

University of Cincinnati Blue Ash College

2013-2014

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TABLE OF CONTENTS

Welcome From the Dean	3	College Offices	14	Resources & Information: A to Z	22	Harassment/Incivility.....	31
Welcome From Academic Affairs & Student Affiars	4	Administrative Services.....	14	Academic Achievement/Distinction	22	Health Insurance	31
Bearcat Bond	5	Advising Center	14	Academic Advising/Advisers	22	Lost & Found.....	31
How to Best Utilize This Planner & Handbook	5	Alumni Relations.....	14	Academic Integrity	23	Matriculated/Non-Matriculated	31
Top 10 Ways to Get Off on the Wrong Foot	6	Business Office.....	14	Academic Standing and Academic Actions.....	23	Missing a Class	32
Frequently Used Numbers	7	Bookstore.....	15	Academic Records.....	24	Parking/Parking Permits	32
UCBA Building Hours Information	9	Career Services	15	Academic Transcripts	24	Payments (Paying Your Bill)	32
Getting Connected & Staying Informed	9	Dean's Office	15	Adding a Class.....	24	Plagiarism	33
Connecting at Uc Blue Ash.....	9	Dental Hygiene Clinic	16	ATM.....	24	Probation (Academic).....	33
Connecting with Classmates.....	9	Development Office.....	16	Books	24	Posting Policy	33
UC Blue Ash Student Organizations	9	Disability Services.....	16	Calendars & Holidays.....	25	Recycling	33
Food and Fun	10	Facilities Management.....	16	Children on Campus.....	25	Refunds (From Dropping a Class or Withdrawing).....	33
Blue Ash Recreation Center.....	10	Food Service	17	Commencement (Ceremony).....	25	Refunds (From a Financial Aid Overage).....	33
Connecting Through Technology	10	Information Technology	17	Counseling Services.....	25	Registration (Registering for a Class).....	34
Uconnect Email	10	Library	17	Course Registration	25	Repeating a Course	34
Blackboard Learning System.....	10	Multicultural Affairs	18	Cultural Diversity (Policy)	25	Sexual Harassment (Policy).....	35
UC Filespace.....	10	Security/Public Safety	18	Discrimination/Harassment (Policy)	25	Scholarships.....	35
Wireless Connectivity	10	Student Affairs	18	Dismissal (Academic).....	26	Smoking.....	35
Connecting with Clifton	11	Student Life	19	Dropping a Class.....	26	Student Academic Progress (SAP)	35
Campus Shuttle.....	11	Labs & Support Tutors	19	Drug-Free Campus Policy	26	Student Code of Conduct.....	35
Bearcat Athletics.....	11	Computer Labs.....	19	Emergencies.....	26	Student Grievances	36
Campus Recreation Center	11	UCBA Writing Center: Writing, Reading, Study Skills	19	Fees.....	27	Student Id Cards	36
World Class Libraries	11	Foreign Language Lab & Resource Center.....	20	FERPA	27	Student Organizations.....	36
Art Exhibitions & Cultural Performances	11	Mathematics Lab	20	Financial Aid.....	27	Student Organization Registration.....	36
Student Organizations at UC's Clifton Campus.....	11	Science Learning Lab	21	Fresh Start (Policy).....	28	Suspension (Academic)	36
Fraternities & Sororities	11	Chemistry Lab	21	Grades	29	Transcripts	36
Academic Departments	12	Fundamentals of Biology Lab	21	Grade Point Average	30	Transferring	36
Onestop: Student Services in One Place ...13		General Biology Lab.....	21	Grade Replacement (Form and Policy)	30	Tuition & Fees	37
Onestop Student Center	13	Microbiology Lab	21	Graduation	31	Withdrawing From a Class	38
		Anatomy and Physiology Lab	21	Grievances	31	Veteran's Affairs/Benefits.....	38

WELCOME FROM THE DEAN



Welcome to the University of Cincinnati Blue Ash College!

On behalf of the faculty and staff of UC Blue Ash, I'm so pleased that you have chosen to study here. I hope you will feel welcome, yet also challenged, finding this the perfect academic environment in which to flourish. Our alumni have expressed that UC Blue Ash was an ideal place for them and 94% of our students indicate they would recommend UC Blue Ash to others; my goal is for you to feel similarly upon completion of your academic program here.

Throughout our history, UC Blue Ash has been known as a special, warm and encouraging college that helps students find the confidence and resources necessary to accomplish their educational goals; our purpose continues to be offering high quality academic programs in a nurturing atmosphere that supports and challenges students to

achieve their very best. We strive to provide an excellent quality education which serves as a springboard for maximum professional and personal achievement. I am confident that, when you complete your academic program, you'll be ready for the next phase in meeting your goals and realizing your dreams.

I encourage you to use your time as a student to develop not only your academic and professional skills, but also to truly challenge yourself. This is your education after all. By being committed to your courses, open to learning new concepts, becoming active in student groups and pursuing intern and co-op possibilities, you can enhance your academic learning, making this a transformative, life-changing experience.

To help ensure your success, the University of Cincinnati Blue Ash College offers numerous resources—from tutoring labs to advising, from financial aid to disability services—to help you along the way. These services are detailed on the following pages; use this handbook and planner as your guide to everything you need to make the most of your time at UC Blue Ash.

Remember—your success is our joy at the University of Cincinnati Blue Ash College. Best wishes for a successful academic year!

Very Sincerely,

Cady Short-Thompson, Ph.D.
Dean

WELCOME FROM ACADEMIC AFFAIRS & STUDENT AFFAIRS

You are about to embark upon an exciting journey bursting with possibilities and teeming with opportunities. And yes – there will be challenges along the way as well. Embrace them. Challenges are integral to your learning. The University of Cincinnati Blue Ash College is an excellent place for you to learn, grow and fulfill your potentials as a student, human being, UCBA community member and citizen of the tri-state area and world beyond.

We in the Divisions of Student Affairs and Academic Affairs are honored to serve and support you at each step of this journey. Many professionals as well as peer educators are available to contribute to your ongoing development in and outside the classroom. Claim your education. Make the absolute most of your experience at UCBA. Seek out and take advantage of the people who are here to support you, the resources at your disposal and the experiences that await you.

We encourage you to commit to becoming fully immersed and engaged. Learning in college requires ongoing dedication so prepare for class, attend all classes, engage in class, review after class, join study groups and take advantage of academic support services. Be an active participant in your own learning. Connect with faculty and academic advisors early and often. Collaborate with fellow students in and outside of the classroom. Get involved in a campus organization or activity. Consider studying abroad or engaging in undergraduate research. Yes – you can do all of these things.

We believe in you, genuinely care about you and will be in your corner. Get to know us; we want to know you. Seize each day. Welcome to the UCBA community!

Wishing you the best,



Greg Metz, PhD
Assistant Dean of Academic Affairs



Marcus Langford, M.S.
Director, Student Life/Student Affairs

BEARCAT BOND

Each of us fulfills our highest educational and human potentials when all of us - students, faculty and professional staff alike - extend respect and dignity at all times to each other, and uphold the mission and values of the University of Cincinnati in our daily actions. The Bearcat Bond (see below) simply yet powerfully embodies integral UC principles such as committing to academic excellence and academic integrity, appreciating diversity and practicing tolerance, treating each other with respect and consideration, and striving each day to realize our personal aspirations and potentials while helping others to do the same - on campus and beyond. The Bearcat Bond has been adopted by UC's Undergraduate Student Government, Graduate Student Association and Faculty Council. UCBA faculty and staff pledge to "live the bond" and invite and expect UCBA students to do so. Take this pledge and be the Bond!

UC Bearcat Bond

As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world.

HOW TO BEST UTILIZE THIS PLANNER & HANDBOOK

Monthly calendar is used to track all assignment due dates for an entire month. Identify classes with initials (English = E, Psychology = P) or color code. Record:

- test dates
- quizzes
- papers
- assignments

Daily to do list is used to break down and prioritize lengthy assignments into smaller units of study. Identify classes with initials (English = E, Psychology = P) or color code.

- prioritize assignments (1st, 2nd, 3rd etc.)
- break down lengthy chapters into smaller units
- allow 5-10 days prep time to research, write, and edit papers
- add appointments (via Starfish) for writing assistance in the Writing and Study Skills Center
- allow 5-10 days review for a test
- add appointments (via Starfish) for study skills assistance in the Writing and Study Skills Center

Weekly Study Schedules are available in the Writing and Study Skills Center (112 Muntz). These are easy to fill out and provide a visual study formula tailor-made to the student's individual needs.

- Shows class & work schedules, extracurricular activities, personal time, study time, and sleep/wake routine
- Allow 2-3 hours study time for every hour you are in class
- Full time (12 credit hours) = 24-36 study hours—(that's why 12 cr. hrs is considered full time)

TOP 10 WAYS TO GET OFF ON THE WRONG FOOT

1. **Don't come to class the first day.** Professors use this day to acquaint you with the *syllabus* and *rules* of the class as well as answer any *questions* you may have. They usually take *attendance*; your absence sends a very loud message!
2. **Sit in the back of the room.** Visualize your classroom as a concert hall or ball game and sit accordingly. Don't sit in the "cheap" seats; you may pay dearly for them.
3. **Arrive late for class and leave early.** Rudeness will not endear you to your professors. Always arrive early. This is a good habit to reinforce for life. When class is over your professor dismisses you. You don't dismiss the professor!
4. **Don't buy the textbook.** This varies from course to course. Listen to your professors, they will tell you what is needed for a successful outcome in the course. Generally, textbooks are the backbone of the course. Money tight? The library often has textbooks on a two hour reserve.
5. **Don't come to class prepared.** Reading assignments prior to lecture enables you to understand the lecture and take better quality notes, participate in class, and discuss any questions you may have about the assignment or homework.
6. **Don't participate in class.** Professors are not only grading your tests and papers, they are grading your performance in class. Eye contact, body language, interest and participation in the course speak volumes! Good communication skills are a top priority with employers as well—practice makes perfect.
7. **Don't take notes.** By the time you walk out of the classroom, 40% of the information from lecture is forgotten—24 hours later that figure skyrockets to 70%. Notes are your only written record of what was said in class. Capture the tone and body language as well as the words of the professor...their value is priceless!
8. **Don't edit and review your notes each day.** Your brain will never remember the quantity of information that college demands of it unless you edit each day's notes and start reviewing from day 1. Your brain needs time to assimilate information. Review, review, review.
9. **Don't attend class regularly.** There is no substitute for being present, taking your own notes and participating in class. College costs a lot of money. Would you buy a series of football tickets and then not attend the games? This is an investment in your future; it doesn't make "cents" to short-change yourself!
10. **Expect your professor to change the class standards or rules to meet your needs.** It is your responsibility to adapt to the professor's teaching style and meet his/her expectations. Flexibility and an open, inquisitive mind are valuable assets not only in the classroom at school, but in the classroom of life as well.

Compiled by Sharon Disher, Academic Tutor with UCBA Writing Center

FREQUENTLY USED NUMBERS

<u>DEPARTMENT/OFFICE</u>	<u>PHONE</u>	<u>ROOM</u>
ACADEMIC AFFAIRS	745-5660	M149
ADVISING CENTER	745-5753	M151
ALLIED HEALTH	936-1631	W104
ALUMNI RELATIONS	936-1577	
ART & VISUAL COMMUNICATION	745-5645	M348
BEHAVIORAL SCIENCE	745-5655	M348
BIOLOGY/CHEMISTRY	936-1702	W104
BLACKBOARD AND BASIC SOFTWARE HELP DESK	556-1602	M112
BLEEKER STREET DINING	936-1721	Muntz
BOOKSTORE	745-5610	M126
BREASTFEEDING / NURSING ROOM	745-5670	M376
BUSINESS & ECONOMICS	745-5625	M348
CAREER SERVICES	745-5671	M125
COLLEGE RELATIONS	745-5685	Flory Center
DEAN'S OFFICE	745-5660	M149
DENTAL HYGIENE CLINIC	745-5630	W162
DEVELOPMENT	936-1734	M149
DISABILITY SERVICES	792-8625	M112
ELECTRONIC MEDIA COMMUNICATION	745-5717	M217
ENGLISH & COMMUNICATION	745-5655	M348
ENROLLMENT SERVICES	745-5700	M150
FACILITIES MANAGEMENT	745-5708	M108
Custodial /Housekeeping/Maintenance		
FINANCIAL AID (OneStop Center)	745-5740	M150
FOREIGN LANGUAGE	745-5645	M348
HISTORY, ART HISTORY, PHILOSOPHY, POLITICAL SCIENCE	745-5645	M348
LIBRARY	745-5710	M117
MAIL ROOM	936-1663	M108A
MATH, PHYSICS, COMPUTER SCIENCE	745-5625	M348
MEDIA DESIGN & PRODUCTION	745-5717	M217
MEDICAL ASSISTING	745-5664	M251A
MULTICULTURAL AFFAIRS	745-5691	M127
NETWORK RESOURCES	745-8308	M110A

<u>DEPARTMENT/OFFICE</u>	<u>PHONE</u>	<u>ROOM</u>
NURSING	745-5665	W289
ONESTOP CENTER	745-5700	M150
PLACEMENT TESTING CENTER	745-5783	M150
RADIATION THERAPY	745-5613	Annex 133
RADIOLOGIC TECHNOLOGY	936-1631	W104
REGISTRATION (OneStop Center)	745-5650	M150
SAFETY & SECURITY (UC POLICE)	745-5707	M134
STUDENT AFFAIRS	745-5670	M127
STUDENT GOVERNMENT	745-5738	M265
STUDENT HEALTH APPOINTMENTS	556-2564	
STUDENT HEALTH INSURANCE	556-6868	
	584-4457	
STUDENT LIFE	745-5773	M127
STUDY SKILLS TUTORING	745-5733	M112
TICKET LINE (ARTrageous/Concerts)	745-5705	
	936-1520	
TRANSCRIPT HOTLINE	556-9912	
UC BLUE ASH INFORMATION	745-5600	M150
UC CLERMONT COLLEGE INFORMATION	732-5200	
UC CLIFTON INFORMATION	556-6000	
VETERAN'S BENEFITS	556-6811	
VETERINARY TECHNOLOGY	936-7173	VT 106
WELCOME DESK	936-1566	M LOBBY
WRITING TUTORING	745-5733	M112
UCBA ACADEMIC & SUPPORT LABS		
COMPUTER CONCOURSE	745-5718	M112
FOREIGN LANGUAGE LAB	745-5649	M350
MATH LAB	745-5760	M112
WRITING & STUDY SKILLS CENTER	745-5733	M112

UCBA BUILDING HOURS INFORMATION

UCBA Buildings:

Monday – Saturday 7:00 AM - 10:00 PM
Sunday 10:00 am - 6:00 pm

OneStop Center:

(Financial Aid, Registration)

Academic Year

Monday – Thursday 8:00 AM – 6:30 PM
Friday 8:00 AM – 5:00 PM

Summer

Monday – Thursday 8:00 AM – 6:00 PM
Friday 8:00 AM – 5:00 PM

Bleeker Street Dining:

Monday – Thursday 7:30 AM – 6:30 PM
Friday 7:30 AM – 2:30 PM

GETTING CONNECTED & STAYING INFORMED

Whether online or in-person, communication and networking is key to a successful and enriching college experience. At UC Blue Ash, there are lots of ways to get connected, communicate, get involved and have fun!

