Contact the College:
513-732-5200
866-446-2822 (toll free)
Clermont.Information@uc.edu

Clermont College
4200 Clermont College Drive
Batavia, OH 45103

www.ucclermont.edu

UC Clermont College is a certified CISCO Networking Academy.

UC Clermont College's Testing Center is an authorized PearsonVue Test Center.

Photography:
Professional and student photographers frequently take pictures on our campus, in our classrooms, and during student activities (from spring fling capers to sports events). We may use these photos in college publications, advertising, the student newspaper, or other projects. If you do not wish your photograph taken, you must tell the photographer, at that time, that you do not wish to be included in the shot.

Content:
No information contained herein shall be deemed to amend or modify in any respect any provision of the Rules of the University, which are available for your examination at www.uc.edu and in the Office of the Secretary of the Board of Trustees and the Office of the Secretary of State in Columbus, Ohio.

This bulletin is up-to-date at the time of publication. The university reserves the right to make changes in policy, regulations, requirements, and fees, as circumstances dictate, subsequent to publication. Students are expected to check with their college or department office or Web site for the most up-to-date information regarding their chosen course of study, and to have knowledge of the information presented in this bulletin and in other university communications, including its Web site.

For current policy and general regulations, visit www.uc.edu/about/policies. For student registration information, calendars, deadlines, forms, and more, go to www.onestop.uc.edu. You are always welcome to call us during business hours at 513-732-5200 or on our toll free line at 866-446-2822.
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Introduction
Greetings and welcome to our Information Guide (Bulletin). We have filled it with information about our programs, our policies and procedures, our resources and our operations. If you are considering attending UC Clermont, this publication should give you an inside look at our campus. If you are a new student, we are glad you chose us! Please keep this guide and save it for your future reference.

ABOUT OUR CAMPUS
UC Clermont is located on 91 beautifully wooded acres on the edge of Batavia, Ohio, in central Clermont County. Our hilltop location offers a view of the surrounding countryside and affords all the security of a mostly rural setting. Yet, downtown Cincinnati, with all its attractions, is only 25 miles away, a short drive by interstate highway.

We have grown since we first opened our doors in 1972. Then, we had one building, 281 students and offered 39 courses. Today we have eight buildings, including a gym, and serve 3,500 students. We offer more than 60 degree, certificate and transfer programs in a wide range of subjects—with more than 500 courses.

Our student body draws people from a variety of life situations. Most are Ohio residents from Adams, Brown, Clermont, Hamilton or Highland counties. Many of our students are working adults who attend part-time. We also serve many adults who are returning to the workforce or changing careers. Traditional students—those who have recently graduated from high school and are attending college full-time—make up roughly two-thirds of our student population.

OUR MISSION

We provide student-centered undergraduate education and life-long learning in an open access, regional college environment.

We foster diversity as well as intellectual, cultural, and social development in our community.

As an open access campus, we admit everyone with a high school diploma or its equivalent. Our professional advising staff and award-winning Learning Center provide the extra support and tutoring opportunities necessary to help you make a successful transition to college life.

We also work closely with our area business community to insure that we offer programs that fill the immediate employment needs of our region. Our faculty and staff work to constantly improve our instruction and broaden student life to develop informed, active and creative citizens.

It is because we are an open access college that we have a strong commitment to support student success, eliminate barriers to education and enhance community partnerships.

WE’RE ALL UC

As a branch campus of the University of Cincinnati, we offer the prestige of a major research university and its broad array of resources and activities. When you attend UC Clermont, you are attending the University of Cincinnati. That’s the name that appears on your diploma along with your name and the university’s great seal. As our student, you have full access to all UC student support services and university resources. That includes all the libraries, all the computer labs, all the recreation facilities, all the sports events, and all the organizations. (A few of our students even live in dormitories on the Clifton Campus and commute to their classes here.)
As part of the University of Cincinnati, we are on the semester system. The academic year starts with fall semester; followed by spring and summer semesters. Some programs may require summer coursework, but for most full-time students, summer attendance is optional. Courses typically consist of 14 weeks of classes with an exam given the following week. (See page 24 for more information on "exam week.") A three credit-hour course usually meets three times a week for an hour, twice a week for an hour and a half, or once a week for three hours (usually in the evening). If you take 12 or more credit hours, we consider you a full-time student, although most full-time students generally enroll in 15 to 18 credit hours a semester.

ACCREDITATIONS

We are fully accredited by the Higher Learning Commission, and we are a member of the North Central Association of Colleges and Schools.

Our Health Information Systems Technology Associate Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). For more information on CAHIIM, visit www.cahiim.org.

Our paralegal program is approved by the American Bar Association (ABA).

Our paramedic program is accredited through The University of Cincinnati Blue Ash College by the Committee on Accreditation of Educational Programs for EMS Professions (CoAEMSP).

The Physical Therapist Assistant Program was first accredited through the University of Cincinnati College of Allied Health in 1987. Transfer of sponsorship to UC Clermont has been approved as of November 2009, maintaining its full accreditation status. The Commission on Accreditation in Physical Therapy Education has re-accredited this program until December 31, 2016.

The Police Academy at UC Clermont is accredited by the Ohio Peace Officer Training Council (OPOTA).

Our respiratory care program is fully accredited by the Committee on Accreditation for Respiratory Care (COARC).

Our surgical technology program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

UC Clermont is also a certified CISCO Networking Academy.

Generally speaking, these programs are not suitable for transfer into four-year bachelor’s degree programs because they concentrate on career/technical skill development. However, we now offer a Bachelor of Technical and Applied Studies (BTAS) in Applied Administration for students who have technical associate degrees (the career-oriented programs).

Additionally, aviation with the business option, all of the criminal justice specialties, health information systems, paralegal studies, and the human social services addiction major can be transferred into traditional four-year programs. Students in allied health programs will also find that some four-year colleges offer bachelor’s degrees in their majors.

Our two-year career-oriented programs are—
- Accounting Technology
- Aviation Technology — Pilot Training*
- Business Information Technology
- Legal Specialist
- Medical Specialist
- Software Specialist
• Business Management Technology
  Healthcare Management
  General
• Computer Network Systems Technology*
• Computer Systems Support
• Criminal Justice
  Corrections
  Forensics
  Law Enforcement with optional Police Academy
• Emergency Medical Services Technology*
• Human Social Services Technology
  Addictions
  General
• Health Information Systems Technology (available online only)
• Information Technology
• Manufacturing Engineering Technology
  Computer Aided Design
  Manufacturing
• Marketing Management Technology
• Multi-skilled Health Technician*
• Paralegal Studies* †
• Physical Therapist Assistant*
• Respiratory Care*
• Surgical Technology*

* Due to practicums, internships, clinical practice hours, or achievement of technical prerequisites, these programs require summer coursework in addition to four semesters (two academic years) of full-time work. Went into their web.

† Paralegals may not provide legal services directly to the public, except as permitted by law.

TRANSITION-ORIENTED PROGRAMS

If you plan to earn your bachelor's degree in a specific major, you should select one of our transition-oriented programs. These programs correspond with the University of Cincinnati's four-year colleges, and you should be able to transition effortlessly into your selected bachelor's program. With the exception of the one-year programs (engineering and pre-nursing), your associate of arts or sciences degree represents the foundational coursework you need to move into the upper division (junior level) of your baccalaureate degree program.

Our transition-oriented programs are—
• Aviation Technology — Pilot Training with Business Option*
• Biological Sciences
• Chemistry
• Criminal Justice (three specialties)
  Corrections
  Forensics
  Law Enforcement with optional Police Academy
• English Literature
• Exploratory Studies (one-year program for undecided majors, transitions to selected degree program)
• Health Information Systems Technology (available online only)
• Human Social Services Technology-Addictions major
• Liberal Arts
• Paralegal Studies
• Pre-Business Administration

• Pre-Communication Science and Disorders
• Pre-Education (four specialties)
  Early Childhood
  Middle Grades
  Secondary Grades
  Special Education
• Pre-Engineering (one-year, non-degree transition program)
• Pre-Environmental Studies
• Pre-Health Sciences
• Pre-Nursing (one-year, non-degree program, transfers to UC College of Nursing BSN program)
• Pre-Organizational Leadership
• Pre-Pharmacy**
• Pre-Sport Administration
• Psychology
• Social Work

* Due to flight time and achievement of the business option transition prerequisites, the aviation transfer program requires summer coursework in addition to four semesters (two academic years) of full-time work.

** The UC College of Pharmacy only offers a doctorate degree in pharmacy (per Ohio law). You will also take Microbiology during summer semester between your first and second years. You should plan on at least four more years of college work after completing your associate degree.

If you plan on a career in medicine, then you will want to major in either Biological Sciences or Chemistry. If you want to enter law school, you need a bachelor's degree. (You may major in any subject although many pre-law students pursue a liberal arts degree.)

Transfer to other colleges or universities

If you intend to complete your bachelor’s degree at a college or university other than the University of Cincinnati, you must plan your course selections with an academic advisor from that institution and coordinate with your academic advisor here. Because degree requirements vary from institution to institution, coordinating your program and course selections will give you the best transfer options. Please remember that most career-oriented (technical) programs generally do not meet the needs of transfer students. If you change your field of study or do not follow your program of study as advised, you may increase the number of credit hours required to complete your bachelor’s degree.

