent Loans for Undergraduate Students (PLUS)	Yes	Undergraduate and Graduate Dependents	PLUS application from lender
Supplemental Loans for Students (SLS)	Yes	Self-supporting Undergrad & Grad	SLS application from lender
Emergency Short-term Loan	Yes	Both	OSFA
College Work-Study (State and Federal)*	No	Both	FAF or FFS
Student Part-time Employment*	No	Both	None

\*Those eligible for the College Work-Study program will be notified of available jobs. Other part-time employment openings are posted on a board outside 208 Calvin Hall. Minimum wage is \$3.50 an hour. Students working 15 hours a week at this wage can earn \$1,800 during an academic year.



PLUS, and SLS application forms are available from banks and other lending institutions.

In order to apply for need-based aid programs for the 1989-90 school year, submit the following required forms as soon as possible after January 1, 1989:

- FAF or FFS
- photocopies of all necessary 1988 Federal Income Tax Returns
- The University of Iowa Verification Form (OSFA will send this to you after they receive the results of your FAF or FFS.)

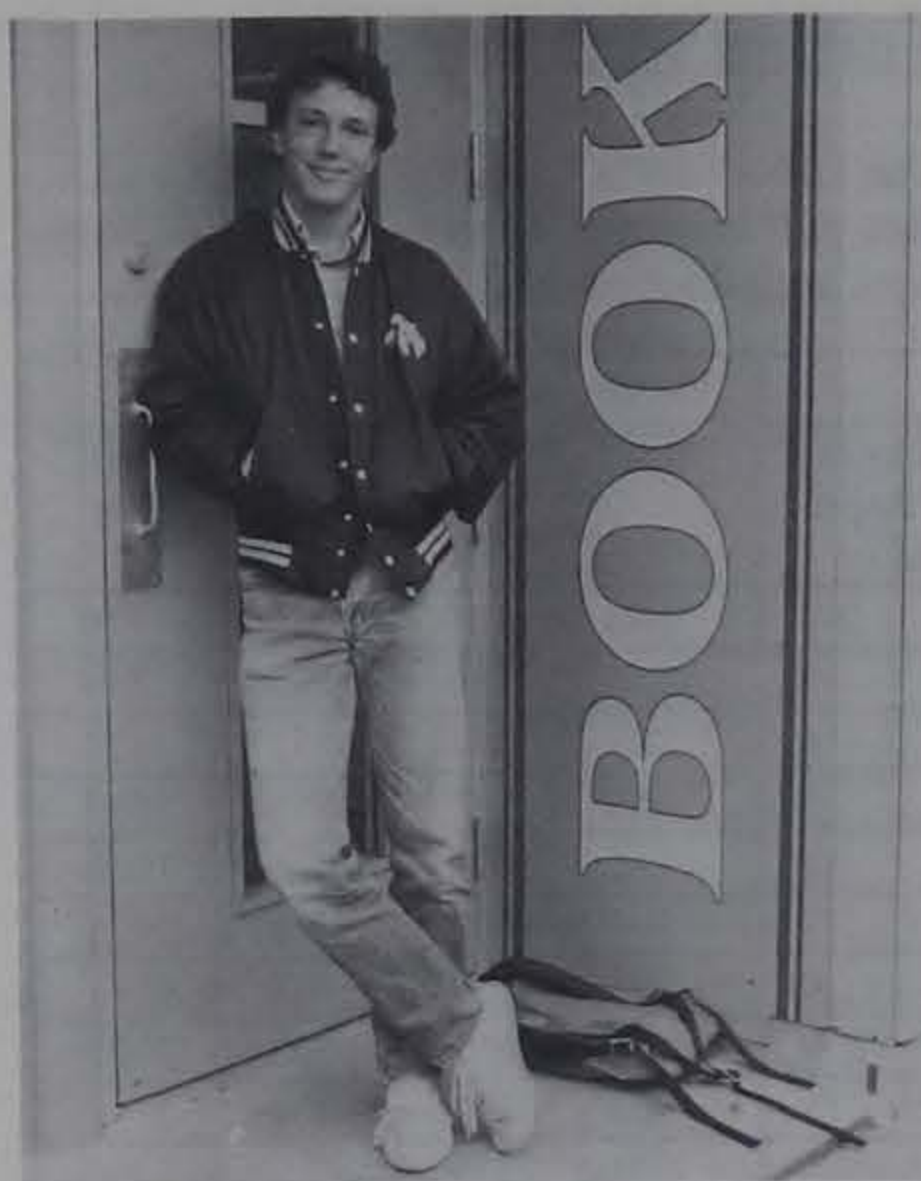
Some aid may still be available for the 1988-89 school year. Contact OSFA for more information.

### **Applying for a Robert T. Stafford Loan (formerly GSL)**

Pick up an application from your lending institution. Complete your section of the application and return the form to OSFA. After completing the University's section, OSFA will return the form to you or directly to your lending institution. It usually takes 8 to 10 weeks from the time you fill out the application until you receive the loan money. (Illinois residents should contact OSFA before applying for a Stafford loan.)

### **Applying for a Short-term Loan (STL)**

STLs are available to registered students to cover living and educational expenses. Loans of up to \$250 can be requested on your own signature, with no interest. Loans must be repaid by the end of the semester. Students are limited to one STL per semester. See OSFA for details.



### **Award Notification and Check Disbursement**

You will receive a letter from OSFA indicating the programs from which you will be receiving aid. This letter will also give other requirements in order to remain eligible for financial aid. Checks are distributed during the first part of each semester. Lines are long, especially during the first three days. You will need your student ID with a current validation sticker *and* a picture ID to receive your check.

### **Tax Information**

The taxation of financial aid is governed by the Internal Revenue Code and was revised significantly by the Tax Reform Act of 1986. Under the new laws, scholarships and grants awarded after August 16, 1986, are taxable except to the extent of tuition and fees required (and paid) for enrollment. There is also an exception for the cost of books, supplies, fees, and equipment required for the course of study. It is, therefore, very important that you save all your receipts for educational expenses you incur as documentation for tax purposes.

Please note that University staff members are not in a position to provide individual tax advising. Specific questions regarding how the tax law applies to personal situations should be directed to a professional tax adviser or the Internal Revenue Service.

The estimated annual cost for books and supplies is approximately \$400 for undergraduate students.

## Tuition and Fees

The University's schedule of tuition and fees per semester for the 1988-89 academic year are as follows:

Hours-Registered	Undergraduate		Graduate	
	Res.	Non-Res.	Res.	Non-Res.
0-2	\$ 144	\$ 144	\$ 226	\$ 226
3	216	216	339	339
4	288	288	452	452
5	360	1145	565	1590
6	432	1374	678	1908
7	504	1603	791	2226
8	576	1832	904	2544
9	648	2061	1010*	2860*
10	720	2290		
11	792	2519		
12 & over	853	2744	*9 s.h. and over	

## Refund Schedule

Students who withdraw their registration (see page 38) during the fall or spring semester receive a refund of their tuition and fees as follows:

- 90 percent for withdrawal during the first week of class
- 75 percent for withdrawal during the second week
- 50 percent for withdrawal during the third week
- 25 percent for withdrawal during the fourth week

There is no refund for withdrawal after the fourth week of classes.

Students on financial aid who withdraw their registration must visit OSFA to determine their financial aid Reasonable Academic Progress status. You will be responsible for the total repayment of that semester's disbursed aid should you choose to withdraw your registration.

## Your University Bill (U-bill)

The University's system of billing divides the academic year into six equal billing periods for tuition, fees, room, and board. There is no finance charge. U-bills

are sent on the first of September, October, November, February, March, and April. Incidental charges (including fines and bookstore or food purchases charged to student accounts) are billed monthly. *Payments are due by the fifteenth of the month.*

Your U-bill must be paid by the due date, regardless of delays, reductions, or cancellations of financial aid. None of your financial aid may be disbursed prior to the beginning of classes for each semester for which you have been granted aid. Refer questions regarding the impact of nonpayment of University charges to the Business Office (4 Jessup Hall), 335-0062.

## Alternative Payment Programs

The University has entered into an agreement with Tuition Management Systems, a provider of alternative financial arrangements. Students and/or parents may wish to look into the options offered by contacting

Tuition Management Systems  
Box 5833  
Providence, RI 02903-9990  
1-800-722-4867

## Basic Expenses

Typical expenses of University students for the 1988-89 academic year are shown on the accompanying chart. The tuition figures quoted are for a student taking 12 or more semester hours. Estimated rates for room and board vary according to the type of residence hall room occupied and the meal plan chosen. And, of course, spending habits vary a great deal.

	Residents	Non-residents
tuition and fees	\$1,706	\$5,488
books and supplies	400	400
room and board*	2,480	2,480
personal expenses	1,190	1,190
transportation	330	330
<b>TOTAL</b>	<b>\$6,106</b>	<b>\$9,888</b>

\*estimated average for a double room and a full board plan (20 meals per week)

For students living off campus, the total cost estimate for residents is \$7,426 and for nonresidents, \$11,208.