CONNECTING AT UC BLUE ASH

CONNECTING WITH CLASSMATES

UC Blue Ash offers many ways to get involved with other students on campus. Whether you choose to participate in a student club, drop by a picnic for a burger or serve as an officer in one of the many student organizations – your level of involvement is up to you.

UC BLUE ASH STUDENT ORGANIZATIONS

If you want to form a group or club, you can get organizational guidelines from the Director of Student Life. If you want to assume leadership for any organization, you must be in good academic standing with the college, which means students who are on academic suspension or probation are not eligible. Students interested in joining activities or starting clubs should contact Student Life at 745-5773.

There are many active organizations on campus you may join, including:

- The Activist* (student newspaper)
- Alpha Sigma Lambda (National Honor Society for Non-traditional students)
- Breaking the Chains (Human Trafficking Awareness)
- American Institute of Graphic Artists (AIGA)
- Partners In Justice (Pre-Criminal Justice Majors)
- Phi Theta Kappa (Honorary Academic Fraternity for two-year students)
- Pre-Medicine Association
- Pre-Pharmacy Association
- Student Government
- Student Chapter of the North American Veterinary Technicians' Association

FOOD AND FUN

Vending machines are located in campus buildings and Bleeker Street Dining, located on the first floor of Muntz Hall, offers a variety of sandwiches, salads and more.

A television, pool tables, and a ping pong table are located in the Student Lounge in Room 129 of Muntz Hall. Take your student I.D. to Student Life to check out equipment to use in the student lounge and at the basketball court behind Muntz Hall.

The UC Blue Ash campus also has numerous benches and picnic tables for studying or just relaxing.

Being an active part of a college community is a large part of the college experience, and Student Life helps you get involved, meet new faces and take a break from the norm throughout the year.

BLUE ASH RECREATION CENTER

Want to work out between classes? Full-time students who are attending the University of Cincinnati Blue Ash College and expect to maintain that status for the upcoming year qualify for a reduced rate membership to the Blue Ash Recreation Center. Proper verification will be required annually. For more information, call the Blue Ash Recreation Center Business Office at (513) 745-8546.

CONNECTING THROUGH TECHNOLOGY

Several resources are provided to help you stay “in the know” when it comes to classes and campus events.

UCONNECT EMAIL

Each student is issued a University of Cincinnati email address. Your email account is the official means of communications from the University, and you are expected to check it regularly. Please visit www.uc.edu/email for more information on how to access your email.

BLACKBOARD LEARNING SYSTEM

Blackboard offers you easy access to course materials, University resources and personal tools from any computer connected to the internet. Students can access Blackboard at <http://blackboard.uc.edu>.

Blackboard fosters communication

Students can send class email and post to discussion boards. Instructors can hold class online through the Virtual Classroom. Group pages allows students working on group projects to trade papers, email others and more.

Blackboard allows you to complete assignments & exams

Students can submit assignments and take online quizzes and exams through Blackboard. Blackboard can automatically grade many exams and students can see their scores through the Gradebook.

UC FILESPACE

UC FileSpace is UC's online file storage service, providing you with 1 GB of personal storage space. Using this service, you can access your UC FileSpace from anywhere on the UC campus network. If you connect to the campus network from off campus using UC's VPN service, you can access your UC FileSpace from anywhere in the world. You can also use your UC FileSpace to publish a personal website. For more information, visit <http://ucfilesystem.uc.edu>.

WIRELESS CONNECTIVITY

Wireless connectivity is throughout Muntz Hall and Walters Hall, enabling students to conveniently access the internet. For more information regarding our wireless connectivity, please use a lab computer and visit <http://ucblueash.edu/it/ucbawireless.html>.

CONNECTING WITH CLIFTON

As a student at The University of Cincinnati Blue Ash College, you'll experience the personal attention of our suburban Blue Ash campus while enjoying the opportunity to be a part of something bigger. Experience all that comes with being a UC student!

CAMPUS SHUTTLE

There is a shuttle that runs non-stop between the UC Blue Ash and Clifton campus. The shuttle leaves approximately every 30 minutes Monday through Friday. The shuttle picks up in the circle drive at UC Blue Ash, and drops off behind the Campus Recreation Center at Clifton campus. Please visit www.uc.edu/af/facilities/services/shuttle.html#cts for more details.

BEARCAT ATHLETICS

UC is a proud member of the Big East Conference, with athletes competing in more than a dozen intercollegiate sports. Club sports and intramural sports are available for all students to participate. For more information about Bearcat athletics, visit www.uc.edu/athletics.

CAMPUS RECREATION CENTER

UC's Campus Recreation Center is a state-of-the-art fitness and recreation facility with more than 200,000 square feet of recreation space for students, employees and friends of the University. For more information, visit www.uc.edu/reccenter.

WORLD CLASS LIBRARIES

UC's library system gives students access to extensive technology resources to meet their research needs. Plus, access to the OHIOlink system enables students to access resources from other universities throughout the state. For more information, please visit www.uc.edu/libraries.

ART EXHIBITIONS & CULTURAL PERFORMANCES

Events abound on UC's uptown campus throughout the year, with concerts, exhibitions and performances by local and world-renowned artists and performers.

STUDENT ORGANIZATIONS AT UC'S CLIFTON CAMPUS

The Student Activities & Leadership Development office, in cooperation with several annual student boards, oversees the annual registration of over 300 student organizations, offering diverse opportunities for all kinds of interests and involvement. To get involved, visit www.uc.edu/sald.

FRATERNITIES & SORORITIES

Fraternalities and sororities provide lasting friendships, strong academic support, a solid network, as well as valuable lessons in how to lead and serve. The UC Fraternity and Sorority Community consists of 22 fraternities and 11 sororities, all of them internationally affiliated. For more information, visit <http://greeklife.uc.edu>.

ACADEMIC DEPARTMENTS

The Administrative Secretary for a department is an excellent place to start if you have a question as schedules for Department Heads vary due to teaching and meetings.

Allied Health

Professor Julie Gill, Department Head
936-7162

Diane Rogers, Administrative Secretary
Walters Hall, Room 104 • 936-1631

Art and Visual Communication

Professor John Wolfer, Department Head
936-7107

Lois Moore, Administrative Secretary
Muntz Hall, Room 348 • 745-5645

Behavioral Sciences

Professor Robin Lightner, Department Head
936-7102

Deborah Thomayer, Administrative Secretary
Muntz Hall, Room 348 • 745-5655

Biology

Professor Louis 'Tres' Kutcher, Department Head
936-7180

Kathy Storer, Administrative Secretary
Walters Hall, Room 104 • 936-1702

Business and Economics

Professor Margaret Cheatham, Department Head
745-5624

Administrative Secretary
Muntz Hall, Room 348 • 745-5625

Chemistry

Professor Janice Denton, Department Head
745-5795

Kathy Storer, Administrative Secretary
Walters Hall, Room 104 • 936-1702

Dental Hygiene

Professor Mary Kay Scaramucci, Department Head
745-5683

Susan Scott, Program Coordinator
Walters Hall, Room 189 • 745-5635

Electronic Media Communications

Professor H. Michael Sanders, Department Head
936-1603

Administrative Secretary
Muntz Hall, Room 217 • 745-5717

English and Communication

Professor Phil Luther, Department Head
745-5749

Deborah Thomayer, Administrative Secretary
Muntz Hall, Room 348 • 745-5655

Foreign Language

Professor Deborah Page, Department Head
745-5679

Lois Moore, Administrative Secretary
Muntz Hall, Room 348 • 745-5645

History, Philosophy, & Political Science

Professor Andrea Tuttle Kornbluh, Department Head
745-5648

Lois Moore, Administrative Secretary
Muntz Hall, Room 348 • 745-5648

Math, Physics, & Computer Science

Professor Charles Emenaker, Department Head
745-5763

Administrative Secretary
Muntz Hall, Room 348 • 745-5625

Nursing

Professor Carla Henderson, Department Head
936-7103

Cheryl Chambers, Administrative Secretary
Walters Hall, Room 289 • 745-5665

Veterinary Technology

Professor Jennifer Wells, Department Head
936-7174

Lois Abbott, Lab Manager
Vet Tech Building • 936-7173

ONESTOP: STUDENT SERVICES IN ONE PLACE

ONESTOP STUDENT CENTER

Online, in person or by phone, the OneStop Student Service Center is your one stop to get answers and receive assistance without having to go from one office to another. OneStop provides services for Registration, Student Accounts, Student Records and Student Financial Aid.

Don't want to wait in line? Then use the convenient website at www.onestop.uc.edu.

UC Blue Ash's OneStop Center is located in Muntz Hall, Room 150.

Muntz Hall OneStop Center

Registration/Student Records • 745-5650 or 745-5651

Financial Aid • 745-5700

Monday – Thursday 8:00 AM – 6:30 PM

Friday 8:00 AM – 5:00 PM

www.onestop.uc.edu

OneStop Student Services is the customer service area representing the Offices of the Registrar, Student Records, and Financial Aid. Customer service representatives at the UC-Blue Ash OneStop can assist students with any questions concerning financial aid, bill payment, and registration issues.

COLLEGE OFFICES

ADMINISTRATIVE SERVICES

Muntz Hall, Room 149 • 745-1520

Monday – Friday, 8 AM – 5 PM

Administrative Services includes the Business Office, Safety and Security and Facilities Management. Administrative Services strives to provide a safe, clean, healthy, and comfortable environment in which to learn, teach and work. Parking appeals can also be made in this office.

ADVISING CENTER

Muntz Hall, Room 150 • 745-5753

Monday – Friday, 8 AM – 5 PM

Mark Miller, Director

Stan Adams, Academic Advisor

Melissa Al-Rdani, Academic Advisor

Michela Buccini, Academic Advisor

Beth Fisher, Senior Academic Advisor

Ryan Hopper, Senior Academic Advisor

Bryce Johnsen, Academic Advisor

Liz McLean, Academic Advisor

Tom Minter, Academic Advisor

Cathy Willoughby, Academic Advisor

The Advising Center provides academic planning services to enrolled UCBA students. Faculty and professional staff advisors can assist with class schedule planning, assessing progress toward graduation, making plans to transition to the Uptown campus, connecting with campus resources, and providing other academic guidance. Each student is assigned an academic advisor based upon his or her program or major. Students who have questions about advising (For example: Who is my assigned advisor? or When is the next Priority Registration advising period?) or need names, office numbers, and hours of faculty and professional staff advisors will find this information on the advising webpage: <http://www.ucblueash.edu/advising>. Students may also call the Advising Center.

ALUMNI RELATIONS

Meredith Delaney, Director

Gwen Dean, Program Coordinator

Muntz Hall, Room 149 • 936-1577

Monday – Friday, 8 AM – 5 PM

The Alumni Relations Office strives to create opportunities for UCBA Alumni (both current and future) to stay involved with and connected to The University of Cincinnati Blue Ash College. Current Alumni are encouraged to join an alumni group or volunteer to serve the college through involvement with a committee, mentoring a current student or participating in a college program. Other programs for Alumni include Alumni Weekend and Homecoming.

BUSINESS OFFICE

Muntz Hall, Room 149 • 745-1520

Monday – Friday, 8 AM – 5 PM

The Business Office provides support to faculty, staff, and students for a variety of financial and budgetary transactions. The Business Office staff is available to assist you with payroll and completing paperwork for on-campus employment.

BOOKSTORE

Muntz Hall, Room 126 • 745-5610

Monday – Thursday, 7:30 AM – 8 PM

Friday, 7:30 AM – 4 PM, Saturday, 9 AM – 2 PM

You can get all required classroom texts and lab materials, plus a complete line of school supplies and a variety of snacks, at the bookstore on campus. UC gift items are also available. You'll find a paperback selection stocked weekly with all the current best sellers. A wide variety of nursing/allied health titles is also maintained.

CAREER SERVICES

Muntz Hall Room 125•745-5671

Monday – Friday, 8 AM – 5 PM

Tresha Lewis, Career Development Specialist

Carly Dennis, Career Counselor

<http://www.ucblueash.edu/careerservices/index.html>

Part of your success in college lies in your ability to determine what it is you want to do after college – in other words, identify your career goal.

The college offers career counseling to help you assess your interests, skills, personality traits and values to begin the process of clarifying your career direction. We can assist you in finding a match for your personal traits with the job market demands through individual counseling, career assessments and a career decision making course (INTR 1003).

Once your career goal is identified, we can help you figure out what you need to do while in college to be highly sought after by employers.

