UC Blue Ash College

Student Handbook

2018-19

CONTENTS

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THIS BOOK BELONGS TO:

_____

Welcome
FROM THE DEAN

On behalf of our faculty, staff, and more than 23,000 alumni, welcome to the University of Cincinnati Blue Ash College!

It is our goal to provide you with a supportive, yet still rigorous academic experience where you can find your way toward a fulfilling career and a life full of learning. We take pride in providing exceptional teaching, personal attention, and support services that will help you unlock your potential.

To support your success, UC Blue Ash offers a wide range of resources – free tutoring labs, advising, financial aid, accessibility resources, and more – to help you along the way. These services are detailed on the following pages; use this handbook as your guide to everything you need to make the most of your time at UC Blue Ash College.

Enjoy your time here, and I look forward to shaking your hand on graduation day!

Very Sincerely,

Robin Lightner, PhD
Dean, UC Blue Ash College

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 potential 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,

Tracy Herrmann, PhD
Interim Associate Dean,
Academic Affairs

Greg Metz, PhD
Assistant Dean,
Academic Affairs

Sarah Wolfe, MS
Director,
Student Engagement

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 imply 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

The 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*

The daily to-do list is used to break down and prioritize lengthy assignments into smaller units of study. Identify classes with initials or color code.
- *prioritize assignments*
- *break down lengthy chapters into smaller units*
- *allow 5-10 days prep time to research, write, and edit papers*
- *add appointments (via TutorTrac) for writing assistance in the Writing and Study Skills Center*
- *allow 5-10 days review for a test*
- *add appointments for study skills assistance in the Writing and Study Skills Center*

Weekly Study Schedules are available in the Writing and Study Skills Center (112K 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 or more credit hours) = 24-36 study hours—(that's why 12 cr. hrs is considered full time)*

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UC BLUE ASH GUIDING STATEMENTS

Core Values

The faculty, staff, and students of the University of Cincinnati Blue Ash College work together to carry out the college's mission and vision, guided by a special set of core values that are the foundation of who we are and what we want to become.

We value...

- the individual talents of our students, faculty, and staff.
- student-centered teaching that challenges and inspires.
- comprehensive education that develops critical thinking and an engaged citizenry.
- rigorous, accredited programs of study.
- accessible and affordable education.
- diversity in experiences and perspectives.
- innovative scholarship and creative works.
- service to the broader community.

Mission Statement

The University of Cincinnati Blue Ash College provides an excellent and accessible education for students from a wide array of educational and cultural backgrounds. Our student-centered approach to teaching and comprehensive services engage students so that they can acquire the knowledge and skills needed to succeed academically, personally, and professionally. We promote innovative scholarship and creative works, free inquiry, lifelong learning, and service beyond the classroom.

Vision Statement

The University of Cincinnati Blue Ash College will be a recognized leader in providing exceptional teaching that inspires students to unlock their potential and contribute to the local and global communities.

TOP 10
Tips for Student Success

G **raduate.** Focus on your end goal; your journey starts today!

R **ead.** Review each syllabus, check UC email, and check Blackboard every day.

A **ttend your classes.** It's vital. You miss a lot when you miss class.

D **eadlines matter.** Know them, prepare for them, and always meet them.

U **se our resources early and often.** Free tutoring services, One Stop, Academic Advising, Student Life, and more.

A **lways be on time.** It's a great habit to develop for school and your career.

T **alk to your professors.** Ask questions, absorb their knowledge & build relationships.

I **dentify your strengths and passions.** Select your major and career based on them.

O **wn your education.** Make learning your top priority and be accountable. Be prepared and participate.

N **ow is your time.** Determine your future. Pursue your dreams actively.

UC BLUE ASH COLLEGE • CAMPUS MAP

WEST PARKING LOT

PROGRESS HALL

VETERINARY TECHNOLOGY BUILDING

PAVILION D

FLORY CENTER

SOCCER FIELDS

MUNTZ HALL

WALTERS HALL

DENTAL CLINIC PARKING

WALTERS PARKING LOT

UC MAINTENANCE BUILDING

FACULTY AND STAFF PARKING

UC EDUCATION CENTER AT BLUE ASH ELEMENTARY

MUNTZ PARKING LOT

BLUE ASH ELEMENTARY SCHOOL

WALTERS LANE

PLAINFIELD ROAD
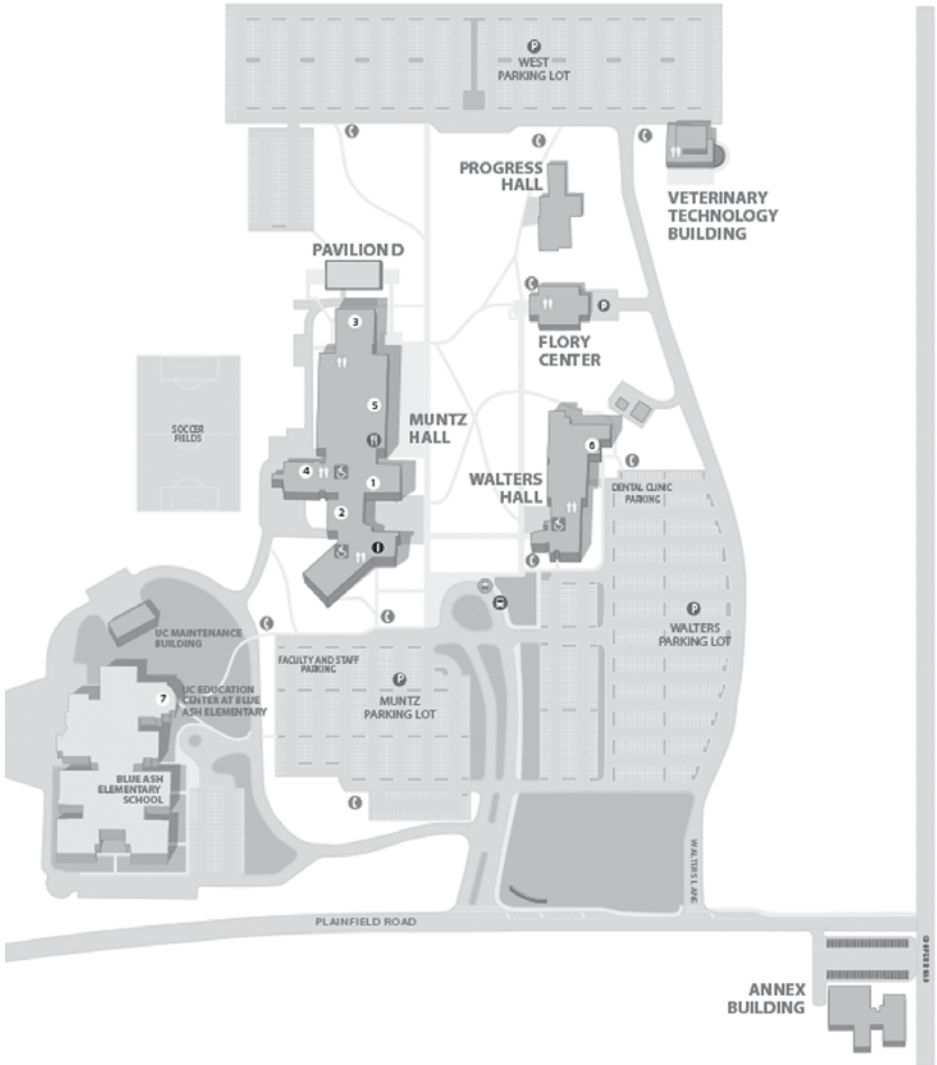
ANNEX BUILDING

Legend

Stairs	Men's Restroom	Women's Restroom
Help Phone	Elevator	
Handicap	Unisex Restrooms	Food
ATM	Entrance	

