



DISCLAIMER:

Any discrepancy between this handbook and the Undergraduate/Graduate Catalog of the University of New Orleans is unintentional. Where such discrepancy exists, the Catalog supersedes this handbook, except in the case of prerequisites and curricula – where changes might occur after the printing of the University Catalog.

DEPARTMENT
OF
BIOLOGICAL SCIENCES

STUDENT HANDBOOK

NEW CURRICULUM

FALL 2007

STUDENT ORGANIZATIONS

NOTES

The Department of Biological Sciences is proud of its four undergraduate organizations.

BETA BETA BETA

Biological Honors Society. Activities such as Career Seminars, interactions with faculty and staff, tutoring major in Biological Sciences, recreational activities, community activities are among many of the events that await your membership in TRI BETA.

Applications in Departmental Office.

Advisor: Dr. Wendy Schluchter, BIO 232, 280-7194

WSchluch@uno.edu

AED (Alpha Epsilon Delta)

Pre-Med Honors Society. Seminars with persons in the medical professions and faculty of the LSUMC.

Applications in Departmental Office

Advisor: Dr. Lura Williamson, CRC 231A, 280-6646

LAWillia@uno.edu

PRE-VET CLUB

Meetings are held two or three times a semester. Guest speakers, aspects of admission into veterinary school, life and adjustments in veterinary schools, and the rewards of a career in Veterinary Medicine.

Applications in Advisor's Office

Advisor: Dr. B. Bromberg, SC 2087, 280-1151

BBromber@uno.edu

PRE-DENT CLUB

Organization with meetings and seminars geared specially for the Pre-Dent Student.

Application in Departmental Office

Advisor: Dr. Lura Williamson, CRC 231A, 280-6646

LAWillia@uno.edu

WELCOME to the **Department of Biological Sciences** in the **College of Sciences** at the University of New Orleans. This handbook was compiled with hopes that it will assist you in your academic career in our Department.

Administrative Staff

Dr. Steven G. Johnson, Chair

Dr. John F. Utley, Associate Chair

Ms. Yvette Stilley, University Administrative Specialist

Ms. Teresa Howell, Administrative Assistant

Mr. Chancy Hence, Stockroom Coordinator

You may request and appointment with the Chair or Associate Chair of the Department by call 280-6308.

Advising

The policy of the Department is to have available, at most times, an advisor to assist you with your academic career. All new incoming freshmen must be advised; continuing students – please check with an advisor sometime during your career to make certain you are on the right track. No appointment is necessary. Simply stop by the Departmental Office, CC 200, between 9:00 AM and 3:00 PM and the secretary will find an available advisor for you. As you progress in the studies for your chosen career, you may wish to talk to one of our designated career counseling advisors. It is advisable to make appointments with these advisors via email.

Undergraduate Coordinator for Senior Checkouts

Dr. Britt Bromberg BBromber@uno.edu

Graduate Coordinator

Dr. Bernard Rees BRees@uno.edu

Pre-Professional Advisor

Dr. Lura Williams LAWillia@uno.edu

Pre-Pharmacy and Pre-Veterinary Advisor

Dr. B. Britt Bromberg BBromber@uno.edu

Advising for the Allied Health fields and the Nursing field are handled by the College of Counselors. Please contact the College Office, 280-6303, to inquire about scheduling an appointment with one of the counselors regarding these professions.

Pre-Professional and Biological Sciences Career guidelines can be found on the web at: <http://biology.uno.edu>

Catalog verses Bulletin

A *Catalog* contains University Rules and Regulations and degree requirements for each College and Department in the University. It also contains general information regarding your academic career and a complete listing of courses, descriptions and prerequisites.

<http://registrar.uno.edu/catalog>

A *Bulletin* is a listing of semester course offerings. A bulletin is published for each semester and for the Summer Session. Current Bulletins and important data can be found at through the Office of the Registrar's website: <http://registrar.uno.edu/bulletin>

General Information

You should receive a copy of the "University Student Handbook." The handbook will be most helpful to you. If you have not received a handbook, contact the Office of the Dean of Student Life at 280-6222.