Also, earning your associate degree here does not automatically guarantee your admission to a four-year college. You must still
meet the entrance requirements of that college or university. This is another good reason to begin coordinating early with your desired final college.

Articulation agreements
These are formal agreements between colleges that state the specific policies relating to transfer and academic achievement; they indicate acceptability of transfer courses toward meeting specific degree requirements. Their intent is to help students successfully transfer without duplication of coursework. UC Clermont College has many such agreements.

BACHELOR OF TECHNICAL AND APPLIED STUDIES IN APPLIED ADMINISTRATION
This program is designed for students who already hold a technical associate degree, and who seek a pathway to obtain a bachelor’s degree without any loss of credits from their associate degree.

This degree is ideal for students and working adults who want to move into supervisory or administrative positions in a technological field. The program is suitable for people who have work experience or who have recently earned a technical associate degree (associate of applied science, associate of applied business or associate of technical studies). It provides graduating students with an edge in their current positions and helps them achieve a supervisory position within their company or industry.

Applied administration coursework allows students to—
• fulfill UC’s general education requirements
• acquire the breadth and depth of knowledge achieved by earning a baccalaureate degree
• qualify for career advancement

This program is offered at UC Clermont College and UC Blue Ash College.

As a technical baccalaureate degree, the applied administration program has different general education, math, and statistics requirements than the bachelor of business administration degree. The applied administration degree maximizes the transfer of previously earned technical credits. For most students, this will be a “two-plus-two” degree; requiring only two additional years of coursework beyond the two years they invested in earning their associate degree.

Students who wish to pursue a bachelor of business administration should complete the associate of arts in pre-business administration before progressing to their third and fourth year courses at the Carl H. Lindner College of Business on the Clifton campus.

Students graduate with a bachelor of technical and applied studies (BTAS) majoring in applied administration.

CERTIFICATE PROGRAMS*
Certificate programs concentrate on specific technical and job-related skills. They frequently contain the core technical courses of a career-oriented associate degree program. This makes it easy for you to complete the related associate degree if you later choose to do so. You can also add a certificate to your current degree program.

Certificates are specifically designed to enhance employment options, increase technical placement likelihood and open promotion opportunities. Most certificate programs are best completed as part-time studies.

Our certificate programs are—
• Computerized Accounting
• Diversity
• Emergency Medical Services (Paramedic)*
• Forensics*
• Gerontology*
• Information Technology*
• Manufacturing Engineering Technology
• Medical Assistant*
• Medical Biller/Coder (available online only)*
• Paralegal Studies Technology (for those already holding a bachelor’s or associate degree)* †
• Software Productivity*
• Surgical Assisting (for those with appropriate health care experience)
• Writing

* The following is provided to you per U.S. Department of Education regulations. For information regarding certificate completion time, costs, graduation rates, placement rates, median loan debt and other details, please visit www.ucclermont.edu/disclosure. You may also view the informational profiles for these occupations at http://online.onetcenter.org.
† Paralegals may not provide legal services directly to the public, except as permitted by law.

Professional certification
In addition to our certificate programs, we offer several programs geared for those who wish to obtain professional licensing.

These professional certification programs are—
• Certified Nursing Assistant (CNA)
• First Responder
• Emergency Medical Technician – Basic Level
• Police Academy (OPOTA)
• Real Estate Agent
Additional Learning Opportunities

BACHELOR’S OPTIONS

If you plan to complete your bachelor’s degree in criminal justice, nursing, paralegal studies or social work you can earn your degree without leaving our campus! Most of the classes are taught at UC East. The courses are taught through other UC colleges, so you will have their instructors and advisors, and pay their tuition. But, you won’t have to drive to Clifton, pay to park or hike to your classes!

We also offer a technical bachelor’s in applied administration for individuals who hold a technical associate degree (AAB, AAS or ATS) (see page 4).

GREATER CINCINNATI CONSORTIUM OF COLLEGES AND UNIVERSITIES

The GCCCU is an alliance of 17 colleges and universities in the greater Cincinnati area. Enrolled, degree-seeking students at one institution may take courses at any other institution and pay the tuition of their home institution. As a UC student, you need to obtain appropriate approval and coordinate with your academic advisor to make sure any course you select fulfills your degree requirements, but this option is open to all of our eligible students.

Other participating members are—
- Art Academy of Cincinnati
- Athenaeum of Ohio – Mount St. Mary’s Seminary
- Chatfield College
- Cincinnati Christian University
- Cincinnati State Technical and Community College
- College of Mount St. Joseph
- Gateway Community and Technical College
- God’s Bible School and College
- Good Samaritan College of Nursing and Health Sciences
- Hebrew Union College – Jewish Institute of Religion
- Miami University (including the Hamilton and Middletown Branches)
- Northern Kentucky University (including Chase College of Law)
- Thomas More College
- Union Institute and University
- Wilmington College
- Xavier University

OFF-CAMPUS SITES

Aviation flight training is based at the Clermont County Airport (very close to our Batavia campus).

Clinicals for our allied health and nursing programs are held at participating hospitals and health care facilities throughout the greater Cincinnati area.

Practicums for our online health information systems technology program are arranged in the geographical region of the distance learning student.

STUDY ABROAD

Periodically, we offer the opportunity for curriculum-based study abroad. Most often this is as a short-term trip (usually during winter or spring break) to Mexico, Central or South America as part of the Spanish language and Hispanic culture series of courses. (Other destinations have included Sri Lanka and England.)

UC EAST

We have a regular schedule of courses that meet at UC East. UC East is home to our respiratory care, surgical technology, medical assisting, multi-skilled health technologist, nurse aide, physical therapist assistant, pre-health sciences, pre-communication science and disorders, pre-nursing, paramedic and EMS programs. Our manufacturing engineering technology classes meet there as well.

UC East is also home to bachelor’s completion programs in criminal justice, nursing, paralegal and social work majors, and to our own technical bachelor’s in applied administration.

Located on the east side of Batavia off State Route 32 it is only a short drive between our two campuses. You should allow yourself 15 to 18 minutes time parking lot to parking lot if you schedule classes on both campuses.
Becoming a UC Clermont Student

COME FOR A VISIT
Choosing a college is an important decision. We invite you to attend one of our weekly college information sessions (Tuesdays at 6 p.m., Wednesdays at 1 p.m. and Fridays at 10 a.m.) It is an excellent way to learn about our programs and how to enroll for classes. Information sessions start in the Student Services Building, room 100, and can be an excused “college visit” for high school students. Sessions are also a great way for adult learners to find out more about us as well as how to get started in college. If you are interested, call 513-732-5319 to reserve a place. We look forward to meeting you!

APPLY FOR ADMISSION
Applying for admission is fast and easy. Go to www.ucclermont.edu/admissions/apply. Fill out and submit the form online. Be sure to send an official transcript from your high school or submit a copy of your GED certificate if you did not graduate from high school (not required if you have at least 30 semester or 45 quarter credit hours of college work), and college transcripts from each previously attended, non-UC college. Although we do not require ACT or SAT test scores for admission, you should submit them if you wish to be considered for a Cincinnatus Scholarship (see page 13).

Once we have your completed application form, your non-refundable application fee and all your transcripts, we will process your admission. You can go to www.admissions.uc.edu/status any time to check the status of your admission. How long this process takes depends on how fast we receive your transcripts, whether or not you have previous learning experience or college transcripts for evaluation, what type of admission you request, and if you have applied for financial aid or not. You should apply at least 10 weeks before the start of the semester you wish to attend. Please send transcripts and test scores to—

Office of Admission
University of Cincinnati
PO Box 210091
Cincinnati, OH 45221-0091

For information on specific application deadlines, please visit www.ucclermont.edu/deadlines. If we receive your application after the deadline for your requested semester, we will admit you to the following semester.

If you are unable to apply online or do not have access to the Internet, please call our enrollment office directly at 513-732-5319.

SPECIAL ADMISSION REQUIREMENTS
A few of our programs have additional admission requirements. Our aviation program requires an FAA physical examination. Most of our allied health programs require a physical examination, and have immunization and specific health insurance requirements. Some also require letters of recommendation and an entrance examination. The Police Academy has extensive additional requirements including fingerprinting, a background check, letters of recommendation, and a personal interview.

Since we are an open access college, you will be admitted to the college when you apply, but your admission (matriculation) into the programs noted does depend on your completion of the additional admission requirements. Except for the police academy (which begins a new class every June & December) these programs begin in the fall, which is when you must start them. You should apply in April to begin one of these programs. If you have questions about applying to these programs, please contact the person listed below.