# Financial Planning Worksheet

## Sources of Funding

Item	Date Due	Amount Due	Sources of Funding				Other
			Summer Savings	Parents	Grants/Loans/Scholarships	Academic Year Employment	
Tuition & Fees	_____	_____	_____	_____	_____	_____	_____
Books & Supplies	_____	_____	_____	_____	_____	_____	_____
Room & Board	_____	_____	_____	_____	_____	_____	_____
Lunches	_____	_____	_____	_____	_____	_____	_____
Clothing	_____	_____	_____	_____	_____	_____	_____
Laundry	_____	_____	_____	_____	_____	_____	_____
Rent	_____	_____	_____	_____	_____	_____	_____
Groceries	_____	_____	_____	_____	_____	_____	_____
Gas & Electric	_____	_____	_____	_____	_____	_____	_____
Telephone	_____	_____	_____	_____	_____	_____	_____
Health Insurance	_____	_____	_____	_____	_____	_____	_____
Transportation	_____	_____	_____	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

## Banking

Paying for tuition, books, and other necessary expenses is a part of college life. To keep this money secure and to facilitate making purchases at Iowa City businesses, you are encouraged to have a checking account with a local bank.

## Using Checks as Payment

The University will accept only cash or checks for U-bill payment. If you pay by check, it is suggested that you put your student ID number (Social Security number) on the check to make processing easier.

Merchants in the Iowa City area accept local checks with proper identification. This normally includes your student ID card and one photo ID. You may be asked to provide additional identification if your checking account is not with a local bank. Out-of-town checks are sometimes refused.

## Check Cashing

Local banks generally cash checks for persons who have an account with their bank. On campus, you may also cash checks at the University Box Office, first floor, Iowa Memorial Union. There is a 75-cent check-cashing fee for each check cashed. Office hours are 9:00 a.m. to 9:00 p.m. Monday through Saturday and noon to 9:00 p.m. on Sundays.

College Work-Study employment is one of the many financial aid programs administered by the Office of Student Financial Aid.



## University Community: Information, Activities, and Lifestyle

- Being Informed
- Media
- The Iowa Memorial Union (IMU)
- Entertainment, the Fine Arts, and Cultural Opportunities
- Student Activities
- Transportation
- Living at Iowa
- Campus Safety

### Being Informed

As you begin college life, you will undoubtedly have questions. The first and most important question is often, "Where do I go for answers?" Frequently your new friends, your floor's Resident Assistant, or other people you know can give you the answers you need. There will be times, however, when you'll want to go to a source for certain and reliable information.

We would like to introduce you to a couple of information resources that should enable you to find the answers to your questions.

#### The Campus Information Center (CIC)

Susan Jebson, coordinator  
Terrace Lobby  
Iowa Memorial Union  
335-3055

CIC is here to help students, faculty, staff, and visitors find information about the University and the Iowa City community. The CIC also provides services to acquaint people with what the campus and community have to offer.

A master calendar that lists times, dates, and places for campus activities and events is maintained for up to two years in advance. The staff can offer information about more than 800 campus and community organizations they have on file and tell you whom to contact in order to get involved.

### Entertainment

CIC provides information about local and campus entertainment such as movies, plays, art exhibits, and regional attractions. A computerized listing of restaurants and hotels in the area is also available.

### The Housing Clearinghouse

The Housing Clearinghouse provides helpful information at no charge to people seeking housing in the Iowa City area. See page 65 for further details.

### Tutor Referral Service

The CIC offers a Tutor Referral Service to students. They have a listing of qualified tutors in specific subject areas. You negotiate fees (usually \$4 to \$6 an hour) with the prospective tutor. Call 335-0905 for more information.

Sailing is just one of the attractions of the Macbride Nature Recreation Area, a 480-acre tract of land along Lake Macbride, located just 15 minutes north of Iowa City.



## Taped Information Service

Recorded messages covering more than 280 topics can tell you anything from how to overcome shyness to how to contact your local government officials. A service called Calendarline describes upcoming University events and activities.

Call 335-3055 and request a tape by name or number. A complete listing of tapes can be found in the *Student/Staff/Faculty Directory* (often referred to as the *Herd Book*) or in brochures available at the CIC desk.

## Miscellaneous

The CIC also offers

- a collection of more than 250 campus and community publications including maps, bus schedules, events calendars, and tourist guides
- free copies of *The Daily Iowan*
- area newspapers
- area telephone directories
- local and regional maps
- ZIP code directory
- IMU Lost & Found

## Media

Whether you've had a lot of media experience or none at all, you can learn about newspaper or magazine publishing, radio, film, or TV production through University student media organizations that can give you some professional-level experience as well as a chance to have fun.

### ***The Daily Iowan***

Bill Casey, publisher  
Communications Center  
335-6030

*The Daily Iowan's* reporters and editors produce a daily newspaper that has won numerous awards, including ranking as the nation's best college newspaper in 1984 and 1985. The *DI*, as it is called, is the student newspaper of the University. It is full of news from around the campus and around the world. It is also the vehicle the University uses to make announcements that affect large numbers of individuals, ranging from course closings during registration to football season ticket sales.

The *DI*, Iowa City's only morning newspaper, is delivered free to students both on and off campus. It is published five days a week while classes are in session. The *DI* is not published on weekends, holidays, or during University vacations. Additional copies are available at the Communications Center and the Campus Information Center.



**If you're tuned into radio** • You'll discover lots of activity at *KRUI* (89.7 FM), the student-run alternative radio station, and at *WSUI* (910 AM) and *KSUI* (91.7 FM), the University's National Public Radio affiliates. Many students work as reporters, writers, producers, and on-air announcers.

**Student Video Productions** • SVP is a group of students that enjoy TV production and informing campus audiences with video programming.

**The Hawkeye yearbook** • With a long tradition of putting the academic year into words and pictures, the *Hawkeye* yearbook provides student photographers, writers, editors, and promoters with skills they can apply to many interests and career fields.

A number of scholarly journals are regularly published at the University, and two literary journals, *Iowa Rag* and *Earthwords*, publish poetry, prose, and artwork done exclusively by undergraduates.

**Performance opportunities in music** range from medieval to modern, including the popular basketball pep band made up of select members of the Hawkeye Marching Band.

## The Iowa Memorial Union (IMU)

The student center of the University is the IMU, which is nearing the completion of a \$10.2-million renovation. Serving as the stopping place for many students when they're not in class, it's the perfect place to meet friends, relax, or get a bite to eat.

The IMU also houses The University Book Store, the Student Activities Center and student government offices, meeting rooms, and the Iowa House hotel, which offers the services of a first-class hotel along with the convenience of an on-campus location.

### Places to Eat

The **River Room Cafeteria** (first floor, IMU) offers a full menu for breakfast, lunch, and dinner. You can enjoy a quiet and elegant lunch or dinner in the **State Room** (second floor). If you're on the go, you can grab a hot slice of pizza or a deli sandwich made to order in the **Union Station** (ground floor).

For those times when you want to treat yourself to a freshly baked croissant

or an ice cream cone, visit the **Union Pantry** (ground floor). Wherever you stop, you can charge your purchase on your student ID.

### The University Book Store

The **University Book Store**, located on the ground level of the IMU, stocks new and used textbooks, school and art supplies, general reading and reference books, Hawkeye apparel and gifts, cards, calculators, computer supplies and software, sundries, and much more.

To purchase your textbooks, bring your class schedule to the textbook area of the store. Texts are arranged numerically by department number and then by course number within department. Used texts represent a 25 percent savings from the new price. New and available used texts are shelved together under the appropriate course number. Selected textbooks are bought back at the conclusion of each semester. In addition to cash, the Book Store accepts your student charge, Visa, MasterCard, American Express, and checks.

The IMU offers several things to do between classes or at the end of the day. Live music in the relaxed atmosphere of the Wheelroom is a popular attraction.





## Between Classes/Leisure Time

The IMU also offers several things to do between classes or at the end of the day. TV lounges and study areas are available throughout the IMU. You can play a few video games or billiards at the **IMU Recreation/Arts and Craft Center**. If you need to cash a check or buy tickets to a Bijou movie or an upcoming concert, stop by the **University Box Office**.

**The Office of Campus Programs and Student Activities** assists in coordinating the activities of more than 300 student organizations and programming groups. Almost all organizations have a special or annual event, bring speakers to campus, or add in some other way to our cultural scene. For more information on student activities, see page 58.

## Odds & Ends

The IMU can also be the one stop to take care of your errands for the day.

**Copy Center 7** will make copies of that final term paper or those lecture notes you missed. **IMU Barberstylists** are ready to give you the current look.

Both a **U.S. Mail Drop** and **Federal Express** services are available to meet your mailing needs. And you can bank at the **Automatic Teller Machine**. If you are planning a trip home, check out the **IMU Ride Board**. You might be able to find a ride or people needing a ride and split costs with them.

