LSA Advising Information

November 10 is Fall Term Late Drop/Add Deadline
Friday, November 10th (4:30 p.m.) is the deadline for late drop/add for LSA students. Beginning Monday, November 13 and continuing through the last day of classes (Friday, December 8) all drop/add requests will require the approval of a committee of academic advisors and a representative from the Office of Academic Actions. The criteria for approving student program changes after November 10 are severely restricted, and are granted only in cases of unusual circumstances. Honors students should go to the Honors Program in 1228 Angell Hall for information about procedures and forms.

Plan to talk with an advisor as soon as possible.
By the first week of November great pressure is placed on the resources of the LSA Advising Program and advisors. In the case of some concentration programs, it becomes difficult, if not impossible, once early registration begins on November 16, to accommodate all requests for individual advising appointments. Schedule an appointment early enough so that you will have time to discuss your next term’s enrollment plans with an appropriate advisor. It is often helpful to remember the name of the advisor you have previously seen and ask to see that advisor again. If you schedule an academic advising appointment but are unable to keep it, please contact the LSA Academic Advising Office in 1255 Angell Hall (764-0332) as soon as you know so that the appointment can be given to another student. The Advising Office is open Monday through Friday, 8:15 to 4:30 p.m. General LSA Advisors will see students on a walk-in basis during the registration period, November 13-December 1. The lines, however, may be long so it is wise to schedule an appointment for a time previous to November 13 if possible.

Have You Declared Your Concentration Yet?
By the junior year (55 credits toward a degree program), LSA students should have selected a concentration program and/or degree program. Students pursuing a AB or a BS degree should consult a concentration advisor and complete a Declaration Form which indicates choice of concentration. Students wishing to do a Bachelor of General Studies (BGS) degree should see a BGS advisor and also complete a Declaration Form. Declaration Forms are available at 1255 Angell and should be returned there when completed.

Academic Advisors Are Available In Residence Halls
LSA Academic Advisors hold regular office hours in the following residence halls: SouthQuad, WestQuad, EastQuad, Couzens, AliceLloyd, Mosher-Jordan, Stockwell, Markley, MarthaCook, Bursley, and Barbour/Newberry. If you live in one of these halls you may find that visiting your building’s academic advisor might be more convenient to your schedule. Check with your RA or the main desk of your building for the schedule of your advisor. The advisors welcome individual conversations as well as small group discussions (in case you and your roommate or a friend on the corridor have similar questions).

Advisors Are Available By E-mail
When you have quick questions that do not require an appointment, you can message your own general academic advisor via e-mail. If you do not remember the name of your advisor, send your question to:
Ask.LSA.Advising@umich.edu
and an answer or referral will be sent in response.

LSA Advising Information

Table of Contents
Tidbits ........................................ 1
LSA Advising Information .............. 1
December Commencement ............. 2
Winter Theme Semester............... 2
Registration Information ............. 3
Wolverine Access ....................... 3
On-line Course Guide ................. 3
On-line Time Schedule ............... 3
Registrar’s Bulletin Board .......... 4
What Is Plagiarism? ................. 4
New England Literature Program .. 4
Graduate School Test Dates ......... 4

NOTE: Time Schedules and LSA Course Guides for the Winter Term are expected to arrive at LSA Checkpoint on November 3, 1995.
The LSA Course Guide has been available on-line since October 23, 1995.
Winter Term, 1996, Theme Semester
Death, Extinction, and the Future of Humanity: Approaching the Millennium

The College of LS&A is pleased to announce the sponsorship by the Program on Studies in Religion of another Theme Semester for Winter Term, 1996, on “Death, Extinction, and the Future of Humanity: Approaching the Millennium.” A number of courses in the College of LS&A have been especially designed to tie in with this thematic focus. Other special events, lectures, activities, and a film series at the Michigan Theater are in the planning stages and will be announced as the information becomes available and also listed in the January issue of this Newsletter. For further information, you may also contact Dr. Astrid Beck in the Office of the Program on Studies in Religion, 445 West Engineering Building, 764-4475.

