VALPARAISO UNIVERSITY

GRADUATE SCHOOL

Graduate Student Handbook

2015-2016

A Message from Dean Jennifer A. Ziegler, Ph.D.

On behalf of the faculty, staff, and administration, the Graduate School welcomes you to our campus and community. As you know, Valparaiso University is a nationally recognized institution that emphasizes traditions of scholarship and service. This means that in addition to promoting diverse intellectual and cultural perspectives, your graduate program is designed to develop you as a student in ways that enable you to contribute to your profession and to serve society as a whole.

We hope this orientation session and this orientation guide help to make your transition to Valpo a smooth one. We attempt to answer frequently asked questions from new students in these materials. Please keep the materials distributed as part of this session for your future reference. You'll appreciate having ready sources that can point you in the right direction when you encounter questions in your first year.

Throughout the year, feel free to call the Graduate School at 219.464.5313. We are here to help you by directing you to the right person or campus resource who can answer your questions.

We welcome you to our campus and to the excitement of learning and discovery.

Best wishes and much success,

Jennifer A. Ziegler, Ph.D.
Dean, Graduate School and Continuing Education

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2015 - 2016
Academic Calendar

Summer Full 2015	Tuesday, May 19 - Friday, August 7
Summer I 2015	Tuesday, May 19 - Friday, June 26
Summer II 2015	Monday, June 29 - Friday, August 7

	FALL 2015	**SPRING 2016**
Welcome/Orientation	August 22 - 24	January 4 - 5
Classes Begin	August 25	January 6
MLKing Birthday Observation		January 18
Homecoming	September 26	
Spring Recess		February 27 – March 13
First 7 Weeks Ends	October 12	March 14
Second 7 Weeks Begins	October 13	March 15
Family Weekend	October 16 – 17	
Fall Break	October 22 - 23	
Thanksgiving Recess	November 21 - 29	
Good Friday		March 25
Classes End	December 11	May 3
Reading Day	December 12	May 4
Final Examination Period	December 14 - 18	May 5 - 10
Commencement	December 13	May 14 – 15

Summer Full 2016	Tuesday, May 17 - Friday, August 5
Summer I 2016	Tuesday, May 17 - Friday, June 24
Summer II 2016	Monday, June 27 - Friday, August 5

Information Sources

Graduate Catalog - ONLINE

Published annually and available at the beginning of August, the Graduate Catalog contains the most complete and accurate information about the University and its graduate academic programs and policies. You may obtain access to the Catalog online at www.valpo.edu/registrar/catalogs.php. You should refer to this catalog throughout your academic career at Valpo, even though new versions become available each year. The reason: your degree and graduation requirements are based on the year you enter Valpo, not the year you plan to graduate. Since programs, degree requirements, and University policies are periodically revised, it's also wise to review the new catalog each fall.

The Graduate Catalog is divided into a number of sections:

- General information about the University and its facilities;
- Description of each graduate program and its requirements;
- General academic policies regarding admission, grading, transferring credits, course loads, independent study, and application for graduation;
- Student policies and procedures, including governance, appeals processes, grievance procedures, and honor code adjudication;
- Financial policies indicating tuition, fees, refund policies, and financial aid;
- Course offerings.

Student Affairs Program Guide

The Student Guide to University Life is published annually by the Office of Student Affairs. This guidebook spells out campus policies and regulations and is important for understanding your rights and responsibilities as a student. You can locate this information at: www.valpo.edu/registrar/stuguide.php

University Directory

A permanent university Campus Directory that includes the names, addresses, and telephone numbers of faculty, staff, and registered students is available online at www.valpo.edu/directory.

Graduate Newsletter

The Graduate, a newsletter from the Graduate School, is sent via e-mail to all registered graduate students several times a year. This newsletter provides information to graduate students about changes in various programs, policy and procedural modifications, events relevant to graduate education, special opportunities, and other information of interest.

The Graduate School

Kretzmann Hall

Main Office	**1-219-464-5313**
Toll Free	**1-800-821-7685**
Fax	**1-219-464-5381**

On the Web

www.valpo.edu/grad

Email us at:

graduate.school@valpo.edu

Academic Policies & Procedures

Honor Code

Valparaiso University students adhere to a code of honor. Essentially, this means that students themselves assume the responsibility of ensuring honesty and integrity in all academic work; not only their own, but that of their classmates as well. This system of honor is implemented in different ways depending on the course and assignment, and your instructor will inform you of appropriate procedures. Generally, however, you will find that exams are not proctored by the instructor, and you will always be required to sign the following Honor Code statement on all written work: **"I have neither given nor received, nor have I tolerated others' use of unauthorized aid."**

Plagiarism

Plagiarism – using ideas, phrases, and words of others without attributing them to the appropriate source or author – is a serious breach of integrity in the academic world. If you cite material or ideas from any source – a book, newspaper article, website, journal, and so on – you must indicate this source. If you lift direct (or near direct) text from any source, you must place it in quotes. If you paraphrase materials from other sources, you must cite the source. If you have any questions about what you are and are not permitted to do, please consult your instructor. If an instructor suspects that you are misrepresenting someone else's thoughts and words as your own, you may be charged with an Honor Code violation, a lengthy and involved process that could affect your academic status at Valpo.