Building Codes

BAMUNTZ	Muntz Hall
BAWALT	Walters Hall
BAANNEX	Annex
BAFLORY	Flory Center
BAVETEC	Vet Tech Building
BAPAVD	Pavilion D
BLASH-ES	Blue Ash Elementary
BAPROGRS	Progress Hall
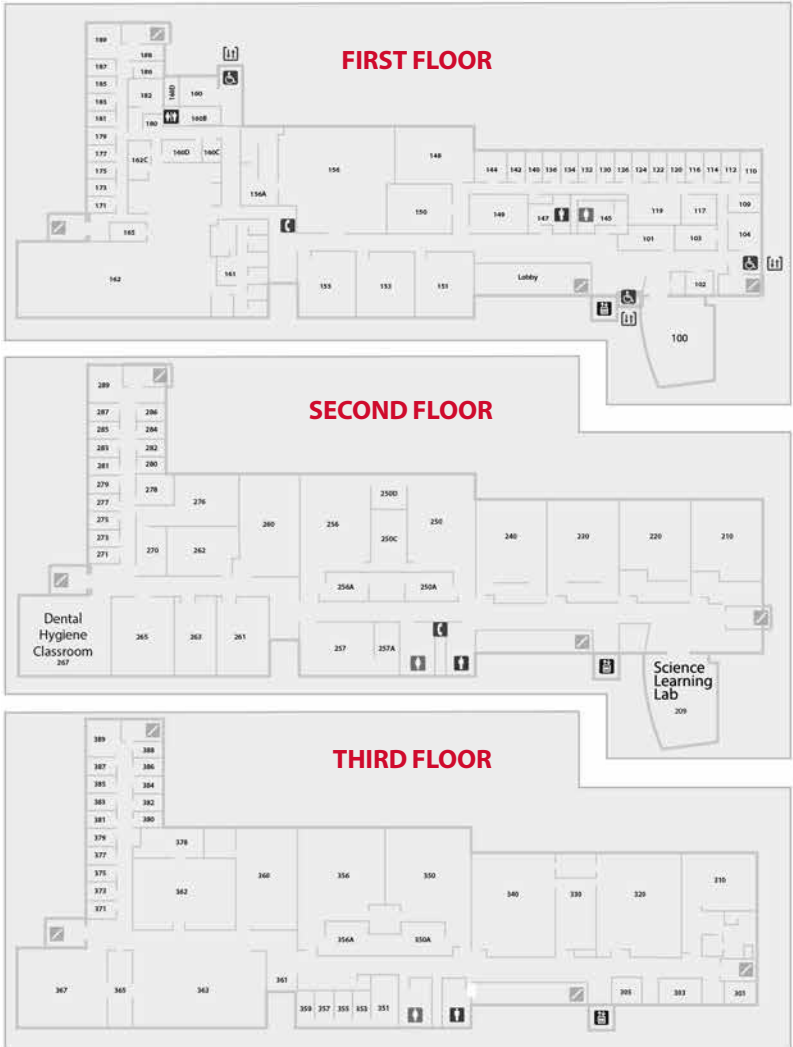
UC BLUE ASH COLLEGE • MUNTZ HALL & PAVILION MAP

MUNTZ HALL SECOND FLOOR

MUNTZ HALL THIRD FLOOR

UNDER RENOVATION 2018-19 SCHOOL YEAR
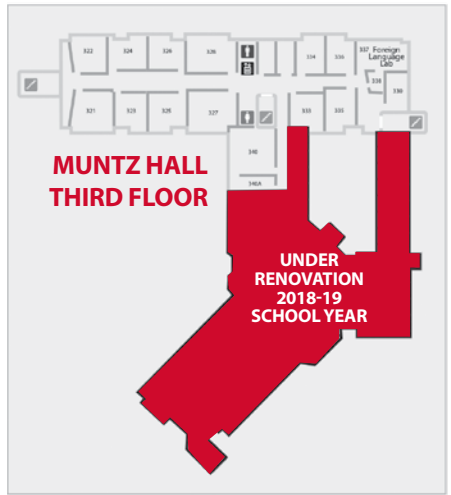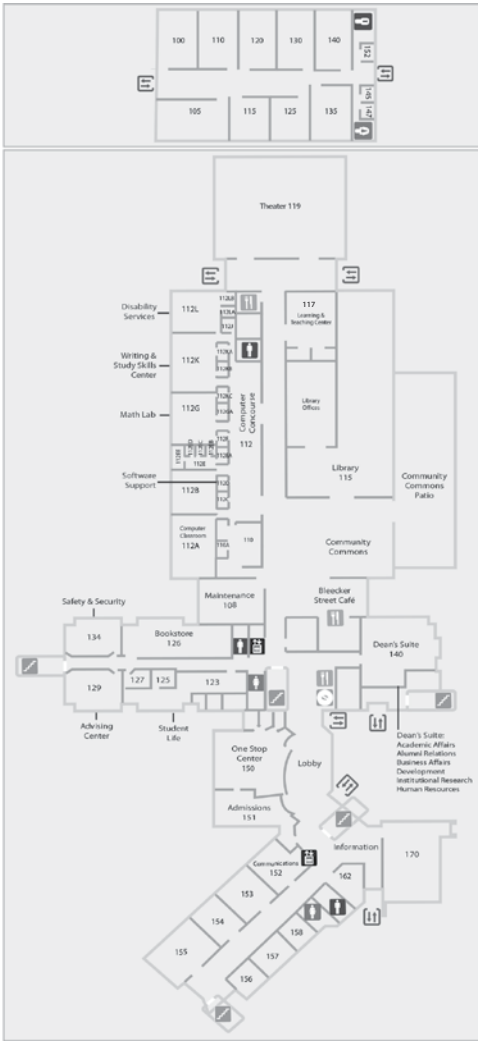
UC BLUE ASH COLLEGE • PROGRESS HALL MAP

**PROGRESS HALL
FIRST FLOOR**

Receiving

Mechanical

| 120M | 120J | 120G | 120E | 120C | 120A |

| 120N | 120K | 120H | 120F | 120D | 120B |

Lobby

108

110

107

111

**PROGRESS HALL
SECOND FLOOR**

| 220M | 220J | 220G | 220E | 220C | 220A |

| 220K | 220H | 220F | 220D | 220B |

208

210

207

211
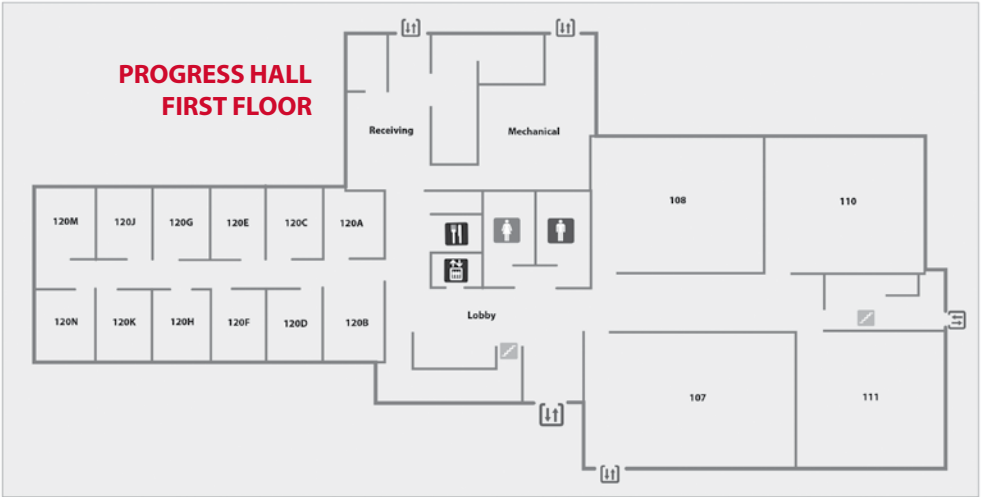
UC BLUE ASH COLLEGE • ANNEX & FLORY CENTER MAP