Theme Semester courses are listed below. Full descriptions of the LS&A courses may be found in the Winter 1996 LS&A Course Guide which will be available after November 3rd.

Date:
Winter Commencement Exercises will be held in Crisler Arena beginning at 2:00 p.m. and concluding at approximately 4:00 p.m. on Sunday, December 17, 1995. All graduates of the Summer and Fall Terms, 1995, may participate. All graduates participating in Winter Commencement should enter Crisler Arena via the tunnel entrance beginning at 1:15 p.m. Marshals will direct graduates to appropriate seating areas. Graduates should be in their seats by 1:50 p.m.

LS&A Graduation Procedures:
LS&A students must submit diploma application and concentration release form (for AB/BS candidates) or diploma application and BGS senior release form (BGS candidates) according to the following schedule. Diploma applications, concentration release forms, and BGS release forms are available in 1255 Angell Hall and should be returned there when completed. The last day to submit graduation materials if you want your name printed in the December commencement program is Wednesday, November 8. Friday, December 8 is the last day to submit graduation materials if you plan to graduate in December. An information sheet about the December commencement exercise will be available outside 1401 Mason Hall by the middle of the Fall Term.

Honors Program students should pick up all graduation forms from 1228 Angell and return them there when completed.

Tickets:
Each guest attending Winter Commencement Exercises must have a ticket. Six tickets per graduate will be distributed beginning Monday, December 11, and ending on Thursday, December 14. Tickets will be distributed 8:30 a.m. to 4:30 p.m., at the Lydia Mendelsohn Theatre Box Office. Extra tickets, if available, will be distributed on a first-come, first-served basis on Friday, December 15 from 8:30 a.m. to 4:30 p.m., at the Lydia Mendelsohn Theatre Box Office.

Diplomas:
Diplomas will be mailed to graduates by the end of February, 1996. (The diploma will be sent to the graduates permanent address as it was listed on the Diploma Application card.)

Guests:
Crisler Arena doors will open at 1:15 p.m. All families and guests should enter Crisler Arena through the concourse level doors and are asked to be seated by 1:50 p.m.

Commencement Programs:
Programs will be distributed to graduates and guests in Crisler Arena on December 17.

Announcements and Academic Attire:
All participants in the Commencement Exercises must wear academic attire. Graduation announcements and caps/gowns are available from The Michigan Union Bookstore, located on the ground floor of the Michigan Union, 530 S. State Street. Personalized announcements, which take about three weeks to process, may be ordered at any time. Academic attire is available for purchase from Thursday, December 7 through Sunday, December 17, 1995. Store hours: 9-6, M-F, 10-5 on Saturday and 12-5 on Sunday.

University Courses 150. Section 001 – The Books of the Dead. (Amrine)
REGISTER FOR WINTER TERM

During the Early Registration period between November 9 and December 1, LSA students may register for Winter 1996 courses. You can register anytime after your appointment time. Likewise, you are able to drop/add anytime after your appointment. Detailed instructions for Touch-Tone Registration are in the introductory pages of the Time Schedule.

CHECK ON YOUR ELIGIBILITY

Registration appointments for early registration will be assigned by the Registrar’s Office. Students will be scheduled to register in seven priority groups according to the number of credit hours earned towards their program. Credit toward degree (CTP, the middle column on the transcript) and current active elections for Fall Term, 1995, must equal or exceed the credit hours listed in the right margin of this page (see Registration Priority System) by October 18. (Incomplete courses for which grades have not been reported and processed by the Registrar’s Office by October 18 will not be included as part of the minimum credits required for registration appointments.) Only students who are enrolled for Fall Term, 1995, as of October 16 will be assigned a CRISP appointment. Other students can go to Student Services Center – G255 Angell Hall (763-5174) or 1212 North Campus Commons (763-7650). Non-degree students and incoming first-year and transfer students are not eligible to register early.