Aviation (degree program)
Contact Eric Radtke, 513-735-9100 ext. 352, or eradtke@sportys.com

Allied Health
Emergency Medical Services (degree program)
Emergency Medical Technician-Basic (professional certification)
Medical Assistant (certificate program)
Multi-skilled Health Technician (degree program)
Paramedic (certificate program)
Physical Therapist Assistant (degree program)
Respiratory Care (degree program)
Surgical Technology (degree program)
Surgical Assisting (certificate program)

Contact the allied health office, 513-732-5339 or sharman.willmore@uc.edu
Police Academy (professional certification)  
Contact David Gregory at 513-558-7408 or david.gregory@uc.edu  
(Academy classes begin every June and December)

INTERNATIONAL ADMISSIONS  
International students are welcome on our campus. We appreciate both the significant contributions you make in your home country and the important perspective you provide to our native-born students.

English requirement  
You must demonstrate English proficiency. You must also meet admissions deadlines and visa requirements, and provide documentation of sufficient funds before we can complete your admission.

Please visit www.admissions.uc.edu/international/connect.html to submit questions or call the International Admissions Office (513-556-2069) for details.

Student visa  
If you are not already a permanent resident possessing an immigrant visa, you will need to acquire an F-1 visa (student visa). The Immigration and Naturalization Service requires the college to verify that you are accepted as a full-time student and that you have the funds available to meet your estimated expenses for one academic year, including round trip transportation between your home and Ohio. Therefore, we will ask you to sign a statement and provide appropriate documentation to show that you have the necessary funds. Because the application for the F-1 visa requires affirmation that you do not intend to live in the United States permanently, you will be charged non-resident tuition. You can find tuition information at http://financialaid.uc.edu/fees/costs.html and on page 10.

Calculating expenses  
You should also note that we are a non-residential campus. That is, we do not have any dormitories on our campus. This means you will need to find housing on your own. It is possible to live in a dormitory on the Clifton Campus, but this area does not have public transportation, so you will also need your own transportation (car) as well. You need to calculate these costs of living along with your tuition. Books are not included in your tuition.

Please do not count on employment to cover your expenses once you are here. Full-time students in this country are not able to work enough to support themselves while they attend classes. Your visa will not permit you to work during your first year here. This is intended to guarantee that you will have the time to study properly and adjust to the culture. After your first year, you will be limited to student employment that cannot exceed 20 hours per week (and may be significantly less). Your spouse will also be ineligible for any employment.

You can find details about visa requirements and rules for international students on the US Department of State Web site at www.travel.state.gov/content/visas/english/study-exchange/student.html. You should apply for admissions and begin your visa application as far in advance as possible since visa processing can take considerable time (several months in some cases).

You should also visit UC’s International Student Services Web site at www.admissions.uc.edu/international.
Types of Admission

REGULAR ADMISSION
If you meet all of the qualifications for admission as a degree-seeking candidate, we will grant you regular admission. We make decisions on admissions throughout the year, as each application is completed.

Each semester has an application deadline of approximately four weeks before classes begin. If your application reaches us after the deadline for a particular semester, we will admit you to the following semester. For specific semester deadlines, please visit www.ucclermont.edu/deadlines.

Homeschooled students
Homeschooled students may apply for regular admission. You must provide the following information—

- All existing high school records
- Formal documentation of your curriculum
- Copy of your superintendent’s statement acknowledging release from compulsory attendance at a traditional educational institution due to homeschooling.
- Course content descriptions

TRANSFER ADMISSION
If you are attending or have attended college somewhere else, you may be admitted as a transfer student. You should be in good academic standing at the college or university you last attended. If you had academic difficulty at your previous institution, special restrictions may apply.

You may apply transfer credits for up to half of your degree requirements. (This means if you are admitted into a two-year program, you need to take at least a year’s worth of credits from us to graduate from UC Clermont.) If you are close to completing your degree from another institution, you should seriously consider taking only the courses you need to graduate and transferring the credits you earn here to your previous college to complete your degree. If you choose to follow this action, you should coordinate your course selection carefully with that college.

Acceptance of transfer credit
We accept credits earned from all regionally accredited institutions. We also accept credit by special approval. Where possible, we equate your credits with UC Clermont courses and review those credits with you at a transfer orientation and advising session.

Regulations applied to transfer credit
- You must be enrolled in a degree-seeking program (matriculated).
- Enrollment services must approve the applicability of your credits towards the degree program you have chosen.
- You must have passed the course to obtain credit for it (C or better if earned before 2005).
- Preparatory and remedial coursework does not transfer.
- Transfer credit is not included in calculating your UC Clermont College grade point average.
- We base your class standing on the number of credits applied from your previous college work.
- Although we may apply your credits toward an associate degree, we cannot always guarantee those credits will be accepted toward a bachelor’s degree by a college or university other than the University of Cincinnati.

RE-ADMISSION
If you are a former UC Clermont College student who left in good standing and you have not attended a college outside the University of Cincinnati system, you are eligible for re-admission. If you have been absent for one or more years, you must complete an application for re-admission. These forms are available online at www.onestop.uc.edu. Look on the left-hand menu for “Resources” and select “Forms”. Download the Application for Readmission form listed under “Class and Registration Forms.” (Or call 513-732-5319 for forms and details.) If you are returning from active military duty, contact registration, 513-732-5218.

If you intend to complete your degree in the same discipline in which you were previously enrolled, you will need to follow the curriculum guide in effect when you are re-admitted.

If you were on academic probation or under suspension (see page 22), your re-admission may be subject to special requirements.

NON-DEGREE SEEKING STUDENTS
You can attend as a non-degree seeking (non-matriculated) student. Most people do this for personal fulfillment, to gain a specific job skill, or to take a class they were unable to get at their home college. You may complete as many as 30 credit hours before enrolling in a degree program. There are no formal admissions requirements; however, you must be at least 18 years old. You will need to complete a Basic Data Form for non-degree (non-matriculated) seeking students so that you will be able to register for classes online.

These forms are available online at www.onestop.uc.edu. Look on the left-hand menu for Resources. Select Forms. Select the Basic Data Form listed under “Class and Registration Forms.” Call 513-732-5218 with questions.
However, you must still meet any prerequisites for the courses you take and maintain a satisfactory grade point average. You are also subject to placement testing requirements for English and mathematics courses. We are unable to offer financial aid to non-degree students and you will not be able to take advantage of early registration.

If you are simply undecided about which degree program is for you, you should still apply for regular admission. We have an exploratory studies program that will allow you to work toward a degree while you explore your academic interests at the same time.

**High school students**

If you are currently in high school and have a solid grade point average or “college-ready” test scores, you have the opportunity to enroll in the College Credit Plus program (CCP). This program allows you to attend college classes and receive both college credit and high school credit toward your diploma, at no cost to yourself. You must apply for this program by late March for attendance starting the following fall semester.

Visit [www.ucclermont.edu](http://www.ucclermont.edu) and select “Academics.” Look for **College Credit Plus** (under “Special Opportunities”) for complete details. Contact your high school guidance office or call 513-732-5321 with questions.

High school students may also enroll as non-matriculated, non-CCP students and may take up to three college courses without enrolling in CCP. To enroll, you must be in at least the 11th grade and do the following—

- Submit a letter from your guidance counselor or principal verifying your grade level and that you are in good academic and disciplinary standing. The letter should also explain why you should be allowed to take particular college courses.
- Complete the **Basic Data Form**. (See previous section, “Non-Degree Seeking Students”)
- Obtain a signature of approval from our admissions office.

You will pay regular tuition for the courses you take, and we will expect you to meet any course prerequisites, including taking the placement test.

**ADVANCED STANDING**

**Tech prep opportunities**

If you graduated from a tech prep program, you may be eligible for college credit for the coursework you completed in high school. Your tech prep coursework grades must be B or higher, and you must be enrolled in the corresponding degree program here.

Please call us for details, 513-732-5319.

**SAT advanced placement examinations**

If you have taken any SAT-AP subject examinations, and wish to receive advanced standing, please contact enrollment services, 513-732-5319, to discuss your test scores and what they may mean for your placement levels.

**Prior learning assessment**

We offer our students the option of obtaining credit for learning gained outside the college classroom. If you have an interest in prior learning assessment, please call 513-558-5364 and ask for an information packet.

Once you have reviewed the information and identified the courses in which you feel you have acquired knowledge outside the classroom, we suggest you schedule an appointment with your academic advisor. Your advisor can verify that you need those courses for your degree program. Please be aware that applying for prior learning assessment does not guarantee that you will be granted credit. Also, although we may award you credit for prior learning, that credit will appear on your transcript as advanced standing only and may, or may not, be transferable to another institution.

**ACCEPTANCE**

Once we have your application and all your supporting documents, we will process your application. This normally takes about two weeks. We will send you an acceptance letter, but you can go online anytime to [www.admissions.uc.edu/apply](http://www.admissions.uc.edu/apply) and check the status of your admission.

When you receive your acceptance letter, you should go to [www.ucclermont.edu/admissions/confirm_admission.html](http://www.ucclermont.edu/admissions/confirm_admission.html) to confirm your admission. This requires a one-time $50 matriculation fee. (Note: this is not your application fee. It is a separate fee, admitting you to UC Clermont College.) This completes your formal admission to our college and the University of Cincinnati.

