



UNIVERSITY STUDIES DIVISION

ORIENTATION HANDBOOK

FALL 2002



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ORIENTATION STUDENTS: REMEMBER THAT ADVISING WILL TAKE PLACE FRIDAY FROM 10 A.M.-1 P.M. BE SURE TO BRING THIS BOOKLET WITH YOU WHEN YOU MEET WITH YOUR ADVISOR!!

WELCOME TO THE UNIVERSITY STUDIES DIVISION!

The **University Studies Division (USD)** is designed to assist undergraduate students with core curriculum and Texas Academic Skills Program (TASP) information especially during their first year of enrollment. Students who have a declared major have available to them the services of their major department or college advisors.

We are open Monday through Friday 8 a.m. to 5 p.m. No appointment is necessary. As a convenience to evening students, we are also open Monday and Tuesday, 5 p.m. to 6 p.m., during the fall and spring semesters. The USD central phone number is **713-743-8982**. Advising information and documentation may be accessed at the USD web site: <http://www.uh.edu/academics/usd>.

The USD is the primary resource and support for:

- Students who have not yet declared a major
- Students on Academic Notice
- Prospective students
- Pre-health professional students
- Adult Admission Option Program students
- Students seeking an alternative major

USD Texas Academic Skills Program responsibilities include:

- TASP screening and TASP advising
- TASP compliance monitoring
- TASP remediation assignment

USD STAFF INCLUDES:

- **Sara Lee**, Associate Director, (713) 743-8990
TASP, Pre-Health Professions Advising Structure, Student Intake, Orientation Liaison
- **Catherine Murphy**, Associate Director, (713) 743-8988: USD Advising Operations and Processes, Advisor Training, Student Athlete Liaison
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ACADEMIC REGULATIONS

CLASSIFICATIONS

Undergraduate students' classifications are based on the total number of semester hours earned at the University of Houston and accepted in transfer from other colleges and universities regardless of whether or not the courses involved are applicable to the major or degree plan. Credit awarded by examination and hours earned with a grade of *S* are counted in determining classification, but not in determining the grade point average.

<u>Classification</u>	<u>Number of Semester Credit Hours</u>
Freshman	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours

COURSE LOAD

All undergraduate students who are registered for at least 12 semester hours during a fall or spring semester, eight semester hours during a nine-or a 12-week summer session, and four semester hours during a six-week summer session are classified as carrying a full-time course load.

A **maximum** course load for University Studies Division [USD] majors enrolled in the fall or spring semester is as follows:

Freshman	16
Sophomore, Junior, Senior, and Postbaccalaureate	18
Student on Academic Notice or Probation	12

A maximum course load during a six-week summer session is **7** semester hours..

A maximum course load for the entire summer is **14** semester hours.

OVERLOAD

To qualify for an overload, students must have a 3.00 minimum grade point average in the preceding two summer sessions or semester's work at the university over a minimum of 12 semester hours.

RECOMMENDED COURSE LOAD

All undergraduate students should recognize that course work in college will require a significant amount of work outside the classroom --usually recommended at 2-3 hours for every hour in class. **Being in college is a time-consuming activity.** Any other commitments while enrolled in college courses should be balanced against the time required to attend to your college classes and assignments. Using a recommended 3:1 ratio as an example, a student carrying a 12 semester-hour course load (usually four courses) should plan to commit an additional 36 hours per week to course-related work outside the classroom. The total recommended time commitment would therefore be **48 hours per week**. If you are taking 15 semester- hours, your total time commitment per week would be **60** hours. Students living off-campus need to allow time in their schedule for commuting. Working students need to consider how many hours remain in the 168 hours of the week after deducting time for eating, sleeping, recreation, etc. Students who work while enrolled in school should balance their work-related activities against the aforementioned hours needed to study. **Starting with a 15 semester-hour load, it is strongly recommended that the total enrollment load in a fall or spring semester be reduced by one course (3 semester-hours) for every 12 hours of outside work.** *However, our very strong recommendation for a maximum full time course load for a 1st-semester freshman student is 12-13 hours.* After a student has successfully completed a semester or two, he/she might consider increasing the course load.

COURSE NUMBERING

All courses are identified by instructional area and number. The **first digit** of the four-digit numbers indicates course level (1 freshman, 2-sophomore, 3-junior, 4-senior). The **second digit** corresponds exactly with the **number of semester hours of credit given** for the course. The third and fourth digits are for departmental use. EXAMPLE: Course number 2300 is a sophomore level course worth three semester hours of credit.