ABOUT YOUR SVF

Effective for Winter Term, 1996, registration, students will receive their registration appointment electronically via e-mail or Wolverine Access. Check to make sure that your e-mail address is correct on the X.500 directory.

DO YOU NEED ADVISOR APPROVAL?

The only students who need advisor approval of their elections are students registering for their first term in LSA. All other students are encouraged to discuss their academic plans with an advisor. Continuing students who are planning academic schedules of fewer than 8 credits also must have advisor approval. Students who wish to elect a schedule of more than 8 credits also must have advisor approval and must get their Election Worksheet or Election Change Worksheet (drop/add form) stamped in 1255 Angell Hall (1228 Angell Hall for Honor Students).

FINANCIAL HOLDS

A financial hold is placed on students who have not paid their tuition and housing in full by Tuesday, October 31. Students with a hold credit are not permitted to register. Temporary releases are not granted by the Registrar’s Office. Students who pay late must make payments directly to the Cashier’s Office (LSA Building Lobby). Questions concerning tuition and housing charges should be directed to Student Accounts (2226 SAB, 764-7447).

NEED AN OVERRIDE?

An electronic override is required for a course/section which is closed and for a course/section listed in the Time Schedule with an entry restriction. An entry restriction is a course enrollment condition other than a specific course prerequisite (common entry restrictions include permission of the instructor, Honors, junior standing, senior standing, Pilot, and CEW). Electronic overrides are available from academic departments and programs, and, in some cases, from course/section instructors. Many instructors and departments are reluctant, however, to give overrides until the first day of classes when they have an accurate idea of the actual enrollment. In some departments, overrides may be issued with an expiration date. If you have questions about departmental waitlist and override procedures, call POINT-10 (764-6810).

VERIFICATION OF CLASS SCHEDULES

After registering through CRISP, check your class schedule to ensure that it is accurate and complete. Verify the accuracy of the tuition assessment and be especially careful to check that pass/fail elections are properly recorded. The College holds students responsible for ensuring the accuracy of their course schedule printouts. Tuition is subject to change without notice by the Regents of the University. Fee Assessments are also tentative and may be changed by the Regents. You can check your schedule three ways: (1) hear it over the phone; (2) have it e-mailed to you; and (3) read/print it through Wolverine Access.

PLANNING NOT TO ATTEND NEXT TERM?

If you wish to disenroll from Winter Term and avoid all charges you must do so before the first day of classes. The Winter Term deadline is January 9. Students should disenroll through Touch-Tone Registration.

After the first day of classes, students who wish to disenroll will be responsible for an $80 registration fee and a $50 disenrollment fee. These assessments will be made regardless of whether or not you attended any class.

Wolverine Access

Wolverine Access is an electronic information service you may use, once you have your Uniname and UMICH (Kerberos) password, to access your academic record and general University information. You can use Wolverine Access on any Macintosh computer at Campus Computing sites.

Information available includes:

- Grades
- Addresses
- Class Schedule
- Account Statement
- CRISP Info
- CRISP Appointment
- Academic Report
- Disbursed Aid

You may install Wolverine Access on your own computer if you have a Macintosh computer with MacTCP and you can connect it to the campus backbone network. For more information about Wolverine Access, you can consult the Time Schedule or Quicknote: Viewing Your Student Record with Wolverine Access, Step-By-Step S4159.

LSA Course Guide Is on-line

To sign on to the LSA Publications server, at the Which Host? (Host:) prompt, type gopher://itd.umich.edu or if you are using a web-browser, goto gopher://://itd.umich.edu/ then from the menu select

- U of Michigan and Ann Arbor (menu)
- Schools and Colleges (menu)
- LSA Academic Information (menu)
- Winter1996 guide (menu)

Select the desired term. Then, you will see a list of LSA departments. From there, select the department whose description you wish to read, and proceed.