Registration

We encourage you to review the list of the next semester's offerings on the Valpo website: www.valpo.edu/registrar/sched.php - this list usually appears around the 6th week of the semester. When you receive notification from the Graduate School office that it is time to register, you should:

- Immediately make an appointment with your academic adviser to determine an appropriate selection of courses.
- Register online through DataVU early to ensure the best course selection. Some courses fill rapidly, particularly popular ones.

Adding, Dropping, or Withdrawing from Classes

Students may add a course up to one week into the semester by picking up a "drop/add" card from the Registrar's Office or the Graduate School office. On this card, you need to obtain your instructor's and adviser's signatures. Return the card to the Graduate School office as soon as possible, but no later than by the end of the first week of classes.

Dropping and withdrawing from a class are not one and the same. A class may be dropped without any grade on your transcript up to one week into the semester. Similar to the "Add" process mentioned above, you need to obtain a "drop/add" card from the Graduate School office and submit it to us by the end of the first week of classes.

After the first week of classes, a student may no longer drop a class, but must "withdraw" from it. The procedure for withdrawing from a class is similar to that of dropping a class, but withdrawal means that a grade of "W" will be assigned to that course on your transcript.

You may withdraw from a course by notifying the Graduate School office of your intention by email, or of course through a personal visit; all phone requests must be followed up by a written or email request. The last day to withdraw from a course usually occurs around the middle of the semester, and is published on the Registrar's website. After that date, a student may withdraw only through a special petition process, and the petition will be approved only if there are extenuating circumstances that prevented an earlier withdrawal (e.g., medical hospitalization, etc.).

Note that the day on which you submit the "drop" or "withdraw" form will affect the amount of your tuition refund (the later it's submitted, the less the refund). Deadlines for dropping, adding, and withdrawing from classes are posted each semester on the Registrar's website at: www.valpo.edu/registrar . The schedule for the tuition refund is also included on the Registrar's website.

- Not coming to class or not paying your tuition bill is not the same as dropping or withdrawing from a class. If you do not formally drop or withdraw from a course, you will receive an "F" yet still be charged full tuition for the course.
- Tuition refunds are based on the date that the completed and signed card is received in The Graduate School office. NOTE: The administrative/activity fee is non-refundable.

Transferring Credit

Forms for requesting transfer of credit are available in the Graduate School office. Appropriate graduate coursework may be accepted for transfer credit towards a master's degree if the course meets certain conditions. The course must be graduate level and only courses with grades of B (3.0) or higher will be accepted for transfer. Transfer credits may not be used to meet 600-level courses unless otherwise specified in the catalog.

Attendance

University policy requires students to attend all classes unless their absence has been approved by their instructor. Each instructor will have individual expectations regarding attendance for his or her class. It is your responsibility to obtain any materials missed due to an absence. You may find it helpful to exchange phone numbers or e-mail addresses with at least one other student in each class so you have someone to contact regarding missed class notes. A telephone call or e-mail to your instructor in the event of a necessary absence from class is also advised.

Valparaiso University Smoking Policy

Valparaiso University is a tobacco-free university. This policy helps to support a healthy environment for all members of the campus community and visitors to the University.

Snow & Inclement Weather

The University rarely closes due to inclement weather. For information regarding possible closings, it is best to check your Valpo email first, then the Valpo website for updated postings. If you are still uncertain, you may call 219.464.5000 or tune into 105.5 F.M. It's usually best NOT to call the instructor, as the decision to cancel classes at the University is made by the President. If classes are not cancelled, students should use their own discretion in determining the advisability of traveling to class. If you are unable to attend, contact the professor (prior to class if possible).

Change of Address? Keeping in Contact…

It's important that you keep us informed of your current address and phone number--it may be our only way of communicating with you. This information is routinely requested as part of the registration process each semester. However, if you change your address, phone number, or name at any other time, please notify us as soon as possible.

Academic Support

Advising

Graduate students at Valparaiso University are assigned an academic adviser to guide them in selecting a curriculum and in meeting academic requirements. Consult with your academic adviser prior to registering to make sure you are selecting appropriate courses. Your adviser's approval is required for registration.

Technically, no graduate student is considered a degree-seeking student until s/he has successfully completed 9 credits of graduate coursework. After completing 9 credits, all graduate students must fill out an "application for candidacy" form for formal acceptance into their program. As part of this form, you are required to work out an academic plan with your adviser that helps track academic progress for future semesters. Once the form has been filed and approved by the Dean of The Graduate School, you will receive notification of official acceptance into your degree program.

Symposium for Graduate Research

Each spring, The Graduate School sponsors a gala event designed to recognize the scholarly achievements of graduate students. Selected students who have engaged in major research projects are invited to give oral presentations of their work. In addition, students graduating "with distinction" (GPA of 3.8 or higher) are lauded.
These and all other graduating graduate students are recognized with a banquet and awards ceremony.
www.valpo.edu/grad/resources/symposium.php

Support for Writing

The writing expectations for graduate students at Valpo are high--you will write many papers, and you are expected to write them professionally and with articulation. New and continuing graduate students at Valpo may benefit from two resources that support writing on campus: the Semi-Annual Writing Workshop and the Graduate Tutoring Lab.