Please note, if you are seeking admission to one of the programs with additional special admissions requirements (see page 6), you may be admitted to the college before you are accepted into that specific degree program.
Advantages of matriculation

There are several advantages to becoming a matriculated student—

- You are eligible for financial aid.
- Your degree requirements are “frozen” as of the date you are accepted into the program. This means that even if the program course requirements are changed the year after you are admitted, your curriculum requirements do not change (with your continued registration and working toward your degree). Only students newly admitted into the program will be required to follow the new course requirements.
- You may take advantage of early registration, which allows you a better opportunity to get the courses you want at the times you prefer.

Tuition and Fees

Our tuition is the lowest of any college in the University of Cincinnati system. Current tuition (Ohio resident) for a full-time student is $2,658 per semester. Most full-time students attend for two semesters a year (fall, and spring semesters), which brings the annual tuition to $5,316 per year. (Non-Ohio residents pay a substantial surcharge; Full-time non-resident tuition is $6,274 per semester.) We consider you full-time if you are enrolled for 12 to 18 credit hours per semester.

Tuition for part-time students is charged on a per credit hour basis. In other words, you pay according to how many credit hours you take. Ohio residents currently pay $222 per credit hour. So, if you take one, three-credit hour course, it will cost you $666. (Non-Ohio residents pay $523 per credit hour.) You will also be charged per credit hour for any credit hours over 18 that you take in a semester. (Let’s say you register for five, three-credit hour courses and one, four-credit hour course for a total of 19 credit hours. Your tuition for that semester will be $2,880.)

Your tuition includes parking, use of college technology (computer labs, internet, email) and participation in student activities outside the classroom.

Tuition does not include the cost of your books or classroom and laboratory supplies. (That can run several hundred dollars a semester, depending on your course of study and the specific classes you register for.) If you are in an allied health program, you may have uniform and equipment costs as well as immunization and health-related expenses. Police Academy students will have uniform, weapon, and ammunition costs. Aviation students will have flight fees which can add a substantial sum, well over the cost of tuition. (Flight fees amount to just over $7,000 per semester.)

Tuition does not include the cost of any professional licensing examination fees or registration fees.

You will undoubtedly encounter other costs associated with college attendance that we have not listed here. Your living arrangements, transportation and lifestyle will make a significant impact on your total expenses.
Full tuition is due five days before the start of the semester. A late payment fee of $50 per month (plus interest of 1.5%) will be applied to any unpaid balance. (See “Payment Options”) Please be aware that tuition can increase any semester, depending on actions of the Ohio Board of Regents, the state legislature or the University of Cincinnati Board of Trustees.

**Tuition for allied health programs**
Tuition for allied health programs includes a program fee and is $240 per credit hour or $2,910 per semester for full-time Ohio residents.

**Tuition for distance learning programs**
Ohio residents enrolled in a distance learning program (Health Information Systems Technology, Medical Biller/Coder) will pay $244 per credit hour ($2,915 full-time).

Distance learning programs have a discounted non-resident surcharge: normal out-of-state surcharges do not apply! Full-time out-of-state students will pay only $3,095 per semester. Part-time out-of-state students will pay only $259 per credit hour.

**Tuition for bachelor’s in applied administration**
Tuition for applied administration (BTAS degree) students (Ohio resident) is $319 per semester credit hour ($3,836 full-time). Out-of-state students pay $736 per semester credit hour ($8,834 full-time). Many Northern Kentucky residents qualify for metro rate tuition ($334 per semester credit hour). Please call 513-558-6197 if you have any questions.

**Tuition at other UC colleges**
Each college at UC has its own tuition rates. UC Clermont’s tuition is the lowest of all the colleges. You can see and compare tuition for the current year at www.uc.edu/students. (Under “Information”, select “Tuition & Fees”)

Other UC colleges do offer courses on our campus. It is important for you to know that if you are a part-time student and you register for a single class, sponsored by another UC campus, you will pay that college’s tuition for that course, even though you are attending the class on our campus.

In fact, any UC Clermont College student who takes 50% or more of any term’s courses through another UC College will pay increased tuition. Please check with enrollment services, 513-732-5319, for details.

**Student health insurance**
If you are registered for six or more credit hours in a semester, you will automatically be billed for student health insurance along with your tuition. This is currently $1,064 per semester. You may waive this insurance if you are already covered by an equivalent outside health plan. You may do this easily online at www.onestop.uc.edu. (Look under “Billing, Payments & Refunds.”) You must complete a new waiver once every year. (Please do not just pay the tuition part of your bill without submitting a waiver. This will only result in late fees and billing headaches for you.)

Coverage for the summer semester is included at no extra charge if you pay for health insurance for spring semester.

All health services are provided on the Clifton Campus of the University of Cincinnati. To learn more about coverage and services, go to www.uc.edu/uhs.

Please note: Students enrolled in a distance learning program are not eligible for student health insurance.

**Payment Options**
Of course, we are always happy to accept your check or money order for full payment of your tuition. We have a drop box in the Student Services Building that you can use any time the college is open. Make your check payable to the University of Cincinnati and be sure to include your student ID number and a print out of your bill. (You’ll need your own envelope.) To help maintain campus security, we cannot accept cash payments.

You may use your MasterCard, Visa, Discover or American Express online at www.onestop.uc.edu (there is a nominal fee for this service). You can also pay by electronic check at One Stop with no fee.

You may also sign up for a payment plan through Educational Computer Services, Inc. (ECSI). Basically, this allows you to make your bill payable across the semester. You may register through the One Stop Web site, www.onestop.uc.edu, or you may call ECSI at 866-927-1438, for details. You must do this approximately two weeks before classes begin.

You should also read “Financial Aid” (see page 12) to see what other options might be available to you.

**Refunds**
We realize that sometimes life situations change and you may be unable to attend class as planned. We urge you to contact your advisor as soon as possible to discuss your options. When you withdraw or drop your classes has a significant impact on your refund entitlement. If you register for class, but simply never attend classes, you will still be billed full tuition and we will expect payment. So, please, do not do this. If you drop your classes or withdraw anytime before or during the first week of classes, you will receive a 100% refund of your tuition. Refunds drop to 50% the second week, and 0% after that. The specific withdrawal/refund dates are posted each semester.

If you are receiving any financial aid, when you drop classes or withdraw may also have a significant impact on your eligibility to receive future aid, so be sure to see your advisor before dropping any classes. Refund checks are mailed approximately midway through the semester. (So dropping your classes is not a good way to get immediate cash in hand!)

Why you are dropping classes is also important in regards to refunds. There are special rules that apply if you are being called to active military duty. Please discuss these issues with registration, 513-732-5218.

You can drop classes at www.onestop.uc.edu. You may also drop classes in-person at the registration office. You may officially withdraw (see page 24) through the registration office. If you withdraw, it means you no longer intend to attend college at UC Clermont or the University of Cincinnati. Dropping classes simply means you will not be attending that class (or classes) during a specific semester and you will not have to apply for re-admission if you begin taking classes within the next year.
Financial Aid

Nearly all students are eligible for some form of financial aid; it’s not just for the recent high school graduate starting college for the first time. Women returning to the job market after raising the kids, displaced workers looking for new job skills, etc., can all apply for financial aid. To apply for financial aid, check the appropriate box on your admissions application and be sure you fill out a FAFSA (see the following section).

We hold financial aid workshops throughout the year. Call 513-732-5319 for current workshop details.

THE FAFSA

No matter where you attend college in the United States, if you apply for financial aid, you will fill out a “FAFSA.” This is the acronym for the Free Application for Federal Student Aid. You can read about it, and fill it out online at www.fafsa.ed.gov.

The federal government looks at your personal financial situation and decides how much (in actual dollars) you and your family should be able to contribute toward your education. This amount will be the same regardless of where you attend college. (In other words, if the government decides you should be able to pay $2,000 a year for education, that’s what any college you attend will expect you to come up with, whether its annual tuition is $3,000 or $30,000.) All colleges (including ours) use that amount to put together a financial aid package bridging the difference between your expected contribution and their tuition.

We encourage you to complete the process early. If you wait to apply for financial aid until three weeks before the semester starts, you may not receive financial aid in time for that semester.

The new forms become available in early January of every year. The sooner you complete your FAFSA, the better. You do not need to decide where you are going to attend college before you fill it out. In fact, you can send the results to several schools at the same time, and even add schools later. The important thing to remember is that most colleges and universities have limited funds for financial aid and they tend to award money on a first-come-first-served basis.

You must fill out a FAFSA every year that you expect to use financial aid.

You must complete the FAFSA online. The Southwest Ohio Educational Opportunity Center (SWOEOC) on our campus can help you with the FAFSA. Call them at 513-732-8961 to make an appointment.

KINDS OF AID AVAILABLE

Grants

Federal grants are designed for students with exceptional financial need. Grants are gifts and do not require repayment. These funds are limited and given on a first-come-first-served basis so an early FAFSA is important.

Work-study

If you are awarded work-study money, it means you may earn up to the amount awarded by campus employment. The university offers a wide range of work-study positions and you may work on any University of Cincinnati campus that offers you a position. Work-study money is not guaranteed. You must find campus employment, and you may not work more than 20 hours per week. You may apply for a work-study position through Career Services, 513-732-5277.