Advanced hours for undergraduate students are courses in the 3000 and 4000 series.

GRADING

Grade points are awarded as follows for each semester hour in which students receive a grade.

A	= 4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

The following grades are not assigned grade point values and are NOT used in the computation of the grade point average:

<i>W</i>	Withdrawal
<i>S</i>	Satisfactory
<i>U</i>	Unsatisfactory
<i>I</i>	Incomplete

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average is based upon all work taken at the University of Houston for which grade point values are assigned, including courses that are repeated. A repeated course, including course repeated during a summer session, is equivalent to a new course both in the determination of classification and in computing the cumulative grade point average.

REMEMBER: EVERY ATTEMPT OF EVERY COURSE COUNTS. Retaking a course and earning a better grade does not “erase” any previous grades in that same course, and different grades in multiple attempts of the same course are not “averaged together” to create a single grade for all attempts of the same course. For example: if a student takes College Algebra twice and earns a *D* on the 1st attempt and an *A* on the 2nd attempt, each grade averages into the student’s overall GPA. The *A* does not replace the *D*. The University of Houston does not use a “better grade” method when calculating students’ cumulative GPA.

Dean’s List

The Dean’s List, a tabulation of the names of all undergraduate honor students, is compiled each semester by the colleges. To qualify for this recognition, students must earn a 3.50 minimum grade point average (the grade of *S* is not counted) on nine or more semester hours completed during the semester. Students who earn a grade of *I* (except in a senior honors thesis course), *D*, *F*, or *U* during the semester are excluded from consideration for the Dean’s List.

CALCULATION OF GRADE POINT AVERAGE

The grade point average is the quotient obtained by dividing the total number of grade points earned by the number of semester hours in which a student is enrolled for which grade point values are assigned.

Example: A student earns the following grades during the fall semester.

		Grade Points		# of Sem. Hrs.	=	Total # grade pts/ea. course
ENGL 1303	A	4.00	X	3	=	12.00
MATH 1310	B+	3.33	X	3	=	9.99
HIST 1377	C	2.00	X	3	=	6.00
PEB 1120	A-	3.67	X	1	=	3.67
PSYC 1300	C+	2.33	X	3	=	6.99
				TOTAL:		38.65
						13

Semester grade point average of 2.97 is obtained by dividing the total number of grade points (38.65) by the total number of semester hours enrolled (13).

(If you wish to use a web-based GPA calculator, go to the following site: <http://www.uh.edu/transfer/GPA.html>)

SCHOLASTIC REQUIREMENTS

MINIMUM GRADE POINT AVERAGE REQUIREMENT

The University of Houston requires that students of all classifications maintain a minimum cumulative grade point average of 2.00 to avoid being placed in academic probation status. **Freshman students who earn less than a 2.00 grade point average in the first semester of enrollment at the University of Houston will be placed on Academic Notice at the end of the semester.** Students on Academic Notice are not on Academic Probation and cannot be suspended. However, students on Academic Notice must be advised by the University Studies Division/Academic Advising Center before their next registration (Honors students: see Honors advisor; Scholars Community students: see Scholars Community advisor). An undergraduate student on Academic Notice may enroll in no more than 13 semester hours in the fall or spring and no more than 5 hours in each six-week summer session.

ACADEMIC PROBATION

Students (except first-semester freshman) are placed on academic probation if their cumulative grade point average falls below 2.00 at the close of a semester or summer session. Students on probation must earn at least a 2.00 grade point average each semester or summer session they are enrolled, can take no more than 13 semester hours in the fall or spring semester, and no more than 5 semester hours in each six-week summer session.

ACADEMIC SUSPENSION

Regardless of their classification, students on academic probation whose semester or summer session grade point average is below 2.00 are placed on academic suspension at the close of that semester or summer session. The **first** academic suspension is for a period of at least one semester. The **second** academic suspension is for a period of at least 12 months. After their **third** suspension, students are ineligible to enroll at the University of Houston.

Readmission from suspension is not automatic or guaranteed. Students seeking readmission must submit to the dean of the college in which they seek to earn their degrees a written petition justifying their readiness to resume their studies at the university, transcripts showing at least a 2.00 grade point average on all college work completed elsewhere while on academic suspension from the University of Houston, and transcripts of all other completed college work.