FLORY CENTER

170   165   160

101
102
103
104

112   120   130   140   149

Kitchen

115   135   145

ANNEX BUILDING
4131 COOPER ROAD

145   148
143
141   138
133   136
134

113
110A
110

199
102

120   120E

120C

120A   120D
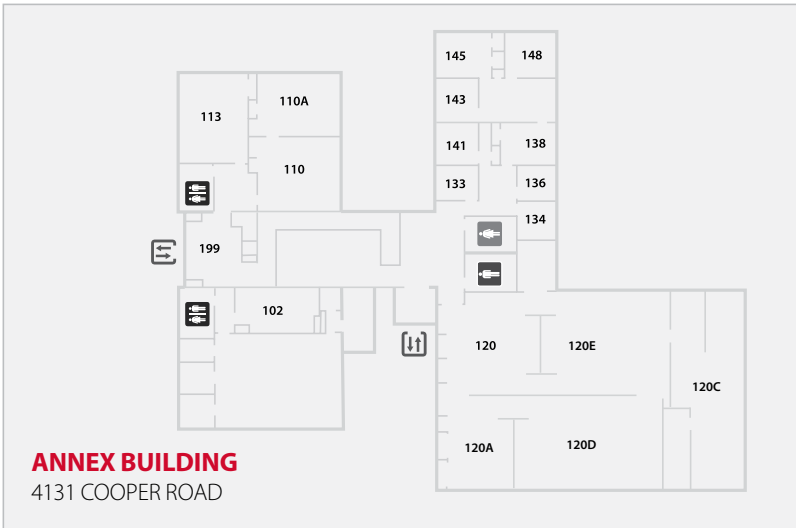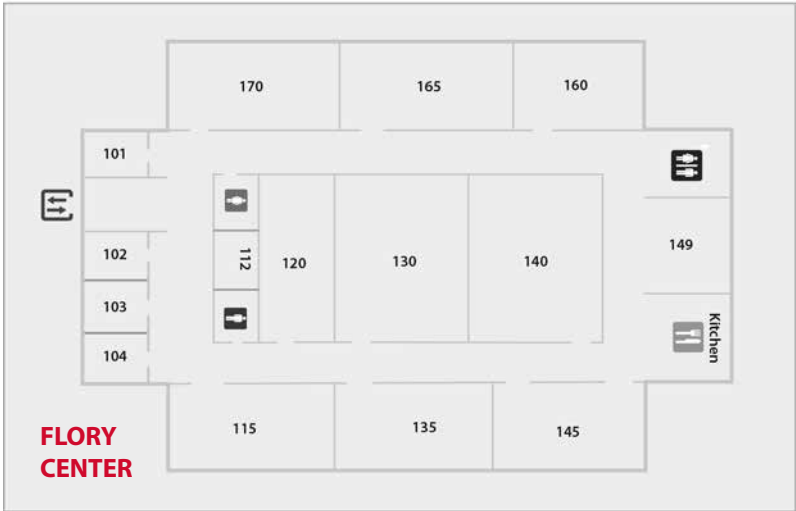
FREQUENTLY USED NUMBERS

DEPARTMENT/OFFICE	PHONE	ROOM
Academic Affairs	745-5660	M140
Accessibility Resources	792-8625	M112L
Advising Center	745-5753	M125
Allied Health	936-1631	W104
Alumni Relations	936-1577	M140
Art & Visual Communication	745-5655	M112E
Behavioral Science	745-5655	M112E
Biology/Chemistry	936-1702	W104
Blackboard and Basic Software Help Desk	556-1602	M112
Bleecker St. Café	936-1721	MUNTZ
Bookstore	745-5610	M126
Breastfeeding/Nursing Room	745-5670	M376
Business & Economics	745-5625	M140
Career Services	745-5773	M123
Communications/Marketing	936-1632	M152
Dean's Office	745-5660	M140
Dental Hygiene Clinic	745-5630	W162
Development	936-1734	M140
Electronic Media Communication	745-5717	M217
English & Communication	745-5645	P120B
Enrollment Services	745-5700	M150
Facilities Management *(Housekeeping/Maintenance)*	745-5708	M108
Financial Aid *(One Stop Center)*	745-5740	M150
Foreign Language	745-5655	M112E
History, Philosophy, Political Science	745-5645	P120B
Hispanic & Latino Affairs	745-5773	M123
Library	745-5710	M113
Mail Room	936-1663	M108A
Math, Physics, Computer Science	745-5625	M140
Media Design & Production	745-5717	M217
Medical Assisting	745-1631	W104
Multicultural Affairs	745-5773	M123
Network Resources	745-8308	M110A
Nursing	745-5665	W289
One Stop Center	745-5740	M150
Placement Testing Center	745-5783	M150
Radiologic Technology	936-1631	W104
Registration (One Stop Center)	745-5650	M150
Safety & Security (UC Police)	745-5707	M134
Student Health Appointments	556-2564	
Student Health Insurance	556-6868 / 584-4457	
Student Life	745-5773	M123
Study Skills Tutoring	745-5733	M112K
Transcript Hotline	556-9912	
UC Blue Ash Information	745-5600	M150
UC Clermont College Information	732-5200	
UC Uptown Information	556-6000	
Veteran Affairs	745-5787	M123
Veterinary Technology	936-7173	VT 106
Welcome Desk	936-1566	M LOBBY
Writing Tutoring	745-5733	M112K

UCBA ACADEMIC & SUPPORT LABS

Accounting Tutor	745-5625	
Computer Concourse	745-5718	M112
Foreign Language Lab	745-5649	M350
Math Lab	745-5760	M112G
Science Learning Lab	936-1705	W200
Writing & Study Skills Center	745-5733	M112K

A= Annex   F= Flory Center   M= Muntz Hall   P= Progress Hall   W= Walters Hall

CLASS*SCHEDULE*
FIRST SEMESTER

Subject	Instructor	Office	Phone/Email

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

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CLASS_SCHEDULE_
SECOND SEMESTER

Subject	Instructor	Office	Phone/Email

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

MONDAY	TUESDAY	WEDNESDAY
		1
6	**7**	**8**
13	**14**	**15**

THURSDAY	FRIDAY	SATURDAY | SUNDAY
2	3	4
		5
9	10	11
		12
16	17	18
		19

MONDAY	TUESDAY	WEDNESDAY
20	**21**	**22**
27 *Fall Semester Classes Begin* *Welcome Week*	**28** *Welcome Week*	**29** *Welcome Week*

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THURSDAY	FRIDAY	SATURDAY | SUNDAY
23	**24**	**25**
		26
30 Welcome Week *Last Day to:* • *Add to a Waitlist*	**31** Welcome Week	

MONDAY	TUESDAY	WEDNESDAY

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3	**4**	**5**
Labor Day Holiday: UC CLOSED/NO CLASS	*UCBA Resource Fair – Muntz Cafe*	*UCBA Resource Fair – Muntz Cafe*

10	**11**	**12**
	Last Day to: *• Drop Classes w. 100% Refund*	*Withdrawal period begins*

THURSDAY	FRIDAY	SATURDAY | SUNDAY
		1
		Last Day to: **2** • *Add Classes Online* • *Change Credit to Audit or Pass/Fail* • *Change Credit Hours*
6 *UCBA Involvement Expo & Fall Fest – Quad*	**7**	**8** **9**
13	**14**	**15** **16**

MONDAY	TUESDAY	WEDNESDAY
17	18	19
24	25	26

NOTES

THURSDAY	FRIDAY	SATURDAY | SUNDAY
20	21	22
		23
27	28	29
		30

MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10
15	16	17

THURSDAY	FRIDAY	SATURDAY | SUNDAY
4	**5**	**6**
		7
11 *Fall Reading Day: Regular classes suspended; co-curricular activities continue*	**12** *Fall Reading Day: Regular classes suspended; co-curricular activities continue*	**13**
		14
18	**19**	*UC Blue Ash Dash* *5K Run/Walk for Scholarships* **20**
		21

MONDAY	TUESDAY	WEDNESDAY
22	23	24
29	30	31

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THURSDAY	FRIDAY	SATURDAY | SUNDAY
25	**26**	**27**
Path to the Pulitzer: *Understanding the Heroin Epidemic* *– Muntz Auditorium*		
		28

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MONDAY	TUESDAY	WEDNESDAY
5	6	7
12 *Veterans Day Holiday:* *UC CLOSED/NO CLASS*	13	14

THURSDAY	FRIDAY	SATURDAY | SUNDAY
1	**2**	**3**
		4
8	**9**	**10**
		11
15	**16** *Last Day to Withdraw*	**17**
		18

2018 NOVEMBER *19-30*

MONDAY	TUESDAY	WEDNESDAY
19	20	21
26	27	28

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THURSDAY	FRIDAY	SATURDAY | SUNDAY
22 *Thanksgiving Holiday:* *UC CLOSED/NO CLASS*	**23** *Thanksgiving Holiday:* *UC CLOSED/NO CLASS*	**24** *Thanksgiving Holiday:* *UC CLOSED/NO CLASS* **25** *Thanksgiving Holiday:* *UC CLOSED/NO CLASS*
29	**30**	

MONDAY	TUESDAY	WEDNESDAY

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3	4	5
10 *Fall Semester Exams*	**11** *Fall Semester Exams*	**12** *Fall Semester Exams*

THURSDAY	FRIDAY	SATURDAY | SUNDAY
		1
		2
6	**7**	**8**
		9 *Fall Semester Classes End*
13 *Fall Semester Exams*	**14** *Fall Semester Exams* *UC Commencement*	**15** *Fall Semester Exams* *UC Commencement*
		16

MONDAY	TUESDAY	WEDNESDAY
17	**18**	**19**
24 *Winter Season Days:* *UC CLOSED*	**25** *Winter Season Days:* *UC CLOSED*	**26** *Winter Season Days:* *UC CLOSED*
31 *Winter Season Days:* *UC CLOSED*	**NOTES** _____ _____ _____ _____ _____ _____ _____	