The Semi-Annual Writing Workshop provides instruction and review of the APA and MLA writing styles and formats. This workshop typically convenes in the beginning of the Fall and Spring semesters each year, and consists of 4-5 hours of intense writing instruction, offered by Valpo faculty. A nominal fee is charged.

Staff at the **Graduate Tutoring Lab** in the Christopher Center can offer suggestions for improving the organization, grammar, and style of your written work. Graduate students sign up for 30 minute sessions with a tutor. Bring them a copy of your paper for review several days before its due date, so you have time to re-work it with their suggestions.

The University Book Center

C

Information Technology (IT)

~~The IT department oversee~~s all electronic information and computer services on campus. Under its jurisdiction are the campus computer labs located in Schnabel Hall, Dickmeyer Hall, Christopher Center, and the residence halls. There is also a 24-hour lab in the Harre Union. Hours for the labs vary; check or call for current times at 219.464.5678.

Faculty, staff, and students communicate quickly and effectively by e-mail. Some instructors may require their assignments be submitted via e-mail. E-mail can be accessed through Valpo's website at www.valpo.edu/it .

IT also provides a direct link to the computerized catalog of the University Library (Galileo), international links through the Internet, and other programs. Contact the IT help desk at 219.464.5678.

- Take advantage of the free training sessions for various software programs. Visit www.valpo.edu/it for more information.
- Browse through Valpo's website to obtain information about campus organizations, resources, computer technology, and upcoming events.

Library

The Christopher Center for Library and Information Resources (CCLIR) offers a variety of print, non-print, and electronic resources. Galileo, the library's online catalog, is easy to use and provides many options for searching a title, author, subject, or word. Library workstations provide access to computerized indexes, databases, our online catalog, and the world wide web. An Audio Library with a sound-recording collection and Equipment Loan Service is available, but with limited hours. The library also houses a selection of U.S. and Indiana government publications, as well as the University Archives.

Books and periodical articles that are not available in the library's collection can be obtained through the interlibrary loan service.

Copy machines, computers, adaptive technology workstations, and informational handouts on several library-related topics are available on every level. The Christopher Center also provides a vending room, coffee shop, group study rooms, individual study carrels, video collection and viewing room, an extensive map collection, and comfortable newspaper reading and lobby lounges.

- You will need an activated Valpo I.D. to check out library materials.
- You will need a computer account from IT to access library databases.
- You may request photocopies of journal articles and interlibrary loans through the library's web site. You'll need your Valpo I.D. number.
- Check out the Christopher Center home page for a wealth of information. Library hours are listed on the library web site, posted on the library door, and available by calling the Circulation Desk (219.464.5366). For additional information about library services, or to access other electronic options, see the Library home page www.valpo.edu/library

Student Support Centers

Career Center

The Career Center is located in the Harre Union, main level. The Center provides assistance for various academic programs involving external, applied learning situations, such as internships, practicums, and cooperative education. Students are welcome to use the resume listing and interview services of the Career Center. A variety of self-help reference sources are available at the Center, which all Valpo students may use at any stage of their academic development. For more info call 219.464.5005 or visit the Career Center web page www.valpo.edu/career.

In conjunction with the Career Center, each fall and spring semester the Graduate School offers a 0-1 credit course, Career and Professional Development, to assist graduate students in preparing themselves for a job search or for further graduate study at the doctoral level.

Health Center

Full-time graduate students (minimum of 9 credits per semester) are automatically enrolled in the University Student Accident & Sickness Plan. Full-time graduate students are also eligible for supplement coverage if they opt to pay an additional fee. Please contact The Graduate School office for further information at 219.464.5313.

The Health Center is located at 55 University Drive (between Scheele Hall and Lankenau Hall) and is available to full time graduate students. The Health Center Walk-In Clinic is open for full-time students from 8:30 a.m. to 11:45 a.m. and by appointment from 1:00 p.m. to 3:45 p.m. Monday through Friday while the University is in session. For more information, contact the Health Center, 219.464.5060.

Counseling Center

The Counseling Center, located in Alumni Hall, seeks to provide a space for students to explore freely any personal concerns they may have. Counseling Center offers a range of services to support your overall mental health, and you can learn more about these by going to: www.valpo.edu/counseling
For more information, call 219-464-5002.

Office of Alcohol and Drug Education

Located in the Counseling Center, you will find alcohol and drug awareness information and assessment for yourself or a friend you may be concerned about. Go to the Resources page for more facts and information on alcohol and drug use risks and consequences. You can learn more about this by calling 219-464-5002 or visit: www.valpo.edu/counseling/oade

Sexual Assault Awareness and Facilitative Education

The SAAFE Office, located in the Counseling Center, offers a variety of services for students in regard to their safety. Call 219-464-5002 or visit our website at: www.valpo.edu/counseling/saafe/index.php

Bias Incident Reports

A bias incident is "an act against a person or property that is motivated, in whole or in part, by the offender's bias against race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age, or religion." To report a bias incident toward yourself or another student, please call the Bias Incident Report Line- 219.464.6400 or visit: www.valpo.edu/multicultural/ to complete the Bias Incident Report Form.