SPECIAL NOTE

Three of the more common reasons for academic notice/probation/suspension at UH include: working too many hours, taking too many courses or a poor combination of courses, and difficulty in adjusting to college expectations.

It is very important for students, especially new students, to balance work and school hours and to give themselves time to adjust to a new environment.

Refer to the next 2 pages for ways to avoid academic difficulty and to have a good and successful college experience.

SEMESTER SURVIVAL GUIDE

Students arriving in college for the first time frequently assume that it is much like high school, only more so, and that the same strategies and study habits that earned them a high school diploma will work equally well at the University of Houston. But college is not high school, and those old study habits may turn out to be inadequate. With that in mind, the University Studies Division offers the following tips to help you navigate the semester and achieve academic success. (Please note that these suggestions, while generally valid, should never supersede the particular instructions of your teacher.)

1. **Register for classes as early as possible**, in order to assure that you get the courses you want and need. If you register late, you may end up taking courses for which you are not yet prepared.
2. **Budget your time.** You will need to spend an average of two to three hours of study time *outside* class for each hour *in* class. For example: if you are taking a 15-hour course load, be prepared to study at least **30** hours each week.
3. **Balance work and school hours** using the following guidelines:
 - If you are employed **20** hours per week, enroll in no more than **12** semester hours.
 - If you are employed **21-30** hours per week, enroll in no more than **9** hours.
 - If you are employed **31-40** hours per week, enroll in no more than **6** hours.
 - If you are employed **more than 40** hours per week, enroll in no more than **3** hours.
4. **Before you register for a course, consult the Undergraduate Studies catalog.** Check on the prerequisites for courses before you register, and never enroll in a course for which you lack the prerequisites. To do so is a recipe for academic disaster. Knowing the prerequisites and requirements for earning your degree is your responsibility.
5. **Be realistic** when structuring your class schedule. If you will have trouble getting to an 8 a.m. class, don't register for it. Get an alarm clock so you don't miss classes. Register for courses that meet at the time of day you are most alert (if you're not a "morning person", register for afternoon or evening sections of courses).
6. **Get to know your advisors in the University Studies Division and especially in the department of your intended major.** Students should meet with their academic advisor each semester to review their progress and to make plans for the future. *Advisors' names, locations and phone numbers are listed in the front section of your Summer/Fall 2002 Class Schedule beginning on page 8.*
7. **Get to know your instructors.** Do not be afraid to ask questions or make appointments to talk with them. If you have a specific problem in a course, make an appointment to meet with your instructor during office hours. In a conference, the instructor can clarify the nature of an assignment, explain why you received a particular grade on an assignment, etc. But don't make an appointment just to impress the instructor with your earnestness. Teachers can see through such strategies. And if you make an appointment, keep it. It's highly inconsiderate not to show up, nor will it help your standing with the instructor.
8. **Get started on the very first day of classes.*** Begin studying the very first night of the semester. Don't wait until the weekend, or the second week, or the first test. By then, you will be hopelessly behind. You may hear students say that the "the first week doesn't count". Don't believe it! And it's much easier to master material if you're not always trying to catch up.
9. **Utilize the facilities on campus for academic and personal help. These services are paid for by your student service fees whether or not you use them:**
 - >**University Counseling and Psychological Services**, located on the second floor in the Student Service Center, offers counseling and workshops directed toward time management, handling of stress, and non-academic problems.
 - >**University Career Services**, located on the first floor in the Student Service Center, offers counseling and workshops directed toward choosing a major and career planning and placement.
 - >Tutorial service and academic workshops are available at **Learning Support Services**, room 321 in the Social Work Building, at no extra charge.
 - >**The Math Lab**, room 130 in the Science Bldg. [#502 on campus map], offers tutoring in all 1000-level MATH courses.
 - >**The UH Writing Center**, 217-Agnes Arnold Hall, offers writing tutoring, walk-in or by appointment.
 - >**The Geosciences Learning Center**, room 9 in the Science Bldg., offers support for geology and geoscience courses.

Don't wait until it's too late. Utilize these services at the first sign of academic difficulty.