THURSDAY	FRIDAY	SATURDAY	SUNDAY
20	**21**	**22**
		23
27 *Winter Season Days: UC CLOSED*	**28** *Winter Season Days: UC CLOSED*	**29** *Winter Season Days: UC CLOSED*
		30 *Winter Season Days: UC CLOSED*

2019 JANUARY *1-13*

MONDAY	TUESDAY	WEDNESDAY

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	1	2
	New Year's Day Holiday: UC CLOSED	
7	**8**	**9**

THURSDAY	FRIDAY	SATURDAY	SUNDAY

3	**4**	**5**
		6
10	**11**	**12**
		13

2019 JANUARY *14-31*

MONDAY	TUESDAY	WEDNESDAY
14 Spring Semester Classes Begin Welcome Week	**15** Welcome Week	**16**
21 Martin Luther King, Jr. Holiday: UC CLOSED/NO CLASS	**22**	**23**
28	**29** Last Day to: • Drop Classes w. 100% Refund	**30** Withdrawal period begins

THURSDAY	FRIDAY	SATURDAY | SUNDAY
17	**18**	**19**
		20 *Last Day to:* • *Add Classes Online* • *Change Credit to Audit or Pass/Fail* • *Change Credit Hours*
24	**25**	**26**
		27
31	**NOTES**	

2019 FEBRUARY *1-17*

MONDAY	TUESDAY	WEDNESDAY

NOTES

4	**5**	**6**
11	**12**	**13**

THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	**2**
		3
7	**8**	**9**
		10
14	**15**	**16**
		17

2019 FEBRUARY *18-28*

MONDAY	TUESDAY	WEDNESDAY
18	19	20
25	26	27

THURSDAY	FRIDAY	SATURDAY	SUNDAY
21	**22**	**23**
		24
28	**NOTES**	

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MONDAY	TUESDAY	WEDNESDAY

NOTES

4	5	6

11	12	13

THURSDAY	FRIDAY	SATURDAY | SUNDAY
	1	2
		3
7	8	9
		10
14	15	16
		17

2019 MARCH *18-31*

MONDAY	TUESDAY	WEDNESDAY
18 *Spring Break: NO CLASS*	**19** *Spring Break: NO CLASS*	**20** *Spring Break: NO CLASS*
25	**26**	**27**

NOTES

THURSDAY	FRIDAY	SATURDAY | SUNDAY
21 *Spring Break: NO CLASS*	**22** *Spring Break: NO CLASS*	**23** *Spring Break: NO CLASS*
		24 *Spring Break: NO CLASS*
28	**29**	**30**
		31

MONDAY	TUESDAY	WEDNESDAY

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1	2	3
8	**9**	**10**

THURSDAY	FRIDAY	SATURDAY	SUNDAY

4	5	6
		7

11	12	13
		14

2019 APRIL *15-30*

MONDAY	TUESDAY	WEDNESDAY
15	**16**	**17** *Spring Fling – Quad*
22	**23**	**24**
29 *Spring Semester Exams*	**30** *Spring Semester Exams*	**NOTES**

THURSDAY	FRIDAY	SATURDAY	SUNDAY
18	**19**	**20**	
			21
25	**26** *Spring Semester Classes End*	**27** *Spring Semester Exams*	
			28 *Spring Semester Exams*

MONDAY	TUESDAY	WEDNESDAY
NOTES		**1** *Spring Semester Exams*
6	**7**	**8**
13 *Summer Semester Begins*	**14**	**15**

THURSDAY	FRIDAY	SATURDAY | SUNDAY
2 Spring Semester Exams Spring Semester Ends	**3** UC Commencement	**4** UC Commencement
		5
9	**10**	**11**
		12
16	**17**	**18**
		Last Day to: • Add Classes Online • Change Credit to Audit or Pass/Fail • Change Credit Hours **19**

2019 MAY *20-31*

MONDAY	TUESDAY	WEDNESDAY
20	**21**	**22**
27 *Memorial Day Holiday:* *UC CLOSED/NO CLASS*	**28** *Last Day to:* *• Drop Classes w. 100% Refund*	**29** *Withdrawal period begins*

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THURSDAY	FRIDAY	SATURDAY | SUNDAY
23	**24**	**25**
		26
30	**31**	

UCBA BUILDING HOURS INFORMATION

UCBA Buildings:
Monday – Saturday   7:00 a.m. - 10:00 p.m.
Sunday   10:00 a.m. - 6:00 p.m.

One Stop Center* (Financial Aid, Registration, Student Billing)**:**
Academic Year
Monday – Thursday   8:00 a.m. – 6:00 p.m.
Friday   9:00 a.m. – 5:00 p.m.

Bleecker St. Café* (dining):
Monday – Thursday   7:30 a.m. – 6:00 p.m.
Friday   7:30 a.m. – 2:00 p.m.
Coffee, drinks and grab-and-go food items are available during operating hours.
Pizza by the slice is available 10:30 a.m. to close.
*General hours. Check *ucblueash.edu* for any changes.

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, meet with a study group 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 Student Life Office. 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:

- American Institute of Graphic Artists (AIGA)
- Association of Student Educators
- Creative Writing Club
- Latinos en Acción
- LGBTQ+ Alliance
- Men of Color Collaborative
- Partners In Justice
- Phi Theta Kappa
- Pre-Health Education Organization
- Pre-Medicine Association
- Pre-Pharmacy Association
- Sister Circle
- Student Chapter of the North American Veterinary Technicians' Association
- Student Nurse Association

FOOD AND FUN

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

STUDENT 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 *mail.uc.edu* 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 *canopy.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 allow 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.

BOX AT UC

Box is UC's preferred cloud-based file storage platform designed to enable users to securely store, share, manage, and access files online anytime, anywhere, from any device. All students, faculty and staff receive unlimited data storage with their account.
Features include:
• Unlimited data storage
• Mobile apps for iOS, Android, Windows and Blackberry devices
• Ability to edit documents in Microsoft Office with Box Edit
• Secure file storage in the cloud
• Secure file sharing within or outside of UC's network
• Synchronization and collaboration on projects using approved Google and Box-developed apps
• Develop workspaces
Learn more at: *https://kb.uc.edu/kbarticles/ucbox-landing.aspx*

WIRELESS CONNECTIVITY

Wireless connectivity is available throughout campus, enabling students to conveniently access the internet. For more information regarding our wireless connectivity, please use a lab computer and visit *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!

BEARCAT ATHLETICS

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

WORLD CLASS LIBRARIES

UC's library system gives students access to extensive digital, print and online resources to meet their research needs. Plus, access to the OhioLINK system enables students to access resources from other colleges and universities throughout the state. For more information, please visit *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 *uc.edu/sald*.

FRATERNITIES & SORORITIES

Fraternities 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 43 chapters including College Panhellenic Council chapters, Interfraternity Council chapters, Multicultural Greek Council chapters, and National Pan-Hellenic Council chapters.
For more information, visit *greeklife.uc.edu*.

ACADEMIC DEPARTMENTS

The Program Coordinator 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
LuAnna Schwaeble, Program Coordinator
Walters Hall, Room 104 • 936-1631

ART AND VISUAL COMMUNICATION
Professor John Wolfer, Department Head
936-7107
Program Coordinator
Muntz Hall, Room 112E • 745-5655

BEHAVIORAL SCIENCE
Professor Sarah Cummins-Sebree, Department Head
936-7156
Program Coordinator
Muntz Hall, Room 112E • 745-5655

BIOLOGY
Professor Suzanne Bradshaw, Department Head
936-1642
Shannon Nease, Program Manager
Walters Hall, Room 104 • 936-1702

BUSINESS AND ECONOMICS
Professor Margaret Cheatham, Department Head
745-5623
LuAnna Schwaeble, Program Coordinator
Muntz Hall, Room 140 • 745-5625

CHEMISTRY
Professor Matthew DeMatteo, Department Head
936-1555
Shannon Nease, Program Manager
Walters Hall, Room 104 • 936-1702

DENTAL HYGIENE
Professor Cynthia Stegeman, Department Head
792-8628
Christen Bruening, Program Coordinator
Walters Hall, Room 189 • 745-5635

ELECTRONIC MEDIA COMMUNICATIONS
Professor H. Michael Sanders, Department Head
936-1603
Lou Olenick, Program Manager
Muntz Hall, Room 217 • 936-1602

ENGLISH AND COMMUNICATION
Professor Sue Sipple, Department Head
936-7127
Amber Kuftic, Program Coordinator
Progress Hall, Room 120B • 745-5645

FOREIGN LANGUAGE
Professor Angie Woods, Department Head
936-7183
Program Coordinator
Muntz Hall, Room 112E • 745-5655

HISTORY, PHILOSOPHY, & POLITICAL SCIENCE
Professor Krista Sigler, Department Head
936-1754
Amber Kuftic, Program Coordinator
Progress Hall, Room 120B • 745-5645

MATH, PHYSICS, & COMPUTER SCIENCE
Professor Eugene Kramer, Department Head
936-7139
Program Coordinator
745-5625

NURSING

Professor Jennifer Ellis,
Department Head
936-1624
Jackie Belew, Program Coordinator
Walters Hall, Room 289 • 745-5665

VETERINARY TECHNOLOGY

Professor Jennifer Wells,
Department Head
936-7174
Amber Kuftic, Program Coordinator
Progress Hall, Room 120B • 936-1702

ONE STOP: STUDENT SERVICES IN ONE PLACE

ONE STOP STUDENT CENTER

Online, in person or by phone, the One Stop Student Service Center is your one stop to get answers and receive assistance without having to go from one office to another. One Stop 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 onestop.uc.edu.
UC Blue Ash's One Stop Center is located in Muntz Hall, Room 150.