Procedures for grade appeals, late add, late drop or resignations are listed in the catalog in the section called "University Regulations." Grade appeals begin in the Department. Appeals to add or drop a course late and resignation are handled in the College Office, SC 1100. A copy of the current catalog can be found on line at:

<http://registrar.uno.edu/catalog>.

Departmental Guidelines

Prerequisites: The policy of the Department of Biological Sciences regarding prerequisites for courses is strictly enforced. **Do Not** register for a Biological Sciences course without the proper prerequisite(s) for the Department will purge students without notification. At the Instructor's request, you will be Administratively Dropped from the rolls of that course. Prerequisite means -SUCCESSFUL COMPLETION of a course with a grade of "C" or higher. Concurrent enrollment in a course does not suffice for a prerequisite. Prerequisites for the Department of Biological Sciences pertain to all students who wish to enroll in one of its offerings, whether a College of Science major or a non-science major.

GPA – Grade Point Average

1. You may repeat a course for which you have not received a satisfactory grade (“C” or better) at anytime. If you have under 60 hours, you may “Repeat /Delete” up to 9 hours of credit for which you received unsatisfactory grades and have those grades “Deleted” from your UNO GPA (this pertains to courses under the 3000 level. Only courses taken at UNO can be repeated/ deleted). This does not delete the record of the grades from your official transcripts. “Repeat/Deletes” are not done automatically. This process is designed only for your GPA at UNO. If you transfer to another institution of higher learning or if required by your employer, your entire academic career will show on your transcript.
2. If you are in a remedial course, the grading system is “P”, “S”, “U”, or “F”. If you receive any other grade than an “F”, the credit hours are not figured into your GPA. If you receive an “F”, the credit hours ARE figured into your GPA.
3. You may not repeat a course in which you have received a grade of “C” or better without obtaining permission from the Dean of the College or the catalog description states that the course may be repeated for credit (such as BIOS generic numbered courses).

Grades

If you feel that you are having academic problems, please talk to a faculty advisor before the problem becomes too great and we are unable to assist you. Seek the advisor through the Biological Sciences Office (CC 200) and one of the secretaries will be happy to assist you in contacting a faculty advisor. Peer help is available to you through Beta Beta Beta (Biology Honors Club). Inquire about tutoring through Department advisors or from Tri-Beta’s faculty Advisor.

Grades are not given over the phone. Grade reports are given to freshmen after the mid-semester break. Freshmen only receive a copy of this report which can be obtained in the College office (SC 1100).

A course failed at UNO must be repeated at UNO for earned credit, that is, a student may not fail a course taken here, take the course at another institution, return to UNO and receive credit for that course.

Transfer Credit grades of “D” and below are not accepted by UNO.

Amnesty

You may elect to take “Amnesty” after three years of absence from any University, College or Junior College course work. Amnesty starts you out with a clean slate at UNO. Amnesty does NOT “wipe” the grades from your official transcript. If you transfer to another institution of higher learning or if required by employer, your entire academic performance is recorded on your transcript.

Grade Appeal: (Final Grade Only)

- a. Talk to the instructor of the course to be certain there has been no error in his/her calculations or another type of error occurred. If the problem cannot be resolved...
- b. Make an appointment with the Chair of the Department. Should you not find satisfaction in this meeting, you may request, in writing, a presentation of the case to the Departmental Appeals Board – following due procedure.

You may not receive credit for both BIOS 1071/1073 (majors) and BIOS 1061/1063 (non-majors) or BIOS 1081/1083 (majors) and BIOS 1051/1053 (non-majors). Biological Sciences major students are required to enroll in courses designed for the major offering.

A freshman may enter a 2000 level course if she/he has completed the prerequisite for that course.

Undergraduates or Post baccalaureate students (classifications 1, 2 3, 4, or 5) may not enroll in any 6000 or higher lever course.

Courses that are being considered for a permanent offering through the Department are given a generic course number (BIOS 3490, 3590, 4490, 4590). Since these not permanent offerings, prerequisites change each semester and for each section. Prior to registering in one of these courses, you should obtain a "Semester Generic Course Information Sheet" sheet from the Departmental Office. This sheet will give you a description of the course, its prerequisites, and it credit hours.