Do not use this phone line or form to report events presenting an immediate threat to life or property. **In case of emergency, please call 911.**

Chapel of the Resurrection

Valparaiso University is associated with the Lutheran Church but endeavors to assist in serving the religious and spiritual needs of persons of all denominations. For more info call 219.464.5093 or visit the Chapel web page www.valpo.edu/chapel.

The building, a hallmark of both the University and the region, has a pleasing and peaceful atmosphere. The pipe organ is world famous.

Valparaiso University Center for the Arts (VUCA)

If you want to maximize your experience at Valpo, become familiar with VUCA, the center of culture and the arts on campus! Musical and theatrical performances are held throughout the year--some clearly rank among the best offerings in the Northwest Indiana region. Your Valpo I.D. gives you access to these performances at incredibly low prices; in fact, the

majority are free. Take the opportunity to browse through the Brauer Museum of Art. The exhibition of artwork from the permanent collection is often supplemented by special exhibits that support the educational mission of the University. Recent special exhibits have included works by such notables as Salvador Dali, Ansel Adams, Titian, and others. For more info call 219.464.6950 or visit the VUCA web page www.valpo.edu/vuca.

Harre Union

The Harre Union is new state-of-the-art facility that provides an array of amenities designed to enhance the sense of community on campus, foster leadership development, promote opportunities for service and understanding cultural diversity, support the academic program and provide a variety of services to students.

There are numerous places where members of the campus community can gather to interact with each other, ranging from living room-style lounges to a central location for mail delivery, from a large dining room to a small café, and from areas for informal recreation to a large ballroom for lectures, dances and concerts. For more information call 219.464.5415.

Athletics-Recreation Center (ARC)

The Athletics-Recreation Center is open to all Valpo students. The ARC offers racquetball and basketball courts, swimming, a walk-run indoor track, and tennis courts. Stop by the ARC's main office to pick up a schedule of events and hours. To use these facilities, you are required to show a valid Valpo I.D. For more info call 219.464.6894 or visit the ARC web page. www.valpo.edu/recsports.

Student Involvement in University Government

Students enjoy a large degree of self-governance at Valparaiso University. The Graduate Student Advisory Council (GSAC) advises The Graduate School about student needs and concerns. Members are usually appointed by The Graduate School Dean in consultation with Program Directors, but self-nominations are also considered. Members of the Graduate Student Advisory Council are expected to represent the interests of fellow students in their program to The Graduate School office. The Graduate School Dean typically invites council members to dinner once or twice each semester to discuss their ideas and provide information and feedback about their experiences.

Each year, one member from GSAC is elected by its members to represent graduate students on the University Council. The Council meets on the third Wednesday of each month during the academic year. Council meetings are open to all Valpo students.

Auxiliary Services

Valparaiso University Police Department VUPD

In cases of emergency, the University Police may be contacted by means of blue emergency intercoms located at various places on campus, or dial 911. For non-emergency calls, dial 219.464.5430.

Parking

Well-lit parking lots are located within easy walking distance of classroom buildings. All students who drive to campus must purchase a parking permit and have it properly displayed in their car. These stickers are $150 and are valid from fall through the end of summer sessions. For students that begin in Spring, half-year permits may be purchased for $90. To obtain a parking permit, please visit: www.valpo.edu/aux/parking.
Specific lots (orange) are designated for commuter students during daytime hours, but nearly all lots are open to any student after 5 p.m. Some spaces are designated for various University clients, i.e., visitors, handicapped persons, and faculty. University Police will ticket illegally parked vehicles and those without proper parking permits. Parking in fire lanes, areas with red curbs, carries a fine and possible towing
(at owner's expense).

Dining Services

Dining facilities are located on the main level of the Harre Union and in the Christopher Center, Grinders Coffee Shop. Each of these facilities is open to students who may either pay cash or use the pre-paid meal plan. Those who wish to use the meal plan may purchase a minimum credit of $150.00 per semester from Dining Services. Students then present their endorsed Valpo I.D. card to purchase food items at any campus dining service location. For more information or to purchase a pre-paid meal plan, contact Dining Services at 219.464.5016.

Banking Services/Mail/Post Office/Fax

An ATM machine is located in the Harre Union across from the cafeteria. Students who need to cash checks may do so with proper identification (a student I.D.) at the University Book Center.

The University operates an internal mail distribution system at no charge to students. To distribute via campus mail to faculty, staff, residential students or commuter mail boxes, drop the appropriately addressed brown "campus" envelope in the drop box located at the Union Information Desk.

The University Book Center operates a U.S. Postal Station where items can be mailed and stamps purchased.

Publications and Communication

The Torch

The Torch, the student newspaper, is published weekly during fall and spring semesters and is generally available in major building lobbies, including the Union. Campus events, student opinions, and notices about upcoming events are highlighted in this paper. For more info call 219.464.5426 or visit the Torch Online www.valpotorch.com.

Cultural Events Calendar

Each semester the Union publishes a Cultural Events Calendar listing a variety of lectures, musical, drama, and art events. Copies may be picked up at the beginning of each semester in the Union lobby. Your valid Valpo I.D. allows you to attend these events at the student rate--usually either free or greatly discounted.