UCBA ONE STOP CENTER

Registration/Records,
Billing/Collections, Financial Aid
Muntz Hall 150 • 745-5740
onestop@ucblueash.edu

Academic Year Hours
Monday – Thursday   8:00 a.m. – 6:00 p.m.
Friday   9:00 a.m. – 5:00 p.m.

The One Stop Student Service Center is your single destination for answers related to your registration, student records, billing, and financial aid matters. We offer comprehensive counseling on behalf of the Registrar, Bursar, and Student Financial Aid offices. We also offer financial literacy resources to help you manage your finances more effectively. There is a lot to learn about university policies and procedures. We provide a wealth of information to help you understand what you need to know to succeed in your college years at UC. Visit us at: *onestop.uc.edu.*

COLLEGE OFFICES

ACCESSIBILITY RESOURCES
Muntz Hall Room 112L • 792-8625
Monday – Friday, 8 a.m. – 5 p.m.
or by appointment
Accessibility Resources provides assistance to students with various types of accessibility needs or disabilities. Students may be eligible for note-takers, interpreters, adapted testing, scribes, readers, tape recorders, communication aids, and other services as needed. The Accessibility Resources Office is also an information and resource center for all students, faculty, and staff who have concerns or questions pertinent to accessibility or disabilities. Information can be obtained on a number of issues including accessing benefits, community resources, securing adaptive equipment, accessible housing, voter registration and more.

ADVISING CENTER
Muntz Hall, Room 125 • 745-5753
Monday – Friday, 8 a.m. – 5 p.m.
Evening hours by appointment
The Advising Center provides academic planning services to enrolled UCBA students. Faculty and professional staff advisors can assist with academic 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 should I meet with my advisor to plan for next semester?"*) or need names, office numbers, and hours of faculty and professional staff advisors will find this information on the advising webpage: *ucblueash.edu/advising*

ALUMNI RELATIONS
Muntz Hall, One Stop 150B • 936-1500
Monday – Friday, 8 a.m. – 5 p.m.
The Alumni Relations Office strives to create opportunities for UCBA alumni (both current and future) to stay involved with and connected to UC Blue Ash College. Alumni are encouraged to volunteer to serve the college through involvement with a committee, mentoring a current student or participating in a college program. Other programs include Alumni Weekend and Homecoming.

ART GALLERY
UCBA Annex • 936-1712 • Hours vary.
The University of Cincinnati's Blue Ash Art Gallery was founded to serve the UCBA campus community, exhibiting artwork reflecting the breadth and diversity of cultural and intellectual disciplines engaged in on the Blue Ash campus. The gallery presents art in a broad range of 2D and 3D media and spoken word, lectures, screenings and performance. The UC Blue Ash College Art & Visual Communication Department and Electronic Media Communications Department have collaborated to bring the community this outlet for the arts.

BUSINESS OFFICE
Muntz Hall, Room 140 • 936-1520
Monday – Friday, 8 a.m. – 5 p.m.
The Business Office provides support to faculty and staff 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 a.m. – 8 p.m.
Friday, 7:30 a.m. – 4 p.m.,
Saturday, 9 a.m. – 2 p.m.
You can get all required classroom textbooks and lab materials, plus a complete line of school supplies and a variety of beverages and snacks at the bookstore on campus. Computer software and UC gifts items are also available.

CAREER SERVICES
The college hosts career services workshops a few times each semester as well as offering

internship opportunities. Stop in the Student Life office for more information. Upcoming events and programs can be found on our website *ucblueash.edu/career-center*. Students and employers exchange information on UC's job and resume posting website: Handshake *uc.joinhandshake.com* where you may post your resume for employers' consideration, as well as review and apply for job listings posted by employers. UCBA students can also seek out career placement assistance at the University of Cincinnati Experience-Based Learning and Career Education Center in the Steger Student Life Center (Uptown Campus), or online at *uc.edu/careereducation*.

DEAN'S OFFICE
Muntz Hall, Room 140 • 745-5660
Monday – Friday, 8 a.m. – 5 p.m.
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 manages the Fresh Start process for students as well as curriculum development and academic initiatives. 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, academic action (probation/suspension), code of conduct violations. This person also serves as a liaison with the UC Ombuds office.

DENTAL HYGIENE CLINIC
Walters Hall, Room 162 • 745-5630
Open August-April (by appointment)
Mornings: Tuesdays/Thursdays
Afternoons: Wednesdays
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 4 hours. Multiple appointments may be required depending upon the individual case.

DEVELOPMENT OFFICE
Muntz Hall, Room 140 • 936-1734
Monday – Friday, 8 a.m. – 5 p.m.
The Development Office serves to enhance UC Blue Ash through securing gifts and donations that benefit the college and our students. Students are encouraged to become active participants in philanthropic events that support the college.

FACILITIES MANAGEMENT
Muntz Hall, Room 108 • 745-5708
Monday – Friday, 8 a.m. – 5 p.m.
Facilities Management 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. For all facilities needs or concerns, send an email to facilities@ucblueash.edu.

FOOD SERVICE
Bleecker St. Café
Muntz Hall, First floor
Monday-Thursday, 7:30 a.m. - 6:00 p.m.
Friday, 7:30 a.m. - 2:00 p.m.
The Bleecker Street Café is named for an entertainment/restaurant district in New York City's Greenwich Village. The concept is based on a New York City deli/café and

features pizza, fresh baked pastries and bread, signature sandwiches, and a breakfast menu. Coffee, drinks and grab-and-go food items are available during operating hours.
Pizza by the slice is available 10:30 a.m. to close.

HISPANIC/LATINO AFFAIRS
Muntz Hall, Room 123 • 745-5773
Monday – Friday, 8 a.m. – 5 p.m.
Hispanic/Latino Affairs helps Latino students connect on campus through a variety of programs and events throughout the year. From the annual Latino student welcome event at the start of the semester to leadership workshops and monthly social gatherings, there is something for every student to get involved and become a member of the UCBA family.

INFORMATION TECHNOLOGY
Muntz Hall Room 110 • 745-8308
Monday – Thursday, 7:30 a.m. – 6 p.m.
Friday, 8:00 a.m. – 5:00 p.m.
UC Blue Ash College has approximately 350 academic computers and 500 faculty and staff computers. There are approximately 50 networked printers, 40 servers, and 50 network switches spread through 6 buildings. The Information Technology Department is responsible for maintaining, replacing, and upgrading this equipment on an ongoing basis. Anyone seeking technical assistance may stop in, no appointment necessary, during regular office hours.

LIBRARY
Muntz Hall Room 113 • 745-5710
Monday – Thursday, 7:30 a.m. – 9 p.m.
Friday, 7:30 a.m. – 6 p.m.
Saturday and Sunday, Closed
Hours during holidays, breaks and summer semester can be found on the library website: *libraries.uc.edu/ucba*

The UCBA Library gives you access to:
* Books, articles, media and more using the Summon search box on the UCBA Library website.
* Select class materials (e.g. DVD, textbook) placed on Reserve by professors for short-term borrowing. NOTE: Many classes require the purchase of textbooks. Check with professors about requirements.
* Computers, laptops, printers, copiers, calculators, headphones, and scanner.
* Individual and group space, including eight study rooms (reserve online, up to 2 weeks in advance).
* Research help from librarians in person, by phone or email.

The UCBA Library is your place to study, learn and succeed!