Career Services is your connection to exploring internship, volunteer, full-time, part-time and seasonal positions. You can discuss the mechanics of resume writing, have your resume critiqued, discern how to give your best interview, participate in a mock interview and discover strategies for conducting an effective job search. Students and employers exchange information on the office's job and resume posting website: www.collegecentral.com/ucba where you may post your resume for employers' consideration as well as review and apply for job listings posted by employers.

In addition to the individual assistance and Drop-In Day and Walk-in-Week programs, a Career & Job Fair is offered each semester, and a Virtual Career Fair is offered once a year. These are excellent opportunities for you to network with employers, discuss job openings and get valuable information about possible career paths within your field of study.

DEAN'S OFFICE

Muntz Hall, Room 149 • 745-5660

Monday – Friday, 8 AM – 5 PM

Dr. Cady Short-Thompson, Dean

Dr. Marlene Miner, Associate Dean of Academic Affairs

Dr. Greg Metz, Assistant Dean of Academic Affairs

Carrie High, Associate to the Dean

Business Affairs

Development Director

Human Resources

As chief administrator of The University of Cincinnati Blue Ash College, the Dean implements university-wide policies and takes a leadership role in the college's initiatives.

The Academic Affairs Office serves as a liaison with other College and University units to enhance the quality of the College's curriculum and to provide the highest quality of instruction to all students. The Associate Dean of Academic Affairs works directly with departmental chairs and Directors concerning academic issues. The Associate Dean of Academic Affairs also supervises the Advising Center and the Office of Institutional Support, and manages the College's Academic Advising System.

The Assistant Dean of Academic Affairs serves as the main point person in the Dean's Office for students. Students can come to the Assistant Dean of Academic Affairs to share any issues or concerns related to their academic experience here. The Assistant Dean can assist students with a variety of processes, including: judicial affairs, unresolved issues or complaints about a course or faculty member, management of the grievance process, management of the fresh start process, authorization of exceeding maximum hours per term (where appropriate), academic action (probation/suspension), code of conduct violations, and also serves as a liaison with the UC ombuds office.

DENTAL HYGIENE CLINIC

Walters Hall, Room 162 • 745-5630

Monday, 12:30 PM – 4:30 PM

Tuesday, 8:30 AM – 12:30 PM

Wednesday, 1:30 PM – 5:30 PM

Thursday, 8:30 AM – 12:30 PM

Mary Kay Scaramucci, RDH, MS; Department Chair

Patricia Geary, RDH, BS; Clinic Director

As part of the Dental Hygiene program, Dental Hygiene students provide a variety of patient treatment services to the public under faculty supervision in our Dental Hygiene Clinic. These preventive services include patient education, teeth cleaning, fluoride treatments, radiographs, sealants, and nutritional counseling. The dental hygiene clinic is open to the public. Appointments are required and last three hours. Multiple appointments may be required depending upon the individual case.

DEVELOPMENT OFFICE

Meredith Delaney, Director

Katelyn Hainline, Coordinator

Muntz Hall, Room 149 • 936-1734

Monday – Friday, 8 AM – 5 PM

The Development Office serves to enhance UC Blue Ash through securing gifts and donations that benefit the college. The Development Office also sponsors a 5K for Scholarships event to raise money for UCBA Student Scholarships. Students are encouraged to become active participants in supporting the college.

DISABILITY SERVICES

Muntz Hall Room 112 • 792-8625

Monday – Friday, 8 AM – 5 PM or by appointment

John Kraimer, Director

Mary Lou Ellison, Learning Disabilities Specialist

Disability Services provides assistance to students with all types of disabilities. Students may be eligible for note-takers, interpreters, adapted testing, scribes, readers, tape recorders, communication aids, and other services as needed. The Disability Services Office is also an information and resource center for all students, faculty, and staff who have disability concerns or questions. Information can be obtained on a number of issues including accessing benefits, community resources, securing adaptive equipment, accessible housing, voter registration and more.

FACILITIES MANAGEMENT

Muntz Hall, Room 108 • 745-5708

Monday – Friday, 8 AM – 5 PM

Facilities Management is also a part of the Administrative Services Department. This includes maintenance, grounds, and housekeeping as well as campus receiving and mail. We strive to provide a safe, clean, healthy, and comfortable environment in which to learn, teach, and work. If you have a maintenance related issue or question, this is the place to go.

FOOD SERVICE

Bleeker Street Dining

Muntz Hall, First floor

Monday - Thursday, 7:30 AM - 6:30 PM

Friday, 7:30 AM - 2:30 PM

Bleeker Street is located on the first floor of Muntz Hall. Bleeker Street offers a deli-like menu at reasonable prices. The breakfast menu includes breakfast sandwiches, gourmet coffees and to-go items. Later in the day, the cafe offers sandwiches, soups, salads and more. The accommodations of the café include a full service beverage bar with multiple choices from fountain drinks to hot coffee. The dining area has large round tables which are perfect for studying or socializing with friends between classes. Visit Bleeker Street today for a tasty treat!

INFORMATION TECHNOLOGY

Muntz Hall Room 110 • 745-8308

Monday – Friday, 8 AM – 5 PM

The Information Technology Department maintains, upgrades and troubleshoots both computer hardware and computer software in Muntz Hall's computer labs. The department also provides and monitors printing services in the labs.

LIBRARY

Muntz Hall Room 113 • 745-5710

Monday – Thursday, 7:30 AM – 9 PM

Friday, 7:30 AM – 5 PM

Saturday, Noon – 4 PM

Hours during holidays, breaks and summer semester are posted outside of the library entrance and can be found on the library website: www.libraries.uc.edu/ucba

Heather Maloney, Library Director

Stephena Harmony, Librarian

Michelle McKinney, Librarian

Lauren Wahman, Librarian

Sherry Hornberger, Public Services/Technical Services Assistant

Rachel Lewis, Technical Services Manager/Public Services Associate

Tammy Manger, Public Services Manager

The UC Blue Ash College Library offers a variety of print and electronic resources, research help and study space to support students' academic studies.

- Find books, articles, media and more using the Summon search box on the UCBA Library website (www.libraries.uc.edu/ucba).
- Request print materials and media from other UC libraries through our online Library Catalog or the statewide OhioLINK library online catalog
- Access selected course materials 24/7 through the Blackboard Electronic Reserves service
- Get research help by contacting us in person, by phone, email or using chat or text. For in-depth research help, schedule a research consultation with a librarian.
- Six laptops for check out
- Eight group and individual study rooms for student use only
- Computer workstations and printers
- Two photocopiers

MULTICULTURAL AFFAIRS

Muntz Hall, Room 127 • 745-5691

Monday – Friday, 8 AM – 5 PM

If you are part of a minority racial or cultural population at The University of Cincinnati Blue Ash College, the Multicultural Affairs Office will address your needs. Multicultural Affairs recognizes and supports the racial and cultural diversity that exists on UC Blue Ash's campus. This office addresses the academic, cultural, educational, and social needs of our minority populations, and encourages respect and appreciation for all cultures.

Activities and support services offered by Multicultural Affairs are designed to aid in the success and enrich the campus experiences of minority students. These include: consulting with individual students and providing information and referrals; implementing cultural and educational programs and activities throughout the year; coordinating and implementing cultural activities during Hispanic, Black History, Native American and Asian months; aiding international students; sponsoring the Student Parent Support Group, International Student Group, and Akwaaba; and working in cooperation with the college community to foster an understanding and appreciation of diversity. Students are welcome to stop in or call for an appointment.

For additional information, resources and planned activities, visit the Multicultural Affairs Office Website at www.ucblueash.edu/mca

SECURITY/PUBLIC SAFETY

Muntz Hall Room 134

513-745-5707 or 513-556-1111 (UC Police Communications)

CALL 911 for all EMERGENCIES

The University of Cincinnati Police Department staffs an office at The University of Cincinnati Blue Ash College. Their main concern is the safety of students, faculty, staff, and visitors while at the University. Public safety officers patrol the buildings, grounds and parking areas on campus. Public safety staff assist with fire, and safety emergencies, present crime prevention programs, investigate criminal and non-criminal acts, enforce traffic laws, and work with other agencies in the area. Public safety staff also process student, and staff I.D.'s, assist with vehicle unlocks if keys are locked inside of the vehicle. The lost and found is also located in the Public Safety office in 134 of Muntz Hall.

There are (BLUE) help phones located throughout the campus parking areas. These phones are for safety assistance and emergencies, for example campus directions, and motorist assist. The phones connect directly with the UC Public Safety Communication Center at the Clifton Campus. Area Rescue Assistance phones are located in designated stairwells.

For additional information on weather related emergencies see the Emergencies section below.

STUDENT AFFAIRS

Muntz Hall, Room 127 • 745-5670

Monday – Friday, 8 AM – 5 PM

Student Affairs offers a comprehensive set of support services, including Career Services, Multicultural Affairs, Student Life and Veteran Student Affairs. Student Affairs also approves posters and displays for student activities.

STUDENT LIFE

Muntz Hall Room 127 • 745-5773

Monday – Friday, 8 AM – 5:00 PM

Marcus R. Langford, Director of Student Life

Sarah Meagher, Orientation Coordinator

Coordinator for Multicultural Affairs

Coordinator for Veteran Student Affairs

Student Life is the place to go to get information about getting involved in campus life and making the most of your college experience at UC Blue Ash. It provides programming and support services to student groups and the entire student body. Activities include the annual “Make a Difference Day” project, Fall Carnival and Organization Fair, Spring Fling and Student Awards Ceremony, just to name a few.

If you need assistance finding a room, learning about on-campus activities, or finding a particular service at the college, stop by the office.

If you want to post fliers, posters, or displays for any reason, you must see Student Affairs, Muntz 125, for a complete list of current UC Blue Ash posting guidelines. All items must be stamped and dated in the Student Affairs office.

LABS & SUPPORT TUTORS

COMPUTER LABS

Muntz Hall Computer Concourse, Suite 112 • 745-5718

Monday – Thursday, 8 AM – 10 PM

Friday, 8 AM – 5 PM

Saturday, 10 AM – 4 PM

All labs are closed on university holidays and between academic semesters.

The computer labs provide UC Blue Ash students access to computers and the software applications currently being taught. The computer concourse has 66 Windows computers and 10 Macintosh computers, two printers and one scanner. Student Assistants are available to help with wireless set-ups and basic computer problems on lab computers.

Muntz Hall has several instructional computer labs — the Windows computer labs in rooms 112A, 158, 210, 255 and 265, and the Macintosh computer labs in rooms 112B and 349.

UCBA WRITING CENTER: WRITING, READING, STUDY SKILLS

Muntz Hall 324; 513.745.5733

Monday – Thursday 8:00 AM – 8:00 PM

Friday 8:00 AM – 5:00 PM

Saturday 10:00 AM – 4:00 PM

Tami Phenix, Faculty Director

Maria Damen, Lab Manager

Laurie Bailar, Writing Academic Tutor

Sharon Disher, Study Skills Academic Tutor

John Fischer, Reading Academic Tutor

Margaret Strohmaier, Writing Academic Tutor

Eric Van Hoose, Writing Academic Tutor

The Writing Center provides tutoring and strategies for success in writing, reading, and study skills and offers resources to meet ESL students’ needs. Services are free to UC Blue Ash students. Students schedule appointments online by using Starfish in their Blackboard accounts; walk-ins, however, are welcome. Skype tutoring by a writing tutor is also available. Staff are all degreed academic tutors, some of whom also teach. Each 30-60 minute session is an individualized one-on-one tutorial, although small groups are also welcome and encouraged. Six computers and a printer are available for student use.

Writing tutors work with students from all disciplines, not just English, and assist students at any point in the writing process from brainstorming to revising final drafts. Also, tutors and students together review essay organization, research techniques, documentation styles, grammar, punctuation, etc. Various books, materials, and handouts are also available, as well as grammar and writing software for self-instruction.

The reading tutor assists students in all disciplines to improve students’ reading strategies to comprehend college-level texts, enhance retention, and improve their vocabulary. Students examine how texts are constructed. Students strengthen their critical reading and thinking skills to conduct their own research.

The study skills tutor assists students in acquiring multidisciplinary study strategies. Topics include organization, time management, taking notes, improving memory, and managing stress and anxiety; workshops are available upon request. Tutor also provides tutoring in study skills in most academic subjects and helps students improve their test-taking skills with test reviews.

Two non-credit courses are available for a nominal fee: English Skills Tutorial (EST) provides an opportunity to work on English grammar, reading, writing, and/or speaking skills in an individualized one-on-one tutorial. The focus of the course is determined by students’ needs. English Language Pronunciation (ELP) enables ESL students to learn to generate stress patterns, use intonation, and put reductions into practice.

FOREIGN LANGUAGE LAB & RESOURCE CENTER

Muntz Hall Room 349B and 350 • 745-5649

Monday–Thursday, 8:30 AM – 7 PM

Friday, 8:30 AM – 3 PM

Summer hours vary.

Hung Koo, Lab Coordinator

Angel Añorga, Instructor of Spanish/Faculty Director

Used by students studying foreign language, the Foreign Language Lab and Resource Center is open to any student enrolled at the college. The lab (Room 350) is equipped with personal computers where students can access software, video and audio programs for the language they are studying. These programs help students practice language comprehension and speaking and listening skills. The lab also has resources available for students to prepare class papers and presentations.

MATHEMATICS LAB

Muntz Hall Rooms 112 • 745-5760

Hours vary. Please see posting at lab or www.ucblueash.edu/math/math_lab.html for most accurate listing

Dr. Gene Kramer, Lab Director

Kevin Kellar, Manager

The William R. Deane Mathematics Lab provides assistance in math to any UC Blue Ash student. No appointment is necessary to get help from the academic tutors and the student tutors, or to use the supplementary materials available in the lab. When not busy with students using the labs, the tutors will be glad to help students over the telephone with problems from textbooks used in The University of Cincinnati Blue Ash College math classes.