Time Schedule Is on-line

The Time Schedule is now accessible from MERIT. Here’s how to call it up (VT100 emulation required):

1. At the "Which Host?" prompt type UM-OASINFO and press Enter (return). This will display the UM Data Systems Center Public Menu.
2. At the command position type UMIPS and press Enter (return). This will display the University of Michigan Information Posting System Menu.
3. At the command position type Timeschd and press Enter (return). This will display a term selection screen.
4. At the command position type the keyword (term) which you wish to view. This will display the first page of the Time Schedule for the selected term. The above system is supported by 764-HELP.

Touch-Tone Registration

Phone: 988-1881
Hours: 7:00 a.m. - 12:00 midnight, seven days a week.

Help with Touch-Tone Registration

Phone: 763-5174
Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday.

December 4-January 25 Winter Term registration and drop/add continue, no appointment or time permit is required.

Notes:

- Disenroll by January 9.
- Beginning January 10, a late registration fee of $50 will be assessed.
- January 25 is the Drop/Add deadline.

Tuition Rates for 1995-96 are contained in the Time Schedule. Questions regarding tuition rates can be directed to the Registrar’s Office at 764-6280.

RegISTRATION priority system

The registration priority system for early registration for Winter Term, 1996, will schedule students to register in seven groups according to the number of credit hours earned towards their program. The seven groups are as follows:

1. 100 + credits
2. 85 – 99 credits
3. 70 – 84 credits
4. 55 – 69 credits
5. 40 – 54 credits
6. 25 – 39 credits
7. 0 – 24 credits

Group 1 will register first followed by the remaining groups. Within each group students will be assigned registration times on a random basis.
WHAT IS PLAGIARISM?

The academic community of the College regards plagiarism as an issue of utmost seriousness and a violation of the student Code of Academic Conduct (see the 1995-96 LSA Bulletin, p. 25). Because a student found guilty of a charge of plagiarism may be suspended or even dismissed from the College, it is important to understand what plagiarism is. The following article by Janise Honeyman, excerpted with permission from the English Composition Board newsletter Developments (vol.3, no.2, March 1992), is a good starting point. Talk to your course instructors about any further questions you may have. Feel free also to seek help from the English Composition Board’s Writing Workshop (2012 Angell Hall, 764-0429) on this subject or any other aspect of your writing or you approach to a writing assignment.

Does it surprise you to know that at one time or another all of us probably unwittingly or unthinkingly have been guilty of stealing? It might have been in high school when you were writing a term paper and you crossed the line from research to plagiarism. Or, more recently, you might have taken credit for another person’s words without using quotations or references.

In both academic and non-academic communities, ideas are intellectual property, traditionally protected by patents and copyrights. To use these ideas, permission for use runs the gamut from a license to a footnote to an entry in a bibliography. How an idea is to be used determines the nature of permission you must seek.

Ways in which another person’s ideas can be used and formats in which they are expressed vary widely among disciplines. For example, some disciplines tend to paraphrase rather than quote directly the ideas being used especially when they appear in journal articles; on the other hand, other disciplines tend to quote directly even in journal articles. To complicate matters, a discipline that tends to paraphrase in journal articles may quote directly in longer works such as books or monographs.

Many times students aren’t even aware that what they’re doing constitutes plagiarism. So, let’s look at what the University of Michigan considers plagiarism. The U of M Integrity Policy describes plagiarism as: “taking credit for someone else’s work and ideas, stealing others’ results or methods, copying the writing of others without acknowledgment, or otherwise taking credit falsely.” Here are the specific types of plagiarism (from the same report):

• taking credit for words – the verbatim use of the words and phrases used by another without using quotation marks, block quotations, or otherwise giving reference to the source of the words.
• taking credit for work – presenting as one’s own, information or other written material prepared by others, that requires significant intellectual effort and that does not give due credit to the individual(s) who created the written work in question; e.g., reporting a bibliography or summaries of articles prepared by someone else as one’s own, without giving proper credit.
• taking credit for interpretive ideas – presenting interpretations as one’s own, without giving proper credit.
• taking credit for original ideas – reporting the original intellectual findings and discoveries of someone else, without giving proper credit.