If you want to save money on your next textbook purchase, or if you want to make some money selling texts you no longer need, the **Collegiate Associations Council Book Coop**, ground floor, is the place to stop. This student-run used bookstore carries a large selection of used books at affordable prices.

## Student Involvement & Activities

As a University of Iowa student, you have a wealth of opportunities to enrich your educational experience through participation in cocurricular activities and by attending special events.



## Entertainment, the Fine Arts, and Cultural Opportunities

Iowa's Center for the Arts includes some of the finest performing arts and museum facilities in the nation.

Hancher Auditorium, which seats 2,680 people, brings to campus programs by internationally eminent performing artists in music, dance, and drama. Clapp Recital Hall offers faculty recitals, chamber music, chamber opera, and small ensemble performances. University Theatres presents more than 40 student productions each year in its complex of three theaters.

The University Dance Program presents student concerts and a faculty concert on campus each year and makes a number of appearances in area schools. Other student dance ensembles are Dancers to Go, the Black Genesis Dance Troupe, and Los Bailadores Zapatistas, a Chicano student dance group.

Performance opportunities in music range from the medieval and Renaissance material of Collegium Musicum to the "pop" style of the Old Gold Singers, from Voices of Soul gospel singers to the tuba and euphonium ensemble, Collegium Tubum, and from the University Symphony Orchestra to a jazz band that consistently sweeps top honors at the nation's most prestigious collegiate festivals.

At the Museum of Art, students can see works by major artists, an excellent collection of silver and jade, displays of student and faculty works, and frequent touring exhibits.

Hancher Auditorium brings to campus programs by internationally eminent performing artists in music, dance, and drama. The 1988 season included the Beaux Arts Trio.

The University Dance Program presents student concerts and a faculty concert on campus each year and makes a number of appearances in area schools.

The University has a fine natural history museum in Macbride Hall, and the restored Old Capitol building, a National Historic Landmark, houses a museum of the state's frontier government.

The University's Main Library offers current books and periodicals as well as extensive research facilities. Frequent exhibits on the main floor cover a number of historical topics.

Classic films from the United States and abroad are presented daily during the academic session at the Bijou theater in the IMU. The Bijou's Film Board is composed entirely of students and the program is funded by student fees through the Student Senate. Ticket prices are modest and are available at the University Box Office. Look for coming attractions in *The Daily Iowan*.

The Student Commission on Programming and Entertainment (SCOPE) is responsible for bringing big-name entertainment to campus. Jazz, gospel, rock, new wave, and comedy acts are the kinds of entertainment SCOPE presents throughout the school year. Past concerts include Billy Joel, U2, Whitney Houston, Elton John, and Bill Cosby.

## Student Activities

There are more than 300 recognized student organizations on campus. They reflect a wide range of interests—recreational, social, cultural, political, and religious. By University regulation, their membership is open to all members of the University community.

Students who want to find out about existing organizations or who want help in forming a new organization should visit the Student Activities Center (ground floor, IMU) or the Office of Campus Programs and Student Activities (first floor, IMU).

Many students choose to volunteer at University Hospitals and Clinics or in community social service agencies. Last year, out of 450 hospital volunteers, 150 were University students. Check the "Volunteer Watch" column that appears weekly in the *Iowa City Press-Citizen*.



## Ethnic, Minority, and Religious Opportunities

Several centers offer programs, resources, and a place to socialize. These include the Afro-American Cultural Center, the Chicano/Indian American Cultural Center, the International Center, Hillel House, and the Women's Resource and Action Center.

Religious faiths represented in the Iowa City community include most major denominations. Campus ministers work ecumenically through the Association of Campus Ministers, and a number of denominations maintain student centers near campus.

## The Greek System

You can become acquainted with sororities and fraternities through an event called Rush. This event allows students the opportunity to meet chapter members, tour houses, and select a chapter that best matches their interests. Rush is designed as a mutual process of membership selection.

Every student will receive Rush information and a registration form by mail during June or July. Formal Rush will take place during the week of August 22 through 29. If you've returned a room reservation card indicating your early arrival and participation in Rush, you may move into your residence hall prior to the official opening of the buildings.

Students who do not participate in Formal Rush may join the Greek system through an open selection process frequently referred to as Informal Rush. Sororities and fraternities elect to conduct an Informal Rush depending on the size of their Formal Rush pledge class. Many sororities and several fraternities fill their pledge class in August and do not participate in Informal Rush during the academic year.

The nearly 3,500 students in the Greek system have the option of living in one of the 36 off-campus chapter houses. Not all of the 30 fraternities and 20 sororities (including eight traditionally Black fraternities and sororities) own houses. Members of some of these chapters, however, rent adjoining units in off-campus housing.

Estimated annual costs (including room, board, and social dues) average \$2,480 for sororities and \$2,800 for fraternities. Estimated costs for individual chap-

ters are available at the end of Rush week activities to assist students with the selection of a chapter.

During the pledge year, other expenses are incurred. They include national, social, pledging, and activation fees and range from \$300 to \$500.

Freshman pledges, especially women, usually do not live in the chapter house since total chapter membership frequently exceeds the number of living spaces in chapter houses. Students are not guaranteed a room in the chapter house even during their sophomore year.

For more information about sororities, contact the Panhellenic Association at 335-3267. For more information about fraternities, call the Interfraternity Council at 335-3252.



## Hawkeye Athletics

A member of the Big Ten Athletic Conference, Iowa fields 20 intercollegiate varsity teams, ten each for men and women. Hawkeye spirit is contagious when you join 67,000 other fans in Kinnick Stadium on a football Saturday, or sit in the 15,500-seat Carver-Hawkeye Arena to cheer on Hawkeye basketball, wrestling, volleyball, and gymnastics teams.

Tickets are available to students for reduced prices for all athletic events. Season tickets for men's football and basketball are sold to students using a priority system. The Hawkeye Goal Card allows you to see all women's home events for an annual fee of \$20.

For information concerning the purchase of athletic tickets, contact the Athletic Ticket Office (Carver-Hawkeye Arena) 335-9327.

Hawkeye spirit is contagious when you join 67,000 other fans in Kinnick Stadium on a football Saturday.

## Recreation and Intramurals

The Division of Recreational Services provides programs and recreational opportunities for everyone. From casual exercise to formal sports clubs, Rec Services offers facilities and programs to fit your needs.

The University Field House is a campus center for informal recreation. The recreational facilities include a swimming pool, weight rooms, and areas for golf, archery, and table tennis. There are also 5 multi-purpose activity areas, 5 badminton courts, 10 basketball courts, 10 volleyball courts, 22 racquetball courts, and 4 squash courts.

Reservations for handball, racquetball, and squash courts are made by calling 335-9293, or by stopping at the Field House between 8:00 a.m. and 10:30 p.m. weekdays.

Lockers, towels, and equipment for the areas in the Field House can be checked out at the service areas located in the locker rooms.

The Recreation Building is located just north and west of Kinnick Stadium. The main deck contains 68,000 square feet of open area for jogging, table tennis, weightlifting, and tennis. Locker facilities and sauna baths are under the balcony area.

Halsey Gymnasium has one large gymnasium with areas for volleyball, basketball, badminton, gymnastics, jogging, or recreational games. A small swimming pool is also available. This building is primarily used for special activities and classes. Groups may reserve available times on a rental basis.

The University Canoe House is located on the west bank of the Iowa River near the Music Building. The Canoe House opens after April 1 and remains in operation until October 15. Canoes are available on a fee basis to the general public. You can check out canoes by the hour or day. Call Rec Services at 335-9293 for reservations.

Sixteen courts are available at the Kinnick Stadium Tennis Courts, located on the corner of Melrose and Woolf avenues near the south end of Kinnick Stadium. Reservations for all outdoor courts may be made at the Tennis Center at the west end of the courts either in person or by calling 335-9293.

The Touch-the-Earth Outdoor Recreational Program is designed to give students an opportunity to participate in a

number of tour activities, including canoeing, white-water rafting, backpacking, and rock climbing. Most trips last a day or weekend. Several longer trips are also available. Experience in the activity is not necessary. Call the Touch-the-Earth office at 335-5256 for more details.

The Touch-the-Earth Outdoor Rental Center is located at 700 South Clinton Street, south of the Iowa City Post Office. A variety of equipment is available for rent on an hourly, daily, weekend, and weekly basis. Equipment includes tents and other camping supplies, volleyball equipment, and skis. Call 335-5256 for more details.

The Macbride Nature Recreation Area is a 480-acre tract of land leased from the Army Corps of Engineers by the University. Located just 15 minutes north of Iowa City, it is part of one of the largest wooded areas in Johnson County. There is a variety of attractions, including picnic and camping areas, a raptor/nature center, nature trails, hiking and cross-country trails, boat rental, and an archery range. Call 335-9293 for more information.

The University's 22 sports clubs are organized to coordinate the interests of individuals in a common sport or recreational activity. Sports clubs at Iowa include badminton, lacrosse, juggling, soccer, sailing, table tennis, and men's and women's rugby.

