**Walk-in appointments over Fall Break**

If you will be around during Fall Break and would like to see an Academic Support Coordinator while campus is quiet and our calendars are open, come on in! November 24-25 (Monday and Tuesday), we will be in the office, but will only be accepting walk-in appointments. No need to schedule an appointment as usual—just come on by between 9-11AM and 1-3PM.

**Non-Registered Students**

If you are not returning to the University for Spring 2015, because you are transferring, planning to return at a later date, or because you will not be continuing at CSU, please let an advisor know. You can find contact information at [http://www.biology.colostate.edu/undergraduates/advising/](http://www.biology.colostate.edu/undergraduates/advising/)

**Academic Probation**

If you were placed on Academic Probation 1 or Probation II at the end of Spring 2014 semester, there is a hold on your account that will keep you from registering. This hold will only be lifted once you’ve met with an Academic Support Coordinator to discuss your options and plan to repair your GPA. You have received several emails that detail how to make an appointment, as well as how to prepare for it. Please reference those emails if you have questions, or contact us by visiting [http://www.biology.colostate.edu/undergraduates/advising/](http://www.biology.colostate.edu/undergraduates/advising/)

**Highlights in this Newsletter:**

- **Page 2:** Registration error messages and what to do when you get one
- **Page 3:** How to make the most of office hours
- **Page 4:** CSU’s Study Abroad Fair
- **Page 5:** NEW SPRING COURSE OFFERINGS
- **Page 7-9:** Internships and research opportunities
### Academic Skills Workshops

**Workshops are 50 minutes and are hosted in TILT 221.**

- **Mondays at 4pm**
- **Tuesdays at 5 pm**
- **Thursdays at 6pm**

- **Nov. 3, 4, 6**
  - **Test Anxiety**
  - Learn strategies to calm yourself before exams and how to boost your confidence

- **Nov. 10, 11, 13**
  - **Motivation and Goal Setting**
  - Learn how to create short and long term goals to keep yourself motivated

- **Nov. 12, 18, 20**
  - **Overcoming Procrastination**
  - Gain an understanding of why you procrastinate and how to change those habits

- **Dec. 1**
  - **Marketing Academic Skills for Career Success**
  - Translate your academic skills and experiences to a resume and career

- **Dec. 8, 9, 11**
  - **Final Exam Prep**
  - Learn about different exam formats and get tips for how to make the most of your study time

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### Common Registration Error Messages

Reference these error messages to help you problem solve if you have difficulty registering. Please also take a look at the FAQ list on RamWeb.

<table>
<thead>
<tr>
<th>Error message</th>
<th>What it means</th>
<th>When you might get it</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class level</strong></td>
<td>Only students in a certain class level (FR/SO or JR/SR) can register for a given course.</td>
<td>Few (if any) Biology courses have this restriction but other departments’ courses (e.g., Psychology) may have it.</td>
<td>If you NEED the course, contact the home department for access.</td>
</tr>
<tr>
<td><strong>Multiple Components Required</strong></td>
<td>In addition to the lecture, you have to register for another component (lab or recitation) at the same time.</td>
<td>Many biology, chemistry, and physics courses are commonly associated with this error.</td>
<td>Check boxes for each component PRIOR to hitting “register.” Click the CRN for the lecture to see specifically which sections of lab/recitation that must be selected.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>You do not have the right major to be able to take the class.</td>
<td>Some classes are restricted just to students in that major (Business/Art are examples); other classes allow non-majors to register after a certain date.</td>
<td>Click on the CRN for details about major restriction—if the class opens to non-majors at a certain date, it will tell you that info here.</td>
</tr>
<tr>
<td><strong>Pre-requisite</strong></td>
<td>You fail to meet at least one prerequisite for the class.</td>
<td>BZ310 is an example (though most biology courses have prerequisites). It requires a semester of Organic Chemistry as a prerequisite.</td>
<td>You’ll need to take the prerequisite courses prior to registering for the course in question. If you think this is an error, contact your advisor.</td>
</tr>
<tr>
<td><strong>Dept./Instructor approval</strong></td>
<td>Registration for a certain class is limited and only approved on a case-by-case basis.</td>
<td>An example is BZ505 Cognitive Ecology - it requires permission from the instructor for undergrads to enroll.</td>
<td>If you seek access to a class requiring dept./instructor approval, contact the instructor listed or the department.</td>
</tr>
<tr>
<td><strong>Stop enrollment</strong></td>
<td>A department has stopped enrollment so that no one can register for the class until a problem is resolved.</td>
<td>Hard to say—stop enrollments can happen in any department due to unforeseen changes.</td>
<td>Try registering for a different section of the same class, or contact the department to find out more information.</td>
</tr>
</tbody>
</table>

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All workshops are free for students. No pre-registration required.

Contact Darrie with questions at (970) 491-2519 or darrie.burrage@colostate.edu.
**Making the Most of Office Hours**

Have you ever known you were struggling in a class, but didn’t know what to ask at office hours? Ever felt a little intimidated to start a conversation with your prof? CSU professors who teach LIFE 102, Chemistry, or an AUCC offered their input on what you can do to be most efficient with your visit to their office.