Proper credit means giving references to the reader to clearly identify the exact source of the words, work, interpretive ideas and/or original ideas in question.

Though your instructors should provide you with information about the norms and conventions they expect you to follow, it’s your responsibility to make sure that you understand and meet all course requirements for crediting use of other people’s intellectual property. As you write a paper and a doubt arises, refer to the list above. If you’re still not sure that you are properly crediting someone else’s work, consult the instructor in the course.

Professional School Admission Test Dates

Graduate Management Admission Test (GMAT)

- January 20, 1996
- March 16, 1995
- June 15, 1996

Law School Admission Test (LSAT)

- December 2, 1995
- February 10, 1996

Graduate Record Exam (GRE)

- December 9, 1995
- April 13, 1996

Medical College Admission Test (MCAT)

- April 20, 1996
- August 17, 1996

Dental Admissions Test (DAT)

- April 13, 1996
- October 12, 1996

The Regents of the University
Deane Baker, Ann Arbor; Laurence B. Deitch, Bloomfield Village; Andrea L. Fischer, Birmingham; Daniel Horning, Grand Haven; Shirley M. McFee, Battle Creek; Rebecca McGowan, Ann Arbor; Philip H. Powen, Ann Arbor; Nellie M. Varner, Detroit; and James J. Duderstadt, President, ex officio

Policy Against Discrimination
The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title II of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the University’s Director of Affirmative Action and Title IX Office, 4005 Wolverine Tower, Ann Arbor; and Section 504 Compliance, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281. (313) 763-0429. T.E.D.S. (313) 794-0160, Fax: (313) 763-3991, UM Information Operator: (313) 764-1917.

THE UNIVERSITY OF MICHIGAN
College of Literature, Science, and the Arts

New England Literature Program

The New England Literature Program in New Hampshire takes place in May and June, in the Spring half-term, and students may earn eight credits in regular UM courses in literature and writing.

The program is located in a camp in New Hampshire on Lake Winnipesaukee, a beautiful place to live and study. For 6-1/2 weeks, 36 students and 10 staff members live and work together, reading New England authors (Catherine Sedgwick, Nathaniel Hawthorne, Henry David Thoreau, Ralph Waldo Emerson, Emily Dickinson, Robert Frost, Edwin Arlington Robinson, e e cummings, David Budbill, and Mary Oliver). We will also explore the New Hampshire countryside, its people, and its history. NELP participants go on four field trips including a camping trip to Acadia National Park in Maine and a hiking trip on Mount Washington.

Classes will deal with other authors as well as with local culture, history, and ecology. All students keep journals, and there are creative writing workshops. Mass meeting and slide show on Thursday, November 16th at 8:00 p.m. in 1210 Chemistry. For further information, call Jackie Livesay at 764-0419.

THE UNIVERSITY OF
New England
College of Literature, Science, and the Arts

Career Pathways in Math

Thursday, November 16, 3:30 p.m.

Pond Room, Michigan Union Union Math alumni and other professionals will be on hand to talk about career opportunities in Math, and offer tips on job hunting.

Fax (313) 763-2891; UM Information Operator: (313) 764-0419.

REGISTRAR'S BULLETIN BOARD

The Office of the Registrar maintains two student service areas, Central Campus Student Services, located in room G255 Angell Hall, and North Campus Student Services, located at 1212 North Campus Commons (Entreé Office). These offices are intended to provide both students and staff with a convenient and efficient means of conducting business with the Registrar’s office. Both offices are open weekdays from 8 a.m. to 5 p.m., and the following services are available at both locations:

• Transcript requests and requests for unofficial copies of the academic record
• Certification for loans and placement
• Academic record information
• Registration help
• Class Schedules
• Term Grade Reports
• Local/permanent address changes
• Name changes
• Phone number changes

In either of these facilities students are able to sit down with a representative of the Registrar’s office and receive all required services.

LIVESAY at 764-0419.

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