The clubs accept members at any skill level and provide recreational fun and/or competition depending on the desires of the membership. For more information, call 335-9293 or 335-9713.

Intramural events for teams and individuals take place throughout the year in a variety of campus locations. Individuals interested in competition or employment in the intramural program should call the Rec Services office at 335-9293.

The Division of Recreational Services offers a variety of noncredit instructional classes for youths and adults throughout the University school year. Programs are available in preschool/youth/adult gymnastics, aerobics, the martial arts, youth wrestling, golf, tennis, baton, and organized walking. A minimal fee is charged for these programs. Class and registration information is available in the Rec Services Office (E216 Field House).

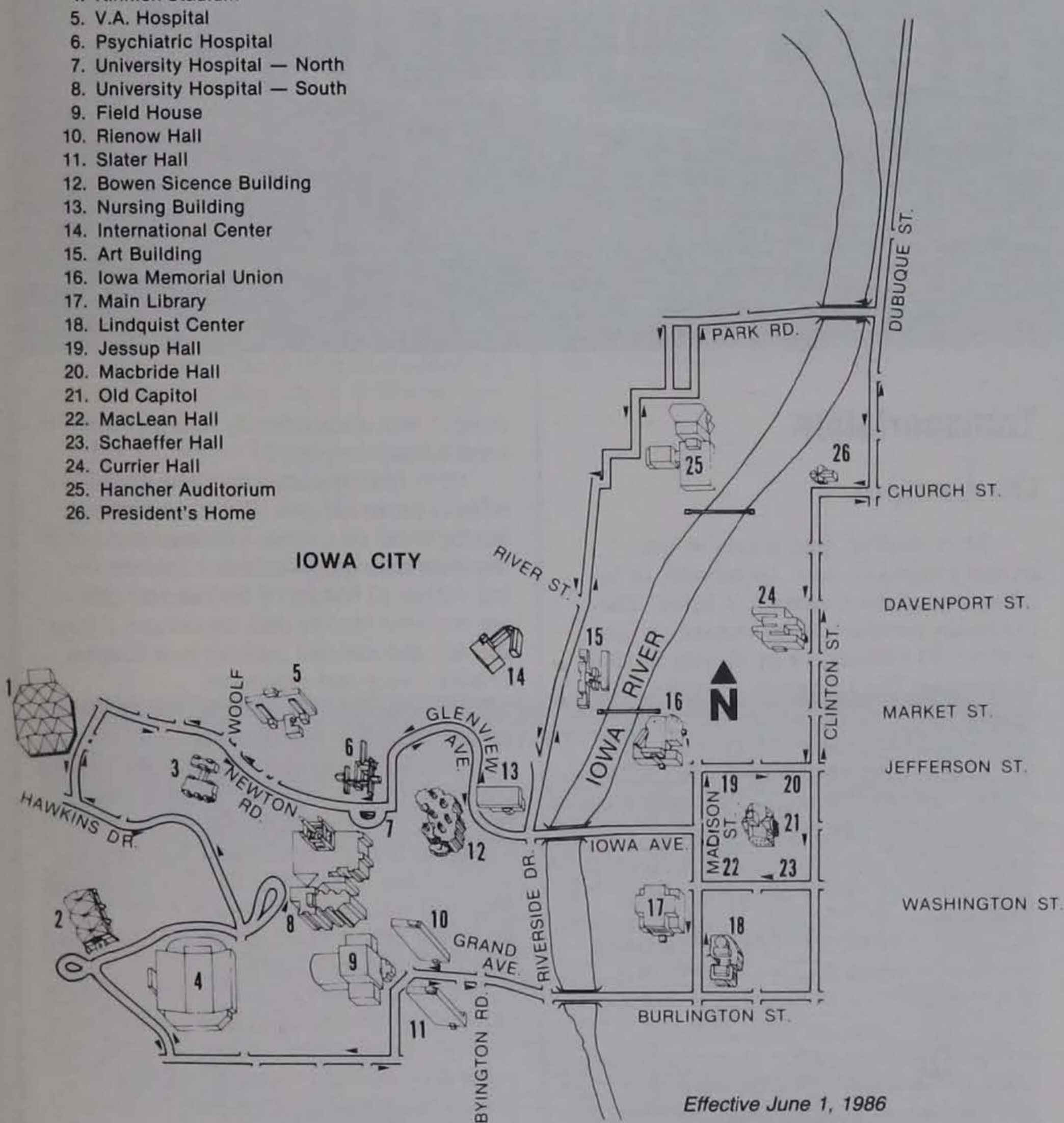
# CAMBUS MAP

**RED ROUTE** (runs clockwise)

**BLUE ROUTE** (runs counter-clockwise)

**POINTS OF INTEREST**

1. Carver-Hawkeye Arena
2. Recreation Building
3. Dental Science Building
4. Kinnick Stadium
5. V.A. Hospital
6. Psychiatric Hospital
7. University Hospital — North
8. University Hospital — South
9. Field House
10. Rienow Hall
11. Slater Hall
12. Bowen Science Building
13. Nursing Building
14. International Center
15. Art Building
16. Iowa Memorial Union
17. Main Library
18. Lindquist Center
19. Jessup Hall
20. Macbride Hall
21. Old Capitol
22. MacLean Hall
23. Schaeffer Hall
24. Currier Hall
25. Hancher Auditorium
26. President's Home



Effective June 1, 1986

With Iowa City's downtown shopping district located across the street from the Pentacrest, students find little need for a car.



## Transportation

### On Campus

Most students find it easy to get around campus on foot, by bicycle, or by riding one of the University's buses. The University campus can be crossed on foot in about 30 minutes, or by bicycle in about 10 minutes. The University provides bicycle racks at residence halls, classroom buildings, and the Iowa Memorial Union.

If you bring your bike to campus, it is a good idea to use a heavy lock. The Iowa City Police Department offers free bicycle registration. During winter, free bicycle storage is available for students in the residence halls.

The University offers a student-operated free bus system called CAMBUS, which operates up to 12 different routes from 6:00 a.m. to midnight, Monday through Friday, and noon to midnight, Saturday and Sunday during the academic year. Service is reduced during interim periods and summer.

Two routes circle the campus at 10-minute intervals. Another provides express service between the westside residence halls and the east side of campus. A shuttle route runs between the Pentacrest area and the University's health sciences area. There is also CAMBUS service to the Oakdale

campus and student/family housing. For route maps, see page 61.

It is recommended that you *do not* bring a car to campus. For most students, having a car on campus becomes more of a nuisance than a convenience. Students living within 10 blocks of the campus area are not permitted to park on campus during the day and metered parking near campus is both scarce and expensive.

All students who own and/or operate motor vehicles—including cars, motorcycles, and motor scooters—within the Iowa City area are *required* by the State Board of Regents to register them with the University Office of Parking and Transportation (located in the IMU Parking Ramp). You will receive a registration decal to be displayed as instructed. There is no fee for motor vehicle registration.

Fines for violations of campus motor vehicle regulations are charged to the University account of the student in whose name the vehicle is registered. You will receive a copy of the University's current motor vehicle regulations when you register your vehicle. Copies are also available from the Office of Parking and Transportation.

Storage lots are available for students living in the residence halls who choose to bring a car to campus. These lots are intended for long-term storage (such as be-

tween trips home) and are located away from the central campus and residence hall areas. The cost of vehicle storage is \$67.50 for the nine-month academic year.

Metered parking for commuters is available in the Hancher Auditorium parking lot by permit only. Commuter permits are given to individuals living 10 or more blocks from campus. The permit is valid for the nine-month academic year at a cost of \$36.

Students who bring motorcycles to campus can pay \$7 per semester for a permit that allows them to park in motorcycle lots throughout campus.

## Public Transit

The Iowa City Transit System's 14 routes cover almost every part of Iowa City and University Heights, with all routes departing from downtown near the Pentacrest. Free transfers are issued allowing passengers to make a complete one-way trip across town. The system runs Monday through Saturday from about 6:30 a.m. to 10:30 p.m.

The Coralville Transit System, connecting the cities of Coralville and Iowa City, operates full service Monday through Friday with reduced service on Saturdays.

Transfers and monthly passes are honored by both transit systems.