One expectation that students should be aware of is what professors believe office hours are intended for—and what they’re not. Professors want to be able to provide clarity and help students improve their understanding of course material. Most instructors expressed that they really enjoy the time to work in small groups or one-on-one with a student, because they can help fine-tune students’ knowledge while building a relationship. Professors understand that office hours require extra effort and time out of a student’s schedule, and truly want to help in whatever way possible, even if students simply have a sense that they’re not doing as well as they should be. It’s a great time to clarify goals and expectations for the course.

While students are always welcome at office hours, with or without a specific question, a theme that was clear across the board was that instructors want students to know what they’d like to gain from attending office hours. Professor Arthun said, “Students should know exactly why they are attending office hours (with specific questions about course content, seeking advice on how to prepare for exams, wanting advice on effective learning methods, etc.). When students arrive at office hours with their own personal goals in mind, the office hour meetings are not only more efficient, but much more effective!”

What can a professor not realistically do during office hours? Recreate a lecture a student missed, said one instructor. Another mentioned that coming the day before an exam with little understanding of the material, but hopes for an A on the exam is an unrealistic expectation. Office hours should be attended in addition to independent studying, attending class, and perhaps even tutoring (offered for free through TILT). Professors want you to receive consistent help if that’s what it takes to be successful, so take advantage of multiple resources if you’re struggling to grasp a basic understanding of course material.

Special thanks to professors who chimed in, including: Dr. Ruth Tucker in Chemistry, Professor Andrew Ogle in Psychology, Professor Erik Arthun in Biology, Dr. Lou Bjostad in Bioagricultural Sciences and Pest Management, Professor Angela Martin in Psychology, and Dr. Ingrid Ulbrich in Chemistry.

**What Should I Bring?**

Professors agreed that you’re always welcome, even if you don’t bring anything, but it’s helpful if you can come with a copy of the problem (professors said it’s okay to bring a textbook, copy of the exam, or even a photo on your phone), notes from class or studying, and a list of questions you’d like to ask. Bring something with which to take notes as well.

**What If I Don’t Have a Specific Question, but Know I Need Help in the Course? Can I Still Come?**

YES! Attending office hours just to listen to other students’ questions is a great idea: it can give you an understanding of whether or not you truly understand the material, and you can use other students’ questions as a way to test yourself. (Could you have answered the question? Would you have been thorough and correct in your response?) You might learn something you didn’t know you didn’t know!

However, having your own questions means you’ll get help in the areas that you need it, and answers will likely be more tailored to areas that you need clarification.

**When Should I Come to Office Hours?**

Anytime within the posted hours is fine, but be aware of how long it might take to answer your question(s). You have a busy schedule and lot of things going on outside of school—so do your professors. They want to spend time explaining concepts thoroughly, so please don’t show up in the last 5 minutes of office hours. Be respectful of your professor’s time, and ask to make an appointment if your schedule is incompatible with their office hours.
CSU’s Education Abroad Fair will include exhibits for CSU-Sponsored programs, CSU-Affiliate organizations, campus offices, and much more! Education Abroad alumni, faculty, international exchange students, and Education Abroad staff will be available assist you as you explore your options.

Discover the answers to questions such as:
- Where do I begin and where can I go?
- How does financial aid apply to education abroad?
- Do I need to speak a foreign language?
- How will my credits transfer?
- What are the benefits to studying abroad?
- In what ways could an international experience impact my future?
- How can I internationalize my education at CSU?

MATH TIP:
If you’re taking a PACE math course, plan to complete the course before leaving for Thanksgiving Break. Finals will come quickly once you return to campus, so give yourself a break and take math off your plate by completing all assignments before you leave. You’ll be grateful for the extra time!

For more information, contact the Education Abroad Office at 491.6342 or educationabroad@colostate.edu
New classes being offered this spring

<table>
<thead>
<tr>
<th>Course code and title</th>
<th>Course description</th>
<th>Pre-requisites</th>
<th>Counts in Bio major?</th>
<th>Counts in Zoo major?</th>
<th>Counts in Zoo minor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BZ 415: Marine Biology</td>
<td>Marine organisms, habitats, and communities</td>
<td>BZ214 and BC351 or BC401</td>
<td>SF and AF fields anywhere BZ 315 is listed</td>
<td>Upper-division Zoology credit</td>
<td>Aquatic Biology</td>
</tr>
<tr>
<td>BZ460: Genome Evolution</td>
<td>Evolution of DNA, RNA, and proteins; use of genomic data to infer evolutionary history and processes</td>
<td>BZ220 and BZ350</td>
<td>Cellular, Molecular and Genetic Evolution, Genetics, Systematics</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

If you take one of these courses, please check DARS after registering to be sure the credits auto-populate in the correct category. If the course is only listed in electives, please contact your advisor, as a substitution form will need to be submitted on your behalf.