SEMESTER SURVIVAL GUIDE, CONTINUED

10. **If you find yourself in a course that's obviously wrong for you, drop it early** so that you can enroll in another course to replace it. That's what the add-drop period is for. And be aware of all drop dates, in case you need to drop a course later in the semester.
11. **NEVER ASSUME THAT YOU WILL BE DROPPED FROM A COURSE JUST BECAUSE YOU STOP ATTENDING. IT IS YOUR RESPONSIBILITY TO DROP A COURSE.**** Pay close attention to the drop dates listed in the Class Schedule and follow the procedure for dropping classes exactly as stated in the class schedule
12. **Try to balance your course load;** don't register for only problems courses or only reading courses.
13. **Sit near the front of the classroom, especially if the section is large.** It's easier to hear and to ask questions, and the temptation to doze off is less.
14. **And do ask questions.** Even in large lecture halls, most professors will welcome the opportunity to explain or to elaborate.
15. **Read the course syllabus, and follow it.** The syllabus is basically a contract between the teacher and student. By taking the course, you agree that you will do the work as specified on the syllabus. The syllabus is also your road map to the course, telling you what to expect and when tests and assignments are due. If you have questions about it, ask.
16. **Always read your assignment, or do the assigned problems, before you come to class.** A lecture on unfamiliar material can be incomprehensible. And if you've completed, or even attempted, assigned problems, you'll know ahead of time what questions you need to ask.
17. **For reading courses especially, mark up your textbook as you read.** At the end of the semester, it should look like a used book. Underline important passages. Make notes in the margin of your questions or related thoughts or ideas. Doing these things will help you make the material your own. It also makes reviewing for tests easier, since you have in effect created a map of what is important in the material, and of your own thoughts about it. Another option is to take separate notes as you read.
18. **Attend class faithfully.** It's impossible to do justice to the course, or to do well in it, if you're not consistently present. And some instructors will drop you, or even fail you, for excessive absences.
19. **Begin studying for tests well ahead of time.** Last-minute cram sessions are less productive than sustained preparation.
20. **Start preparing for final exams ahead of time,** just as you did for earlier tests. If you've kept up with your work all semester, finals shouldn't pose a particularly difficult problem. But if you've just done the minimum all semester, finals week is too late to make up the difference.
21. **Keep a file of all correspondence from the university** as well as copies of fee statements, drop/add forms, petitions, etc.
22. **Do not depend on satisfying degree requirements during the summer semesters.** Course offerings are limited.

We are glad you are here! Please have a successful and productive first semester.

Sincerely, Your USD Advisors

***CLASS ATTENDANCE:** Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped from the class. The university has no specific policy regarding the number of excused absences but expects students to attend class regularly. Students whose absences are determined by their instructors to be excessive may be dropped from the course passing OR failing. Unavoidable absences should be reported to the instructor as soon as possible.

****DROPPING COURSES:** CONSULT THE CURRENT CLASS SCHEDULE FOR: a) the last day to drop or withdraw from a course without dropping all courses to receive a refund: b) the last day to drop or withdraw from a course without receiving a grade, and c) the last day to drop or withdraw from a course with a grade of W or F (or U). CONSULT THE CATALOG FOR SPECIFIC INFORMATION AND PROCEDURES REGARDING DROPPING COURSES, WITHDRAWING FROM SOME OR ALL COURSES, MEDICAL WITHDRAWAL AND REFUND POLICY.

COURSE PLACEMENT GUIDELINES

TASP REQUIREMENTS:

STUDENTS MUST TAKE THE TASP (Texas Academic Skills Program) TEST BEFORE ENROLLING IN A TEXAS PUBLIC INSTITUTION OF HIGHER EDUCATION UNLESS EXEMPT.

- Students who fail the writing part of TASP on their first attempt **must not enroll in ENGL 1303 or ENGL 1304 (or 1309 or 1310) until they have completed developmental education and have retaken the writing portion of the TASP unless they meet institutional placement requirements.**
- Students who fail the math part of TASP on their first attempt **must not enroll in MATH 1310 until they have completed developmental education and have retaken the math portion of the TASP unless they meet institutional placement requirements.**
- Students who fail the reading part of TASP on their first attempt **must not enroll in PSYC 1300, HIST 1376/1377, HIST 1378/1379, POLS 1336, POLS 1337, ENGL 2301, 2302, 2303, or 2304 until they have completed developmental education and have retaken the reading portion of the TASP.**

⇒ **IN ADDITION TO TASP REQUIREMENTS, STUDENTS MUST ALSO MEET THE PLACEMENT REQUIREMENTS BELOW.**

ENGLISH PLACEMENT

ENGLISH PLACEMENT REQUIREMENTS: Students must meet one of the placement criteria below to enroll in ENGL 1303: English Composition and will be required to provide documentation the first week of class.