MULTICULTURAL AFFAIRS
Muntz Hall, Room 123 • 745-5773
Monday – Friday, 8 a.m. – 5 p.m.
Celebrate Culture – Embrace Community Multicultural Affairs recognizes and supports the racial and cultural diversity that exists on UCBA's campus. Specifically this office addresses the academic, cultural, educational, and social needs of diverse student 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 UCBA students. These include consulting with individual students and providing information and referrals for UCBA and transitioning students as well as implementing cultural and educational programs and activities throughout the year. In addition to planning cultural and diversity education programs and events, MCA advises Sister Circle and the Men of Color Collaborative. MCA actively works in cooperation with the college community to foster an understanding and appreciation of diversity through the Culture in the Classroom Project, a workshop series designed to help participants learn more about leading difficult conversations and help increase knowledge of university resources. 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 *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 UC 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, and assist with vehicle unlocks if keys are locked inside a vehicle. The lost and found is also located in the Security office.

There are (BLUE) help phones located throughout the campus parking areas. These phones are for safety assistance and emergencies such as campus directions and motorist assist requests. 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 LIFE

Muntz Hall Room 123 • 745-5773
Monday – Friday, 8 a.m. – 5:00 p.m.

Student Life offers a comprehensive set of support services, including Career Services, Hispanic and Latino Affairs, Leadership Programs, Multicultural Affairs, Orientation, Student Life Events & Organizations and Veteran Student Services.

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.

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

VETERAN STUDENT SERVICES

Muntz Hall Room 123 • 745-5787
Monday – Friday, 8:30 a.m. – 4:30 p.m.

The Veteran Student Services office at UC Blue Ash College is a resource center that you can depend on in relation to all matters relevant to the Department of Veterans Affairs and your benefits.

Services include:

- Enrollment certifications calculated and submitted to the Department of Veterans Affairs for benefits processing.
- Personalized Veteran Administration benefit counseling.
- Assistance with the transition from military life into civilian life and the college classroom.
- Social and professional networking and developmental activities to build camaraderie among veterans on campus.
- Representation from the Department of Veterans Affairs on campus with VETSUCCESS and VITAL, both VA entities that provide valuable assistance.

LABS & SUPPORT TUTORS
ACCOUNTING TUTOR
Hours and location vary by semester.
ucblueash.edu/accounting-tutoring
Tutoring services are available for students enrolled in UCBA sections of Financial and Managerial Accounting. Hours and locations vary by semester; check with your Accounting instructor for details.

COMPUTER LABS
**Muntz Hall Computer Concourse,
Suite 112• 745-5718
Monday – Thursday, 7:30 a.m. – 10 p.m.
Friday, 7:30 a.m. – 5 p.m.
Saturday, 10 a.m. – 4 p.m.**
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 AND STUDY SKILLS CENTER:
**Muntz Hall 112K • 745-5733
Monday–Thursday, 9 a.m. – 8 p.m.
Friday, 9 a.m. – 5 p.m.
Saturday/Sunday, closed**
ucblueash.edu/students/services/labs/writing-center.html
The Writing and Study Skills Center in 112K Muntz Hall provides students the opportunity to consult with professional, degree-holding academic tutors. Services are free to UC Blue Ash students.
Tutors work with students from all disciplines to help build strategies to succeed in any academic writing situation students encounter in their courses. Beyond writing, tutors work with students to build strategies to help them succeed at college. Student success topics include strategic reading, organization, time management, taking notes, improving memory, test-taking strategies, and managing stress and anxiety. In addition to individual tutoring support, we also offer two student support groups: the English Conversation Group and Creative Writing Club. Information about these groups can be found on our website.

For individual tutoring, students are strongly encouraged to schedule appointments ahead of time. While tutors will try to accommodate students who drop in for unscheduled tutoring sessions, the center cannot guarantee that a tutor will be available without a scheduled appointment. Each scheduled 60-minute individual session consists of 45–50 minutes of individualized tutoring followed by a guided reflection to help students retain the skills practiced during the session. These individual sessions are available in the center and via WebEx video conference (available through Canopy). Please see the Writing and Study Skills Center website for up-to-date scheduling procedures for individual sessions and workshops. Writing Center staff will be happy to answer any questions about the center's services.

FOREIGN LANGUAGE LAB & RESOURCE CENTER
**Muntz Hall 349B and 350 • 745-5649
Monday–Thursday, 8:30 a.m. – 6 p.m.
Friday, 9 a.m. – 2:30 p.m.
Summer hours vary.**
Primarily 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 112G • 745-5760

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

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 UC Blue Ash College math classes.

SCIENCE LEARNING LAB

Walters Hall, Room 200 • 936-1705
Monday – Thursday, 8 a.m. – 8 p.m.
Friday, 8 a.m. – 4 p.m.
Sunday, noon – 4 p.m.

The Science Learning Lab is designed to help students in Biology, Chemistry, Dental Hygiene, Nursing, and Allied Health science courses. The lab provides free tutoring, as well as a place to study. Students using the lab have access to computers, anatomical models, microscopes, X-rays, and supplementary texts and software.

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 earn a minimum of 6 credit hours with a semester GPA of 3.4 or above qualify for the Dean's List.

ACADEMIC ADVISING/ADVISORS

UC Blue Ash offers academic advising to all matriculated (degree-seeking) students. All first-year students and students in certain majors are required to meet with their advisor at least once every term before registering for classes. Registration will be blocked until you complete this mandatory meeting. 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, the advisor, and the college.

STUDENT RESPONSIBILITIES

- Understand degree and program requirements
- Arrange regular appointments with your advisor (at least one/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
- Listen and respond to questions and concerns
- Communicate policies and processes when applicable including grade replacement, Fresh Start, academic progress and academic standing, among others
- 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, by calling 513-745-5753, or by stopping in Muntz 125. To access advisor names and contact information visit: *ucblueash.edu/advising*.

WEB RESOURCES FOR ADVISING SUPPORT AND INFORMATION

Besides the advising webpage, students should access Catalyst for several academic links. For example:

• Degree Audit: *catalyst.uc.edu*; My Academics; Audit, Grades, and Transcripts; Get My Degree Audit

• Schedule of Classes and Registration: *catalyst.uc.edu*; My Dashboard; Quick Links; Search for Classes

• Advisor and Program information: *catalyst. uc.edu*; My Academics; My Academic Profile

ACADEMIC INTEGRITY

The University of Cincinnati Blue Ash College expects all students to abide by and practice the highest standards of academic integrity as defined in the University of Cincinnati Student Code of Conduct. Every UC student is responsible for knowing what constitutes academic misconduct and acting accordingly. 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, to be prepared for future courses (which require mastery of previous courses) and to be prepared professionally. Cheating will be rigorously sanctioned per the criteria and standards of the University of Cincinnati Student Code of Conduct.

ACADEMIC STANDING AND ACADEMIC ACTIONS

University of Cincinnati Academic Standing Policy pertains to all UC undergraduate students at all UC colleges and campuses. At UC Blue Ash, our goals are to ensure students understand the UC Academic Standing Policy and the consequences of academic standing issues, to encourage and equip students to achieve good academic standing, and to actively assist and support students should they have academic standing issues.

GOOD ACADEMIC STATUS

The University of Cincinnati Academic Standing Policy identifies five categories of student academic standing. These are:

- Good Academic Standing
- Academic Alert
- Academic Probation
- Academic Suspension
- Academic Dismissal

A student is in "good academic standing" if the student has earned a cumulative (overall) GPA of 2.0 or above.

However, students should be aware that:

- Specific programs or majors may require a GPA substantially above 2.0 to gain admittance, or remain enrolled in that specific program or major. See your academic advisor or information on specific program or major for details.
- Students who receive financial aid must meet Financial Aid Standard of Academic Progress in order to maintain financial aid. Financial Aid Standards of Academic Progress include additional criteria. Students can see the UC One Stop website or the UC Blue Ash One Stop office for details. We encourage all students who receive aid to regularly review their current and future financial aid status.

ACADEMIC ALERT

A student is placed on University of Cincinnati Academic Alert when:
- The student has earned a cumulative (overall) GPA of less than 2.0
- The student has attempted less than 30 University of Cincinnati credit hours. All credit hours that have been completed, as well as any credit hours that have been attempted but not completed, count as credit hours attempted for purposes of determining a UC student's academic standing status. Grades of F, W, UW, I, WX, X would constitute credits that were attempted but not completed.

Academic Alert provides early notice to encourage corrective action to improve academic performance. Should the student not achieve good academic standing before reaching the 30 credit hours attempted threshold:
- The student is placed on University Academic Probation.
- If receiving financial aid, the student would also be highly likely to have not met Financial Aid Standards of Academic Progress criteria, and thus would be at risk of losing financial aid eligibility.

