

## Where to go for what: stalking the administration building in search of student services

By Alison Hall  
Staff Reporter

When entering UNL students can count on stalking the Administration Building to complete the bureaucratic paperwork that being a student requires. The tasks range from admissions to zip code corrections, and all can be accomplished in the Administration Building.

**Pre-Admissions Activities, Administration 106**, offers information sessions on admissions, housing, financial aid, scholarships and academic programs, conducts campus tours and arranges appointments with academic advisers.

**Admissions, Administration 12**, is responsible for processing applications to UNL for acceptance or denial. Admissions prepares the New Student Enrollment (N.S.E.) packets for the June and July orientations. N.S.E. packets, prepared for academic advisers, should include the student's ACT scores and transcripts. If either document is missing, or incorrect, or if a change in majors or college occurs, contact Admissions so the packet can be revised.

Academic standards also are administered by Admissions. "This responsibility includes placing students maintaining less than a 2.0 grade point average on academic probation or suspension," said Alan Cerveny, assistant director.

**Registration, Administration 17**, sponsors the New Student Enrollment program to help freshmen and new students register early for fall classes. Registration also handles early student enrollment for second semester. Student I.D.s can be replaced in Administration 17 for \$5.00.

Student Center Four, Administration 2nd floor, offers services for four areas: **Advising, Administration 226**, offers schedule planning for freshmen and undeclared students; **Counseling, Administration 229**, divides into three areas: personal, academic, and career corners.

**Administration 229** houses the **Director of the Academic Success Unit**. The unit polishes study skills and provides supplemental instruction for the following freshmen courses: Architecture 106, Biology 101, Chemistry 101, Political Science 100, and Sociology 153. Workshops also are offered to help with early registration.

**Multicultural Affairs, Administration 223**, provides cultural awareness, adjustment, tutoring, and help

with living arrangements for racial minority and low-income students. The Special Services program, (Administration 232) an extension of the Multicultural Affairs Office, services: low-income students, first generation college students, physically disabled students, and students with low academic skills evident by low ACT scores or low high school performance. It is a federally funded program that offers free services in tutoring, career planning, personal counseling, math skills assistance and an overall UNL introduction to those who meet one of the above requirements.

All forms of financial aid — scholarships, grants, work-study programs and loans — must be applied for through the **Office of Scholarships and Financial Aid, Administration 22**. Students may make appointments with financial aid advisers to discuss individual financial needs.

A bulletin board outside the office lists job openings for part-time jobs. Employment advisers within the Financial Aid office can offer additional help.

Scholarships, grants and student loan checks can be obtained from **Student Accounts, Administration 110**. If a student receives notice regarding an unpaid financial obligation to the university he/she can contact this office. Financial obligations: housing, tuition and fees, library fines, University Health Center fees, or any university division payment, are tallied by Student Accounts where debts can be paid. Loan and tuition payments can also be sent to Student Accounts.

**Records, Administration 107**, can answer questions regarding grade reports, transcripts, or other information filed in a student's permanent file. Name and address changes should be filed with the Records office.

**Judicial Affairs, Administration 125**, establishes holds and releases on transcripts and diplomas due to unpaid university financial obligations.

**The Vice Chancellor for Student Affairs, James Griesen, Administration 202**, is in charge of all academic services previously mentioned. In addition, **Student Accounts** oversees the campus unions, Career Planning and Placement, University Health Center, Housing and Campus Recreation and Greek Affairs. Although direct student contact is minimal, Griesen said, "If students aren't having any luck with other channels we invite them to contact our office."

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in Journalism and a master's degree in Arts and Sciences. The college requires that students, while working for their bachelors, cannot take any journalism courses during their freshman year, and that only 25 percent of their studies be in the College of Journalism.

"We have more Arts and Sciences (requirements) than arts and science does. We place a great importance on liberal arts," Crumley said. "We find with the increase (in requirements), we find very good students. We're pleased."

The college is divided into three sections: news-editorial, broadcast, and advertising.

The news-ed department uses the lab newspaper *The Journalism*, as a teaching tool. The college radio station, KRNU, is run by the broadcasting students for the same reason. The broadcasting department also produces television news programs for cable in association with NETV. Advertising works with all departments.

The faculty of the college are trained both professionally and in academics, Crumley said. She said that the faculty will also serve as advisers to journalism students.

## Teachers College

By Douglas Engh  
Staff Reporter

A 1983 national survey of 900 teacher training institutions ranked UNL Teachers College in the top four of its kind. This, and other awards has elevated the college, under the leadership of Dean James O'Hanlon, into a position of national prominence.

This prominence, according to Bert Alfry, director of teachers college student service center, has been gained through the high quality of both students and faculty. The college maintains strict entrance requirements, he said. The incoming student must have and maintain an accumulated GPA of 2.5, completed 53 semester hours of credit, and have completed the equivalent high school course work of four years language arts and two years each in math, science, and Social Studies.

Current enrollment of 2,000 undergraduates and about 700 graduate students makes this the largest college program at UNL. However, the college is not able to produce the number of qualified teachers for the growing number of national job openings. Due to tight budgets, enrollment cannot be enlarged, said Alfry.

"It's (Teachers College) about at the enrollment it can stand with the resources it has," said Alfry.

Once an incoming student has been accepted, there are a variety of programs the college offers. Initially, a student is put into an area school to act as an observer. "This allows that person the chance to decide if teaching is really what they want to do," said Alfry.

There are new programs dealing with the special needs of junior high students, a five year elementary teacher education program, and alternative teacher certification programs which give credit for prior work experiences.

Upon completion of the course work, positions are placed in student-teaching positions for a semester usually in the Lincoln/Omaha area.

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## Choosing a major . . .

By Matt Roubicek  
Staff Reporter

Whether or not to declare a major is a question for many college freshmen. However, according to two academic advisers it shouldn't be.

Anne Kopera, coordinator of advisers for the College of Arts and Sciences, said, most arts and sciences students switch majors two or three times. A student often starts college with two or three areas of interest, she said. Then setting up a course load with an adviser can help him or her begin work towards

a degree in any of those fields, she said.

Dvee Buss, director of advisers for the College of Business and Administration, said for the first two years all business students take basically the same courses. But a student should have a focus of what he wants to do. This will help him select the humanities which will complement that area.

Both advisers agreed that it is not always vital for freshmen to have a specific major, but they should have an idea about what area in which they have interests.

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