- TASP EXEMPT based on SAT, ACT, or TAAS scores
- TASP Writing = 240
- EACT English = 19
- TSWE = 40

If a student does not have one of these scores, he/she should take the Institutional Test of Standard Written English (ITSWE — English Placement Exam), at the UH Testing Center (see below) or register for ENGL 1300. **Non-Native Speakers of English** with a TOEFL writing score of at least a 4.5 may register in ENGL 1303 or ENGL 1309: English Composition for Non-Native Speakers I. Non-Native Speakers of English without the above scores should take the PENNSE (Placement Exam for Non-Native Speakers of English) at the UH Testing Center. The PENNSE score will place the student into ENGL 1300 (Foundations) or ENGL 1309 or ENGL 1303.

MATH PLACEMENT

Students must have one of the following scores to be eligible to register for **MATH 1310:** College Algebra or **MATH 1311:** Elem. Math Modeling (Note: Math course choice is highly dependent on student's major.):

- TASP Math = 230 (Alternative TASP tests — e.g., ASSET, MAPS, etc. — will **not** be used for math placement)
- SAT Math = 530 (SAT taken after 4/1/1995)
- EACT Composite = 21 (ACT taken after 10/1989)
- BA = 11 or more (Math Placement Exam - Basic Algebra)

Math: Transfer Guidelines:

- Transfer 6 hrs. of core approved math = no math placement exam required
- Transfer <6 hrs. of core approved math, including 1310 = no math placement exam required, but must take 3 more hrs. of core math
- Transfer <6 hrs. of core approved math, not including 1310 = must take math placement exam, or meet the above score requirements for Freshmen
- A student with MATH 1431 (Calculus I) credit = no math placement exam required

Math Placement Exam Requirements: Students wishing to take a math course higher than MATH 1310 but lacking the prerequisite course(s) must take the math placement exam and score the following [Note: Math course choice is highly dependent on student's major.]:

- MATH 1313: AA (Advanced Algebra) = 10 or more
- MATH 1314: AA = 10 or more
- MATH 1330: AA = 10 or more
- MATH 2311: AA = 10 or more
- MATH 1431: CR (Calculus Readiness) = 13 or more

Placement Testing

1. Students may take the math placement exam during any of the new student orientations.
2. Students may contact the UH Testing Center, 204 Student Service Center, 713-743-5444, to register individually for the TASP, ITSWE or Math Placement exam.

GRADUATION REQUIREMENTS

TRANSFER COLLEGE CREDIT

Students will be allowed to apply toward a baccalaureate degree at the University of Houston a maximum of 66 semester hours of course work transferred from a community or junior college. If a student transfers more than 66 semester hours from a community college or junior college, the dean of the college of the student's major at the University of Houston will determine which of the hours, not to exceed 66, will apply to the University of Houston degree. (Remember: all Bachelor's degree programs require satisfactory completion of the last 30 semester hours to be applied toward the degree in residence at the University of Houston.) Students may not satisfy any degree requirements with course work taken at other institutions in which grades earned were below C-.

DEGREE PLAN

A degree plan is an evaluation, made no later than the first semester of the junior year, of academic work completed and courses required for graduation and is completed by the faculty or staff advisor in the college or department of the student's major. Students are responsible for all requirements of the catalog under which they are graduating. Application for a degree plan should be made to the departmental advisor. Before certification for graduation can be made, copies of the degree plan must be approved by the dean of the college and must be on file in the Office of Registration and Academic Records.

GRADUATION APPLICATION

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, students must submit an application for graduation to the Office of Registration and Academic Records, 108 E. Cullen. Applications should be filed either the semester prior to or the semester in which students plan to graduate (consult the current Class Schedule for deadlines).

GRADUATION WITH HONORS

Subject to approval of the dean of the College, undergraduate students who complete their degree requirements with the following cumulative grade point averages will graduate with the stated honors. Students who have completed a portion of their requirements at other institutions may be awarded baccalaureate degrees with honors when they meet all requirements and complete a minimum of either 66 semester hours or 60 advanced semester hours at the University of Houston. The candidates' cumulative grade point average on all course work attempted at the University of Houston will be the basis for determining honors.