WVUR

The student-operated radio station can be found at 95.1 FM. For more info visit: www.thesource95.com

Union Information Desk

Another great source for information regarding upcoming events and campus activities is the Union Information Desk. The Union Information Desk has extended hours, so call 219.464.5415 for more information, or visit www.valpo.edu/union

Understanding Your Degree Audit (Program Evaluation)

Your degree audit is an advising tool designed to assist you in planning for graduation. It matches the courses that you have taken, or are currently taking or preregistered for, to your degree requirements. It is customized to your specific major(s) and/or certificate(s) requirements. It is not an official transcript, but an evolving review of credits appropriate to your degree requirements. It remains your responsibility to satisfy all degree requirements as outlined in the Valpo catalog.

The degree audit identifies:

1. Requirements for your degree program.
2. Transfer course work and VALPO equivalencies (if applicable) – graded "TR"
3. Valpo course work, both in progress and pre-registered.
4. Your gpa(s) for courses applied toward your degree.

Summary information is listed at the very top: your name, Valpo ID number, program description and code, catalog year, anticipated completion date, and e-mail address.

Then comes an area of summary information about your cumulative totals. The two lines for INSTITUTIONAL credits and GPA refer to the residence requirement and the minimum number of credits and the minimum GPA that is required at VALPO regardless of other course requirements. The next two lines for COMBINED credits and GPA refer to the minimum degree requirements required.

The two columns labeled 'Current' refer to what you have earned (completed) so far and the number you have left (required minus earned credits). If your GPA is below the minimum requirement, you will see 'Not Met' in the 'Remaining' column. The two columns labeled 'Anticipated' refer to the credits for which you are currently registered or pre-registered (the 'Additional' column) and the credits remaining to have the minimum number required for your degree (the 'Remaining' column which is Earned minus Additional). **Even though the degree audit may show 0.00 credits remaining, this does not mean that all degree course requirements are fulfilled, only that the minimum credit requirement is met.** You still need to check the rest of the degree audit for missing requirements.

The rest of your degree audit is organized into 'blocks' or 'modules' of information, depending on your specific degree plan. These blocks are separated by lines of = = = = = and are organized in outline format. In front of each part of the outline there is a status code to indicate the status of the requirement. These statuses are also listed just after the summary information and include the following (in order of desirability):

C	Complete
P	Pending completion of unfinished activity
I	In progress
N	Not started

The degree audit for graduate and law programs is organized around the specific types of requirements for that degree. Each area is labeled with an explanation of the requirement.

At the end of your degree audit, there is a block called 'OTHER COURSES'. This contains all coursework that has not been applied toward one of your degree requirements. **Be sure to check this area** because it also contains all courses that have been graded "I", "IEX", or "NR". The degree audit is smart enough to know that these are graded courses and smart enough to know that the grade is not acceptable to meet degree requirements; it is not smart enough to know that these grades will be changed (hopefully). Therefore, it will look like a specific requirement still needs to be met if one of these courses is graded "I". Once the grade is changed to an acceptable grade, the course will move to fulfill its specific requirement.

Note codes that appear after a specific course are explained at the end of the degree audit. Here are some of the common ones:

IP	In progress
PR	Pre-registered
RA	Repeat attempt – this course is a repeat attempt
RP	Replacement pending – course is being repeated
TE	Transfer equivalency
NE	Non-course equivalency (AP, CLEP, IB, or placement credit)
G	Grade – course failed the minimum grade requirement
GPA	Credits are applied only toward GPA

The degree audit also allows you to project what requirements would be remaining if you changed your major. When you select the 'Program Evaluation (degree audit)' button it will ask you to select either your active program or a "What if" program. The question "What if I changed my program of study?" is followed by a drop-down box with the program options for you to select. You will then also need to select a catalog year, which in general, should be the year you entered Valpo unless there have been changes to requirements that might affect you.

If you have questions about your degree audit, please don't hesitate to contact **The Graduate School office**: by email at Graduate.School@valpo.edu or by phone at 219.464.5313.

If you wish to change your anticipated completion date, simply e-mail The Graduate School listed above.

Valparaiso University Academic Evaluation - For Mayor McCheese (9876543)

Program: MALS: Human Behavior and Society (A.MALS.HBS)
Catalog: 2014 Ant Completion Date: 08/16 E-Mail Address: jon.doe@valpo.edu

****
Graduate Adviser: Jon Doe
Graduate Dean: Jennifer Ziegler
****
Program Status: In Progress

	Required	Current..... Earned	Remaining	Anticipated(*)..... Additional	Remaining
INSTITUTIONAL					
Credits:	27.00	18.00	9.00	9.00	0.00
GPA....:	3.000	3.316	Met		
COMBINED					
Credits:	33.00	18.00	15.00	9.00	6.00
GPA....:	3.000	3.316	Met		

(*) Anticipates completion of in-progress and registered and plan
==========
Statuses: W=waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
==========
I) 1: Human Behavior & Society Concentration, 2004-
Credits: 18
GPA Achieved/Needed: 3.316 / 3.000
Complete all 3 subrequirements:
I) A: CORE REQUIREMENT
> Take 3 of the following: LS 610, 620, 630 640; and
> LS 650.
Credits: 3
I) TAKE 3 COURSES FROM LS 610, 620, 630, OR 640
LS-610..... 2006FA B+ 3
_____ 1 course needed
_____ 1 course needed