SCIENCE LEARNING LAB

Walters Hall, Room 200 • 936-1705

Monday – Thursday, 8:00 AM – 9:00 PM

Friday, 8:00 AM – 4:00 PM

Sunday, 10:00 AM – 6:00 PM

Daniel Landfried, PhD, Manager

Ginette Adams, Academic Tutor

Emily Craver, Academic Tutor

Lynn Rosenblum, Academic Tutor

The Science Learning Lab is designed to help students in Biology, Chemistry, Dental Hygiene, Nursing, Radiation Technology, and Allied Health science courses. The lab provides free individual and small group tutoring, as well as peer study groups. Students using the lab have access to computers, anatomical models, microscopes, radiological films, and supplementary texts and software.

SUPPORT FOR COURSES WITH A LAB COMPONENT

CHEMISTRY LAB

Sandy Archibald, Chemistry Laboratory Manager

Michael Helmes, Laboratory Associate

Walters Hall, Rooms 320, 340, 350, 356, 362

Phone: 745-5739

FUNDAMENTALS OF BIOLOGY LAB

Wendy Lemen, Biology Laboratory Manager

Emma Gibbons, Laboratory Associate

Walters Hall, Room 230, 240

Phone: 745-5619

GENERAL BIOLOGY LAB

Wendy Lemen, Biology Laboratory Manager

Emma Gibbons, Laboratory Associate

Walters Hall, Room 363, 367

Phone: 745-5619

MICROBIOLOGY LAB

Wendy Lemen, Biology Laboratory Manager

Cara Kinman, Laboratory Associate

Walters Hall, Room 250, 256

Phone: 745-5612

ANATOMY AND PHYSIOLOGY LAB

Wendy Lemen, Biology Laboratory Manager

Walters Hall, Room 210, 220

Phone: 745-5774

RESOURCES & INFORMATION: A TO Z

ACADEMIC ACHIEVEMENT/DISTINCTION

Based on your cumulative university GPA, you can be honored for academic distinction when you graduate. Academic distinction is evidenced by the awarding of a degree with the summa cum laude, magna cum laude, or cum laude designation. The requirements for these distinctions are: summa cum laude, cumulative university GPA of 3.9 to 4.0; magna cum laude, cumulative university GPA of 3.75 to 3.8999; cum laude, cumulative university GPA of 3.6 to 3.7499.

Academic achievement is also recognized every semester through the college Dean's List, an honorary list of students who achieve a particular GPA. Students who complete 12 or more credit hours with a semester GPA of 3.4 or above and those who complete six to 11 credit hours with a semester GPA of 3.6 or above qualify for the Dean's List. The names of students on the Dean's List are published in local newspapers. These students are also recognized by the college's Scholarship and Honors Committee at an annual reception.

ACADEMIC ADVISING/ADVISERS

UC Blue Ash offers academic advising to all enrolled students. All first-year students are required to meet with their advisor at least once every term. First-year students will not be able to register for classes until they have met with an advisor. The goal of academic advising at UCBA is to promote the academic success of the student. Advisors work with students to construct academic and career goals, engage in educational planning, and make connections to appropriate resources. This will be accomplished through shared responsibility on the part of the student and advisor, and college.

STUDENT RESPONSIBILITIES

- Understand degree and program requirements
- Arrange regular appointments with your advisor (at least one per semester)
- Prepare for advising appointments: degree audit, tentative schedule & a list of questions
- Follow through on suggested actions, resources, or referrals
- Keep a personal record of academic progress
- Accept responsibility for academic decisions and performance
- Check UC email regularly (several times per week)
- Learn University and College policies, procedures, and resources
- Be proactive - anticipate problems and communicate with an advisor early to resolve issues
- Register for classes

ADVISOR RESPONSIBILITIES

- Communicate curriculum and program requirements
- Offer guidance to define and develop realistic educational goals and help determine an appropriate course load
- Refer students to appropriate resources
- Monitor student progress
- Discuss the relationship between academic preparation and the work world
- Listen and respond to questions and concerns
- Communicate policies and processes when applicable: grade replacement, Fresh Start, academic progress and cumulative GPA
- Be mindful of student abilities and interests as a guide for appropriate program planning.

Every student is assigned an advisor following acceptance to the college and declaration of a degree program. Students can schedule advising appointments with faculty advisors by contacting the advisor directly. Many advisors schedule appointments through Starfish Connect on Blackboard. Appointments with advisors in the Advising Center can also be scheduled through Starfish or by calling 745-5753. To access advisor names and contact information visit <http://www.ucblueash.edu/advising>.

WEB RESOURCES FOR ADVISING SUPPORT AND INFORMATION

Degree audit: <http://dars.uc.edu/student>

One Stop: <http://onestop.uc.edu> (schedule of classes, registration)

UC Blue Ash Advising: <http://www.ucblueash.edu/advising>

ACADEMIC INTEGRITY

The University of Cincinnati Blue Ash College aspires for its students, faculty and administrators to attain the highest ethical standards defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” (www.academicintegrity.org). Every student is bound by the academic misconduct provisions of this code which are enforced, in part, to assure academic integrity. Cheating violates the academic and ethical standards of the UC community. Moreover, students who cheat sacrifice the opportunity to acquire the knowledge and skills associated with a course and to be prepared for future courses contingent on mastery of previous courses. Cheating will be rigorously sanctioned per the criteria and standards of the University of Cincinnati Student Code of Conduct.

As members of the University of Cincinnati Community, we all commit to upholding the Bearcat Bond. Please see the Bearcat Bond section below to read more about it.

ACADEMIC STANDING AND ACADEMIC ACTIONS

A. Grade Point Average (GPA)

A student’s University Cumulative Grade Point Average will be the sole grade point average used to determine a student’s academic standing, progress toward degree, and eligibility for graduation.

B. Criteria and rules for probation, suspension, and dismissal:

“Academic Probation”

University of Cincinnati students will be subject to academic probation following the attempt of thirty (30) or more UC credit hours. The academic standing will be set to “Academic Probation” when the student’s University cumulative grade point average drops below 2.0. Continued enrollment is permitted while on Academic Probation. Academic Probation will continue each term until the UC cumulative GPA reaches 2.0 or better. A student may not graduate from University of Cincinnati while on Academic Probation. In addition, a student’s probationary status will not expire due to extended periods of non-enrollment.

While on Academic Probation, a student who fails to earn a term GPA of 2.0 or better will be placed on Academic Suspension.

“Academic Suspension”

The intent of academic suspension is to remove the student from the privileges of attending the University, affording the student with a mandatory hiatus in his or her studies to deal with the issues and problems that are impeding academic progress. The academic suspension from the University is recorded on the student’s academic transcript and the student will be blocked from enrollment in all University classes (all colleges and campuses). A student may not graduate from University of Cincinnati while on Academic Suspension.

The academic standing of a student on Academic Probation will be set to “Academic Suspension” upon the student’s failure to achieve a *term* GPA of 2.0 or better. A student serving academic suspension **may not** enroll in classes offered by any academic unit of the University of Cincinnati for four quarters (i.e., one academic year) following suspension. Readmission after one academic year **is not** automatic but will require either: a) approval by the student’s college; or b) acceptance by another UC college into one of its degree programs. The readmitting college may set a deadline for the student to raise his UC cumulative GPA to 2.0 or above.

“Academic Dismissal”

“Dismissal” is defined as the student’s permanent separation from the University based upon academic performance. A student who is readmitted to the University following Academic Suspension will be reinstated “on probation”. As with the original probationary status, the student is required to earn a quarter GPA of 2.0 or better each term to continue enrollment. The student will remain on probation until either the *cumulative* GPA has increased to 2.0 or better *or* the student fails to achieve a *term* 2.0 GPA. A student on probation following suspension who achieves a 2.0 *cumulative* GPA will be removed from probation and will be considered in “good standing” with the University, as defined above. A student on probation following suspension who fails to earn a 2.0 University *term* GPA is “Dismissed” from the University. Once the student reaches a cumulative 2.0, he or she is subject to Dismissal at the end of any academic term should the cumulative GPA drop back below 2.0 (i.e., there would not first be what would amount to a third probationary period). Dismissal is the most serious academic standing classification denoting a repeated failure to meet minimum academic standards. Therefore, as a matter of general policy, students *are not* eligible for readmission to the University of Cincinnati following Dismissal. A student may not graduate from University of Cincinnati while dismissed.

ACADEMIC RECORDS

Once enrolled, you have the right to review your educational records except those excluded by law, such as records maintained by a physician or psychiatrist, and parents’ financial statement. If you want to review your records, contact an Enrollment Services representative in the OneStop Center (745-5700). If you have trouble reviewing your records as you requested, contact the University of Cincinnati Office of the Ombudsman, located on the Clifton campus (556-5956). You may challenge the content or any problem with your right to review your records by appealing to the Family/Educational Right & Privacy Act Committee for a hearing. This appeal is made through the university Registrar and must be in writing.

Copies of UC’s policy on records are available in the following offices: Vice President of Student Affairs and Human Resources, the Registrar’s Office, the university Ombuds Office and other offices that maintain student records.

ACADEMIC TRANSCRIPTS

For more information, please see the Transcripts section below.

ADDING A CLASS

You may add a class online or by filling out an add/drop slip and submitting it in the OneStop Center. Please be aware that after a certain period, adding a class requires the signature of the instructor. As such, it is important to check and follow all registration deadlines. For a schedule on adding a class, please visit <http://www.uc.edu/registrar/calendars>.

Additionally, adding and a class can impact your bill and financial aid. For more information about adding a class, please visit www.onestop.uc.edu or the Academic Policies of the Registrar’s website at http://www.uc.edu/registrar/policies_and_procedures.html.

Adding and dropping classes may impact financial aid, so you may want to visit a Financial Aid representative in the OneStop Center before adding and dropping classes.

ATM

An automated teller machine (ATM) is available for your use any time the Muntz Hall lobby is open.

BOOKS

Can I rent textbooks? Yes, some books are available for you to rent. This can be an excellent option if you only need a book for a semester. Please visit the UC Blue Ash Book store or www.rent-a-text.com for more information.

Should I mark in my textbooks? After buying a textbook, you should attend class before making any marks in the book. This will allow you to return incorrect purchases and get a refund, if the books are returned within 10 days from the start of the semester. You will need your photo I.D. and sales receipt when you return books. (In fact, a sales receipt is required for all returns.) Once you’re sure you’ve got the right text, write your name, address, and phone number on the inside cover. You might also want to highlight sections discussed in class and make notes in your textbooks.

Can I sell my books back at the end of the semester? The bookstore also buys back books after you've used them in class. There are two ways the bookstore buys books. In the most commonly used method, the bookstore purchases books that will be used the next semester and you receive half the current list price of the book, even if it is used. If you have a book that is not going to be used the following semester, you can advertise the book on the Bookstore bulletin board or sell the book to the Bookstore for the wholesale price. The buy-back period runs three weeks prior to and during exam week each semester, and a photo I.D. is required. During this time, a buy-back list is posted, identifying books that will be in use the following semester. The bookstore also buys books at the beginning of each semester, usually during the first three to four days.

CALENDARS & HOLIDAYS

All colleges of the University of Cincinnati follow the semester schedule of classes, which consists of three semesters – fall, spring, and summer. Each semester has weeks for instructional time, and one week for finals. Fall semester will begin in late August and end in mid-December. Spring semester will begin in early January and end in late April. Summer session will begin in early May and end in early August.

The last week of each of the semester is devoted to scheduled final examinations. The academic grades and credits are reported promptly following the close of each semester. For an examination schedule each semester, contact visit the physical One Stop in Muntz or look on the One Stop website (www.onestop.uc.edu).

Some recognized holidays fall within the instructional periods are. You can view these by going to www.onestop.uc.edu/calendars.

CHILDREN ON CAMPUS

Students may bring their children on campus for short visits or to attend specific child-appropriate programs. To ensure a child's safety (under the age of 12), children must always be in the company of their parent or other adult guardian. To be respectful of all our students, children should never attend class with their parent.

COMMENCEMENT (CEREMONY)

Each April and December, UC hosts a university-wide commencement ceremony (when graduates are conferred their degrees). Diplomas are mailed about eight weeks after you graduate. For more information about the commencement ceremonies please visit <http://www.uc.edu/commencement.html>.

COUNSELING SERVICES

The University of Cincinnati's Counseling Center on Clifton's campus offers counseling to UC Blue Ash students. The cost for counseling service is covered under UC student health insurance; however, there is a co-payment. Appointments are recommended. Call 513-556-0648 or visit www.uc.edu/counseling for more information.

COURSE REGISTRATION

For more information, see the Registration section below.

CULTURAL DIVERSITY (POLICY)

Members of The University of Cincinnati Blue Ash College community are committed to providing an environment that fosters respect for the differences among all people; maximizes an appreciation for ethnic, cultural, and gender differences, while minimizing discrimination; encourages open communication and interaction among various racial, cultural, and ethnic groups; and prepares students to function effectively in this increasingly multicultural society.

DISCRIMINATION/HARASSMENT (POLICY)

It is a fundamental policy of the University of Cincinnati Blue Ash College that discrimination on the basis of race, color, religion, national origin, sex, sex orientation, disability, status as disabled veteran or veteran of the Vietnam era, or age shall not be practiced in any of its activities. (University Rule 3361:10-13-01).

Discriminatory harassment is a form of discrimination, and thus violates the university's policy against discrimination. Harassment is conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile, or offensive work or learning environment for that individual. You can file a claim of harassment or discrimination by contacting:

- For complaints against university faculty members, contact the Provost's Office at 556-1146.
- For complaints against non-faculty university employees, contact Theresa Murphy at the Office of Equal Opportunity at 556-5508 or Theresa.Murphy@uc.edu.
- For complaints against university students, contact Daniel Cummins the Department of Student Life Judicial Affairs Office at 556-6814 or Daniel.Cummins@uc.edu.
- Any complaints can also be made to the university's Department of Public Safety by calling 556-1111 or 558-1111 or going to one of the help-phones located on campus.