<i>Summa Cum Laude</i>	3.75 to 4.00
<i>Magna Cum Laude</i>	3.50 to 3.74
<i>Cum Laude</i>	3.25 to 3.49

NEXT SEMESTER: LOOKING AHEAD

REGISTRATION FOR NEXT SEMESTER

Although your first semester at UH is not quite underway, you should begin thinking about your next semester at UH. Remember to register through Enrollment Services Online or by VIP as soon as possible for the next semester. You will have a much better chance of getting the courses you want to take if you register early instead of waiting. Generally, Online and VIP enrollment for spring usually begins in the third week in November and summer/fall VIP enrollment usually starts in the middle of April. Check the current Class Schedule for exact dates.

MEET WITH YOUR ADVISOR

Meet with an advisor in USD each semester as soon as Class Schedules for the next semester are available in the Bookstore (usually 2-3 weeks before registration). If you have declared a major, meet with an advisor in the department or college of your major. A directory of departmental and college advisors can be found on pp. 8-12 of your Class Schedule. Your advisor will often have more time to meet with you **before** registration begins.

BE PREPARED BEFORE BEING ADVISED

Before your meeting, it is a good idea to write down any questions that you may have. Make sure that you have had transcripts of all coursework taken at other schools sent to the UH Admissions office. Bring an unofficial copy of your transfer transcripts with you when you come in for advising. Also, be prepared to consider such points as how many hours you want to take, study load required in particular courses and the balance between school and work schedule.

YOUR RESPONSIBILITY

Before meeting with your advisor you should review your degree requirements and give some thought to the courses you need. Use your UH catalog, class schedule, and any material from your prospective major area. You have the primary responsibility for planning each semester's schedule and meeting graduation requirements.

GPA REQUIREMENTS

If you find yourself on academic notice or probation, treat this as a warning sign that there are problems that need to be worked on NOW. See your advisor right away to discuss what probation means and what to do about it.

ASSESSMENT OF PREVIOUS SEMESTER'S WORK

Review your first semester's work. Did you accomplish what you set out to accomplish? Was your GPA as high as you wanted it to be? What areas need improving? Did you take advantage of the Tutorial Center or Learning Support Services or other Counseling and Testing services?

Assessing the previous semester's work will help you have a better future semester. If you did not do as well

TIPS FOR CHOOSING A MAJOR

TAKE SOME TIME TO EXPLORE, EXPERIMENT, & EXAMINE. Remember that education is much more than vocational training. Working professionals have often earned degrees in disciplines other than their current vocation. Many students come into the university undecided about their major; many more decide to change majors after taking some classes. Core classes fulfill degree requirements and enable one to make better decisions by providing knowledge and experience. Important decisions require time and careful consideration. Successful students often graduate with majors and minors in fields very different from the ones they initially selected.

VISIT UNIVERSITY CAREER SERVICES, First Floor, Student Service Center, 713/743-5100: /University Career Services offers career counseling to students free of charge. Among the counselor-assisted resources available to students are state-of-the-art computer programs, vocational testing and an extensive library. No appointment is necessary. For more information, call, drop by or access <http://www.career.uh.edu>.

VISIT UNIVERSITY COUNSELING AND PSYCHOLOGICAL SERVICES, 226 Student Service Center, 713/743-5454: University Counseling and Psychological Services offers vocational testing and analysis, workshops, and individual professional counseling to those who are making important life decisions, including choice of major. There is a one-time-only processing charge of \$10.00. Call or drop by for more information (walk-in hours Monday-Thursday from 11:00 a.m.-12:30 p.m. in the summer and Monday-Thursday from 10:00 a.m.-1:30 p.m. in the fall and spring semesters), or access the website <http://www.caps.uh.edu>

EXPLORE THE INTERNET: Search using words like “job” or “career,” narrowing focus by adding words that designate a specific area, such as “biology” or “computers.” Some interesting sites are:

<http://cbweb9p.collegeboard.org/career/bin/career.pl>

<http://www.advisorteam.com/user/ktsintro.asp>

<http://career.utk.edu/students/mainexplore.asp>

VISIT LEARNING SUPPORT SERVICES, 321 Social Work Building, 713/743-5411: LSS offers free workshops, written materials, multimedia resources, individual academic success counseling and other support programs for students at varying stages and with different needs in a variety of academic disciplines. Call, drop by, or access the website <http://las.uh.edu/lss/lsshr.asp>.