Full details of the University of Cincinnati Academic Standing Policy can be found at: *uc.edu/registrar/policies_and_*

procedures/undergrad_acad_standing.html
Students are accountable for reviewing this policy. The policy pertains to all undergraduate students at the University of Cincinnati.

Students who are placed on Academic Alert or Academic Probation (see below) will receive notification regarding their academic standing status from the University of Cincinnati and UC Blue Ash College. UC Blue Ash students on Academic Alert and Academic Probation will be expected to fully engage in support programs specified by the Office of Academic Affairs. Our mission at UC Blue Ash is to support student success each step of the way – in good as well as challenging times. We will provide the tools, resources and support that help "make it possible" for students to achieve good academic standing. We expect that students who are placed on Academic Alert or Probation will "make it happen" by fully engaging in all support efforts.

ACADEMIC PROBATION

A University of Cincinnati student is placed on Academic Probation when:
- The student has earned a cumulative (overall) Grade Point Average (GPA) of LESS THAN 2.0.
- The student has attempted 30 OR MORE University of Cincinnati credit hours. All credit hours that have been completed, as well as credit hours that have been attempted but not completed, count as credits attempted. Grades of F, W, UW, I, WX, X would constitute credits that were attempted but not completed.

Academic Probation is a serious and urgent call for the student to assess challenges and constraints that may be affecting academic progress, formulate plans and strategies to address these challenges, and implement an action plan to support success going forward. Our mission at UC Blue Ash is to support student success each step of the way – in good as well as challenging times. We will provide the tools, resources and support that

help "make it possible" for students to achieve good academic standing. We expect that students will "make it happen" by fully engaging in these resources and supports.

During any semester in which a student is placed on Academic Probation, the student must earn a minimum TERM (semester) GPA of 2.0 or above. Should the student not earn the minimum term GPA of 2.0, the student will be placed on Academic Suspension by the University of Cincinnati. A student who is placed on University Academic Suspension is ineligible to enroll for classes, ineligible for financial aid and ineligible to participate in student clubs and organizations.

A student may be placed on University Academic Probation during any UC semester – fall, spring or summer. The student will be notified of her or his University Academic Probation status through the student's University of Cincinnati (UC) student e-mail account. The Office of Academic Affairs at UC Blue Ash will provide one or more additional notifications. While on Academic Probation, a student must earn a term GPA of 2.0 to avoid academic suspension. Academic Probation standing remains in effect until the student's cumulative (overall) GPA improves to 2.0 or above.

Full details of the University of Cincinnati Academic Standing Policy can be found at: *uc.edu/registrar/policies_and_procedures/ undergrad_acad_standing.html*

ACADEMIC SUSPENSION

While on Academic Probation a student must earn a term GPA of at least 2.0 to avoid University Academic Suspension. The standing of any student placed on University Academic Probation is reviewed at the end of each term (semester) through the UC Registrar's Office. If the student does not earn a term GPA of at least 2.0 while on University Academic Probation, the student is placed on University Academic Suspension. While on University Academic Suspension, the student will not be permitted to enroll in classes for a minimum of one year. If the student has already registered for classes for a future term, those classes will be adminis-

tratively dropped (meaning the enrollment is cancelled).

Following the year of academic suspension, a student may apply for readmission to the University of Cincinnati. However, readmission is not automatic or guaranteed. The student must submit a written appeal to be considered for readmission; the appeal must include a meticulous, detailed plan of action that includes how standards for a UC degree can be completed, how past challenges and constraints have been resolved, and how success going forward will be attained. The appeal must be submitted to the University of Cincinnati Suspension and Dismissal Appeals Committee. The web link below specifies procedures and deadlines for appeals of academic suspension. The student should consult with an academic advisor from their college for advice, for analysis of feasibility of a successful readmission appeal, and for guidance on constructing a plan of action. Responses to appeals will be conveyed through the student's University of Cincinnati e-mail account. Should a student be approved for readmission following a University Academic Suspension, the student will be placed on University Academic Probation and remain on University Academic Probation until the student's cumulative (overall) GPA reaches 2.0 or above. Full details of the appeal process and guidelines pertaining to it are available at:

uc.edu/registrar/policies_and_procedures/ undergrad_acad_standing.html

ACADEMIC DISMISSAL

A student who is readmitted to the University of Cincinnati following a University Academic Suspension is placed on University Academic Probation. Should the student again fail to earn a term (semester) GPA of 2.0 or above, the student will be placed on University Academic Dismissal. Academic Dismissal results in permanent denial of eligibility to enroll for classes at the University of Cincinnati.

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 One Stop Center (513-745-5740). 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, and the university Ombuds Office.

ACADEMIC TRANSCRIPTS

For more information, please see the Transcripts section below.

ADDING A CLASS

Your schedule should be set before classes begin so that you can attend all of your classes on the first class meeting. Coursework begins on the first day, and missing any classes the first week will put you behind. If you must try to add a class after classes begin, check with the instructor to make sure you have not missed too much. You can register for a class online through Catalyst. The registrar requires this be done no later than the 7th day after the term begins. After 7 days, students cannot add a class without instructor permission. Contact the instructor of the class you wish to add. If they approve, the instructor will complete an on-line form requesting permissions be granted and you will receive an email indicating you can register through Catalyst.

Each term students should check the university's dates to add, drop, and withdraw. These dates are published at: *uc.edu/registrar/calendars*.

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

Adding and dropping classes may impact financial aid, so you may want to visit a University Service Associate in the One Stop Center (Muntz 150) 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 *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 whole-

sale 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/early May. 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, visit the One Stop website (*onestop.uc.edu*).

Some recognized holidays fall within the instructional periods. You can view these by going to *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, children (under 12) 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 August, April/May 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: *uc.edu/commencement.html*. Please refer to "Graduation" section for more

information on registering for and participating in the Commencement ceremony.

COUNSELING SERVICES

A significant number of college students experience emotional and psychological challenges such as stress, anxiety, depression, family issues, addiction, eating disorders and more.

While students can take advantage of counseling services on the Clifton campus, UC Blue Ash College has a licensed and trained counselor/therapist on campus. This makes accessing these services much more convenient for UC Blue Ash students. Appointments and referrals should go through Frances Lowery in the Dean's Suite (Muntz 140). You can stop by and talk to Frances, call 745-5670, or email her at *loweryfk@ucmail.uc.edu*.

COURSE REGISTRATION

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)

The University of Cincinnati prohibits 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 (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 through the following channels:

- For complaints against university faculty members, contact the Provost's Office at 556-1146.
- For complaints against non-faculty university employees, contact the Office of Equal Opportunity at 556-5508
- For complaints against university students, contact Assistant Dean Greg Metz at 556-5670 or Gregory.Metz@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.

UC Blue Ash has a Title IX and Equal Opportunity Coordinator as an on-site resource for facilitating filing of claims related to discrimination and harassment. Amy Owens Smith, UCBA Human Resources Manager, 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 Amy.Smith@uc.edu.

For more information about these policies please visit *uc.edu/content/dam/common/docs/ucrighttoknow.pdf.*

DISMISSAL (ACADEMIC)
Please see the Academic Standing and Academic Actions section above.

DROPPING A CLASS
"Dropping" a class means there will be no record of your registration on your academic record. The "drop" period is very short at the beginning of the term. After that, students can "withdraw" (see "Withdrawing" below). A withdrawal does appear on your academic record. Classes are dropped online. Please note that there are deadlines by which you must drop a class. For deadlines on when to drop a class, please visit *uc.edu/registrar/calendars.*

For more information about dropping or withdrawing from a class, please visit *onestop.uc.edu* or the Academic Policies of the Registrar's website at *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.

You may stop in One Stop (Muntz 150) for information on dropping a class and how it may affect your bill and your financial aid.

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
All emergencies on campus should be reported to the Safety & Security 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 and text message 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.

How should I respond in the unlikely event of an active shooter/attacker on campus? Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty/staff during an active shooter situation.

- RUN. If there is an accessible escape path, attempt to evacuate the premises.
- HIDE. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- FIGHT. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

For more information, visit *ucblueash.edu/ resources/safety/run-hide-fight.html*

FEES

For more information, see Tuition and Fees section below.

FERPA

In 1974, The Family Educational Rights & Privacy Act (FERPA) 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 online through the Catalyst student data system. To prevent "Directory Information" from appearing in the published UC Student Directory, requests for non-disclosure
must be submitted by the appropriate published date.

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.

Students may also grant specific access to their records. This is done by completing the "Delegated Access" process through your catalyst portal.

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 *fafsa.ed.gov* to complete your financial aid application.

What types 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, 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 our 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 time frame limitations.