The University of Blue Ash has a Title IX and Equal Opportunity Coordinator as an onsite resource for facilitating filing of claims related to discrimination and harassment. Linda Jacobs, Interim Director of Human Resources is the Title IX and Equal Opportunity Coordinator. She is available to facilitate a referral process should this be the preference. She can be reached at 745-5615 or Linda.Jacobs@uc.edu.

For more information about these policies please visit <http://www.uc.edu/content/dam/common/docs/ucrighttoknow.pdf>.

DISMISSAL (ACADEMIC)

Please see the Academic Standing and Academic Actions section above.

DROPPING A CLASS

You may drop a class online or by filling out an add/drop slip and submitting it in the OneStop Center. Please note that there are deadlines by which you must drop a class. For deadlines on when to drop a class, please visit <http://www.uc.edu/registrar/calendars>.

For more information about dropping a class, please visit www.onestop.uc.edu or the Academic Policies of the Registrar's website at http://www.uc.edu/registrar/policies_and_procedures.html. Simply stopping to attend classes is not withdrawing; you must officially withdraw from the class so that your grade point average will not be affected.

DRUG-FREE CAMPUS POLICY

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 require all federal contractors, federal grant recipients, and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. The University of Cincinnati complies with all provisions of these acts. This policy applies to the entire university community.

The university is committed to maintaining a workplace free of illegal drugs or the unlawful use of alcohol. The university prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs, and the unlawful use, possession, or distribution of alcohol or controlled substances on all university property, at any locations where employees and students are conducting university-related business, and when using private vehicles on university business or in the conduct of university activities. Please refer to Campus Wellness on UC's Clifton campus for further information, resources, and substance abuse counseling.

EMERGENCIES

What if an emergency occurs at home while I'm in class? In case of an off-campus emergency, a student may be contacted through the Student Affairs Office. The office will locate you on campus in the event of a family crisis or other urgent situation.

All other emergencies should be reported to the Security/Public Safety Department by calling 911 (or 9-911 from a campus telephone). An officer will respond with assistance. In addition to the office telephones, blue help phones connected to University Police Dispatch are located in the parking lots on campus.

Is the college ever closed due to weather or emergencies? Yes, but rarely. When classes are cancelled due to severe weather or other causes an announcement will be sent through email to all students, posted on our website and social media sites, and the message will be updated on our main campus phone line at (513) 745-5600. Announcements may also be made on local TV and radio stations.

What if there is a fire/tornado? If you see a fire, you should pull the nearest fire alarm and immediately notify an employee of the college. In the case of severe weather, listen for a tornado warning (three short blasts on a horn). If a warning is sounded, you should proceed to the nearest Tornado Safe Spot, designated by a red and gray sticker on the wall. Each campus building has Tornado Safe Spots in stairwells, classrooms and offices, and bathrooms. Do not seek shelter in rooms with windows. Do not leave the Safe Spot until an all-clear is announced.

FEES

For more information, see Tuition and Fees section below.

FERPA

What is The Family/Educational Rights & Privacy Act (FERPA)? In 1974, The Family/Educational Rights & Privacy Act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal hearings.

Under FERPA, enrolled students may withhold disclosure of any category of “Directory Information” which is designated as:

- Category I – Dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study.
- Category II – Address and telephone number.

Requests to withhold disclosure can be made at any time by requesting and submitting the appropriate form to the UC Blue Ash OneStop Center. To prevent “Directory Information” from appearing in the published UC Student Directory, requests for non-disclosure must be submitted to the UC Blue Ash OneStop Center no later than the second Friday of the fall semester.

The university maintains that the failure on the part of any student to specifically request the withholding of either or both categories of “Directory Information” indicates approval for disclosure. If you do not wish to have this information released for any purpose, including the university’s student directory, you may make your wishes known when you register.

FINANCIAL AID

Where do I start? Most financial aid is awarded on the basis of financial need for matriculated (or “degree-seeking”) students. You will have to fill out a Free Application for Federal Student Aid (FAFSA), a form which helps determine your financial need. You will need to complete a FAFSA even if you are only interested in applying for a student loan. Please start the application process early by going to www.fafsa.ed.gov to complete your financial aid application.

What kinds of aid does UC Blue Ash offer? As a college of the University of Cincinnati, UC Blue Ash offers all the financial aid opportunities available through the Clifton campus, including Federal Pell Grants, Supplemental Educational Opportunity Grants, College Work-Study, Ohio Instructional Grants, Federal Stafford Loans, and PLUS loans. UC Blue Ash’s financial aid code is 003125.

In addition, UC Blue Ash offers scholarships that are available only to UCBA Students. For more information, on UC Blue Ash scholarships, please see the Scholarships section below. Students who do not participate in classes will not be eligible for federal money and will have to make arrangements for tuition payments.

Student Academic Progress (SAP)

Federal financial aid funds are awarded with the understanding that students, after the second year of enrollment, will maintain a minimum of a 2.0 college GPA. Federal aid is also limited to one-and-a-half times the length of the program, and students are measured annually to ensure they are on pace to complete their degree within the timeframe limitations.

At the end of each spring term, the academic records of all students who are receiving or applying for federal financial aid will be reviewed. Students who fail to make progress will be sent an email notifying them that they are no longer eligible to receive federal financial aid funds. The email will also indicate options for restoring eligibility.

For refund or financial aid overage information, see Refund section below.

FRESH START (POLICY)

What is the “Fresh Start” Policy? The purpose of the Fresh Start Policy is to permit students who performed poorly upon initial enrollment at the University of Cincinnati to have an opportunity for a “fresh” cumulative grade point average. University of Cincinnati undergraduate students who have an ‘initial enrollment’ of no more than (3) semesters/four (4) quarters and have been readmitted to the University after an absence of at least three years may petition the Associate Dean of Academic Affairs at UC Blue Ash to have their previous courses treated in accordance with the college’s advanced standing policy. Students’ transcripts must be free of enrollment, in any division of UC, for three years since the end of the final previous semester of enrollment.

Students must submit their Fresh Start application within one year of readmission and applies only to courses taken at UC before readmission. Fresh Start will not be reviewed or approved prior to completion of one semester. An academic Fresh Start is not automatic and it is not guaranteed. Academic units may impose additional criteria, such as requiring a plan of study. Upon the approval of the Fresh Start application, students’ university and college grade point averages begin from the date of re-entry. The Fresh Start option may be effected only once during a student’s academic career.

Students obtain applications for Fresh Start by going to http://www.uc.edu/registrar/policies_and_procedures.html and clicking the ‘Academic Fresh Start’ link. Their applications are considered in accordance with procedures and any additional guidelines of that unit. Degree-granting units may not grant Fresh Start to students who fail to satisfy the above criteria. Academic units may establish appropriate procedures such as administrative implementation of the Fresh Start criteria or review of all applications by a faculty committee.

If requests for Fresh Start are denied by students’ colleges, students may file an appeal with the University Grading Advisory Committee (UGAC) through the Student Records Office. If requests for Fresh Start are supported by the College but students fail to meet one or more the minimum criteria, the college may refer applications to the UGAC.

For more information about Fresh Start, please visit http://www.uc.edu/registrar/policies_and_procedures/academic_fresh_start.html.

GRADES

How are my grades determined? At the end of each semester, grade reports are given in terms of letter grades and quality points, or values assigned to each letter grade, as indicated:

Undergraduate Grades:

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Fair	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Fail	0.00
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.00*
I/F**	Failure	0.00
W	Withdrawal (Official)	N/A
WX*****	Withdrawal (Official)-No Participation	N/A
UW	Unofficial Withdrawal	0.00
X	Unofficial Withdrawal-No Participation	0.00
SP***	In Progress - Satisfactory Progress	N/A
UP***	In Progress - Unsatisfactory Progress	N/A
NP*****	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

* No grade quality points (none) during first semester after the "I" is incurred; thereafter, zero (0.0000) grade quality points.

** If the "I" remains on student records at the end of one (1) year after the semester has ended, the "I" will change to the "I/F" (Failure).

*** The "SP" and "UP" grades are used only for those courses approved by College committees to have an extended grading period. Note: The IP is no longer valid for courses approved for IP grading at the undergraduate level. An SP or UP grade must be submitted. If the "SP" or "UP" grades remain on student records at the end of one (1) year after the semester has ended, these grades will change to the "I/F" (Failure).

**** The "NP" is used only for 103-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

***** The "WX" grade is displayed as a "W" grade on all transcripts and grade reports.

Your grade report reflects three quality point averages: your average for the current semester, your average in your current college, and your average in the university. Your current semester quality point average, referred to as the semester grade point average (GPA), is the average of all your grades earned for the semester. It is figured by substituting grades with their assigned values, multiplying by the credit hours allotted each course, adding them, and then dividing them by the number of hours taken. For example: You complete four courses during the semester. Each course is allotted 3 credit hours. You receive grades of "A," "B," "B," and "C." Your semester GPA is calculated as follows:

Step 1. Substitute grades with their assigned values (quality points). A = 4, B = 3, B = 3, C = 2

Step 2. Multiply the assigned value of each grade by the credit hours allotted to each course, and add them.

$$\begin{array}{r} A = 4 \times 3 = 12 \\ B = 3 \times 3 = 9 \\ B = 3 \times 3 = 9 \\ C = 2 \times 3 = 6 \\ \hline \text{TOTAL} \quad 36 \end{array}$$

Step 3. Divide the sum by the number of hours taken. Thirty six (36) divided by 12 = 3.0. So, in this example, your GPA would be 3.0.

Your current college quality point average, or cumulative college GPA, is the average of all your grades earned while registered at The University of Cincinnati Blue Ash College. Your current university quality point average, or cumulative university GPA, is the average of all grades earned over your entire academic career at the University of Cincinnati.

Will my grades be mailed to me? No. However, you can access your grades online at www.onestop.uc.edu or stop by the One Stop Center for further assistance.

Can I get my grades off the web? Yes. Go to www.onestop.uc.edu.

What happens if my grades are too low? When a student's GPA falls below a minimum average, the student will be subject to academic action. For more information about Academic Probation or Academic Suspension, please see the Academic Probation and Academic Suspension sections above.

Can I get credit for coursework without taking the course? Sometimes. College Level Examination Program (CLEP) tests enable students to earn college credits by examination. They are designed by the College Entrance Examination Board for students who want recognition for college-level achievement acquired outside the conventional college classroom.

GRADE POINT AVERAGE

Please see the Academic Standing and Academic Actions section above.

GRADE REPLACEMENT (FORM AND POLICY)

In certain situations, students are able to repeat a class in order to replace a grade. More information about grade replacement can be found at http://www.uc.edu/registrar/policies_and_procedures.html. Please note that there are deadlines by which you need to complete and submit a grade replacement form. For deadlines, please visit <http://www.uc.edu/registrar/calendars>.

For more information about the grade replacement form and policy please go to www.onestop.uc.edu or visit the OneStop Center in Muntz 150. You can also get information in the Academic Policies section of the Registrar's website at http://www.uc.edu/registrar/policies_and_procedures.html.

GRADUATION

For more information about the Commencement ceremony please see the Commencement section above.

What happens when I'm ready to graduate?

Students apply for graduation at www.uc.edu/commencement and print their Degree Progress Audit form (www.onestop.uc.edu). Students must then meet with their adviser to be officially checked out of a program. The degree audit should then be submitted to Registration where they will then be processed.

Students may complete graduation requirements in any semester. However, the application for graduation should be made two semesters before the expected completion of requirements.

To qualify for a degree, you must be matriculated, must fulfill the requirements of the program from which you expect to graduate and must have earned at least a 2.0 grade point average. It is your responsibility to take the courses necessary for graduation. A student who changes programs or spends more than two years completing a degree must meet the published requirements of the program in the year of expected graduation. Transfer students must take at least one-half of the required coursework in their selected program at UC Blue Ash to qualify for graduation.

GRIEVANCES

For more information, please see the Student Grievances section below.

HARASSMENT/INCIVILITY

For more information, please see the Discrimination section above.

HEALTH INSURANCE

Students are automatically charged for health insurance if registered for more than six credit hours. Students already covered by another form of health insurance must waive the university insurance at www.onestop.uc.edu to avoid being charged. Students are responsible for paying the insurance charge if a waiver is not received by the deadline (third week of the semester).

The University Health Service policy requires that all students qualified to use the student health facilities have health insurance or indicate their willingness to assume responsibility for medical expenses. Health insurance from any carrier may be used to cover portions of charges incurred by insured students receiving care at the health facilities. For more information, please refer to http://www.uc.edu/uhs/student_health_insurance.html.

LOST & FOUND

The UC Blue Ash Security Office (Muntz Hall, Room 134) handles all lost and found items.

MATRICULATED/NON-MATRICULATED

How are students classified? A matriculated student is a full-time or part-time student who has been admitted to the college and who has officially declared an academic major. A part-time student is one who is registered for 11 credit hours or less. A non-matriculated student is one who is registered either full-time or part-time and has not been officially accepted into the college to pursue a degree or certificate. A degree program consists of courses that apply to your major, or the field you have chosen to concentrate your studies on, general education courses which the college requires, and electives, approved courses you get to choose to make up the remainder of credit hours required for your degree.

Although students who take 12 semester hours per term are considered full-time for tuition purposes, to complete a degree in the expected time, students must take the number of hours listed on the program sheet for each term. This is at least 15 semester hours per term.

MISSING A CLASS

In general, students are expected to attend all classes. If you expect to be absent from class you should contact your instructor(s) immediately. In no way should that initial contact be interpreted as an excuse for not completing coursework. It is your responsibility to contact each instructor personally to arrange to make up coursework, or to get instructions for withdrawing from the class.

You are also responsible for the material presented in class. Arrangements for make-up work and tests are strictly between you and your instructor. At the beginning of the semester, your instructor will make clear his or her expectations in regard to attendance, work assignments, and make-up work.