N) TAKE LS 650
LS-650_____ 1 course needed

I) B: CONCENTRATION
> Take 15 credits from psychology, sociology, geography,
> economics, political science, counseling, communication,
> or approved Liberal Studies courses.
Credits: 12
I) TAKE 6 CREDITS AT THE 600 LEVEL
LS-650..... 2006FA A- 3
_____ 3 credits needed
C) TAKE 9 ADDITIONAL CREDITS
Credits: 9
SOC-560..... 2006FA C+ 3
LS-590..... 2007SP B+ 3
SOC-545..... 2007SP B+ 3
I) C: ELECTIVES
> Take 3 credits of 600-level LS course and 3 credits of
> a 500 or 600 level elective course.
> *****
> TOTAL CREDITS REQUIRED FOR MALS: 33
> *****
Credits: 3
N) TAKE 3 CREDITS FROM LS 600-LEVEL COURSES
_____ 3 credits needed
C) TAKE 3 CREDITS OF 500 OR 600 LEVEL ELECTIVES
COMM-590..... 2007SP A 3
==========

OTHER COURSES:	Registered Credits	Earned Credits	
COMM-590..... 2007S2R	3.00	(3.00)	*PR
THEO-590..... 2007S1R	3.00	(3.00)	*PR
SOC-591..... …2007S2R	3.00	(3.00)	*PR

(Credits in parentheses are anticipated earned)
==========
****
Student Signature:_____ Date: _____

Adviser Signature:_____ Date: _____

Dean's Signature: _____ Date: _____
Projected graduation month/year: _____
****
NOTES
*PR Preregistered - The course has not yet started

Christopher Center Library Services
Graduate Student Library Orientation

Welcome!

While the most important thing you can remember is that we are here to help you, here are some quick tips to help you learn a little more about Christopher Center Library Services followed by a selected resource listing. We look forward to seeing you in the library!

- The **Christopher Center Library Services's web site** www.valpo.edu/library allows you access to electronic databases, Internet resources, and more information about the Library**.**
- **Everything in the Library is yours to use**: books, videos, CD-ROMs, computers, magazines, and newspapers. While some of the items are available for use only within the library, most can be loaned to you to use outside of the library, free of charge.
- **Everyone in the Library is here to help you**--that's our primary job! If you have a question about finding information, how to use a computer or database, or just need to find a pencil sharpener, please ask! The Circulation Desk staff will help you directly or take you to someone else who can.
- **The Christopher Center has four full floors of materials**. Be sure to check the floorplans or maps when first learning where resources are located. Maps are available in the Main Lobby. Signs posted around the Library are helpful also.
- **Library and technical terminology** can be like learning another language. The Library Jargon webpage is a good place to look for definitions. You can always ask a staff person too.
- **The Christopher Center offers many quiet study areas** throughout the building. There are also group study rooms on the third and fourth floors that are nice to use if you need to work on a project as a group.
- To a large degree, the **Christopher Center is a "self-service" library**. This means that you are allowed to go into the library shelves and retrieve the materials you want to take to the Circulation Desk for borrowing.
- **To help you find materials in the Library, they are given "addresses" or "call numbers."** This allows materials with the same subject to be placed near one another on the shelves. A user guide, Call Numbers: How to Find Library Materials, can be a good starting point if this system is new to you.

CCLS Circulation Desk
The main Circulation Desk, second floor, is staffed all hours of library operation; call directly at 464-5366 or just stop by.

The CCLS website provides many of the policies, services and contact information:

www.valpo.edu/library/ref/helpcontacts.html
www.library.valpo.edu/hours.html
www.valpo.edu/library/services.html
www.valpo.edu/library/personnel.html

The information resources of the Christopher Center Library Services, whether electronic, print, or non-print, are available to all Valpo students, faculty, and staff. User access to resources will not be denied or abridged on account of race, national origin, sex, disability, age, or religious affiliation. Likewise, library services, including reference assistance, user instruction, and borrowing privileges, are also available to all Valpo-affiliated users.

Library Services Web Site
www.valpo.edu/library

Looking for a book to read, a journal article for a research paper, quick access to worthwhile web information, or just want to know how late library services are available on Sunday nights? The library's home page offers easy access and answers to all those questions. This comprehensive web site is a gateway to the online library catalog, journal and newspaper databases, selected web resources, interlibrary loan request forms, and so much more.

While one of the best resources the library offers is its knowledgeable and friendly staff, you aren't without help when using resources outside the library.

Accessing Resources from Off-Campus: Proxy Server

www.valpo.edu/library/howdoi.html#offcampus

1. Connect to the Internet as you normally would.
2. Go to the library web page that lists your chosen database.
3. Click the "Connect" button by the database you'd like.
4. Enter your LDAP username and password in the pop-up box.

Logging in with the LDAP username and password is required for each internet session.
If you are having difficulty with the proxy server after following these steps, contact IT at 464-5678 or by email it.helpdesk@valpo.edu.