Unlike other financial aid, work-study earnings are not credited to your university bill. You receive your money as you earn it in a bi-weekly paycheck. Work-study money earned is also not counted as income for tax purposes or on your next FAFSA.

Loans

Student loan programs allow you to borrow against your future earnings and are a large part of most financial aid packages. Loans are awarded for maximum eligibility, and you should borrow only the amount of money you actually need. (In other words, just because you are eligible to borrow $3,000 does not mean you should borrow $3,000!) Remember, these are loans and you will be responsible for repayment.

Federal Perkins Loans

These loans are for students with extreme financial need. They have low interest rates and the interest does not begin to accumulate until after graduation. You begin repayment after you graduate.

Federal Stafford Loans, subsidized

These are need-based, long-term loans with low interest rates. The government will pay the interest on the loans while you are still in school. You begin repayment after you graduate.

Federal Stafford Loans, unsubsidized

These are long-term loans with low interest rates. You pay the interest on the loans starting with your receipt of the money. You can pay the interest only while you are in school, or you can let the interest accumulate and be added to the principal until you graduate. You begin repayment after you graduate. This is the best kind of loan if you don’t qualify for any other financial aid.
Federal Plus Loans
These are low interest parent loans. They are awarded on the basis of credit history and the cost of attendance. Repayment usually begins within 90 days of fund disbursement.

Private Lender Loans
If you do not qualify for federal loans, many private lenders (banks, credit unions, savings & loans) offer student loans. Usually these are at low interest rates, but you should shop around for your best deal, and carefully read the loan details before signing the note.

Emergency Loans
If you are a currently enrolled student and run into a short-term financial crisis, please do not just drop out of school. We have small no-interest loans available to get you through the crunch. So if your car breaks, or you need new tires, or you just can’t stretch the budget for this semester’s books, or if some other disaster threatens, please visit Student Success and Retention Services to see what we can do to help.

AWARDS
Financial aid is awarded on an annual basis. Your financial aid offer is separate from your college acceptance. When you receive your offer will depend on when you apply and how soon you submit your FAFSA for processing. You can check your financial aid status at www.onestop.uc.edu or by calling 513-732-5202.

Scholarships
Scholarships are another way to help you finance your college education. They are gifts and do not require repayment. Most of them are need-based, but not all. Anyone can apply, including current students. Scholarships are awarded annually and some of them renew automatically for a second year provided you maintain your eligibility.

Cincinnatus Scholarship
The cornerstone of UC’s financial aid program is the Cincinnatus Scholarship. The Cincinnatus awards incoming freshmen over 1,500 scholarships totaling more than $11 million annually. Students are awarded a scholarship of at least $2,000, and all awards may be renewed for the length of their undergraduate programs.

UC Clermont & Privately Funded Scholarships
As a college, we offer academic awards for both graduating high school students and adults returning to college. Additionally, we are fortunate to have local companies, civic organizations, families, and individuals who support our students in their pursuit of higher education. Because of their generosity, we are able to offer over 50 special scholarships. These scholarships are awarded annually. Call 513-558-0087 or go to www.ucclermont.edu/scholarships for details.

Outside Scholarships
Scholarships, academic and need-based, are available from many other sources including high schools, places of worship, civic groups, unions, parent’s employers, professional societies, insurance companies, businesses and other organizations. We recommend that you check with your high school guidance counselor, the reference section of your local library, and your hometown organizations for scholarship sources.

You should start your search in your junior year of high school or very early in your senior year since many of these scholarships have very early application deadlines. An Internet search using the key word “scholarship” should also provide many possible sources for you.

We strongly recommend against using any service that charges money for finding you scholarships, as most of this information is already freely available and no one can guarantee you will be awarded any scholarship.
State of Ohio
Ohio has established state scholarships to help eligible students. If you are in high school, please see your guidance counselor about applying to these programs.

War orphans
If you are a war orphan or the dependent of a disabled veteran, you may be eligible for a scholarship from the Ohio Board of Regents. For more information, contact the university’s financial aid office, 513-556-6982. You may also qualify for additional VA benefits and should contact the U.S. Department of Veterans’ Affairs, 888-442-4551, for details.

SCHOLARSHIP EFFECTS ON FINANCIAL AID
If you receive an outside scholarship, you must inform our admissions office so that we can make any required adjustments to your financial aid package. Any scholarship you receive may reduce or replace the loan or work-study portion of your financial aid. The earlier you let us know, the easier it is for us to make any required changes and inform you of any impact on your aid, so that you will have time to accurately plan for your remaining expenses.

Once Admitted
You’ve gotten your acceptance letter, sent us your matriculation fee and confirmed your admission. Now what?

Placement Testing
Once you have confirmed your admission, your next step is to take the placement test. You need your placement test results before you may register for any English or mathematics courses. The only exceptions are if—

• you have successfully completed college-level English and/or mathematics coursework and have received transfer credit for it.
• you have met minimum scores on the ACT or SAT tests (visit www.ucclermont.edu/placementtest for specific information.)

Taking your placement test allows your advisor to help you select the appropriate courses and register for the best possible class schedule during your orientation.

You may take your placement test online or in-person through our Testing Center. For more information, please visit www.ucclermont.edu/placementtest or call our Testing Center at 513-732-5219. (The placement test is free of charge.)

Placement test help
If you are coming back to college after a time away from studying or if your high school background is not strong in math, and you are concerned about how you will do on our placement test, don’t worry. Our Learning Center can help you refresh your math skills for free!

See page 19 for The Learning Center.

By the way, if you’ve already taken the placement test and been disappointed with your math score, you can retake the test in 30 days. That’s plenty of time for The Learning Center to help you brush up so you can do your best next time. You may take the math placement test a total of three times.

Orientation
We will also invite you to a new student orientation. These sessions will give you important information on college and university policy and procedures; things that will help you avoid difficulties down the road. You will also meet with advisors to help you select your academic program and register for classes for your first semester. You should attend orientation even if you have been to college before; not every college does things the same way. Parents are welcome to attend most sessions with their students.

U-Connect email
One very important thing you will do during orientation, when you first register for class, is to set up your U-Connect email account. Our official contact with you as a student is through your university email account. Bills and grades are emailed to your U-Connect email account. (They are no longer sent by postal mail.)
CHOOSING A DEGREE PROGRAM
If you are still undecided about which degree program you want to follow, you are not alone. Many students begin their college studies before they discover what they really love. Ask your advisor about our exploratory studies program. Your advisor can help you select courses required of all students regardless of major and help you choose elective courses which will give you a taste of various disciplines so that you will be able to make your choice of major with confidence as you advance in your studies.

CHANGING YOUR PERSONAL INFORMATION, YOUR SCHEDULE OR YOUR MAJOR
If you change your name or move to a new address you should always update your official records. You can do this easily online at www.onestop.uc.edu or in-person at the registration office. You may change your schedule of classes freely anytime before classes begin and even after they begin with some restrictions. If your schedule change will drop you from full-time to part-time status or from part-time to less than six credit hours, you will want to check with your advisor before you do this, especially if you are receiving any type of financial aid. (If you add credit hours in excess of 18, you will be charged additional per credit hour fees.) You are also free to change your major whenever you wish. However, you should always see your advisor first. Changing majors can have significant consequences on how long it takes you to complete your degree program. Sometimes adding a certificate or following a double major can be a more satisfactory approach. Do let your advisor explain the implications of your proposed change so that you can make an informed decision.

STUDENT ID
If you didn’t get your ID made during your orientation, you will want to do it sometime during the first or second week of the semester. ID’s are made in the Public Safety Office, room S-170 in the Snyder Building (513-732-5295), as officers are available. You may also go to the Clifton Campus at your convenience to have your ID made. Call 513-556-4925 for Clifton hours and details.

You will need your ID to print from the open student computer lab, attend sports events here or on the Clifton Campus or checkout any materials from libraries.

Your ID card (Bearcat Card) can also be used as a debit card for purchases in our bookstore and the Cougar Café as well as various places on and around the Clifton Campus.

See www.uc.edu/bearcatcard for details.

About Our Courses

SEMESTER HOURS
We are on the semester system; fall, spring and summer. An academic year starts with the fall semester. Full-time students normally attend fall and spring semesters. Semesters are about 15 weeks long. The times between semesters are called breaks. Winter break is between fall and spring semester and is three to four weeks long. Spring break is during spring semester, roughly the third week of March, and is one week long.

The number of credit hours a course is worth is generally equal to the number of hours that class meets during a week.

COURSE NUMBERING SYSTEM
All university courses have a unique alphanumeric code in addition to their official course name.

The first part of the code is an alphabetic code representing the discipline of the course: ENGL for English, MATH for mathematics, ACTN for accounting technology, and so on. There are too many of these university-wide codes to list here; you will become familiar with them quickly.