BIOS 2002, 2092, 3092, can 4091 are considered research courses and do not suffice as prerequisites for any course.

Transfer Student Information

All transfer students must be advised. Your transfer credit will be evaluated when your transcripts are received from the other university. If you need advising and have not received a copy of your evaluation summary, please stop by the Admissions Office and get a copy of your transcript prior to coming to the Biological Sciences Departmental Office (CC 200) to see an advisor.

Normally, transfer credit is given as "equivalent", in some cases we do not have enough information so credit will not be given as an equivalency but just as a list (i.e. BIOS 1000 3cr). Should you question this and think that you should receive certain UNO credit for a course taken elsewhere, please make an appointment with the associate chair to discuss the matter. Be prepared to answer questions regarding the content of the courses in question. You should know the content of the course. It would be helpful to have a copy of the syllabus and know the book that was used.

The Department of Biological Sciences offers a program of study leading to a Bachelor of Sciences degree. A minimum of 120 hours of course work, including all University, College of Sciences and Departmental requirements, must be completed

Minimum Grade Requirement: Biological Sciences majors (BIOBS, PMED, PPHAR, PDENT, PVET, PPT) are required to earn a grade of "C" or better in all mathematics and sciences courses presented to satisfy departmental degree requirements in the curriculum. Students must earn a grade of "C" or higher in any course that serves as a prerequisite for a higher level course.

Required Courses Students must take BIOS 1073, 1071, 1083, 1081, 2014, 2114, 3091, and 4010.

Elective Courses Students must earn 23 hours of credit in biological sciences electives. A maximum of four credit hours of 2000-level biological sciences courses may be taken for biological sciences elective credit. Additional 2000-level courses may be taken for free elective credit.

Students may take a maximum of six credit hours of research courses (BIOS 2002, 2092, 3092, 4091) for elective credit in biology. Additional hours may be taken for free elective credit.

Students must take at least five biological sciences elective lecture (or combined lecture/laboratory) courses at the 3000/4000-level. These courses are designated as belonging to either Group I or Group II: Group I electives include the disciplines of molecular, cellular, biochemical, physiological, and structural biology. They are identified by the second digit of the course number and include the numbers 1, 2, 3, 4 or 7, e.g., BIOS 3284. Group II electives include the disciplines of organismic, ecological, evolutionary, and systematic biology. They are also identified by the second digit of the course numbers and include the numbers 5, 6, 8, or 9, e.g., BIOS 4624. The five electives from Group I and II must meet the following guidelines: (1) at least two courses must be taken from each group, (2) at least two courses must include a laboratory, and (3) at least two courses must be at the 4000-level. Biological Sciences 3453, 3854, 4003, and 4713 may be included in either group, but not both. Certain courses are explicitly excluded from selection as Biological Sciences electives but may be taken as free electives.

Schedule Suggestions:

Year 1 - BIOS 1073, 1071, 1083, 1081 (8 ch), ENGL 1157, 1158 (6 ch), MATH 1125, 1126 (6 ch), CHEM 1017 (3 ch), MATH 2314 (3 ch), free electives (6 ch)

Year 2 - BIOS 2014, 2114 (8 ch), Foreign Language (6 ch), CHEM 1018, 1028 (6 ch), ARTS (3 ch), BIOS electives (4 ch)

Year 3 - BIOS Electives (9 ch), CHEM 2217, 2218 (6 ch), PHYS 1031, 1032, 1033, 1034 (8 ch), Literature (6 ch), free electives (3 ch)

Year 4 - BIOS 3091, BIOS electives (10 ch), Humanities (6 ch), Social Sciences (6 ch), free electives (9 ch)

HUMANITIES: Arts and Science, Drama, Communications, English, Fine Arts, Foreign Language, Journalism, Music, Philosophy

SOCIAL SCIENCES: Anthropology, Arts and Sciences, Economics, Education, Geography, History, Political Sciences, Sociology, Psychology, Urban Studies