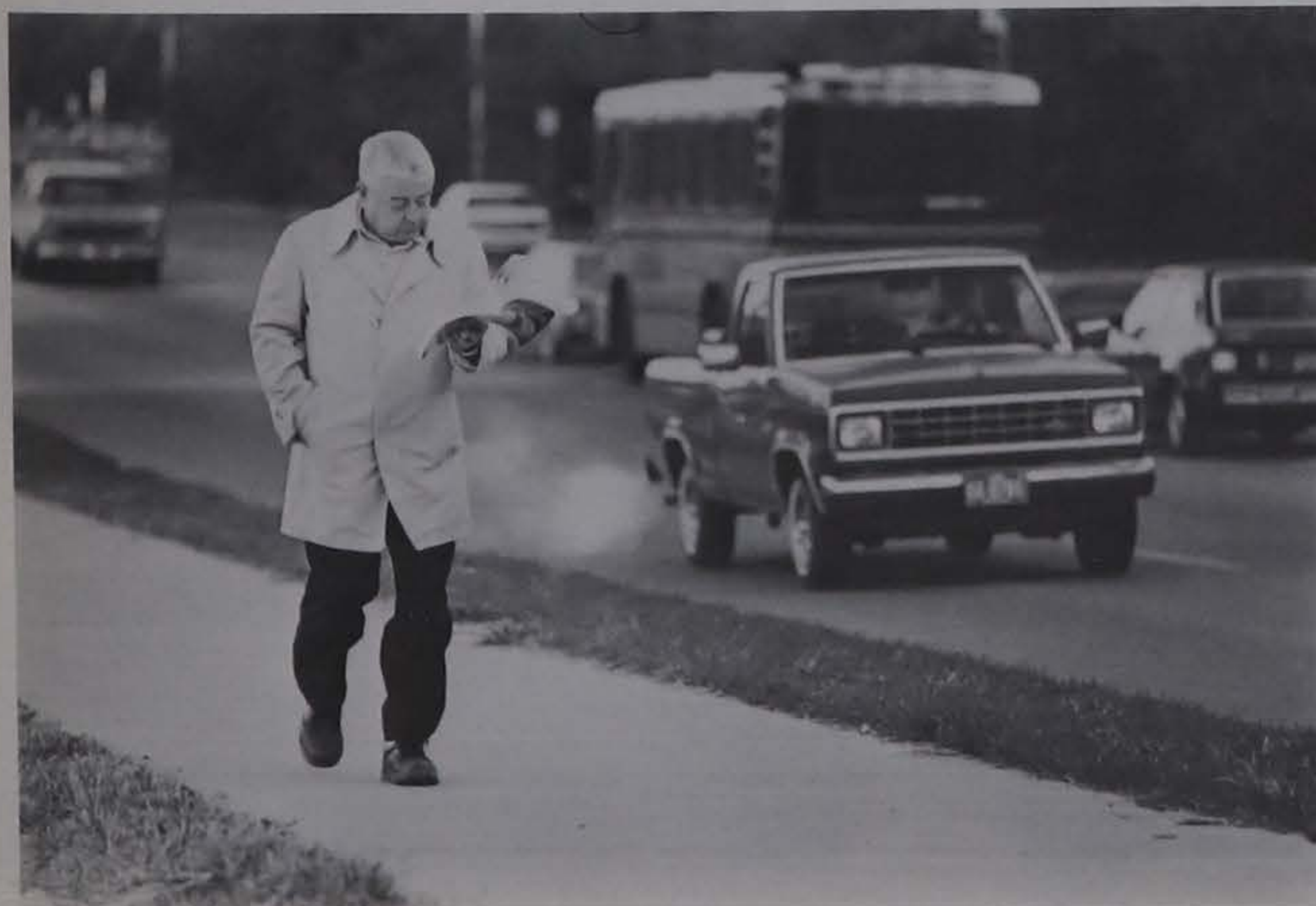
## Getting Home and Back

Bus service to and from Iowa City is offered by Burlington Trailways, Greyhound, and Jefferson bus lines. The depot is located three blocks east of the campus on the corner of College and Gilbert streets. For information, telephone the depot at 337-2127.

The Cedar Rapids Airport is approximately 25 miles from the campus. Airlines currently serving the area include Air Midwest, America West, American Eagle, Continental Express, Northwest, TWA, United Express, and United.

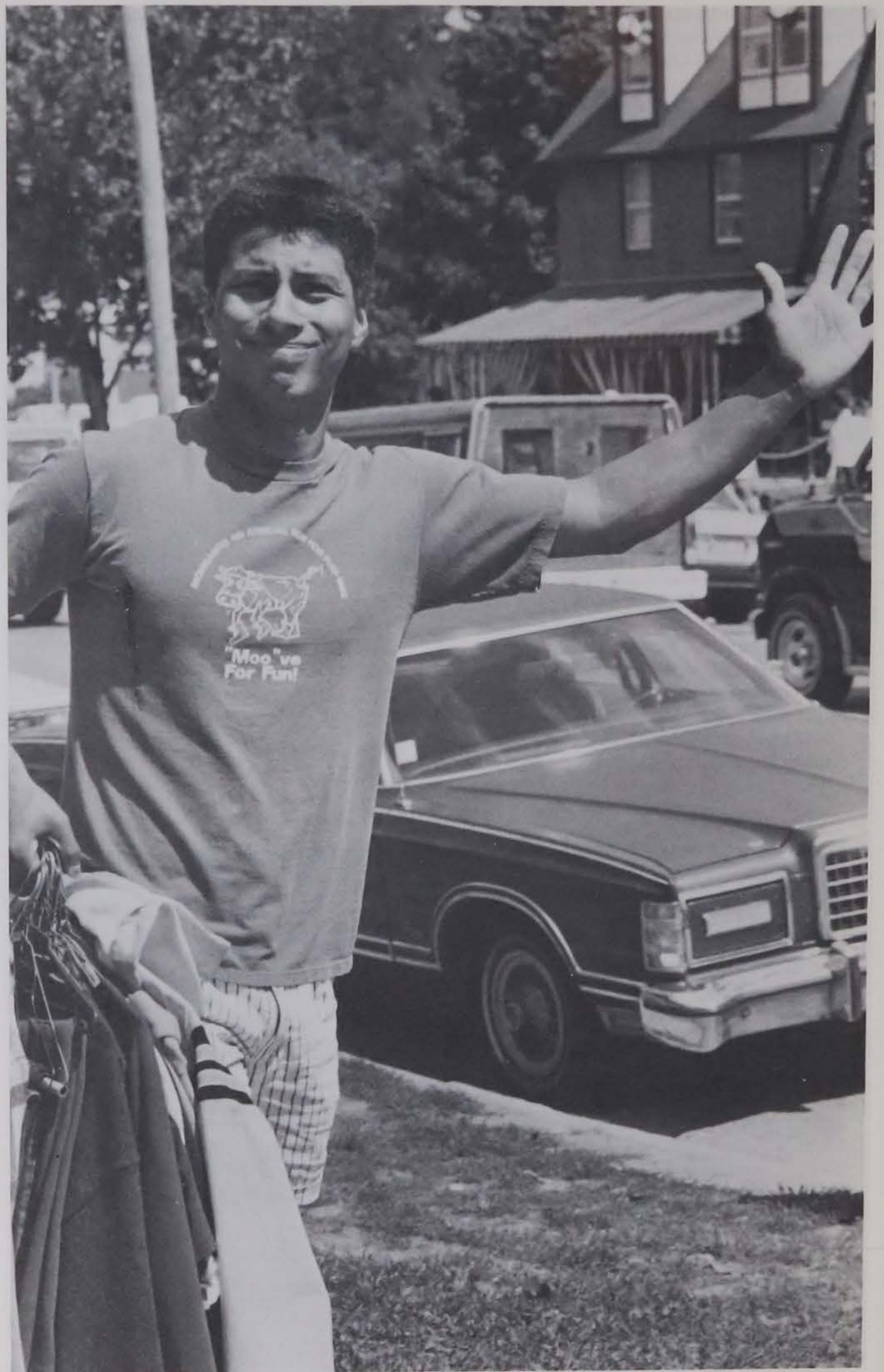
The Cedar Rapids Airport Limousine Service picks up and delivers passengers to their residences for a one-way fee of \$12. The service must be reserved a minimum of one day in advance. The telephone number is 337-2340.

If you are driving or seeking rides outside of the Iowa City/Coralville area you can post ride offers and requests on the Ride Board (first floor IMU).



Most students (and faculty members, too) find it easy to get around campus on foot, by bicycle, or by riding one of the University's buses.

The Housing Clearinghouse operates a roommate matching service for people needing a place to live and people in need of a roommate.





## Living at Iowa

### University Residence Halls

The University operates nine residence halls accommodating a total of approximately 6,500 students. Burge, Daum, Currier, Stanley, and Mayflower halls are located on the east side of the Iowa River, closest to classes in liberal arts, business administration, education, and engineering.

Hillcrest, Rienow, Quadrangle, and Slater halls are on the west side of the campus, close to the health sciences and recreation facilities.

With the exception of Stanley Hall, which is for women only, all halls house men and women on alternating floors.

Dining areas for the eastside residence hall group are located in Burge and Currier and areas for the westside group are in Hillcrest and Quadrangle.

Mayflower Hall has a special appeal to students. It offers the hominess of apartment living and the convenience of University housing. Two double-occupancy rooms are joined by kitchenettes and baths. Students have the option of doing their own cooking or having a board plan at a cafeteria in one of the other residence halls.

### University Student-Family Housing

The University has 749 units of student-family housing. Monthly rental rates for 1988 range from \$144 for an efficiency apartment to \$275 for a two-bedroom apartment. All units are unfurnished. For information, contact the Family Housing Office at 335-9199.