The second part of the code is a four-digit number, which indicates the specific course and its offering level:

- 0001 through 0999 = non-credit, preparatory, and casual courses (financial aid does not cover and these courses do not fulfill degree requirements)
- 1000-1999 = first-year level undergraduate courses
- 2000-4999 = second through fourth-year level undergraduate courses
- 5000-5999 = fourth-year level research, project or capstone courses
- 6000-6999 = courses open to appropriately prepared undergraduates and graduate students
- 7000-9999 = graduate-level only courses

What this should tell you is that ENGL 1289 is exactly the same course regardless of the offering college.

You may also notice a letter with the course number. These letters, called “attributes” tell you something special about that course—

- C is a combination lecture/laboratory course
- L is a stand-alone laboratory course

Section numbers
When you register for classes, you will notice one more set of numbers following the course number. This last three-digit set is the section number of the class. For example, if the same course is offered at three different times, the sections might be numbered 001, 002, and 003. Section numbers vary from semester to semester.

Section numbers can also have an “Attribute” attached.

- H indicates an honors section of the course
- S indicates a service learning section of the course

(Service learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility.)
Call numbers
The call number is a six digit number used to register for a specific class during a specific semester. Call numbers vary every semester. They are listed in the semester schedule, along with the day/time information for each class offered. You can look at this schedule on www.onestop.uc.edu. You do not need an ID or password to view the schedule. (Click on “Registration Information” and select “View Class Offerings” to search and view classes being offered. (You can sort by college, discipline, class format, etc. to find the courses you need.)

COURSE DESCRIPTIONS
You can view current course descriptions by visiting www.onestop.uc.edu, clicking on “Registration Information” then selecting “View Planning Guide.” You will need to indicate the discipline and the level (undergraduate). Click on the course number to get a description for that course. (When you register online for classes, clicking on the course name in the online schedule will also bring up the description for that course.)

CLASS FORMAT
We offer daytime classes and evening classes. An increasing number of our courses are also offered online. Our paralegal studies program also offers flex classes that meet Friday evenings and Saturday mornings several times a semester. Summer semester is broken into multiple accelerated mini-terms as well as running in a standard full-semester format.

A class may be offered during the day one semester and during the evening another semester. Not every course will be offered every semester. A few courses are only offered alternate years. For this reason, it is imperative that you consult your advisor before you register for class.

COURSE LOAD AND EMPLOYMENT
Generally speaking, you can expect to spend two hours outside of the classroom for every hour you spend in the classroom. In other words, if you are taking 15 credit hours in a semester, you should expect to spend 15 hours a week in the classroom and another 30 hours a week studying, writing, doing research and practicing what you have learned. That’s a 45 hours per week time commitment! If you are in an especially rigorous program such as nursing or aviation, you may find you need even more study time. While we do understand the financial necessities of life, we also want you to be academically successful.

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<tr>
<th>Suggested Employment Hours per Week</th>
<th>Course Load</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>0-6</td>
<td>6</td>
<td>16-18</td>
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<td>6-15</td>
<td>5</td>
<td>13-15</td>
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<td>34-40</td>
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<td>3-6</td>
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If you choose to be employed, we strongly recommend you use the chart provided here to help you balance your academic course load with the number of work hours you schedule.
Student Resources

ADVISING
We provide academic advising for all our students. We strongly recommend that you see your advisor before you register for class every semester, any time you are considering a change of major, and any time you have questions about your progress toward your degree.

Your academic advisor must authorize course substitutions. Be sure to get your advisor's approval before you register for an alternate course. Course substitutions for required courses are not automatically approved.

Call 513-732-5319 to make an appointment. It is a bad idea to wait until the week before a new semester to try to schedule an appointment. Your advisor will most likely be booked solid by then. Avoid stress. Make your advising appointment mid-semester for the next term.

Allied health majors should call 513-732-5339 to make their advising appointments. The same advice applies about making your appointment early.

For general information about advising, visit www.ucclermont.edu/students/advising or email us at clc.advising@uc.edu. Be sure to follow us on Facebook (Clermont College Advising and Registration) and Twitter (UCCADVISING_REG) for updates.

ASSESSMENT AND TESTING CENTER
The center conducts our placement tests, proctors testing for students registered with our disability services office, conducts College Level Examination Program (CLEP) exams and proctors students in distance learning courses at UC and other institutions. It is also a PearsonVUE Testing Center (details on page 32).

For detailed information on testing accommodations, CLEP, PearsonVUE, or proctored distance learning exams, please visit www.ucclermont.edu/testing, email us at clctest@uc.edu or call 513-732-5219.

If you require testing accommodation, please meet with the director of disability services before emailing your testing request to clctest@uc.edu.

Placement Help
If you are coming back to college after a time away from studying or if your high school background is not strong in math, and you are concerned about how you will do on our placement test, don't worry. Our Learning Center can help you refresh your math skills for free!

See page page 19 for The Learning Center.

BOOKSTORE
You may purchase all your textbooks and required classroom supplies at the UC Clermont Bookstore. (You are not required to do so, but it is convenient and you can use your Bearcat Card.) The bookstore also offers general reference material, general books, gifts, clothing, snacks, computer media, selected software and other merchandise.

Computers and software
Many computer manufacturers and software companies provide a substantial discount to student purchasers. If you are considering the purchase of a computer, you should check with UC's Computer Store to see what discounts may be available. (You may also deal directly with the manufacturer or their retail stores. Be sure to tell them you are a student and ask about an educational/academic discount.)

You can also order academic versions of software, some of which sell for hundreds of dollars below retail price. The university also maintains licensing agreements that allow students to purchase certain software at advantageous prices. Always check with our bookstore before you purchase any software.

CAREER SERVICES
The Career Services Office is available to help students and soon-to-be graduates reach their career goals. We offer advising, tools and resources for making a plan for success, including ways to gain relevant experiences that will help you meet your career goals.

If you are a student, come to the Career Services Office (105 Peters-Jones Bldg.) to find a part-time job or to land an internship. If you are looking for campus employment or a work-study position, come see us today!

We can help you decide on a major if you are unsure. And, we can also show you what you can do with any major.

When you are nearing graduation, we can help you find a job in your field. We offer online job search tools and a career resource library. We can also help with resume writing, teach you interviewing skills, and show you how to use social media in your job search. Best of all, our help is free.

Learn more at www.ucclermont.edu/careers, and follow us on twitter (CareersClermont).

COLLEGE SUCCESS PROGRAM
The College Success Program helps students achieve academic success. If—

• Your reading, writing, and math skills need to be improved to cope with the college-level courses

• You would like individualized attention or help with advising, study skills, stress management, and technology use

—then this program is for you. It is open to all UC Clermont students, is absolutely free, and you get one-on-one attention from your educational adviser.
**Educational adviser**
- Provides academic and personal support
- Refers you to additional resources for academic and personal needs (both on- and off-campus)
- Works with professors, faculty advisors, and staff to help you navigate the university and make well-informed decisions regarding your classes, understand policies and procedures within the university, as well as deal with other personal and academic stressors that may occur

Visit [www.ucclermont.edu/students/college_success](http://www.ucclermont.edu/students/college_success) for more information.

**COMPASS COUNSELING CENTER**
The Compass Counseling Center helps you navigate life’s challenges. Not only can we help you adjust to college life, but we can also teach you to deal with any other significant life stressors that may be interfering with your ability to succeed academically and outside the classroom. We have a licensed independent social worker and a licensed professional clinical counselor who are available to any currently enrolled student who needs to talk to someone about any personal difficulties. Our services are free and confidential. Students are welcome to walk into our office for assistance at any time, but we encourage appointments. To learn more about our services, or to schedule an appointment with a counselor, feel free to stop by the office during office hours or call 513-732-5263.

**DEGREE PROGRESS AUDIT**
The degree progress audit (DPA) is a useful tool you will find online at [www.onestop.uc.edu](http://www.onestop.uc.edu) (Look under “Registration Information.” Select “Get My Degree Audit.”). It collects your credits from our database and applies them to the program (major) you select. This shows you what program requirements you have met and which courses you still need to take to satisfy the degree requirements for the program you selected. You can do more than one degree audit at a time so that you can see what would happen if you change majors.

However, it is best used with your advisor because there are some things a database can’t tell you (like how often a course is offered, what order to take courses in, and what other options are available to you).

If you have questions regarding your degree audit results, call your academic advisor.

**DISABILITY SERVICES**
We welcome students of all abilities, and we strive to make all aspects of college life accessible and rewarding to students who face additional challenges. If you need our services and accommodations, present recent documentation of your disability (usually no more than three years old) from a licensed health professional to the Disability Services Office. The office will coordinate any necessary accommodations with the appropriate campus personnel. You should notify the office before you take your placement test so that we can arrange appropriate accommodation.

You can arrange support services such as interpreters, readers, and alternate text by calling the office at 513-732-5327. For details of our services, forms and online resources, visit [www.ucclermont.edu/dso](http://www.ucclermont.edu/dso).

**Handicapped parking**
Accessible parking is available on a first-come-first-served basis with the appropriate state-issued decals. If you need to use accessible parking due to a temporary disability, you should contact the Business Office (they dispense parking permits) and present a letter from your physician requesting this accommodation.