GATHER INFORMATION ABOUT COLLEGES AND DEGREES: Most colleges and departments have handouts available that describe degree requirements and provide basic information regarding academic majors, degree requirements and related fields of study. Another way to gather information about colleges and degrees is to access the University of Houston website at <http://www.uh.edu/academics> or read the University of Houston Undergraduate Studies Catalog (available on-line at <http://www.uh.edu/academics/catalog>) which describes each department in detail.

CONSIDER TAKING CORE 1201: Offered through the University Studies Division, CORE 1201, A Gateway to the Core, is a 2 credit hour, general elective course in which students learn the skills necessary to succeed both in college and beyond. In CORE 1201, you will have the advantage of being among others who are developing similar skills. Also, guests from different colleges and departments speak on major, minor and career choices from an informed, personal perspective.

OBSERVE PROFESSIONALS: Ask to observe someone who is practicing in a field that interests you. “Shadowing” a professional is an excellent way to learn about a career.

KNOW YOURSELF/KNOW YOUR COMMUNITY: If possible, locate University of Houston and Houston community events in specific areas of interest, such as poetry and fiction readings, lecture series on special topics, museum events, cultural festivals and gatherings, symposiums, meetings, and so on. Campus and local newspapers provide up-to-date lists of such information. Volunteer work (as long as it doesn’t interfere with schoolwork) can be another valuable way to discover personal strengths. University Career Services can assist with internships.

OVERVIEW OF COLLEGES AND UNDERGRADUATE DEGREES

Minimum 2.00 Cumulative GPA Required Unless Otherwise Noted

ARCHITECTURE, *Dean's Office: 122 ARC, 713/743-2400; Lannis Kirkland.* See college for requirements.

BUSINESS ADMINISTRATION, *Office of Student Services: 249 MH, 713/743-4900*

Areas of concentration are *Accounting, Management Information Systems, Operations Management, Statistics & Operations Research, Finance, Management, Marketing, or Entrepreneur*. The curriculum requires an International Area Studies or a foreign language minor. **2.50 GPA required on last 60 hours (including transfer work).**

EDUCATION, Teacher Education and Certification Office (Elementary Education): 112 FH, 713/743-5046

Health and Human Performance: 104 GAR, 713/743-9840. Department offers non-certification degree options.

2.50 GPA required for Teacher Certification. See *College of the Major for Secondary Education Certification*.

ENGINEERING, *Dean's Office: E421-Engr Bldg2, 713/743-4200; Mary Schulz*

Departmental advising is available. Degrees are offered in *Chemical Engineering (S331-Engr Bldg1), Civil Engineering (N107-Engr Bldg1), Computer Engineering & Electrical Engineering (N308-Engr Bldg1), Industrial Engineering (E206-Engr Bldg2) and Mechanical Engineering (N207-Engr Bldg1)*. Transfer students earning 15-29 hours must have an overall 2.50 or higher GPA on all college level work as well as individual scores of 2.50 or higher in all college level mathematics, chemistry, physics and English courses attempted. Transfer students earning 30+ hours must have an overall 2.25 or higher GPA on all college level works as well as individual scores of 2.25 in the courses listed above. International students must have a TOEFL score of a 550 minimum.

HOTEL AND RESTAURANT MANAGEMENT, *Academic Advisor: S224 CHC, 713/743-2492*

Prepares students for management roles in the hospitality industry. **2.50 GPA required.**

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES, *Academic Advisor: 110 H, 713/743-4001*

Departmental advising is available. Degrees are offered in *Anthropology (233 M), Art History (100 FA), Classical Studies (659 AH), Communication: concentrations in journalism, public relations/advertising, media production, media studies, corporate communication and interpersonal communication (621 AH), Communication Disorders (119 CRS), Economics (204 M), English (205 C), French (413 AH), German & German Area Studies (413 AH), History (524 AH), Italian Studies (446 AH), Music (120 MSM), Philosophy (513 AH), Political Science (390 PGH), Psychology (124 H), Sociology (450 PGH), Spanish (413 AH), Studio Art (100 FA), Theater (133 WT), and Russian Studies (422 AH).*

NATURAL SCIENCES AND MATHEMATICS, *Dean's Office: 214 SR, 713/743-2611; Cassandra Hamrick (By Appointment)*