### Off-Campus Housing

The Housing Clearinghouse at the Campus Information Center in the Iowa Memorial Union maintains up-to-date listings of rental units available in the Iowa City area.

A roommate matching service is operated for people needing a place to live and people in need of a roommate. In July and August, roommate matching meetings are scheduled where people looking for a place to live can meet informally.

The Housing Clearinghouse also provides "Rent for Services" information. This is a listing of Iowa City home owners who offer partial or total payment of room and board in exchange for housework, child care, care for the elderly, or lawn maintenance.

In May of 1988 the average monthly rental rates were \$180 for a room, \$255 for an efficiency apartment, \$310 for a one-bedroom apartment, \$400 for a two-bedroom apartment, and \$520 for a three-bedroom apartment. Prices vary widely, often according to the distance from campus, age of the facility, and services and utilities included in the rent.

### Greek Chapter Houses

A majority of the Greek chapters at Iowa maintain chapter houses. Costs vary somewhat from house to house but are generally comparable to costs of other types of student housing. Due to lack of space, sororities do not encourage freshmen to live in chapter houses.

### Day Care

Child care is available to students, staff, and faculty of The University of Iowa as well as to the Iowa City community at any of four University day-care centers located on campus. The centers are independently run, nonprofit organizations that currently receive funds from the Student Senate. They are housed in University-owned buildings.

Each center, open to children from ages two to five, is state licensed and managed by a full-time director. Part-time and full-time care is provided in each center. The centers range in capacity from 23 to 32 children.

Monthly rates compare favorably to other day-care centers in Iowa City. University students receive discount rates at some of the University daycares. Some centers accept Title XX recipients and two centers are parent cooperatives.

For more information or to arrange tours, contact the individual centers.

- Alice's Bijou Cooperative Daycare, 354-1466
- Brookland Woods Daycare, 337-8980
- Friendship Daycare Center, 354-1749
- University Parents Care Collective, 338-1330



**Don't leave your backpack or other belongings unattended in the library or other study locations.**

## Campus Safety

The University Campus Security force operates a 24-hour mobile patrol of the University community. There are also guards on foot patrol at night who cover the campus, including each of the residence halls.

Theft is the most common crime on campus and it is due primarily to carelessness. Common sense is the key to prevent the loss of your property. Here are a few tips.

- Lock your door—even if you are just going to visit a friend or heading to the shower.
- Don't leave your backpack or other belongings unattended in the library or other study location.
- Take advantage of the engraving tools made available by Campus Security and engrave your Social Security number and "The University of Iowa" on expensive equipment.

## Residence Hall Security

Exterior doors in all residence halls are locked from midnight to 6:00 a.m. This is done in order to reduce transient traffic. Residents have keys, but visitors must call from the outer lobby for entrance to each floor. Also, Resident Assistants are always available on the residence hall floor for on-call emergencies.

## Safety at Night

Use common sense. Avoid walking alone late at night. Walk in well-lit areas and stay on main thoroughfares. If you can't find someone to walk home with you, there are a number of alternatives made available by various organizations. One of these services is CAMBUS, which operates until midnight.

The Women's Transit Authority (335-6002) offers a chauffeur service for women to travel within a reasonable radius from the campus.

The Student Senate sponsors the Safe Ride program, a bus service available in the downtown area until 2:00 a.m. on weekends. Safe Ride is for students (male and female) who don't want to walk home or who shouldn't be driving home.

WhistleStop is a community action program that focuses on the prevention of physical assault. The primary sponsor of WhistleStop is the Rape Victim Advocacy Program. If you are interested in participating or have questions regarding WhistleStop, call 335-6001.

A final option is Campus Security. If necessary, a security staff member will escort you home.

# Expectations: Rights, Conduct, and Advocacy

- **Affirmative Action**
- **Policies & Regulations Affecting Students**
- **The University Ombudsperson**
- **Student Legal Services (SLS)**
- **Protective Association for Tenants (PAT)**

As a member of the University community, you enjoy certain rights and privileges. Among these are the right to be free from a variety of forms of discrimination and sexual harassment, the right to discuss and exchange ideas, the right to be involved in University governance, and the right to privacy.

Privileges like these are accompanied by an obligation to live by the rules and policies established for the orderly operation of the University. Rules against plagiarism and other forms of academic dishonesty, residence hall rules, financial aid eligibility requirements, and traffic and parking regulations are examples of the many rules that will govern your life.

## Affirmative Action

You may have come from a community that was fairly uniform in its values, the cultures and nationalities represented, and even the religious beliefs practiced. Here, the watchword will be diversity. While you may have become comfortable in your former surroundings, that comfort will soon be challenged by new things to learn, new people to meet, and new beliefs to explore.

Great democratic theorists like Rousseau, Mill, Jefferson, and Dewey struggled with the problem of how to prevent majority rule from degenerating into the tyranny of the mob. The only solution to this dilemma is to create an enlightened society whose expression on any single issue would be more than just the expression of base individual interests. In expressing his or her own view, each individual would attempt to define what will be for the common good.

Universities nurture democracy. Students and faculty strive to learn and teach, recognizing that the lessons of greatest value come not only from books and lectures, but from one another and through the sharing of different life experiences. To best take advantage of this unique opportunity, tolerance and open-mindedness are necessary. In this, the University is guided by a single principle that is reaffirmed in every one of its publications: The University of Iowa does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age, or handicap. The University also affirms its commitment to providing equal opportunities and equal access to University facilities without reference to affectional or associational preference.

In accordance with this principle, the rights of all individuals to participate in University functions, to use University facilities, to be assured of their physical safety, and to express themselves freely are protected.

No one has the right to impose upon the rights of another and no one should have to experience any abusive behavior because of their race, national origin, color, religion, sex, age, handicap, or affectional or associational preference. This principle clearly distinguishes the University community from other communities. It serves as the foundation making possible the goals of an education for life.

For additional information on non-discrimination policies, contact the Office of Affirmative Action (202 Jessup Hall), 335-0705.

## Policies & Regulations Affecting Students

Each semester, as you complete the registration process, you will be given the most recent version of *Policies & Regulations Affecting Students*. This important document outlines the rights and responsibilities granted to each and every student in The University of Iowa community. It is important that you familiarize yourself not only with the University's regulations, but with the avenues available for you to voice grievances as well. Some of those avenues are explained below.

Additional copies of *Policies & Regulations Affecting Students* are available at the Registration Center (17 Calvin Hall).

### The University Ombudsperson

Anthony V. Sinicropi  
451 Phillips Hall  
335-3608

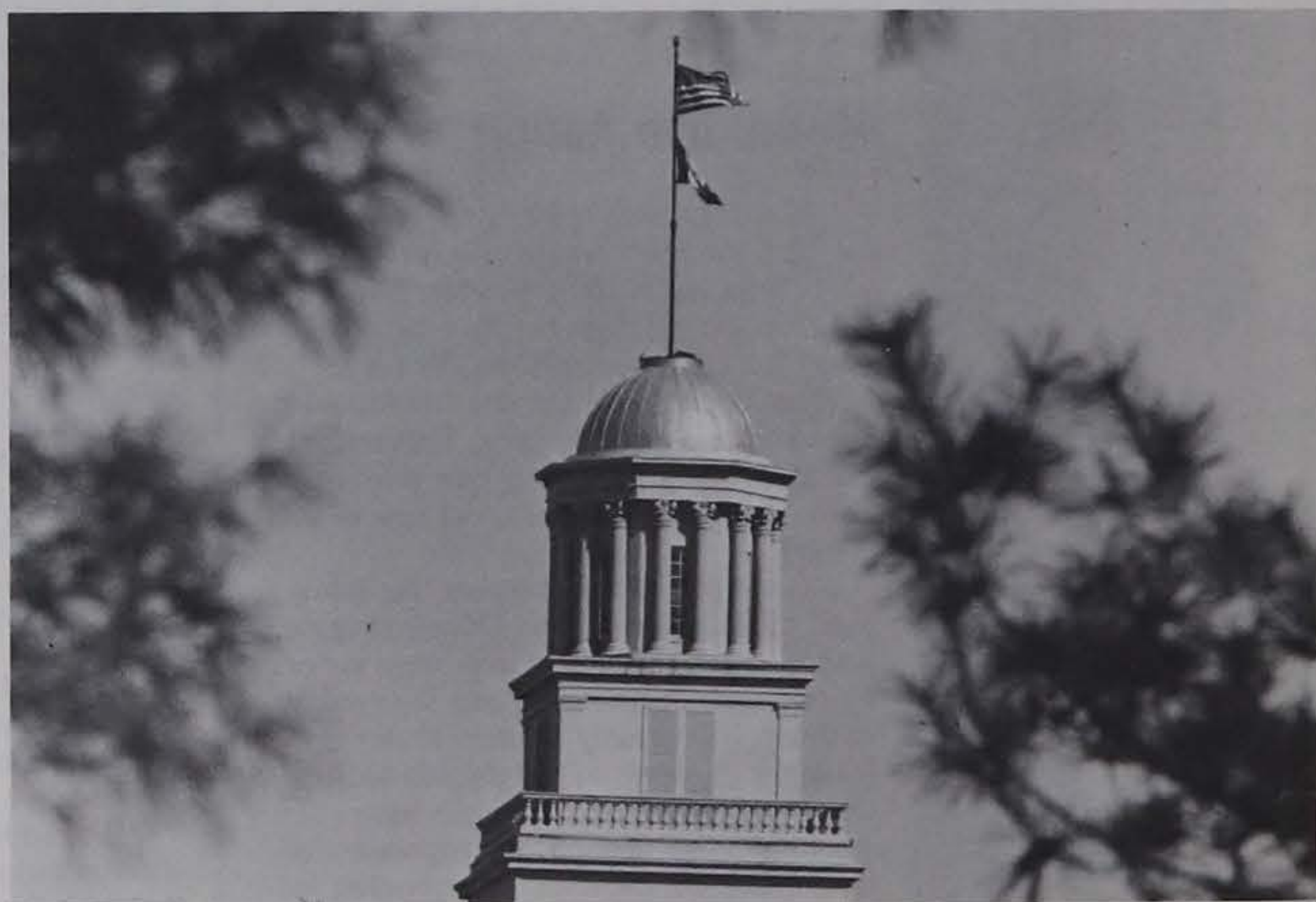
The purpose of the University Ombudsperson is to help people in conflict. This is a confidential service available to all students, faculty, and staff members who find themselves in a disagreement with an office, a department, or an individual within the University.