**Register to vote**
The Disability Services Office also serves as a resource for all students, faculty, and staff who would like to register to vote.

**LIBRARY**

**Research assistance, research power**
Librarians and staff are prepared to help you find the information and tools you need to complete projects and papers. Plus, the library boasts more than 150 power outlets, so you can use our e-resources in nearly every seat. Stop in or make an appointment to speak with a professional librarian. We’re here to help.

**Textbooks on reserve**
The library provides core textbooks for many UC Clermont courses. You can check out textbooks for two hours in-library use.

**Access to books, databases, periodicals**
The library has access to a vast number of resources. Along with the textbook reserves, you can use Summon, a simple and fast search engine that allows you to search for books, articles, and other media. If we don’t have what you need, we can get it from the other UC Libraries, or the OhioLINK and SearchOhio systems. When you request an item, it will be delivered to the UC library of your choice in approximately three to five days.
The space
The first floor environment allows for a bit of noise. On the first floor, you'll find computers, reading nooks, and access to electric in nearly every seat. You'll also find lots of tables for spreading out and comfy wheeled chairs to aid collaboration. The second floor environment remains a quiet space for students who prefer to study without distraction. There, you'll find more computers, electric access in nearly every seat, five individual study rooms, and two group study rooms.

Website
Visit us at www.ucclermont.edu/library.html. Our site has thousands of search tools at your fingertips and online research portals for each subject/discipline taught at UC Clermont. Make the library one of your first stops at UC Clermont. You'll be glad you did.

HOUSING
This is a non-residential campus; we don't have any dormitories. Most of our students commute from their own homes. Some find local apartments. A few, however, do live in dormitories on the Clifton Campus and commute to Batavia. This option is available to all full-time students. Please note, you will still require reliable transportation as there is no bus or shuttle service to our campus.

INFO MONITORS
You will notice TV monitors at various locations in our hallways and the student lounge areas. You should make it a habit to watch them occasionally. We post announcements about upcoming events, student activities, academic deadlines, new programs and other things of general student interest. We even post license plate numbers of cars with their headlights left on! Sometimes we will broadcast programs of general interest like breaking local or world news of major consequence or Bearcats championship games.

LEARNING CENTER
The Learning Center (TLC) is one of this campus' best student resources … and it's free! Located in McDonough Hall 100, The Learning Center helps all kinds of students from those who feel underprepared to those who wish to maintain a 4.0 GPA. No matter what kind of academic support you need, The Learning Center's programs can ensure your success. Be sure to check out our new Academic Writing Center.

Tutoring
The Learning Center offers individual and group tutoring in nearly all academic subjects. Some of our most popular tutoring services are those for English, math, biology, chemistry, accounting, economics, and computer courses. Walk-ins and scheduled appointments are available for all students, so stop in whenever you need help with your coursework, want to prepare for an exam, or want assistance with a paper from one of our tutors.

Supplemental instruction
Supplemental Instruction provides group study sessions for students taking historically difficult courses. These sessions are facilitated by students who have succeeded in the course and know what it takes to make the grade.

Math placement support
If you want to prepare for the math placement test, The Learning Center can help. Work one-on-one with our instructional specialists to develop math test-taking strategies and take practice tests, so you can test into the math course that is right for you.

English as a second language
The Learning Center offers support for students whose first language is not English. An ESL specialist is available, so that students can work on pronunciation, building vocabulary, and developing grammar skills.

These are only a few of The Learning Center's most popular programs. Visit www.ucclermont.edu/tlc to learn more about our services, or call The Learning Center, 513-732-5228, if you have questions or wish to schedule an appointment.

ONE STOP STUDENT SERVICE CENTER
One place to go, one phone number to remember, one Web site to visit. One Stop is the place to do all your student business. Go to www.onestop.uc.edu to—

- Look at our course offerings
- Check your grades
- Print your class schedule
- Request transcripts
- Register for class
- Waive your health insurance
- View your bill and make payment arrangements
- See university-wide calendars

513-556-1000
Your One Stop number.
• Find deadlines
• Get forms
• Access university tools like Blackboard and your email
• And much more

Or you may call 513-556-1000 or stop by any One Stop office to conduct all your student business.

SERVICE LEARNING
Service learning combines community service with classroom instruction; focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning involves you in activities that address local needs while developing your academic skills and commitment to your community.

Service learning courses will get you out of the classroom and into the community, working for better lives for those you touch. Service learning involves working with many schools and non-profit agencies.

TECHNOLOGY ON CAMPUS
Blackboard
Blackboard is an extremely versatile Web-based e-learning tool that enhances out-of-classroom student/instructor interaction. Instructors can place course material online. You can submit assignments online. You can collaborate with other students in the same class and even have chat sessions. Blackboard also acts as a portal to other university services like email, One Stop, libraries and more.

BYOD Zone Collaboration Center
The BYOD (Bring Your Own Device) Zone collaboration center is a place (S-164 Snyder Bldg.) where you can work on joint projects (PowerPoint presentations, programming projects, group publications, test websites, etc.). Wireless internet and monitors with VGA/HDMI connectivity allow your group to work on assignments using your individual laptops, tablets and smartphones.

Campus network-wired/wireless access
All you need to access the network are your UC Central Login Credentials. (These are the username and password you use for your U-Connect email account and to login to register for class on One Stop.) For complete details on wireless access, go to www.uc.edu/ucit/students/get-online.html.

Wireless printing
You can do wireless printing in our computer open lab, BYOD Zone, the Learning Center, the Library, and the Konnect Kafé at UC East. For access, go to print.ucclermont.edu.

Campus Support Desk
We're here to help students, faculty and staff identify and resolve technical issues. We can also help reset your UC Central login password.

Visit us in room 118 of the Edith Peter-Jones Building for a face-to-face conversation with a member of our support team. You don't need an appointment.

You are welcome to call us at 513-732-5216 or send us an email at clr_help@uc.edu.

During the semester, we're open weekdays from 7:30 a.m. to 9 p.m. (although we do close at 5 p.m. on Fridays) and Saturdays from 9 a.m. to 1 p.m. During spring and semester breaks we are open 7:30 a.m. to 5 p.m. weekdays (closed Saturdays).

If you need after-hours help, you can call 513-556-HELP. They are open daily (except July 4, Thanksgiving, Christmas and New Year's holidays) until 11 p.m.

Classroom technology
We maintain eight computer labs for classroom instruction. Additionally, all classrooms are equipped with instructor computers, electronic whiteboards and fixed video projectors which are an integral part of classroom instruction.

Email
As a student, you will be given a free university email account (U-Connect). The university will use this for all official communication with you. Information on accessing and using your email account is available online at https://email.uc.edu/.

Instructional software
You can download a list of all the instructional software we use from www.ucclermont.edu/about/tech_serv.

Kiosks
We have free-standing computer kiosks located throughout the campus. We provide these kiosks so you can access any
One Stop service including registering for class, checking your grades, your email, or the status of your financial aid as well as browse the university’s Web pages.

**Konnect Kafé**
UC East features a cybercafé where you can connect to the internet. In addition to providing computers for student use, wireless access and wireless printing make this a great place to use a laptop, relax, have a cup of coffee, and get some work done.

**Open Computer Lab**
While owning a computer is an asset, it is not a requirement for attending college here. When you are not in class, you may use the open computer lab (104 Edith Peter-Jones Building) to work on your assignments. It is equipped with multiple PCs running Windows 7. All of them are equipped with CDRW drives.

A Cisco-based gigabit network connects all of the labs (open and instructional), which allows access to networked printers instructional software. We recommend you buy a USB drive to store your data.

You may use the open computer lab any time during posted hours. However, we request that you restrict your use to academic purposes.

**Pay-For-Print**
The college utilizes a pay-for-print system in the Learning Center, open computer lab, BYOD Zone, Konnect Kafé and library. Currently enrolled students get a print quota of at least 150 black and white pages per semester. Black and white copies are 7¢ each. Color copies are 50¢ each. Once you use up your quota for the term, you will need to add money to your Bearcat Card. You can do this at [www.uc.edu/bearcatcard](http://www.uc.edu/bearcatcard).

You may reprint substandard print jobs at no additional cost by contacting the Campus Support Desk. However, this does not include your “errors” such as accidentally printing multiple copies, printing the wrong frame in a web document, or having spelling errors in your document. Remember, it is your responsibility to make sure your document is acceptable before printing (proofread carefully, and use print preview). If you are unsure what is going to be printed, ask the lab assistant for help before you send the job to print.

**UC File Space**
UC File Space provides a variety of free services such as online file storage, personal websites, blogs and wikis for you. UC File Space is available for all UC students, faculty, and staff, and your account is created for you automatically. Use your UC Central Login to access your own personal online storage space. Your account comes with one gigabyte (GB) of storage space, and you can access it from anywhere internet access is available.

**VETERAN’S ASSISTANCE**
Our Veteran Affairs Office welcomes veteran, reserve and active duty personnel to stop by whenever they are on campus.

If you are a veteran and eligible for the GI Bill or other benefits, please contact us, 513-732-5319, for help certifying and coordinating your benefits.