PARKING/PARKING PERMITS

Parking permits are required of all UC Blue Ash students. Permits are distributed to students at summer orientation. If you did not attend orientation, or need a parking permit, please visit the Student Life Office in Room 127 of Muntz Hall.

Once receiving your parking permit, you may park in any of the stalls in UC Blue Ash lots marked for student parking (white lines). Tickets will be issued to students parking in yellow (faculty/staff) or green (clinic patient) parking spaces. You will also receive a ticket if you park in a disability parking space without proper identification on your vehicle.

All Ohio traffic rules and regulations are applicable and university security personnel regularly patrol the parking lots. If you have questions about parking policies, please see a staff member in the Business Office.

PAYMENTS (PAYING YOUR BILL)

All university billing is done via eBill. Students need to review their online eBill for any payment obligations. Financial aid (except Federal Work-Study) will be applied directly to the eBill. If Financial Aid does not appear on your bill, that is an indication that the aid process for those funds may be incomplete and you should contact a Financial Aid representative in OneStop.

Payment methods:

1. Online Payment: Payment can be made online using personal check information at no charge. Use of Mastercard, Discover, or American Express credit card can be done for a non-refundable service fee of 2.5%. In general, on-line payments made by 5 PM will post to the student's bill the following day approximately by 6 PM. Payments made after 5 PM will post in 2 days.
2. Payment by Mail: Print remittance from online eBill and submit with personal check to address indicated.
3. In Person Payment: Payments of money order or check can be made the UC Blue Ash OneStop Office (150 Muntz) or at the depository on the 2nd floor of University Pavilion on UC's Clifton Campus.

UC offers an interest-free installment payment plan through Nelnet Business Solutions (NBS). Students may enroll with NBS by going to www.onestop.uc.edu and clicking on "sign up for a payment plan."

Late Payments

Bills must be paid in full or the student must join the payment plan in order to avoid penalties. A quarterly \$200 late fee will be charged on unpaid bills. As well, students with unpaid balances will be restricted from adding classes for the unpaid quarter and registering from future quarters until the balance is paid. Further blocks from receiving transcripts and other university services may also be imposed.

Students who fail to have their aid in place when the term begins need to pay their full bill and receive aid as a reimbursement when eligible. Delays in payment are not authorized for incomplete financial aid applications or processes.

PLAGIARISM

Plagiarism is an extremely serious violation of academic integrity. The Student Code of Conduct defines plagiarism as:

1. Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations, or bibliographical reference.
2. Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of material.
3. Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Plagiarism can occur in myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized. Plagiarism is a serious violation of our academic standards and will not be tolerated.

PROBATION (ACADEMIC)

Please see the Academic Standing and Academic Actions section above.

POSTING POLICY

Any printed material posted on campus must first be approved by Student Affairs in Room 125 of Muntz Hall.

RECYCLING

The University of Cincinnati Blue Ash College supports all efforts to recycle. Look for blue containers placed around campus for gathering recyclable paper and aluminum cans. The City of Blue Ash has recycling bins on the south/delivery entrance drive for plastic, glass, aluminum, and paper products. The bins are available for public use 24 hours a day.

REFUNDS (FROM DROPPING A CLASS OR WITHDRAWING)

A 100% refund is only given through a certain amount of days once the semester begins. If you withdraw from individual courses or from the college, you must initiate your withdrawal in writing through the Registration Office. The withdrawal date to be used in determining refund eligibility will be the date the official request is submitted to the Registration Office for processing.

Examples of actions that are not considered official notice of withdrawal are failure to attend class; giving notice to an instructor; stopping payment on a check used to pay fees, and oral notice to any college office.

If you withdraw, the Registration Office will process the refund of your instructional fees, general fees, and nonresident surcharges. The percentage of your bill that will be refunded is based on the date you withdraw. The longer you wait to withdraw, the less your refund will be. Check online at www.onestop.uc.edu or http://www.uc.edu/registrar/policies_and_procedures.html for the specific refund schedule.

If applicable, the amount and type of financial aid will be considered when making refunds. Also, any outstanding obligation to the university will be deducted from any refund. Similar proportionate adjustments are made for summer session terms based on the length of the term. **Please check with the OneStop Office before you drop/withdraw from a class. Your financial aid and bill can be impacted.**

REFUNDS (FROM A FINANCIAL AID OVERAGE)

If additional financial aid is received after the eBill is paid or if aid funds exceed the charges, a refund will be issued. Refunds from student aid sources will be direct deposited or mailed to students. Refund checks from Federal Parent PLUS Loans will be sent to parents.

REGISTRATION (REGISTERING FOR A CLASS)

How do I register? Registration for classes is held prior to the start of each semester. You can register via the web (www.onestop.uc.edu) after meeting with your adviser.

Early Registration is done through the web, based on credit hours earned. If you are currently enrolled or have been registered during the last three semesters, you may also register after your slated Early Registration period. If you have questions about registering for a class, more information is available online (www.UC Blue Ash.uc.edu).

What if I want to change my schedule? If you want to make changes to your schedule, you can drop or add a class according to the dates published online. You can make changes via the web or with a green drop/add slip, available in the OneStop Center. For more information, see the Adding a Class and Dropping a Class sections above.

How do I register for a closed class? You must obtain permission from the class instructor to register for a closed class. A drop/add form signed by the instructor must also be signed by the college offering the class and then processed in the One Stop Student Service Center.

How many credit hours should I take each semester? A three credit-hour undergraduate course normally meets three hours per week in class and requires a minimum of six hours per week of outside preparation/study time. A standard academic load is five courses (15 credit hours) — a 45-hour per week commitment of class time and outside preparation/ study time.

No student should carry more than 18 credit hours in a semester, except to meet a program requirement. In order to take more than 18 credit hours during a term, the Associate Dean of Academic Affairs must approve and sign the add form. Students who must work long hours during the regular school year should not attempt to carry a 15-hour academic load, and will need additional semesters to complete degree requirements. The recommended course load varies with the amount of each individual's outside employment, program requirements, and other time demands.

Employment Hours Per Week	Recommended Max Credit Hours
less than 6	16-18
6-18	13-15
18-24	9-12
25-33	6-9
34-40	3-6

REPEATING A COURSE

Student can repeat a course they have already taken. However, the University requires students to reregister and pay tuition whenever repeating a class. Instructors may not alter the "I" or any other letter grade previously reported by allowing students to repeat classes without reregistering. Unless students formally apply for a grade replacement, both the first and second (repeated class) grades are computed in the cumulative grade point average (GPA).

Students retaking a class under the Grade Replacement Policy cannot simultaneously enroll in that class on a pass/fail or an audit basis.

Please be aware that there are deadlines that need to be met in order to replace a grade. For more information about the Grade Replacement Policy, see Grade Replacement above.

SEXUAL HARASSMENT (POLICY)

Sexual harassment is a form of illegal discrimination and is prohibited by the University of Cincinnati. It is the policy of the University of Cincinnati that no member of the university community may sexually harass another.

Anyone who violates this policy will be subject to disciplinary action which may include suspension or termination. Harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale and which interferes with the work or academic effectiveness of its victims. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or study environment.

If you have a concern about sexual harassment, are seeking assistance, information, or wish to file a complaint, with one of these offices on UC's Clifton campus: Equal Opportunity Office, University Ombuds, Women's Programs & Services, Student Affairs and Human Resources, or Psychological Services Center. You can also seek assistance in the Dean's Office at UC Blue Ash from Deborah Heater, Director of Human Resources and Organization Development.

SCHOLARSHIPS

UC Blue Ash does offer scholarships to UCBA students. The scholarship application process takes place between January 1st and March 1st. A universal application is used to give students the ability to view all scholarship offerings for which he or she may qualify.

Scholarship requirements and amounts vary, so be sure to review each scholarship description carefully. If you have questions about UCBA scholarships or the UCBA scholarship application process, please contact Chris Powers at OneStop or visit <http://www.ucblueash.edu/admissions/scholarships.html>.

SMOKING

All campus buildings are smoke-free. No smoking is allowed within 25 feet of any building entrance or air intake.

STUDENT ACADEMIC PROGRESS (SAP)

Federal financial aid funds are awarded with the understanding that students, after the second year of enrollment, will maintain a minimum of a 2.0 college GPA. Federal aid is also limited to one-and-a-half times the length of the program, and students are measured annually to ensure they are on pace to complete their degree within the timeframe limitations.

At the end of each spring term, the academic records of all students who are receiving or applying for federal financial aid will be reviewed. Students who fail to make progress will be sent an email notifying them that they are no longer eligible to receive federal financial aid funds. The email will also indicate options for restoring eligibility.

For more information about Financial Aid, please see the Financial Aid section above.

STUDENT CODE OF CONDUCT

Students are expected to obey federal, state, and local laws, and in addition must abide by the rules and regulations of the university. Students found in violation of the Student Code of Conduct shall be subject to the range of sanctions available to the university, which include but are not limited to reprimand, probation, suspension, and dismissal. Although the university makes every reasonable effort to make copies of the rules and regulations widely available, students are responsible for becoming familiar with them. Revisions of rules and regulations are publicized to the campus community.

Please note that this handbook only refers to a partial list of policies and codes. For a complete listing of the Student Code of Conduct, please visit http://www.ucblueash.edu/student_life/student_code.html.

STUDENT GRIEVANCES

Complaints unrelated to allegations of harassment may be resolved informally by individuals or with the aid of university administrators, faculty, or the University Ombuds. However, undergraduate students who wish to proceed to a formal resolution process.

UC Blue Ash students who have problems or complaints have access to a grievance procedure. Grievances should be directed to the Office of Academic Affairs in Room 149 of Muntz Hall, which acts as the liaison with the ombuds for The University of Cincinnati Blue Ash College. Dr. Greg Metz, the Assistant Dean of Academic Affairs receives, examines, and appropriately deals with or refers all grievances filed.

STUDENT ID CARDS

ID cards are made for students at their orientation session. If you did not attend orientation and need to have a Student ID card made, you can do so at the UC Police and Public Safety Office in Room 134 of Muntz Hall. All students need an ID card for identification at University libraries, University Health Services, student functions, athletic events, bookstore and more.

STUDENT ORGANIZATIONS

If you want to form a group or club, you can get organizational guidelines from the Director of Student Life. If you want to assume leadership for any organization, you must be in good academic standing with the college, which means students who are on academic suspension or probation are not eligible.

Students interested in getting a list of recognized student organizations, joining activities or starting clubs should contact Student Life in 127 Muntz or by calling 745-5773.

STUDENT ORGANIZATION REGISTRATION

A group or association composed of students is required to register as a student organization with UC Blue Ash Student Life. For more information, contact Student Life at 745-5773.

SUSPENSION (ACADEMIC)

Please see the Academic Standing and Academic Actions section above.

TRANSCRIPTS

To request a transcript, or official record of your college work, call 556-9912 for complete recorded instructions about procedures to follow. You can also purchase your transcript with a credit card through the web at www.onestop.uc.edu. You may also fill out a transcript request form, which is available in the OneStop Center.

There is a \$6 fee for each transcript ordered. There is no fee for transcripts sent to other University of Cincinnati colleges. Transcript requests are processed as promptly as possible; however, as much as two weeks may be required during peak periods. Because student records are considered confidential, transcripts will be released only with the permission of the student, except under due process of law.

TRANSFERRING

The courses you take at UCBA are college-level freshman and sophomore courses that are designed to transfer to other colleges and universities, with the exception of career-oriented courses that apply to a terminal two-year degree. However, because universities differ considerably in course requirements, students should contact the university to which they plan to transfer to find out program requirements and transfer course applicability.

If you plan to transfer to a four-year program on the Uptown campus, you should be in a transfer program that is designed for a specific college or program. UCBA transfer programs have been aligned with specific programs Uptown, and your advisor will have essential information that will help you prepare for a successful transition, both before or after obtaining an associate's degree. Most UCBA career-oriented programs are not designed to transfer to a four-year program in Clifton. UCBA offers a bachelor's degree in applied administration, which is designed for students who complete an applied, technical, or career-oriented degree. For specific information, see your advisor.

If transferring to another university is in your plans, remember your admission to that university will depend in large part on your academic performance at UCBA. The earlier you decide where you plan to transfer, the better your chances are for meeting all the requirements without delay. Again, inform your advisor of your academic goals as soon as possible.

In planning your transfer, you should keep in mind the following points:

1. Many colleges will accept transfer students only at the beginning of the academic year.
2. Transfer (articulation) agreements are based on completion of an associate of arts (two-year transfer) program at UCBA. Consult your advisor if you are planning a transfer to a four-year program at another university.
3. Your academic record at UCBA is not the only one you take with you. Your acceptance into a four-year program may also be affected by your academic record from other colleges attended.

Do I have access to my academic transcript? Yes. For information on how to obtain a transcript, see the Transcript section above.

TUITION & FEES

How do I receive my bill? Bills are not mailed, but are available online by visiting www.onestop.uc.edu under the “My Bill” section.

How are my fees determined? Tuition is assessed according to your course load, or the number of credit hours you are taking and your residency status. Classes are worth a certain number of credit hours depending on the number of hours you spend in class. For example, if you attend a one-hour class three times per week, the class is generally worth three credit hours. If you are enrolled in 12-18 credit hours, you are considered a full-time student and your fees are assessed on the basis of a full-time semesterly fee charge, including the general fee, which is allocated for programs and services. If you are taking fewer than 12 credit hours per semester, you will be charged by the credit hour. Lower fees are charged to residents of the State of Ohio because the state provides financial support to the university. The additional charge to out-of-state students is called the out-of-state surcharge.

Does UC Blue Ash offer in-state tuition for Kentucky residents? Residents of Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton and Pendleton counties in Kentucky can enroll in associate degree programs at UC BLUE ASH (except Radiologic Technology) at in-state (Ohio) tuition rates. To be considered for in-state rates, you must submit an Ohio/Kentucky Tuition Reciprocity application at least two weeks prior to the first day of the semester in which you plan to enroll. Applications are available in Registration, Enrollment Services and online at www.onestop.uc.edu.