Degrees are offered in the Bachelor in Interdisciplinary Science (advised in the NSM Dean's Office); Departmental advising is recommended for the BA and/or BS degrees in: *Biology, Biology-Medical Technology & Biochemical and Biophysical Sciences (369 SR2), Chemistry (136 F), Computer Science & Computer Science-Business Option (501 PGH), Earth Science, Geology & Geophysics (312 SR), Mathematics (651 PGH) and Physics (617 SR).* **Computer Science requires 3.00 GPA.**

PHARMACY, *Barbara Tatum, 122 SR2, 713/743-1264: <http://www.uh.edu/pharmacy/>*

Transfer applicants who have earned between 15-45 semester hours must have a grade point average of 2.75 or higher on all college work attempted under the pre-pharmacy course of requirements, and a grade point average of 2.75 or higher on all required, pre-pharmacy math and science work attempted. Required courses are BIOL 1431-1432, 2133, 2333; CHEM 1111-1112, 1331-1332, 3221-3222, 3331-3332; MATH 1413 or 1431 and 2311.

TECHNOLOGY, *Advising Center: 385 T2, 713/743-4100; Carl 'Carlo' Deason*

Degrees are offered in the business and management-related fields of *Industrial Technology* (Information Systems Technology, Industrial Distribution, Technology Leadership and Supervision—Training & Development, Technology Leadership and Supervision—Graphic Communications Technology, Technology Leadership and Supervision—Occupational Technology) and *Human Development and Consumer Sciences* (Merchandising), and in the technical programs of *Civil Technology* (Construction Management), *Electrical-Electronics Technology* (Computer Engineering Technology, Electrical Technology), and *Mechanical Technology* (Specializations: Computer Aided Manufacturing, Computer-Aided Design and Drafting). Also available are majors designed for teaching in the public schools (*Family Studies-Early Childhood, Marketing Education, Business Education, and Industrial Arts*). The *Human Nutrition and Foods* major offers a basic curriculum track and an ADA-certification track for students desiring to become a Registered Dietitian.

CORE 1201: A GATEWAY TO THE CORE CURRICULUM AND CORE STUDY

Fall 2002; section 11138
12-1 p.m. Mondays and Wednesdays
room 117-Science & Research Bldg. I (SR-1)

Instructors: Associate Directors and Academic Advisors from the University Studies Division, and guest presenters from academic departments and support offices.

In this 2-semester-hour course you will learn ways to become a master student. We will explore ways in which scholars search for fact, truth and meaning, and we will teach practical methods by which you can become a more successful student. A textbook for this course, *Becoming a Master Student* by Dave Ellis, presents these ideas in a clear, easy-to-read format. This course offers methods for excellent study skills. It also provides you with processes (including a personal notebook) by which to discover more about yourself, your habits, and ways in which you gain enhanced control of your life.

CORE 1201 is designed to meet the following objectives:

- to help you to define your educational goals
- give you the tools to achieve your goals
- help you to become aware of resources and programs at the University of Houston that can promote your success
- help you learn concrete techniques and specific strategies for academic success
- present ways to most efficiently manage your time, improve your memory, reading, note-taking, test-taking, critical thinking, writing, along with personal health and other issues
- help you raise and understand essential questions about the Core Curriculum, your choice of major, your career goals and courses of study by which to address these
- introduce you to electronic mail, Internet skills, learning styles, adaptation and reinforcement
- begin or develop your interactions with the M. D. Anderson Library and all its resources; this involves specific assignments related to library resources
- provide useful presentations from guest speakers [professors] from various colleges and departments on campus and from the directors of campus resource centers such as the University Career Center and Counseling and Testing
- provide specific exercises to enhance your thinking skills, including critical reading, viewing and listening assignments

Although the course, readings, and exercises help you become a more successful student, you will also learn skills and processes which will help you throughout your life, long after you graduate.



TYPICAL FIRST-SEMESTER COURSE SCHEDULE FOR UNDECLARED MAJORS:

(this is given only as an example of the average freshman first-semester schedule; your actual schedule may vary. DO NOT enroll in these courses without first consulting with an advisor.)

- ENGL 1303 Composition I —3 hours
- MATH 1310 College Algebra —3 hours
- PSYC 1300, SOC 1300, or other approved **Social Science** core course —3 hours
- HIST 1377 or 1378 (The U.S. Before or Since 1877), **or** POLS 1336 (U.S. and Texas Government) —3 hours

TOTAL: 12 semester hours

NOTE: *If you have received advanced placement, dual credit, etc., your schedule will vary from the above. Talk to an advisor about your individual situation.*



The Student Service Center, home of the University Studies Division