Be sure to visit [www.ucclermont.edu/students/mil_vet.html](http://www.ucclermont.edu/students/mil_vet.html) for detailed tips on getting started.
Student Processes
We didn’t know what else to call this section. Processes seemed as good a word as any. This section deals with college procedures and university rules; things which may not be terribly interesting, but which you should still know.

ACADEMIC STANDING
It’s all about your GPA (grade point average)! Basically, you earn quality points depending on the final grade you receive for a course. An A is worth more points than a C. An A is worth four quality points per credit hour. That is the most you can earn for a course. An A in a three credit hour course earns you 12 quality points. An A in a five credit hour course earns you 20 quality points. Your GPA is determined by adding up all the quality points you have earned and dividing it by the total number of credit hours you have attempted. You have a GPA for each specific semester and a college cumulative (total overall) grade point average. Both are important.

To remain in good academic standing, you must maintain at least a 2.0 cumulative GPA. Your cumulative GPA must be at least a 2.0 (through your graduation) to maintain that good standing.

Your cumulative GPA only includes courses you take from UC. Transfer credits do not count toward your average.

Although we are on a four-point scale, we do use pluses and minuses for grades. If you would like to view a list of possible grades and the quality points earned for each of them, go to www.uc.edu/registrar/faculty_resources/grading_scales.html.

Dean’s list
Being on the Dean’s List is an honor given to students achieving a high GPA during a specific semester. If you are a full-time student (taking 12 or more credit hours), you must earn a 3.4 GPA or above. If you take between 9-11 credit hours, you must earn a 3.6 GPA, or a 3.8 GPA if you are taking 6-8 credit hours. This honor will be denoted on your permanent record.

Academic alert
If your cumulative grade point average is less than 2.0, but you have not yet attempted at least thirty semester credit hours, we will send you an email reminding you that continued below-average academic performance may result in academic probation, and possibly academic suspension in later semesters. An academic alert is not the same as being placed on academic probation; it simply means you must take action to improve your academic performance.

If you receive an academic alert, we strongly recommend that you visit The Learning Center and take advantage of their free tutoring and other resources. You may also wish to consider taking the steps recommended for students who are on academic probation

Academic probation
Once you earn 30 credit hours you will be placed on academic probation any time your cumulative GPA falls below 2.0.

If you are placed on probation, you may continue to register for classes. However, we strongly suggest you take the following steps (in addition to visiting The Learning Center)—

- See an advisor before registering for class
- Take no more than 12 credit hours per semester
- Limit student activities to focus on academic work
- Reduce extracurricular activities and outside work to improve your academic performance

You will be removed from probation when your cumulative GPA reaches at least 2.0.

Academic suspension
If you are on academic probation and drop below a 2.0 GPA for any semester, you will be placed on suspension. Suspension means you must “sit-out” the next academic year (three consecutive semesters). Basically, we are making you take the time to think about what you are doing here. Are you in the right course of study? Do you have the motivation and the time to attend college now? Do you really want to be in college enough to change your life and your focus so you can be successful academically?

Re-admission after the mandatory suspension period is not automatic. You must petition for re-admission after serving the suspension period. At the college’s discretion, you may be required to satisfy certain specified conditions upon re-admission.

You may not graduate from the University of Cincinnati while on academic suspension.

Academic dismissal
If you are re-admitted to the university following an academic suspension, you will be reinstated on academic probation. As long as you are on academic probation, you must earn at least a term GPA of 2.0 to continue enrollment. If you fail to earn a minimum 2.0 term GPA, you will be academically dismissed from the university.

If your GPA ever drops below 2.0 after returning to academic good standing, you are subject to academic dismissal at the end of any academic term in which your GPA drops below 2.0.

In other words, once you have been suspended and re-admitted, you cannot allow your GPA to fall below 2.0 at any time without risking permanent dismissal from all of the university’s colleges.

Once you are academically dismissed, you will be denied all future registration privileges at the University. Dismissal is the most serious academic action; it denotes your repeated failure to meet minimum university academic standards. Therefore, as a matter of general policy, you will not eligible for re-admission to the University of Cincinnati.

Academic dismissal is recorded on your academic transcript. You may not graduate from the University of Cincinnati once you have been academically dismissed.

Appeal
The Undergraduate Academic Standing Appeals Committee (UASAC) is convened by the Office of the Provost. The UASAC meets regularly to consider appeals from

- Undergraduate students seeking reinstatement after serving an academic suspension
- Student appeals of suspension or dismissal
- Requests for immediate or early reinstatement
After a thorough evaluation of your appeal form, documentation related to your circumstance and your academic record, the UASAC will decide whether or not to reinstate you. Their decision will be based on university and college policies, and the information presented in your appeal. You do not make a personal appearance before the committee.

This information is offered to help you make sound academic choices. For additional information about the University Academic Standing Policy, visit —
http://tinyurl.com/UC-undergrad-standing

For appeals information visit —
http://tinyurl.com/UC-undergrad-appeals

ACCESS TO CAMPUS FACILITIES
Our property and facilities are primarily dedicated for use and access by college faculty, staff, and enrolled students. We reserve the right to establish reasonable conditions regarding the access of any person to our property, facilities and personnel. Children must be supervised at all times by an accompanying adult.

PRACTICUM
Several programs have professional practicum requirements which give you real life experience and help you confirm your career choice.

If you are in one of these programs, you are responsible for coordinating with the advisor/instructor who will help you with your field placement.

REGISTERING FOR CLASSES
You register for classes before the start of every semester. Most students find it convenient to register online at www.onestop.uc.edu. If necessary, you may also register in-person at any registration or One Stop office on any UC campus.

Early registration
Early registration for an upcoming fall semester usually begins about half-way through the preceding spring semester. (Early registration for spring and summer semesters begins about eight weeks into the preceding semester.) Students are allowed to register based on how many credit hours they have earned; those with the most credit hours get the earliest registration dates. We do this so that students who are closest to graduation have the best opportunity to get their remaining required courses.

You must have registered for UC classes within the last three semesters to be assigned a priority registration date. Your priority is determined by how many credit hours you have earned. This includes any transfer credits we awarded you, but does not include the credit hours you are currently taking.

Students who are not enrolled in a degree program (non-matriculated) get the last early registration date, regardless of how many credit hours they have earned.

Obviously, the earlier you register, the better your chances that you will get the courses and times you prefer. We recommend that you make an appointment with your advisor as soon as the online course schedule is published, so that you can take advantage of your earliest registration possible. (Payment is due five days before the semester starts, not when you register.)

Open registration
This is the period when anyone, regardless of their matriculation status or how many credit hours they have earned, may register for class. (Senior citizens registering for free courses [see page 32] must wait until the week before classes start to register. Call 513-732-5218 for details.)

Late registration
If, for some reason, you do not initially register for a semester until after classes start, you will be assessed a $25 late registration fee (after day 15, a late registration appeal is required and, if approved, a $150 fee applies). Late registration fees do not apply to you for simply adding a class to your existing schedule or for dropping one class and adding another.

Gaining enrollment in a closed class
If you cannot register for a class you need, you may petition the instructor to let you in the class. To do this, you need to fill out an add/drop slip (available from registration or online at www.onestop.uc.edu/resources/forms.html) and get the instructor to sign it for you.

Often, the best way to do this is to have the form filled out, ready for the instructor’s signature, and go to the first meeting of the class you wish to take. Some class sizes are strictly limited by the number of computers available in the instructional lab or by other physical space limitation.

Audit
Auditing a course is a way for you to explore a subject you are uncertain about or want for personal enrichment. You should
expect to do all the assignments and tests. Full tuition applies to audited courses.

If you audit a course and get a passing grade of T, it will not be included in your GPA. It will not be counted toward your degree and it will not affect your GPA.

However, some instructors may give you a grade of F if you do not participate in class or do not meet their expectations. An F grade is averaged into your GPA and will effect your GPA accordingly.

Instructor permission
Please note that you will require an instructor-signed add/drop form (available from registration) to register for any class after day seven of the semester. You should also use an instructor-signed add/drop form to enroll in courses that list “permission of instructor” as prerequisites.

Changing scheduled classes
You can change your schedule, adding and/or dropping courses without penalty, through the first week of the semester. Any changes that affect your full-time or part-time status may also affect your financial aid, so please see an advisor before you alter your schedule. (See page 11 for refund information.)

Withdrawal
If you must officially withdraw from classes (see page 11), you must do so in writing. There are special rules that apply if you are being called to active military duty. Please discuss these issues with registration, 513-732-5218.

Blocked registration
You should know there are things that will block your registration (and may put issuing transcripts and your diploma on hold or restrict other university services from your use as well). Primary among these things is an unpaid balance, which can result from many events, minor or major. Events like these common occurrences—

- Tuition for a course you registered for but never attended and didn't bother dropping.
- Unpaid tuition bill.
- Late payment fee you didn't think would be assessed.
- Unpaid student health insurance charge for coverage you didn't take the time to waive.
- You applied for financial aid so late that it didn't arrive in time for this semester.
- Ignored parking ticket.
- