# Section F: Student Life

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**STUDENT LIFE**

**Within the Program**

*Orientation.* The program schedules orientation the week prior to the beginning of Fall Semester. New students meet the director of graduate studies, faculty advisers, new and continuing graduate students, and the program support staff at this meeting.

*Department Student Organizations.* Design, Housing, and Apparel Graduate Student Organization (DHAGSO) is an active organization that sponsors social activities and noon forums throughout the school year.

*Department Committees.* Graduate students are represented on the following departmental committees for one-year terms: Honors and Awards Committee (1 student), Department Meetings (3 students), Graduate Faculty Meetings (2 students), Program Committees (1 student each), Curriculum Committee (1 student), and Policy and Advisory Committee (1 student, elected).

*Department Mail.* All graduate students are issued mailboxes in 240b McNeal Hall. Please check your mail on a regular basis.

*Paychecks.* Pay schedules are posted in the department’s mail room. Direct Deposit pay statements are paperless; the url to view your pay documents is: http://hrss.umn.edu/. The Helpline is 612-625-2016.

*Keys and After Hours Building Access.* Graduate students with appointments are assigned shared offices by the Assistant to the Head. The deposit for keys to offices and other secured rooms is $20, refundable when all keys are returned at the end of your appointment. Keys are distributed by the department’s receptionist. Building access after hours is via a card swipe device. Students with assistantships are automatically granted access; other students who wish to have access must bring their U-Cards to the Assistant to the Head.

*Office Telephones.* University of Minnesota phone numbers may be dialed by using the last five digits of the phone number. Messages taken for you by the DHA office staff will be placed in your mailbox/mail folder. Please do not forward your phones to the main phone number for the department. Please do not use the phones in the main office of the department to make your calls. Harassing telephone calls should be reported immediately to the Assistant to the Head, 612-624-7721.

*Supplies, Photocopying, and Mailing Privileges.* Office supplies for use in your appointment are available from the supply closet in the main office. These supplies are not for personal use. A pink supply form must be completed to indicate which materials have been taken for which courses or research...
appointments. Please contact the front office supervisor regarding procedures for obtaining special supplies. Photocopying for course materials is sent out; we suggest you use double sided copies to conserve paper. A blue workslip must be completed and attached to the materials to be copied. Please allow a minimum turnaround time of three days for photocopy jobs. Postage is available for mailings related to your appointment; in addition to the U.S. mail, other overnight services are available. Letters or packages to be mailed are submitted to the departmental receptionist with a postage request form (also available at the receptionist).

**Word Processing Services.** Word processing of materials for class use only is available. Please allow sufficient time for the work to be completed -- 3 working days in advance of the date they are needed. A blue workslip must be completed and attached to the materials to be word processed.

**Professional Travel Funds.** Travel funds - Ludden Trust Funds – are available from the College of Design for presenting papers at professional meetings on a first-come, first served basis. The request forms are available from the graduate program assistant and should be submitted to the College of Design Associate Dean for Research and Outreach. The request should include the purpose, dates, and expenses to attend.

**Computers.** Macintosh and IBM computers as well as a variety of printers are available in the McNeal Hall Computer Lab, 305 McNeal Hall. Printer cards must be purchased from the Bursar’s office for laser and plotter prints. Other St. Paul Campus computer lab locations are B50 Central Library, 27-31 Classroom Office Building, and 135 Classroom Office Building.

**Please note:** The computers and printers within the department are for use in preparation of teaching materials and/or for research appointments only; they are not to be used for the printing of your personal papers, theses, or dissertations. The cost per page for laser printing for personal items is 10¢.

Room 336 McNeal Hall, a computer/critique classroom with Mac computers, is available for graduate student access when class is not in session. To apply for access, contact the Assistant to the Head.

**Recycling.** Recycling containers for office paper, newspaper, and cans and bottles are located throughout McNeal Hall. Each container has clear instructions in the lid, indicating which materials are and are not acceptable to the University of Minnesota Recycling Program. Please help us protect the environment and conserve resources by participating in the recycling program.
Smoking Policy. The University of Minnesota has adopted a clean air policy. All University buildings and vehicles are smoke-free areas.

Change of Address. Changes in your address or telephone number should be reported to the departmental receptionist and the graduate program assistant. Some materials are mailed directly to your home address.

Coffee, Tea, Microwave, Refrigerator. Regular and decaffeinated coffee and hot water are available during office hours in the DHA office. If you are an occasional coffee drinker, please contribute 25¢ per cup. If you drink coffee regularly, we ask that you contribute one 3-pound can of coffee each semester. You are encouraged to bring your own cup. If you empty the pot, you are expected to make a new one. Tea drinkers are asked to contribute tea bags. Cream and sugar users are asked to contribute these items as well.

A microwave and refrigerator are available to use. Please label any food you leave in the refrigerator or it may be discarded.

Thesis Preparation. Guidelines for thesis preparation are available from the Graduate School, 316 Johnston Hall, or online. 
Master’s: [http://www.grad.umn.edu/current_students/forms/gs13.pdf](http://www.grad.umn.edu/current_students/forms/gs13.pdf)
Doctoral: [http://www.grad.umn.edu/current_students/forms/gs16.pdf](http://www.grad.umn.edu/current_students/forms/gs16.pdf)

Security. A few incidents of theft have occurred in McNeal Hall. Secure your personal belongings, and keep your office doors locked. It is recommended you do not work alone at night in the building. Escort service is available evenings by calling 612-624-WALK (612-624-9255).

Acquisition of Materials and Equipment for Research

Student Travel. In addition to funds available through the Graduate School Fellowship Office located in 321 Johnston Hall, there are funds available through the College of Design; watch for e-mail announcements. Early in the year there are orientation sessions to help students prepare the application materials. Application deadlines vary.

For other recommendations about acquiring funding for travel, see your adviser.
Outside the Program

Bookstores. University of Minnesota Bookstores are located in the St. Paul Student Center (Books Underground, 7 StCen, 612-624-9200) and the ground floor of Coffman Memorial Union (612-625-6000). Books for classes taken on Minneapolis Campus are purchased at the Coffman location; books for classes taken on St. Paul campus are purchased at Books Underground. If a course is offered on more than one campus, the textbooks will likely be available in both locations. You may order your books from the bookstores and have them delivered to you. The url for this service is: http://www.bookstore.umn.edu/textbooks/gopherbooks.html

Cashier’s Office. The Cashier’s Office is part of the Office of the Bursar and has three locations: St. Paul Campus: 107 Coffey Hall; East Bank: 145 Williamson Hall; and West Bank: 101a Anderson Hall. Operating hours are posted at each location.

Health Care. The Graduate Assistant Insurance Office is located in N-323 Boynton Health Service (phone: 612-624-0627). Upon signing up for health insurance, packets regarding the health care program are provided.

Housing. Information regarding housing (temporary and permanent, rooms, dormitories, apartments, houses) is available through The St. Paul Office for Student Affairs in 130 Coffey Hall, 612-624-3731. The Office of Housing Services is located in Comstock Hall East.

Parking. Maps of parking areas on all campuses are available from the departmental graduate program assistant. The officer in charge of patrolling St. Paul Campus for parking violations is extremely dedicated. Do not park in contract lots, and be diligent about plugging your meters.

Transportation. Intercampus bus service is provided free of charge campus-to-campus.

Libraries and Archives. In addition to Magrath Library, there are two other main libraries which are located on the Minneapolis Campus -- Wilson Library, West Bank and Walter Library, East Bank. Another library often of interest to Design students is the Architecture Library, 210 Rapson Hall, on Minneapolis Campus East Bank. Other libraries are listed online.

The library information system, MNCAT, is an online catalog system. Subject-specific data base and research methods classes are offered each term. One-on-one training for this system is available. For more information, you may contact Magrath Library Reference, 612-624-1212. Also available is a chat service, “ASK US!” for e-mail questions or a chat service related to searching for resources. The url for that site is http://infopoint.lib.umn.edu/.
Graduate Assistant Office. The Graduate Assistant Office provides information related to graduate assistantships, such as appointments, workloads and compensation, tuition benefits, and grievances. You may contact them by phone 612-624-7070 or may stop by the office: Suite 100 Donhowe, 319 - 15th Avenue S.E., Minneapolis Campus. The Fax number for the Graduate Assistant Office is 612-625-9801; the mailing address is 200 Donhowe.

Graduate Assistant Insurance Office. The Graduate Assistant Insurance Office (GSIO) is located in N-323 Boynton Health Service, Minneapolis Campus. The phone number is 612-624-0627. For the most current information about health insurance, please visit their website at http://www.bhs.umn.edu.

HOW TO BE INVOLVED

Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) is the official governing body representing graduate students at the University. COGS provides opportunities for graduate students to participate actively in University administrative and policy decisions. Graduate students in each degree-granting program are entitled to elect one representative to serve on COGS, which also recruits student representatives for the Graduate School Policy and Review Councils, the University Senate, and many College of Liberal Arts and University-wide committees. In addition, COGS assists in providing ombudsman services for graduate students and disseminates information, primarily through the Gradletter and through general meetings held twice per semester. Information on housing, University governance, and grievance procedures is available from the COGS office.

Council of Graduate Students address: University of Minnesota, Johnston Hall, Third Floor, 101 Pleasant Street S.E., Minneapolis, MN 55455; (612) 626-1612; e-mail: cogs@umn.edu; url: www.cogs.umn.edu.

Professional Meetings/Professional Student Societies

Apparel Studies Track

American Association of Family and Consumer Sciences (AAFCS)
American Collegiate Retail Association (ACRA)
American Marketing Association (AMA)
American Psychological Association (APA)
American Sociological Association (ASA)
ARS Textrina
Costume Society of America
The Fashion Group, International (FGI) & Twin Cities Branch
International Textile and Apparel Association (ITAA)
Society for the Study of Symbolic Interactionism (SSSI)
Textile Society of America

**Graphic Design Track**

American Center for Design
American Institute of Graphic Arts
Cooper-Hewitt National Design Museum
Graphic Design Education Association
National Association of Schools of Art and Design
Organization of Black Designers
Society of Illustrators

**Housing Studies Track**

American Council for an Energy Efficient Economy (ACEEE or ACE³)
American Planning Association
Association of Home Equipment Educators (AHEE)
Energy Efficient Building Association (EEBA)
Environmental Design Research Association (EDRA)
International Appliance Technical Conference (IATC)
Housing Education and Research Association (HERA)
Minnesota Association of Homes for the Aging
Minnesota Association of Housing Code Officials*
Minnesota Association of Women in Housing*
Minnesota Gerontological Society
National Association of Home Builders (NAHB)
National Association of Housing Rehabilitation Officials (NAHRO)*
National Association of Real Estate Boards (NAREB)
Preservation Alliance of Minnesota
*Organization with asterisks have special reduced rates for students.

**Advocacy Organizations:**
Minnesota Coalition for the Homeless
Minnesota Housing Partnership
National Coalition for the Homeless
National Low Income Housing Coalition
**Interior Design Track**

American Society of Interior Designers  
- Annual Conference (summer)  
- Local meetings, monthly  

Environmental Design Research Association  
- International Conference (spring)  

Illuminating Engineering Society of North America  
- Annual Conference (August)  
- Local meetings, monthly  

Interior Design Educators Council  
- International Conference (spring)  
- Regional Conference (fall)  

International Interior Design Association  
- Annual Conference (June, at NeoCon)  
- Local meetings, monthly

**WHERE TO GET HELP**

*Disability Services.* The University’s mission is to provide optimal educational opportunities for all students, including those with disabilities. In general, accommodations are made on an individualized and flexible basis.

It is the responsibility of students to seek assistance at the University and to make their needs known. Disability Services provides direct assistance such as information, referral, advocacy, support, and academic accommodations (e.g., interpreters, readers) for enrolled and prospective students. For more information, contact Disability Services, University of Minnesota, 180 McNamara Center (The Gateway), 200 Oak Street S.E., Minneapolis, MN 55455 612-626-1333, voice or TTY.

*International Student Services.* Counseling, advising, and educational services are provided for students and scholars from other countries by International Student and Scholar Services (ISSS). Staff members offer counseling and advising services regarding visa requirements and other immigration issues; social, personal, and financial matters; international and intercultural educational opportunities; academic issues; and English language requirements. For more information, contact International Student and Scholar Services, University of Minnesota, 190 HHH Center, 301 - 19th Avenue S., Minneapolis, MN 55455, 612-626-7100.

*Statistics Help.* See your adviser.
Writing Help. The Center for Writing is located in 10 Nicholson Hall, Minneapolis Campus. The Center also offers workshops each semester that range from one to five sessions. Topics vary each term. Call 612-626-7579 or e-mail writing@umn.edu for more information.

Grievance Resolution. An all-University grievance policy exists “to provide just, efficient, and final resolution of grievances between members of the University community regarding the application of University rules and procedures.” The University Grievance Officer is located in 662 Heller Hall, West Bank, Minneapolis Campus. The phone number is 612-624-1030.

Sexual Harassment Policy. Sexual harassment by or toward a member of the University community is prohibited. Definitions and procedures for the University of Minnesota’s policy statement of December 11, 1998 may be found here: http://www1.umn.edu/usenate/scfa/sexualharassment.html

Individuals who suspect sexual harassment should report it to the Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall. E-mail: eoaa@umn.edu. All inquiries will be held in strictest confidence.

Counseling Services. University Counseling and Consulting Services (UCCS) offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS’s Measurement Services office administers tests; scores exams, surveys, and research instruments for University faculty; and operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests.

University Counseling and Consulting Services has two offices: the Minneapolis Campus office 109 Eddy Hall, and on St. Paul Campus, 130 Coffey Hall. To make an appointment to speak with a counselor, call the central phone number, 624-3323.

Equal Opportunity Statement

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.
In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; by the Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statues and regulations relating to equality of opportunity.

This publication is available in alternative formats upon request. Please contact the graduate program assistant, Design Graduate Program, 240 McNeal Hall, 612-626-1219.