Finding Books & Other Library Materials: GALILEO, VALPO's Online Catalog
GALILEO serves both the Christopher Center and the Law Libraries. It contains citation and location information for most of the libraries' collected materials. Materials are arranged by the Library of Congress call number system. GALILEO does not provide direct access to articles in journals or newspapers or offer complete holdings information for all sound recordings, some government documents, maps, reports, and other uncataloged materials.

Searching GALILEO answers many resource-related questions.

- How long an item may be checked out (and if it is already)
- Whether or not a journal issue has been received
- What the Reserve holdings are for a class
- Facility information and user assistance for both libraries (hours, parking, locations, etc.)
- An electronic suggestion box for suggestions and comments

Valpo Course and Program Resources: Reserves
If a course has materials on Reserve, searching GALILEO, either by professor or course name, can easily determine what those materials are. Users should request them by call or file number.

- Book and Article Reserves: request at the main Circulation Desk, second floor
- Media Reserves (videos, CDs, etc.): Circulation & Electronic Services Desk, first floor
- Circulation Services assists those needing to place materials on Reserve. Various loan periods are available; all materials are removed from Reserve at semester end.

More: www.valpo.edu/library/circ/index.html

Finding Books & Other Library Materials: WorldCat
WorldCat offers searching access for books and other materials held by libraries worldwide. With over 62,000,000 records available for searching, use WorldCat to borrow items not held in the Valpo collections.

Access WorldCat via the library's home page while on campus, or when off-campus, use the proxy server or Indiana's INSPIRE databases' access.

More: www.valpo.edu/library/index.html
More: www.inspire.net

Finding Books & Other Library Materials: Center for Research Libraries
(www.valpo.edu/library/crl.html)
The Center for Research Libraries (CRL) makes available more than 4,000,000 publications, archives and collections to its member libraries to supplement their own humanities, social sciences, and science holdings. Since we are a member library, CRL materials can be obtained for extended loan periods and at no cost to Valpo users.

Finding Articles: By Topic: Databases and Indexes
Almost all resources and databases to which the library subscribes are accessible via the web. Their contents (mainly journal and newspaper articles) are NOT available through web searching using a browser or search engine.

These electronic databases contain over 10,000 journal, newspaper, and periodical titles. General subject databases, such as Lexis Nexis Academic and EBSCO's Academic Search Premier offer full-text access for almost every topic. Subject-specific databases are available for every discipline on campus. For example, Project Muse provides full-text access for humanities titles while CINAHL supports nursing, Ei Compendex engineering, and ERIC education.

Databases may also be freely available to Indiana residents through the INSPIRE network. On-campus users: direct access is available through the Valpo network connection. Off-campus users: access provided through Valpo proxy server for any Valpo affiliated person using any internet service provider (ISP).

More: www.valpo.edu/library/alpha/index.html
More: www.valpo.edu/library/subj/index.html
More: www.inspire.net

Finding Articles: By Journal/Magazine Title: JournaLocator
Using the journal title, search this resource to determine if the library subscribes to a journal, either in the physical holdings or full-text online. JournaLocator does not provide direct searching access to articles; to do that, use one of the library databases (as noted in previous section).
More: http://bs6vx4ge6d.search.serialssolutions.com/

CCLS Interlibrary Loan Service
Our interlibrary loan service obtains from other libraries research materials not available in Valpo's collections. You must establish an "ILLiad" account to use interlibrary loan. For convenience, the library recommends using your same LDAP account username and password. Contact the department directly at 464-5363 or email to ill@valpo.edu.

- Loans are free to Valpo students, staff, and
- faculty (current and emeritus).
- Requests take an average to 7-10 days to fill.
- Requests are made online through the ILL web site or from within many databases.
- Requests must meet copyright regulations (Fair Use).

More: www.valpo.edu/library/ill/index.html

CCLS Document Delivery Service
Article photocopying services of items we own is another ILL service provided free-of-charge for off-campus, non-law, VALPO students and faculty who meet one of these criteria:

- For students: You live 30 or more miles from Valparaiso and you do not come to campus to attend class.
- For faculty: You are on sabbatical and living at least 30 or more miles from Valparaiso, or you are teaching abroad at one of Valpo's International Study programs.

You must have your ILLiad account active and in good standing to participate in this service. Please allow five working days for your article to be delivered. Rush orders cannot be processed.

Requested articles can be posted to the web as a PDF file. Alternatively, if preferred, articles can be mailed through the postal service to a specified address. Copies do not need to be returned.

This service is not currently available for books. If you live in Indiana, you can apply for an ALI card at the Christopher Center Circulation Desk. Once you have this card, you may check out books from most Indiana academic libraries at no charge to you.

More: www.valpo.edu/library/ill/docdelivery.html
More: www.valpo.edu/library/ali.html

CCLS Government Information Services
Valparaiso University was established as a selective federal depository library of the U.S. government in 1930. Additionally, Valpo is also a depository for the state of Indiana. Documents assistance may be obtained from the Government Information Services Librarian (CLR 265) and the Reference Desk on the second Floor.

- The Valpo Government Information Services web site categorizes an extensive selection of government information at various levels: federal, state, local, and international.
- GALILEO provides titles and access information for many of the documents owned by Valpo libraries.