An ombudsperson does not act as a lawyer or someone who will automatically take your side in a conflict. The job entails the consideration of all sides of a question in an impartial or objective way.

The ombudsperson investigates claims of unfair treatment or erroneous procedure and may act as a mediator in negotiating a solution. The solutions recommended are nonbinding; it is the responsibility of the involved parties to see that they are implemented.

Think of the ombudsperson as a last resort—someone who will try to help when other approaches have failed. The University has established processes of appeal for many problems. Generally speaking, however, if you don't know where to turn, the ombudsperson's office will do its best to provide advice, information, or referral.

The University of Iowa does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age, or handicap. The University also affirms its commitment to providing equal opportunities and equal access to University facilities without reference to affectional or associational preference.



## Student Legal Services (SLS)

1st Floor  
Iowa Memorial Union  
335-3276

SLS offers legal representation and services to all currently enrolled University students. Student organizations and commercial interests are not eligible for SLS services.

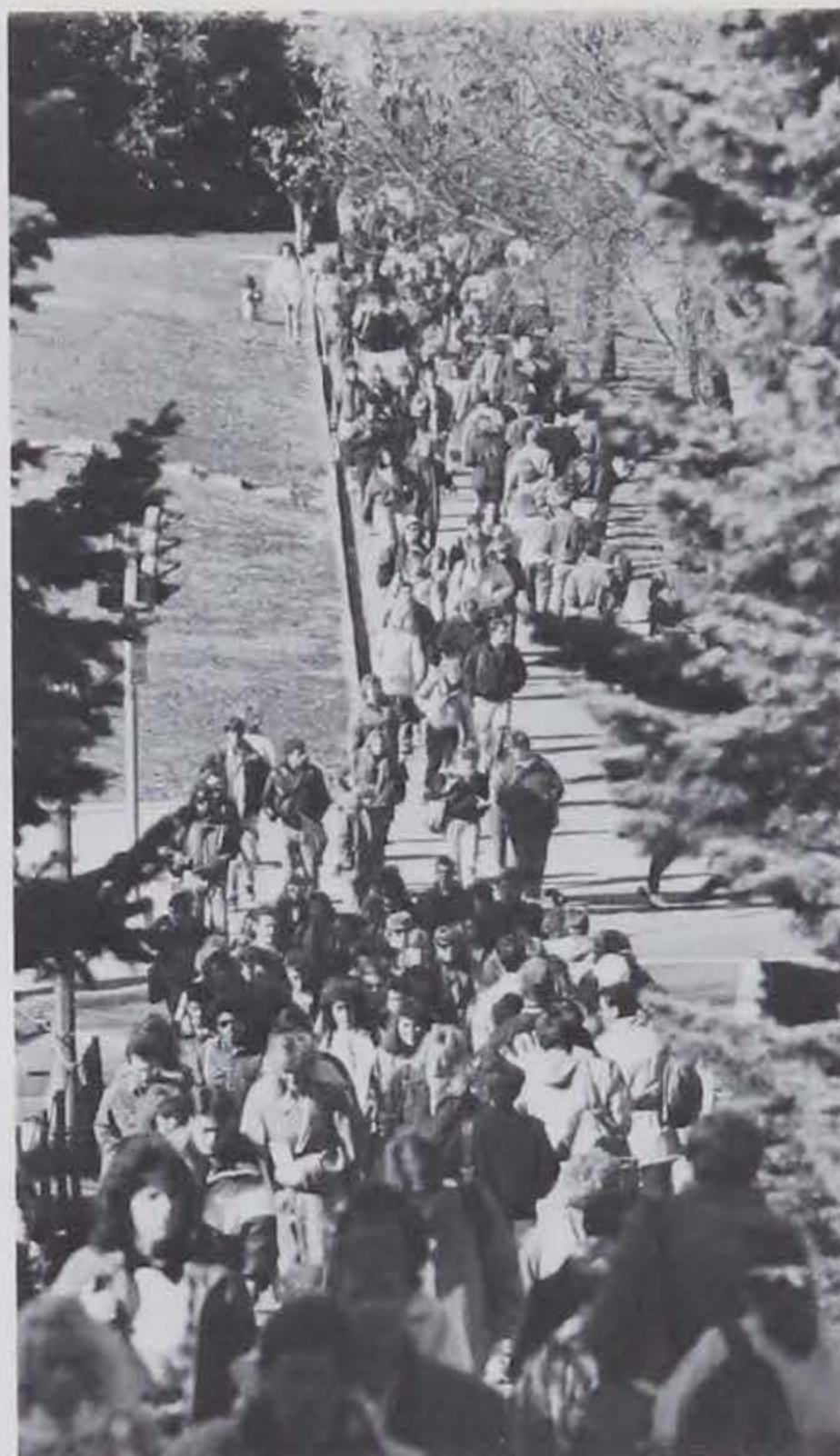
Due to limited resources, clients are represented on a first-come, first-served basis until a maximum caseload is reached. After that point, new clients are not accepted until previous cases are concluded (unless it is judged that the situation represents an emergency and the client cannot afford other legal counsel).

Clients are required to pay a flat fee that is refunded in the event SLS is unable to provide representation. Clients pay all appropriate court costs and filing fees as well.

SLS is able to handle only certain types of cases such as

- defense of simple, serious, and aggravated misdemeanors
- landlord/tenant disputes
- consumer problems
- food stamps
- AFDC
- unemployment claims
- dissolution of marriages
- adoptions
- name changes
- small claims advice
- tort or contract actions
- utility bills
- violations of the Code of Student Life and/or the Regents' Conduct Rules if necessary

There are some cases that SLS cannot handle, including actions against the University. These are generally referred to private attorneys or, in some instances, to an appropriate local agency.



## Protective Association for Tenants (PAT)


1st Floor  
Iowa Memorial Union  
335-3264

PAT is a student organization with the goal of preventing landlord/tenant disputes, thus improving the housing situation in Iowa City and the surrounding area. This resource and information center serves both students and nonstudents. Although PAT handles all kinds of landlord/tenant problems and makes referrals when necessary, *PAT does not give legal advice.*

Landlord/tenant counselors are available free of charge on a phone-in or walk-in basis. In addition, PAT provides

- model leases
- copies of the Housing Survival Kit
- sublet and assignment agreements
- copies of the Uniform Residential Landlord and Tenant Law (URLTA)
- copies of the Iowa City Housing Code

For additional information on nondiscrimination policies, contact the Office of Affirmative Action, 202 Jessup Hall, 335-0705.

A black and white photograph of a student walking past a tall, ornate street lamp on a tiled plaza. The student is wearing a jacket, a backpack, and headphones, and is walking from right to left. The street lamp is tall and slender with a decorative top. The ground is paved with large, square tiles.

## In Closing..

What is important is that you make the most of your college experience. We hope this handbook helps you to do so. Hang onto it and page through it from time to time and make sure that you're taking advantage of all the University has to offer.