Courses are not listed in the catalog, but are listed online on the Class Schedule Search on RamWeb. Look them up to learn more, and talk to your advisor about registering.
University Honors Program

Colorado State University offers a competitive Honors program that allows high-performing students access to smaller classes, encourages closer work with professors, and supports students writing an undergraduate thesis. But students continuing in CSU’s Biology program who didn’t apply to Honors when they were admitted to CSU haven’t missed their chance. If you haven’t been a part of the program before and would like to consider applying, read on for insight into the program from Assistant Director, Diane Burton.

How can a student who has not previously enrolled in the Honors program qualify to participate?

Students need a cumulative GPA of 3.5 and must be enrolled in a major that has a track 2 program (like Biology and Zoology). An applying student will need to submit a written application, which will be screened by the Honors program; final approval will come from the student’s department. The application is available to students online at www.honors.colostate.edu/applyt2

What advantages does the Honors program give students—at CSU and in the future?

The opportunity to do a thesis (very important if a student wants to apply to graduate school), priority registration, special regalia and recognition at graduation, the honors designation on transcripts and diplomas, the opportunity to associate with other honors students and faculty, honors enrichment awards and thesis improvement grants (grants to help with study abroad and thesis). Completing a thesis is a privilege, not a chore, and the only way that most students can complete a thesis at CSU is to either be in one of the very few majors that require one, or be in the Honors program.

What are the expectations for Honors students?

Students must maintain a 3.5 GPA to earn the Honors designation on his/her transcript/diploma, and a 3.0 to stay in good standing with the program. There is an appeals process for students whose GPA’s drop below that.

Any words of wisdom for Biology students who might consider applying?

My advice would be for students to join the program only if they are doing it for the right reason— they want to challenge themselves and make the most of their college experience. We provide an environment for students to excel, but the reality is that the connections they make with other students and faculty through their honors courses and thesis are the best reasons for high ability students to consider the program. They should ask themselves, “In five years, when I look back on my college experience, will I regret not pushing myself a little harder when I had the chance?” The thesis is a great chance for them to extend beyond what is “required” and to contribute to the community of scholars at CSU.
Judy Brobst, the Career Center Liaison for the College of Natural Sciences, can assist you with all aspects of your career development. From finding an internship to working on your resume, from volunteer experiences to graduate school, Judy can help you make the most of your degree. If you’re uncertain of what’s next, take an online assessment, talk about changing majors, potential jobs within your major and more. To set up an appointment contact 970-491-5707.

Note: The Career Center returned to the Lory Student Center, room 102 on September 29.

Programs bridge the gap between textbook learning and real-time industry experience by taking students behind the scenes of the world’s leading clean energy and sustainability initiatives. The GREEN Program designs short-term immersion programs in the most exciting places on earth, which are epicenters of innovative technologies as well as bucket-list travel destinations. The GREEN Program strives to raise higher education standards, and to increase opportunities for students to study abroad as a part of their undergraduate and graduate studies.

More information available at http://thegreenprogram.com/
Do you want to volunteer in the community, gain animal-related experience and help the elderly or disabled? Do you want to earn college credit for your time?

Pets Forever is looking for motivated, mature students to help those less fortunate and their companion animals in our community. Pets Forever student volunteer expectations: complete a background check (no charge); attend weekly group meetings/class; provide a minimum of 5 hours/week service (including group meeting).

For more information, contact Dr. Lori Kogan at (970) 491-7984 or Lori.Kogan@colostate.edu

*Summer opportunities also available!
Student Lab Opportunity

Position Description

This position will assist a team of ecologists in research at the Aquatic Systems Biology Branch of the Fort Collins Science Center (principal duty station). Our current project focuses on the effects of logjams on insect and fish communities in Colorado Rocky Mountain streams. Primary responsibilities will include the processing of field samples in the laboratory. The position will report to one primary supervisor and the project leader for the particular project they are working on at any given time.

Requirements

Please note that the following skills are not required for applicants to be considered for the positions. Preferred skills included experience in sorting and identifying invertebrate samples and a familiarity with taxonomic keys for insects. Undergraduate students with interests in ecology, entomology, and environmental biology are encouraged to apply.

Working Conditions and Hours

Laboratory work will not require the handling of hazardous materials. Any training and/or protective equipment for handling of chemicals (mainly Ethanol) will be provided. Candidates must work between 10-20 hours per week during the semester and can work up to 40 hours per week during the summer. Four positions are immediately available. Pay rate is $10 per hour.

Please email (mvenarsky@usgs.gov) or call (970-226-9201) Mike Venarsky if you are interested in this position.

Summer Research experiences are available for undergraduates through the National Institute for Mathematical and Biological Synthesis (NIMBioS) in math, biology and related fields. Research will be conducted in teams with professors, NIMBioS researchers, and collaborators on various projects.

Stipends, housing, and travel support will be provided. For more information and to apply, please visit http://www.nimbios.org/educations/sre

June 8-July 31, 2015 at the University of Tennessee, Knoxville