At the end of each 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 e-mail notifying them that they are no longer eligible to receive federal financial aid funds. The e-mail will also indicate options for restoring eligibility.

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

FRESH START (POLICY)

The purpose of the Fresh Start Policy is to permit students who performed poorly during a modest and limited period of initial enrollment at the University of Cincinnati to have an opportunity for a "fresh" cumulative grade point average. Details of the policy are available at the following link:
uc.edu/registrar/policies_and_
procedures/academic_fresh_start.html

If a student meets all of the criteria indicated below, s/he may petition the Associate Dean of Academic Affairs at UC Blue Ash to have previous courses taken prior to return deleted from the GPA calculation on the academic record and (thus) to have the GPA begin from point of return.

The criteria are that the student

- Has not been enrolled in any fashion at UC for a minimum of 3-5 years
- Has an 'initial enrollment' maximum period of no more than three (3) semesters or four (4) quarters,
- Has been readmitted to the University Of Cincinnati Blue Ash College.
- After returning, has earned grades of C or better in the initial 12 credits or in all credits taken after returning and as well prior to the submission of the Fresh Start application.

If any of the criteria are not met including the academic achievement criteria subsequent to return, Fresh Start will be denied. Approval of Fresh Start is at the discretion of the Associate Dean. The student must submit a Fresh Start application to the Office of Academic Affairs. Credits earned prior to Fresh Start being applied to the academic record are maintained.

If the student has not been not enrolled at UC for five or more years, the "initial enrollment period maximum limit is six (6) semesters or eight (8) quarters.

Students must submit their Fresh Start application within one year of readmission. Fresh Start will not be reviewed or approved prior to completion of twelve (12) credits. 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, a student's 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.

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 certain 1001-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 pts.). 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.

$$A = 4 \times 3 = 12$$
$$B = 3 \times 3 = 9$$
$$B = 3 \times 3 = 9$$
$$C = 2 \times 3 = 6$$
$$\text{TOTAL } 36$$

Step 3. Divide the sum by the number of hours taken. Thirty six (36) divided by 12 = 3.0. 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. You can access your grades online at *catalyst.uc.edu* under the "My Academics" tab.

Can I get my grades off the web? Yes. Go to *catalyst.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.

Further, through Prior Learning Assessment, UC allows students to earn college credit for knowledge obtained outside the traditional college classroom. For details, visit *uc.edu/testingservices/pla*.

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. For more information about the grade replacement form and policy please visit the One Stop Center in Muntz 150. You can also get information in the Academic Policies section of the Registrar's website at: *uc.edu/registrar/policies_and_procedures*.

GRADUATION

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

What happens when I'm ready to graduate? Students should meet with their advisor to be officially checked out of a program. Students apply for graduation by the established university deadline at *uc.edu/commencement/checklist*.

The fee for graduation is $50 and will be required each term the student applies for graduation. 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.

HEALTH INSURANCE

Students are automatically charged for health insurance if registered for six or more credit hours. Students already covered by another form of health insurance must waive the university insurance at *catalyst.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 *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. Refer to the course syllabus for specific attendance and make-up policies for individual courses.

PARKING/PARKING PERMITS
Parking permits are required of all UC Blue Ash students. Permits are distributed to first-year students at summer orientation. If you did not attend orientation, or need a parking permit, please visit the One Stop office in Room 150 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 University Service Associate in One Stop (Muntz 150).

Payment methods:
1. Online Payment: Payment can be made online using personal check information at no charge. Use of Visa, 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 p.m. will

post to the student's bill the following day approximately by 6 p.m. Payments made after 5 p.m. 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 One Stop 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. Students may enroll in the payment plan through their Catalyst portal on the Financials tab.

Late Payments

Bills must be paid in full or the student must join the payment plan in order to avoid penalties. A monthly $50 late fee, plus 1% of the balance, will be charged on unpaid bills. As well, students with unpaid balances will be restricted from adding classes for the unpaid term and registering for future terms 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:
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.

1. 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.

2. Submitting as one's own, original work, material that has been produced through unacknowledged collabora-

tion with others without release in writing from collaborators.

3. Plagiarism can occur in myriad 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 the Communications office in Muntz 152.

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 dental hygiene department recycles toothbrushes, floss containers and toothpaste tubes. The recycling bin for these items is located in the waiting room of the dental hygiene clinic.

REFUNDS (FROM DROPPING A COURSE OR WITHDRAWING)

A 100% refund is only given through a certain number of days once the semester begins. If you withdraw from individual courses or from the college, you must initiate your withdrawal through Catalyst.
The withdrawal date to be used in determining refund eligibility will be the date the official request is submitted or the last date of academic activity, whichever is earliest. 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 drop a class or classes and are owed a tuition refund, the Student Accounts 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. Check online at *onestop.uc.edu or 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. Total withdrawal from a term could result in the return of financial aid. Similar proportionate adjustments are made for summer session terms based on the length of the term. Please check with the One Stop 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 COURSE)

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

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 (*ucblueash.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. For more information, see the Adding a Class and Dropping a Class sections above.

How do I register for a closed course? You must obtain permission from the class instructor to register for a closed class. Instructors granting permission will complete an on-line form which is processed by One Stop. Students granted permission to a closed class will be notified via email when it is ok to register for the class on-line.

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

Students can repeat a course they have already taken. However, the University requires students to re-register 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.

SCHOLARSHIPS

UC Blue Ash does offer scholarships to UCBA students. The scholarship application process takes place between January 1 and March 1. 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 One Stop in Muntz 150.

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 aca-

demic 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, you can utilize resources indicated below:

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in the university's programs and activities. Sexual harassment, including sexual violence, and retaliation are forms of discrimination prohibited by Title IX.

The university does not tolerate sex discrimination, sexual harassment, or retaliation and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities. The university responds promptly and effectively to allegations of sex discrimination, including sexual harassment and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community. Accordingly, you can do the following:

- Report the concern to the University of Cincinnati Title IX office at 513-556-3349. For more info on Title IX and UC's Title IX Office, see *uc.edu/titleix.html*.
- At UC Blue Ash, report the matter to Greg Metz – Assistant Dean of Academic Affairs and UC Blue Ash Title IX Deputy. Dr. Metz will briefly discuss the matter with you, report the matter on your behalf to the UC Title IX Office and inform you as regards to other

support resources that are available and applicable.

SMOKING

All UC campuses are smoke- and tobacco-free. For more information, visit *uc.edu/tobaccofree*.

STUDENT ACADEMIC PROGRESS (SAP)

Federal financial aid funds are awarded with the understanding that students will make reasonable progress toward their degree (67% per term) and 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 time frame limitations. At the end of each 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 e-mail notifying them that they are no longer eligible to receive federal financial aid funds, along with options for restoring eligibility.

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

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 *uc.edu/conduct.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, may proceed to a formal resolution process.

Questions, needs or concerns pertaining to student grievances should be directed to Dr. Greg Metz, Assistant Dean of Academic Affairs in Muntz 140. Dr. Metz will provide guidance and options on addressing the concern, and collaborate with the UC Ombuds Office as needed and appropriate.

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, the bookstore and more.

STUDENT ORGANIZATIONS

If you want to form a group or club, you can get organizational guidelines from the Student Life office. 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 123 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, visit: *catalyst.uc.edu*, select your "My Academics" tab then click on "Grades/Transcript/Enroll Cert" to select "Request Official Transcript."

There is a $8.50 fee for each transcript ordered. 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 transition to a four-year program on the Uptown campus, you should be in a transition program that is designed for a specific college or program. UCBA transition 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 transition 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 *catalyst.uc.edu* under the "My Finances" 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 College (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 online at *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 *onestop.uc.edu*. In addition to regular fees, a late registration fee of $25 per class will be charged when you register for any class after the 15th day of the term. 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.

WITHDRAWING FROM A COURSE

To simply stop attending a course is not withdrawing; you must officially withdraw from the course so that your grade point average will not be affected. You must follow university deadlines and policies to properly withdraw from a course. You must withdraw before or by the deadline. These deadlines are strictly enforced. For more information about properly withdrawing from a course, and withdrawal deadlines, please visit *catalyst.uc.edu* or the One Stop Center in Muntz 150. You can also get information in theAcademic Policies section of the Registrar's website at *uc.edu/registrar/policies_and_procedures*.

VETERAN'S AFFAIRS/BENEFITS

If you are using veteran's benefits, it is very important to talk to a Veterans Affairs coordinator before making changes to your course schedule. An academic advisor may not be aware of all of the specific rules around using these 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: Veterans Programs and Services, 230 University Pavillion (Uptown campus); 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 123) at 745-5787.

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