# Index

- Academic Advising 28, 34  
Academic Awards 21  
Accessibility Map 45  
Admissions Visitors Center (AVC) 41  
Admissions, Office of 41  
Advanced Placement Program (APP) 25, 26  
Affirmative Action 67  
Afro-American Cultural Center 59, 44  
Airport, Cedar Rapids 63  
Allergy Treatment Service 46  
Alternate Courses 34  
Arts & Crafts Center, IMU 57  
Athletics, Tickets 59  
Athletics, University 59  
Auditing a Course 23  
Automatic Teller Machine (ATM) 57  
Banking 52  
Bicycle Registration 62  
Bijou Theatre 58  
Bionic Bus 44  
Buckley Amendment 24, 29  
Burge Residence Hall 16, 18  
Bus Service, campus 65  
Bus Service, inter/intrastate 63  
Business and Liberal Arts Placement Office 30  
Cambus 44, 62  
Campus Information Center (CIC) 14, 53  
Campus Programs and Student Activities, Office of (OCPSA) 57, 58  
Campus Security 66  
Canoe House, University 60  
Careers Day 31  
Changing Sections Within a Course 37  
Changing your Registration 37,  
Checking Account 52  
Chicano/Indian American Cultural Center 59, 44  
Clapp Recital Hall 57  
Class Attendance 8  
Class Formats 8  
Class Standing 21  
Closed List 35  
College-Level Examination Program (CLEP) 25, 26  
Computer Purchase Program 17  
Computer, Instructional Clusters 18  
Computing Center, Weeg 16  
Cooperative Education 29  
Coralville Transit 46, 63  
Course Availability 35  
Credit by Exam 25  
Cultural Centers 44, 59  
Cultural Opportunities 57  
Currier Residence Hall 65  
*Daily Iowan* 55  
Daum Residence Hall 65  
Day Care 65  
Dean's List 19  
Dining, Residence Halls 65  
Drop/Add Slip 37  
Dropping a Course 37  
Dropping for Nonattendance 37  
Early Registration 33  
*Earthwords* 55  
Eating, IMU 57  
Educational Placement Office 31  
Engineering Placement Office 32  
Entertainment 53, 57  
Ethnic Opportunities 59  
Evaluation and Examination Service (EES) 32  
Expenses, basic educational 50  
Faculty Adviser 29  
Family Educational Rights and Privacy Act (1974) 24, 29  
Field House, University 60  
Financial Aid, check disbursement 49  
Financial Aid, eligibility 47  
Financial Aid, how to apply 48  
Financial Aid, income tax information 49  
Financial Aid, notification 49  
Financial Aid, types available 48  
Fine Arts 57  
Foreign Language Proficiency Tests 26  
Foreign Student Admissions 43  
Grade Points 22  
Grade Report 24  
Grade-Point Average, calculating 22  
Graduate and Professional Admissions 41  
Graduation Analysis 28, 43  
Graduation with Distinction 19  
Greek System 59, 65  
Halsey Gymnasium 60  
Hancher Auditorium 57  
*Hawkeye Yearbook* 55  
HawkNet Program 31  
*Herd Book* 55  
Hillcrest Residence Hall 65  
Hillel House 59  
Honorary Societies 21  
Honors Program 18  
Honors, academic 18  
Housing Clearinghouse 53, 65  
Housing, off-campus 59, 65  
Housing, student-family 65  
Incomplete 22  
Insurance 46  
International Center 43, 59  
International Education and Services, Office of (OIES) 43  
Intramurals 62  
Iowa City Transit 46, 63  
Iowa Memorial Union (IMU) 14, 56  
*Iowa Rag* 55  
*Job Bulletin* 31  
Late Registration 33  
Lecture/Discussion Format 8  
Libraries, hours 10  
Library, Main 10, 12, 18, 58  
Limousine, airport 63  
Loans 48  
Lost and Found, IMU 55  
Macbride Hall 58  
Macbride Nature Recreation Area 60  
Mail, U.S. 57  
Major, choosing a 27  
Marking System 22  
Mathematics Placement Tests (MPTs) 26  
Mathematics Tutorial Laboratory 15  
Mayflower Residence Hall 16, 18, 65  
Measles Immunization Policy 35  
Medical Attention 46  
Medical History Report Form 36  
Mid-term Delinquencies 24  
Minority Services 59  
Motorcycle Registration 62  
Museum of Art 57  
New Dimensions in Learning (NDIL) 15, 44  
No Report 23  
Old Capitol 58  
Ombudsperson 68  
Orientation Services 43  
Paper Writing and Research 10  
Parking and Transportation Services, Division of 62  
Parking Fines 62  
Parking, metered 63  
Pass/Nonpass 22, 39  
Pass/Nonpass Form 39  
Physical Education Exemption Tests 25  
Plagiarism 12  
*Policies & Procedures Affecting Students* 12, 68  
President's List 19  
Probation and Dismissal 21  
Professional Societies 21  
Protective Association for Tenants (PAT) 69  
Quadrangle Residence Hall 16, 18, 65  
Quality Points 22  
Radio Stations 55  
Reading Lab 15  
Reasonable Academic Progress (RAP) 47  
Recreation 60  
Recreation Area, IMU 57  
Recreation Building 60  
Recreation Equipment Rental, Touch-the-Earth 60  
Recreation Program, Touch-the-Earth 60  
Recreation Services, Division of 60  
Registrar, Office of 22, 43  
Registration Center 33  
Registration for Classes 21, 33  
Registration Form 33  
Release of Information Form 46  
Religious Opportunities 59  
Rental Rates, off-campus 59, 65  
Reserve Reading Room 10  
Residence Hall Security 66  
Residence Halls, classes in 16  
Residence Halls, educational programs in 16  
Residence Halls, study areas 16  
Rhetoric Exemption Test 25  
Rhetoric Placement Test 25  
Ride Board, IMU 57, 63  
Rienow Residence Hall 16, 65  
River Room Cafeteria 56  
Roommate Matching Service 65  
Safe Ride 66  
Safety, personal and property 66  
Satisfactory/Fail 24  
*Schedule of Courses (SOC)* 25,33  
Schedule-Building Suggestions 34  
Scholastic Achievement, recognition of 19  
Second-grade-only Option 24, 40  
Semester Hour 21  
Services for Persons with Disabilities (SPD) 44  
SIGI 31  
SIGI Plus 31  
Slater Residence Hall 65  
Special Support Services (SSS) 16, 43  
Sports Clubs 60  
Stanley Residence Hall 65  
State Room 56  
Student Activities 57, 58  
Student Activities Center 58  
Student Commission on Programming and Entertainment (SCOPE) 58  
Student Financial Aid, Office of (OSFA) 47  
Student Health Service 46  
Student ID Card 40  
Student Legal Services (SLS) 69  
Student Records, confidentiality of 24  
Student Video Productions (SVP) 55  
*Student/Faculty/Staff Directory* 55  
Studying and Concentration 7  
Taped Information Service 55  
Tennis Courts, University 60  
Test-Taking Strategies 13  
Tests, preparation for 12  
Time Management 5  
Touch-the-Earth Recreation Program 60  
Transfer of Credit 27  
Transportation 62  
Tuition and Fees 50  
Tuition Management Systems 50  
Tuition Refund Schedule 50  
Tutor Referral Service 14, 53  
Undergraduate Academic Advising Center (UAAC) 29  
Undergraduate and Transfer Admissions 41  
Union Pantry 56  
Union Station 56  
University Bill (U Bill) 35, 50  
University Bill Payment 35, 50  
University Bill, alternative payment program 50  
University Bookstore 56  
University Box Office 52, 57  
University Counseling Service (UCS) 13  
University Dance Program 57  
University Theatres 57  
Validation Sticker 36, 40  
Vehicle Registration 62  
Vehicle Storage 62  
Volunteer Opportunities 58  
Weeg Computing Center 16  
WhistleStop Program 66  
Withdrawing your Registration 38  
Women's Resource and Action Center (WRAC) 59  
Women's Transit Authority (WTA) 66  
Writing Lab 15

# Welcome



**T**he Iowa Memorial Union wants to make your life a little easier. That's why we offer so many services under one roof.

You can get a cup of gourmet coffee and a pastry at the **Union Pantry**, and a quick hot slice of pizza or a taco at the **Union Station**. Relax and experience an elegant lunch or dinner in the **State Room**, or enjoy your food and drink in the **Wheelroom** where there is often live entertainment. The **River Room Cafeteria** offers hot, hearty breakfast, lunch, and dinner and a terrific salad bar. If you are hosting your own party, **IMU Catering** can provide the service and menu to compliment any occasion.

The **University Book Store** sells new and used textbooks, and while you are there you can pick up school supplies, shampoo, and the latest

Iowa sweatshirt.

Have time between classes? Play a few video games or billiards at the **IMU Recreation/Arts & Crafts Center**. Cash a check, buy tickets to the Bijou or a concert or athletic event at the **University Box Office**. Plus, TV lounges and study areas are available throughout the IMU. The IMU also houses the **Campus Information Center**, which can help you find anything from a UI lecture to a tutor and even a place to live.

Finally, if you or a visitor needs a place to stay, the **Iowa House** offers the services of a first-class hotel plus the conveniences of an on-campus location. So come to the Iowa Memorial Union today and enjoy our newly renovated areas. We're at your service!

*Creating a New Tradition*