More: www.valpo.edu/library/govdocs/index.html

Common Terminology for Graduate Studies & Continuing Education

Advising A meeting with an advisor to review your academic program, receive guidance in selecting classes, explore career options, and/or learn about transfer opportunities.

"**Articulation" Agreement** This is an agreement that allows courses to transfer between colleges and universities.

Associate's Degree Students who successfully complete all the courses required of a two-year program.

Audit a course Paying to sit in on a course, but not receiving credit for it. The cost to audit credit courses is the same rate as listed under Tuition and Fees. The benefit of auditing a course is to obtain additional knowledge about a subject without having to fulfill the coursework and final exam.

Bachelor's Degree Students who have successfully completed the required course work for a four-year program.

CRN - Course Number The CRN is the reference number assigned to each course. The course number is the combination of letters and numbers used to identify individual courses (i.e. ENGL 101 – English Composition I).

DataVU The University database that has class schedules, seat availability, convocation schedules and other live data including access to grades and student financial account information. Login and password must be obtained through IT department.

Degree Audit Process which allows you to monitor your credits and course of study.

Drop/Add Students who want to drop or add a course must complete the required form before the drop/add deadline, which is published each semester on the registrar's website.

Dual Degree Dual degrees programs in 9 disciplines of study offered through graduate studies, in which a student works on 2 academic programs concurrently.

Elective Students are required to take certain courses but they can choose or "elect" to take others. These courses, which also apply towards graduation, are called "electives."

ESL Stands for English as a Second Language.

Financial Aid Office through which you may apply for student loans, scholarships, grants, awards, etc.

Full Time Student An undergraduate student taking 12 or more credits (4 classes), or a graduate student that is enrolled in 9 or more credits.

Incomplete A grade given at the discretion of the instructor. A student who receives an Incomplete, or "I", typically has not finished the required course work, but is close enough that an instructor is willing to work out an arrangement with the student to finish the course work after the class ends. Even when the final letter grade is posted, the "I" will remain on the student's transcript.

Learning Community A Learning Community is a combination of two or more classes offered in consecutive time blocks (for example, MWF 9 and 10), enrolling the same students, and taught by two or more teachers. The teachers prepare and teach the courses in collaboration, and they link the topics of the courses or even integrate completely the material covered in the original separate courses. Learning Communities benefit students by helping them make meaningful connections among the things they learn, and by making opportunities for closer relationships with faculty members and with fellow students.

Good Standing In Graduate Studies, this term relates to the status of a student who maintains an overall grade point average of 3.0 or higher. The student is said to be "in good standing."

GPA This stands for Grade Point Average, a calculation of the grade points and credits earned.

Graduate Student A student registered in a program leading to a Master's degree.

IT Information Technology Department at VALPO. Students may access IT helpdesk and use www.valpo.edu/it to access email accounts. "IT" also refers to a Masters Degree program, MS-IT (Masters of Science Information Technology).

Major A major is the academic area that a student has chosen to study in-depth. The following are examples of majors: Accounting, Education, English, Biology, Criminal Justice, etc. At VALPO we consistently refer to "Programs of Study", not to "majors".

Master's Degree Program for students who already have attained a Bachelor's degree, usually achieved in 12-18 months.

Matriculation To formally apply to the University and declare the program of study from which you intend to graduate and receive your certificate/degree.

One Card ID ID card provides access to privileges and events which require you to show your ID, such as computer labs, sports and recreational facilites, the student union, and the library

Orientation This is a meeting to acquaint you with the many programs and services offered by VALPO. It also offers the opportunity to ask questions, resolve problems, and meet other students in the program. We provide you with the Student Handbook and other necessary materials for a smooth transition to VALPO. If you haven't already done so, you will obtain your student I.D., activate your library card, obtain a parking sticker, and learn to access the computer network through your own account.

Prerequisite (Also referred to as Foundation Coursework) Sometimes students must take one course before they are allowed to take another. The first course is then considered a prerequisite. For Independent Study courses, a prerequisite would be that a project must be approved prior to registration.

Registrar The office through which the administration of academic policies are established including academic calendar, schedule of classes, the university catalog of all courses, student guide to university life, etc.

Registration Before the beginning of each semester, students must sign up, or register, for classes and pay fees.

Section The time and place a specific course meets.

Semester There are three Semesters: Fall, Spring, and Summer. Summer semester is broken down into two sessions.

Transcript A transcript is a copy of a student's complete academic record. It lists all courses, grades, and credits.

Transferring Credits In Graduate Studies, only 6 credits of coursework from an accredited institution, with a grade of B or better, will be considered for transfer.

Tuition Tuition is the amount that students must pay for academic instruction. It is based on a per credit cost. Lab classes include a lab fee, such as Computer Information Systems. These lab fees cover the cost of materials that students use in the labs.

Undergraduate Student A student registered in a program leading to a Bachelor's degree, an undergraduate diploma, Associate Degree or Certificate.

Withdrawal Students may drop enrollment in a course during the first 4 class days after a session begins without reflection on their permanent record. After the drop/add time-frame, students may still "withdraw" from a class with a grade of "W" on their permanent record based upon the Registrar's office Withdrawal Deadline.

VALPARAISO UNIVERSITY

GRADUATE SCHOOL