How do I make payments? For more information, see the *Payments* section above.

What is the additional Health Insurance Charge shown on my bill? If you are registered for six or more hours, there may be a health insurance charge on your bill. Please see the Health Insurance policies in this handbook for more information.

Are there any other charges I should be aware of? Tuition and fees are subject to change by the Board of Trustees. If you are unsure of the current tuition rate, you can visit the One Stop Center in Muntz Hall or visit online at www.onestop.uc.edu. In addition to regular fees, a late registration fee of \$25 will be charged when you register during calendar days one through 15 of the semester. A \$150 late fee will be charged after the 15th day of the semester. The charge for auditing courses is the same as regular course tuition. Auditing a course means you pay for and attend the course but do not receive any college credit or a grade for the course. Often, students who have completed a degree will audit a course to learn more about the subject matter. Students who are working toward a degree should remember that an audited course does not contribute toward a degree.

UC Blue Ash students do not pay room and board because all UC Blue Ash students are commuters, which means that they do not live on campus, but travel back and forth from home each day.

WITHDRAWING FROM A CLASS

To simply stop attending classes is not withdrawing; you must officially withdraw from the class so that your grade point average will not be affected. You must follow university deadlines and policies to properly withdraw from a class. For more information about properly withdrawing from a class, and withdrawal deadlines, please visit www.onestop.uc.edu or the OneStop Center in Muntz 150. You can also get information in the Academic Policies section of the Registrar’s website at http://www.uc.edu/registrar/policies_and_procedures.html.

VETERAN’S AFFAIRS/BENEFITS

Students who have served in active duty in the Armed Forces for more than 180 days after Jan. 31, 1985 should contact the following office for information concerning benefits: Veteran’s Affairs Office, 69 Beecher Hall, Cincinnati, OH, 45221, 556-6811. UC Blue Ash does have an on campus Veteran’s Affairs liaison. For an on campus resource, please contact the Coordinator of Veteran Student Affairs in the Student Life Office (Muntz 127).

AUGUST 2013

{MONDAY}

{TUESDAY}

{WEDNESDAY}

5	6	7
12	13	14
19	20	21
26	27	28

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

1	2	3
		4
8	9	10
		11
15	16	17
		18
22	23	24
		25
29	30	31

WEEKLY GOALS:

"Only those who dare to fail greatly can ever achieve greatly." - Robert F. Kennedy

AUGUST
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

SEPTEMBER
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MONDAY August 19

TUESDAY August 20

WEDNESDAY August 21



UC Blue Ash New Student Convocation (Muntz Hall)

August 22 THURSDAY

August 23 FRIDAY

August 24 SATURDAY

August 25 SUNDAY

WEEKLY GOALS:

“One of the secrets to life is to make stepping stones out of stumbling blocks.” – Jack Penn

AUGUST						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August
MONDAY
26

Fall Semester Classes Begin
Online Application for Graduation
Opens
UC Blue Ash Welcome Week

August
TUESDAY
27

UC Blue Ash Welcome Week

August
WEDNESDAY
28

UC Blue Ash Welcome Week

UC Blue Ash Welcome Week



August

29

THURSDAY

UC Blue Ash Welcome Week



August

30

FRIDAY

August

31

SATURDAY

September

1

SUNDAY

Last Day to Add a Fall Semester
Class



SEPTEMBER 2013

{MONDAY}	{TUESDAY}	{WEDNESDAY}
Labor Day 2	3	Rosh Hashanah begins at sundown 4
9	10	11
16	17	18
23	24	25
30		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8
12	Yom Kippur begins at sundown 13	14
		15
19	20	21
		First Day of Autumn 22
26	27	28
		29

WEEKLY GOALS:

"It's easy to make a buck. It's a lot tougher to make a difference." - Tom Brokaw

SEPTEMBER
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

OCTOBER
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

September

MONDAY

2

Labor Day
Labor Day Holiday - UC CLOSED:
NO CLASS
Last Day to Withdraw and Receive
a Full Refund

September

TUESDAY

3

September

WEDNESDAY

4

Rosh Hashanah begins at
sundown

September

5

THURSDAY



September

6

FRIDAY

Online Application for Graduation
Closes



September

7

SATURDAY



September

8

SUNDAY



WEEKLY GOALS:

"Great spirits have often encountered violent opposition from mediocre minds." – Albert Einstein

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

MONDAY

9

Last Day to Drop a Class (no entry on academic record)
 Last Day to Elect to Take a Class Pass/Fail
 Last Day to Submit a Grade Replacement Form for a Fall Semester Class
 Last Day to Withdraw and Receive a 50% Refund

September

TUESDAY

10

No Refund Given if Withdraw from here on out
 Withdrawal Period Begins

September

WEDNESDAY

11

September

12

THURSDAY

Yom Kippur begins at sundown

September

13

FRIDAY

September

14

SATURDAY

September

15

SUNDAY

WEEKLY GOALS:

SEPTEMBER

Calendar grid for September with days of the week (S M T W T F S) and dates (1-30).

OCTOBER

Calendar grid for October with days of the week (S M T W T F S) and dates (1-31).

"You may have to fight a battle more than once to win it." - Margaret Thatcher

September 16 MONDAY

September 17 TUESDAY

September 18 WEDNESDAY



September

19

THURSDAY

September

20

FRIDAY

September

21

SATURDAY

September

22

SUNDAY

First Day of Autumn



WEEKLY GOALS:

"Your success and happiness lie in you." - Helen Keller

SEPTEMBER
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

OCTOBER
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

September

MONDAY 23

September

TUESDAY 24

September

WEDNESDAY 25

September

26

THURSDAY

September

27

FRIDAY

September

28

SATURDAY

September

29

SUNDAY

OCTOBER 2013

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	1	2
7	8	9
Columbus Day (Observed) Eid al-Adha begins at sundown	14	15
14	15	16
21	22	23
28	29	30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4	5
		6
10	11	12
		13
17	18	19
		20
24	25	26
		27
Halloween	31	

WEEKLY GOALS:

"If you look at what you have in life, you'll always have more. If you look at what you don't have in life, you'll never have enough." - Oprah Winfrey

OCTOBER

Calendar grid for October with days of the week (S M T W T F S) and dates (1-31).

NOVEMBER

Calendar grid for November with days of the week (S M T W T F S) and dates (1-30).

September

MONDAY 30

October

TUESDAY 1

October

WEDNESDAY 2

October

THURSDAY 3

October

FRIDAY 4

October

SATURDAY 5

October

SUNDAY 6

WEEKLY GOALS:

OCTOBER

Calendar grid for October with days of the week (S M T W T F S) and dates (1-31).

NOVEMBER

Calendar grid for November with days of the week (S M T W T F S) and dates (1-30).

"In three words I can sum up everything I've learned about life: It goes on." - Robert Frost

MONDAY

October

7

TUESDAY

October

8

WEDNESDAY

October

9



October

10

THURSDAY



October

11

FRIDAY

October

12

SATURDAY

October

13

SUNDAY

WEEKLY GOALS:

"Kind words can be short and easy to speak, but their echoes are truly endless." - Mother Teresa

OCTOBER
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

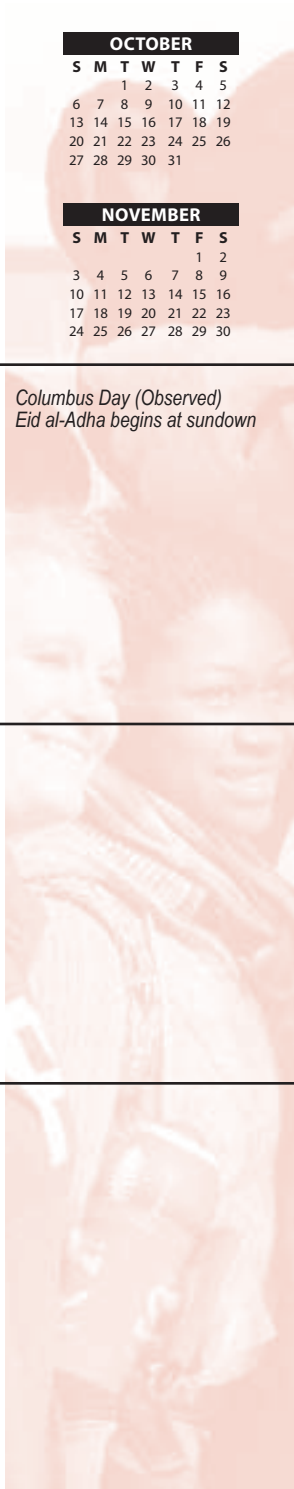
NOVEMBER
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

October
MONDAY
14

October
TUESDAY
15

October
WEDNESDAY
16

Columbus Day (Observed)
Eid al-Adha begins at sundown



October

17

THURSDAY



October

18

FRIDAY



October

19

SATURDAY



October

20

SUNDAY



WEEKLY GOALS:

OCTOBER
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

NOVEMBER
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

"Happiness is a direction, not a place." - Sydney J. Harris

October
MONDAY
21

October
TUESDAY
22

October
WEDNESDAY
23

October

24

THURSDAY

October

25

FRIDAY

October

26

SATURDAY

October

27

SUNDAY

WEEKLY GOALS:

"No great thing is created suddenly." - Epictetus

OCTOBER

Calendar grid for October with days of the week (S M T W T F S) and dates (1-31).

NOVEMBER

Calendar grid for November with days of the week (S M T W T F S) and dates (1-30).

October 28 MONDAY

October 29 TUESDAY

October 30 WEDNESDAY

Halloween

October

31

THURSDAY

November

1

FRIDAY

Last Day to Withdraw from a Clas

November

2

SATURDAY

November

3

SUNDAY

Standard Time returns

NOVEMBER 2013

{MONDAY}	{TUESDAY}	{WEDNESDAY}
Muharram begins at sundown	Election Day	
4	5	6
Veterans Day		
11	12	13
18	19	20
25	26	Hanukkah begins at sundown
		27

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
	1	2
		Standard Time returns
		3
	7	8
		9
		10
	14	15
		16
		17
	21	22
		23
		24
Thanksgiving	28	29
		30

WEEKLY GOALS:

"The only way to enjoy anything in this life is to earn it first." - Ginger Rogers

NOVEMBER
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

DECEMBER
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

November

MONDAY

4

Muharram begins at sundown

November

TUESDAY

5

Election Day

November

WEDNESDAY

6

November

7

THURSDAY



November

8

FRIDAY



November

9

SATURDAY



November

10

SUNDAY



WEEKLY GOALS:

NOVEMBER

Calendar grid for November with days of the week (S M T W T F S) and dates 1-30.

DECEMBER

Calendar grid for December with days of the week (S M T W T F S) and dates 1-31.

“There are no secrets to success. It is the result of preparation, hard work and learning from failure.” – Colin Powell

November 11 MONDAY

Veterans Day
Veterans Day Holiday - UC
CLOSED: NO CLASS

November 12 TUESDAY

November 13 WEDNESDAY

November 14 THURSDAY

November 15 FRIDAY

November 16 SATURDAY

November 17 SUNDAY

WEEKLY GOALS:

NOVEMBER						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard

November **18**
MONDAY

November **19**
TUESDAY

November **20**
WEDNESDAY

November **21**
THURSDAY

November **22**
FRIDAY

November **23**
SATURDAY

November **24**
SUNDAY



WEEKLY GOALS:

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marsden

November
MONDAY 25

November
TUESDAY 26

November
WEDNESDAY 27



Hanukkah begins at sundown

November
THURSDAY 28

Thanksgiving
Thanksgiving Holiday - UC
CLOSED: NO CLASS

November
FRIDAY 29

Day after Thanksgiving Holiday -
UC CLOSED: NO CLASS

November
SATURDAY 30

December
SUNDAY 1

DECEMBER 2013

{MONDAY}	{TUESDAY}	{WEDNESDAY}
2	3	4
9	10	11
16	17	18
23	24 Christmas	25
30	New Year's Eve	31

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8
12	13	14
		15
19	20 First Day of Winter	21
		22
Kwanzaa begins	26	27
		28
		29

WEEKLY GOALS:

DECEMBER

Calendar grid for December with days of the week (S M T W T F S) and dates (1-31).

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates (1-31).

"The more I traveled the more I realized that fear makes strangers of people who should be friends." - Shirley MacLaine

December 2 MONDAY

December 3 TUESDAY

December 4 WEDNESDAY



December 5 THURSDAY

December 6 FRIDAY

December 7 SATURDAY

December 8 SUNDAY



WEEKLY GOALS:

"The mind is not a vessel to be filled, but a fire to be kindled." - Plutarch

DECEMBER

Calendar grid for December with days of the week (S M T W T F S) and dates 1-31.

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates 1-31.

December

MONDAY

9

December

TUESDAY

10

December

WEDNESDAY

11

December

12

THURSDAY

December

13

FRIDAY

December

14

SATURDAY

December

15

SUNDAY

WEEKLY GOALS:

“Go confidently in the direction of your dreams. Live the life you have imagined.” – Henry David Thoreau

DECEMBER

Calendar grid for December with days of the week (S M T W T F S) and dates (1-31).

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates (1-31).

December 16 MONDAY

December 17 TUESDAY

December 18 WEDNESDAY

December

19

THURSDAY

December

20

FRIDAY

December

21

SATURDAY

First Day of Winter

December

22

SUNDAY

WEEKLY GOALS:

"Nothing in life is to be feared. It is only to be understood." - Marie Curie

DECEMBER
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

JANUARY
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

December
MONDAY
23

December
TUESDAY
24

December
WEDNESDAY
25

Christmas Holiday - UC CLOSED:
NO CLASS

Christmas
Christmas Holiday - UC CLOSED:
NO CLASS

Kwanzaa begins

UNITY HALL

December
THURSDAY
26

December
FRIDAY
27

December
SATURDAY
28

December
SUNDAY
29

JANUARY 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
		New Year's Day 1
6	7	8
13	14	15
Martin Luther King, Jr. Day (Observed) 20	21	22
27	28	29

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
2	3	4
		5
9	10	11
		Mawlid al-Nabi begins at sundown 12
16	17	18
		19
23	24	25
		26
30	Chinese New Year 31	

WEEKLY GOALS:

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates 1-31.

FEBRUARY

Calendar grid for February with days of the week (S M T W T F S) and dates 1-28.

"Small opportunities are often the beginning of great enterprises." - Demosthenes

December 30 MONDAY

December 31 TUESDAY

January 1 WEDNESDAY

New Year's Eve

New Year's Day
New Years Day Holiday - UC
CLOSED: NO CLASS

January

2

THURSDAY

January

3

FRIDAY

January

4

SATURDAY

January

5

SUNDAY

WEEKLY GOALS:

"Luck is what happens when preparation meets opportunity." – Elmer Letterman

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

January

MONDAY

6

Online Application For Graduation Opens
Spring Semester Classes Begin

January

TUESDAY

7

January

WEDNESDAY

8



January

9

THURSDAY



January

10

FRIDAY

January

11

SATURDAY



January

12

SUNDAY

Mawlid al-Nabi begins at sundown
Last Day to Register for a Spring Semester Class

WEEKLY GOALS:

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates 1-31.

FEBRUARY

Calendar grid for February with days of the week (S M T W T F S) and dates 1-28.

"Your future depends on many things, but mostly on you." - Frank Tyger

January 13 MONDAY

January 14 TUESDAY

January 15 WEDNESDAY



Last Day to Withdraw with a Full Refund

January

16

THURSDAY

January

17

FRIDAY

Online Application for Graduation Closes

January

18

SATURDAY

January

19

SUNDAY

WEEKLY GOALS:

"I am the master of my fate; I am the captain of my soul." – William Ernest Henley

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

January
MONDAY
20

Martin Luther King, Jr. Day (Observed)
 Dr. Martin Luther King Jr. Holiday - UC CLOSED: NO CLASS
 Last Day to Drop a Spring Semester Class (no entry on academic record)
 Last Day to elect to take a class Pass/Fail
 Last Day to Submit a Grade Replacement Form for a Spring Semester Class
 Last Day to Withdraw with a 50% Refund

January
TUESDAY
21

No Refund if Withdraw from this point on
 Withdrawal Period Begins

January
WEDNESDAY
22

January **23** **THURSDAY**

January **24** **FRIDAY**

January **25** **SATURDAY**

January **26** **SUNDAY**

January **23** **THURSDAY**

January **24** **FRIDAY**

January **25** **SATURDAY**

January **26** **SUNDAY**

WEEKLY GOALS:

JANUARY

Calendar grid for January with days of the week (S M T W T F S) and dates 1-31.

FEBRUARY

Calendar grid for February with days of the week (S M T W T F S) and dates 1-28.

“Life isn’t a matter of milestones, but of moments.” – Rose Kennedy

MONDAY January 27

TUESDAY January 28

WEDNESDAY January 29



THURSDAY January 30

Chinese New Year

FRIDAY January 31

SATURDAY February 1

Groundhog Day

SUNDAY February 2

FEBRUARY 2014

{MONDAY}

{TUESDAY}

{WEDNESDAY}

3	4	5
10	11 <i>Lincoln's Birthday</i>	12
<i>Presidents' Day</i>	18	19
24	25	26

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

		1
		<i>Groundhog Day</i>
6	7	8
		9
13	<i>Valentine's Day</i>	14
		15
		16
20		<i>Washington's Birthday</i>
		22
		23
27	28	

WEEKLY GOALS:

"I don't know the key to success, but the key to failure is trying to please everybody." - Bill Cosby

FEBRUARY
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28

MARCH
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

February 3
MONDAY

February 4
TUESDAY

February 5
WEDNESDAY



February 6
THURSDAY

February 7
FRIDAY

February 8
SATURDAY

February 9
SUNDAY



WEEKLY GOALS:

FEBRUARY

Calendar grid for February with days of the week (S M T W T F S) and dates 1-28.

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates 1-31.

"From what we get, we can make a living; what we give, however, makes a life." - Arthur Ashe

February 10 MONDAY

February 11 TUESDAY

February 12 WEDNESDAY

Lincoln's Birthday



Valentine's Day

February 13 THURSDAY

February 14 FRIDAY

February 15 SATURDAY

February 16 SUNDAY

WEEKLY GOALS:

"A bird does not sing because it has an answer; it sings because it has a song." - Maya Angelou

FEBRUARY
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28

MARCH
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

February
MONDAY
17

February
TUESDAY
18

February
WEDNESDAY
19

Presidents' Day



February

20

THURSDAY



February

21

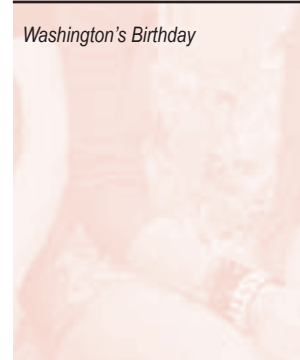
FRIDAY



February

22

SATURDAY



Washington's Birthday

February

23

SUNDAY



WEEKLY GOALS:

FEBRUARY

Calendar grid for February with days of the week (S M T W T F S) and dates 1-28.

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates 1-31.

“Challenges are what make life interesting; overcoming them is what makes life meaningful.” – Joshua J. Marine

MONDAY

February 24

TUESDAY

February 25

WEDNESDAY

February 26

February

27

THURSDAY

February

28

FRIDAY

March

1

SATURDAY

March

2

SUNDAY

MARCH 2014

{MONDAY}

{TUESDAY}

{WEDNESDAY}

3	4 <i>Ash Wednesday</i>	5
10	11	12
<i>St. Patrick's Day</i>	18	19
24	25	26
31		

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

		1
		2
6	7	8
		<i>Daylight-Saving Time begins</i>
13	14	15
		16
<i>First Day of Spring</i>	21	22
		23
27	28	29
		30

WEEKLY GOALS:

"Nurture your mind with great thoughts, for you will never go any higher than you think." - Benjamin Disraeli

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates 1-31.

APRIL

Calendar grid for April with days of the week (S M T W T F S) and dates 1-30.

MONDAY

March 3

TUESDAY

March 4

WEDNESDAY

March 5

Ash Wednesday

March

6

THURSDAY

March

7

FRIDAY

March

8

SATURDAY

March

9

SUNDAY

Daylight-Saving Time begins

WEEKLY GOALS:

"In the confrontation between the stream and the rock, the stream always wins - not through strength but by perseverance." - H. Jackson Brown

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates (1-31).

APRIL

Calendar grid for April with days of the week (S M T W T F S) and dates (1-30).

MONDAY

March 10

TUESDAY

March 11

WEDNESDAY

March 12

March

13

THURSDAY

March

14

FRIDAY

Last Day to Withdraw from a Spring Semester Class

March

15

SATURDAY

March

16

SUNDAY

WEEKLY GOALS:

"There is no witness so terrible, no accuser so powerful as conscience which dwells within us." - Sophocles

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates (1-31).

APRIL

Calendar grid for April with days of the week (S M T W T F S) and dates (1-30).

MONDAY

March 17

TUESDAY

March 18

WEDNESDAY

March 19

St. Patrick's Day



First Day of Spring



March 20

THURSDAY

March 21

FRIDAY

March 22

SATURDAY

March 23

SUNDAY

WEEKLY GOALS:

MARCH

Calendar grid for March with days of the week (S M T W T F S) and dates 1-31.

APRIL

Calendar grid for April with days of the week (S M T W T F S) and dates 1-30.

"The only limit to our realization of tomorrow will be our doubts of today." - Franklin D. Roosevelt

MONDAY

March 24

TUESDAY

March 25

WEDNESDAY

March 26

March

27

THURSDAY



March

28

FRIDAY



March

29

SATURDAY



March

30

SUNDAY



APRIL 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	April Fools' Day 1	2
7	8	9
Passover begins at sundown 14	15	16
21 Earth Day	22	23
28	29	30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4	5 6
10	11	12 13 Palm Sunday
17 Good Friday	18	19 20 Easter
24	25	26 27

WEEKLY GOALS:

"Don't be afraid to give up the good to go for the great." – John D. Rockefeller

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MONDAY
March **31**

TUESDAY
April **1**

WEDNESDAY
April **2**

April Fools' Day

April

3

THURSDAY

April

4

FRIDAY

April

5

SATURDAY

April

6

SUNDAY

WEEKLY GOALS:

APRIL
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

MAY
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

“The poor man is not he who is without a cent, but he who is without a dream.” – Harry Kemp

MONDAY

April

7

TUESDAY

April

8

WEDNESDAY

April

9

April

10

THURSDAY

April

11

FRIDAY

April

12

SATURDAY

April

13

SUNDAY

Palm Sunday

WEEKLY GOALS:

“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler

APRIL
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

MAY
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

MONDAY

April 14

Passover begins at sundown

TUESDAY

April 15

WEDNESDAY

April 16

Calendar page for April 17-20 with background images of a hall and a person. Includes dates, days of the week, and event names like Good Friday and Easter.

April 17

THURSDAY

April 18

FRIDAY

Good Friday

April 19

SATURDAY

April 20

SUNDAY

Easter

WEEKLY GOALS:

“Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish.” – Cecile M. Springer

APRIL
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

MAY
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

MONDAY April 21

TUESDAY April 22

WEDNESDAY April 23



Earth Day

THURSDAY April 24

FRIDAY April 25

SATURDAY April 26

SUNDAY April 27

WEEKLY GOALS:

“When we are motivated by goals that have deep meaning, by dreams that need completion, by pure love that needs expressing, then we truly live.” – Greg Anderson

April

MONDAY 28

April

TUESDAY 29

April

WEDNESDAY 30

APRIL
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

MAY
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31



May

1

THURSDAY

May

2

FRIDAY

May

3

SATURDAY

May

4

SUNDAY



WEEKLY GOALS:

"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it." – Lou Holtz

MAY						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MONDAY

May

5

Cinco de Mayo
Online Application for Graduation
Opens
Summer Semester Classes Begin

TUESDAY

May

6

WEDNESDAY

May

7

May

8

THURSDAY

May

9

FRIDAY

May

10

SATURDAY

May

11

SUNDAY

Mother's Day
Last Day to Register for a Summer
Semester Class

WEEKLY GOALS:

MAY
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

JUNE
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

"The man with confidence in himself gains the confidence of others." - Jewish proverb

Monday May 12

Tuesday May 13

Wednesday May 14

Last Day to Withdraw with a Full Refund



May 15

Thursday



Online Application for Graduation Closes



May 16

Friday

May 17

Saturday

May 18

Sunday

WEEKLY GOALS:

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May **19**
MONDAY

Last Day to Drop a Summer Semester Class (no entry on academic record)
Last Day to Elect to Take a Summer Semester Class Pass/Fail
Last Day to Withdraw with a 50% Refund

May **20**
TUESDAY

No Refund after Withdrawal from this point on
Withdrawal Period Begins

May **21**
WEDNESDAY

May **22**
THURSDAY

May **23**
FRIDAY

May **24**
SATURDAY

May **25**
SUNDAY

WEEKLY GOALS:

MAY

Calendar grid for May with days of the week (S M T W T F S) and dates (1-31).

JUNE

Calendar grid for June with days of the week (S M T W T F S) and dates (1-30).

"I have found that if you love life, life will love you back." - Arthur Rubenstein

MONDAY

May 26

Memorial Day (Observed)
Memorial Day Holiday - UC
CLOSED: NO CLASS

TUESDAY

May 27

WEDNESDAY

May 28

May 29

THURSDAY

May 30

FRIDAY

May 31

SATURDAY

June 1

SUNDAY

JUNE 2014

{MONDAY}

{TUESDAY}

{WEDNESDAY}

2	3	4
9	10	11
16	17	18
23	24	25
30		

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

		1
5	6	7
		8
12	13	14
		15
19	20	21
		22
26	27	28
		29

Flag Day

Father's Day

First Day of Summer

Ramadan begins at sundown

WEEKLY GOALS:

"Failure is only a temporary change in direction to set you straight for your next success." - Denis Waitley

JUNE
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JULY
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

MONDAY

June 2

TUESDAY

June 3

WEDNESDAY

June 4

June

5

THURSDAY

June

6

FRIDAY

June

7

SATURDAY

June

8

SUNDAY

WEEKLY GOALS:

"The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better." - Barbara Pletcher

JUNE

Calendar grid for June with days of the week (S M T W T F S) and dates 1-30.

JULY

Calendar grid for July with days of the week (S M T W T F S) and dates 1-31.

MONDAY

June 9

TUESDAY

June 10

WEDNESDAY

June 11

June

12

THURSDAY

June

13

FRIDAY

June

14

SATURDAY

Flag Day

June

15

SUNDAY

Father's Day

WEEKLY GOALS:

JUNE

Calendar grid for June with days of the week (S M T W T F S) and dates 1-30.

JULY

Calendar grid for July with days of the week (S M T W T F S) and dates 1-31.

"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty." - Winston Churchill

MONDAY June 16

TUESDAY June 17

WEDNESDAY June 18



June

19

THURSDAY

June

20

FRIDAY

June

21

SATURDAY

First Day of Summer

June

22

SUNDAY



JULY 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	1	2
7	8	9
14	15	16
21	22	23
Eid al-Fitr begins at sundown	28	29
		30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4	5
	Independence Day Independence Day Holiday - UC CLOSED: NO CLASS Last Day to Withdraw from a Summer Semester Class	6
10	11	12
		13
17	18	19
		20
24	25	26
		27
31		

AUGUST 2014

{MONDAY}

{TUESDAY}

{WEDNESDAY}

4	5	6
11	12	13
18	19	20
25	26	27

{THURSDAY}

{FRIDAY}

{SATURDAY & SUNDAY}

	1	2
		3
7	8	9
		10
14	15	16
		17
21	22	23
		24
28	29	30
		31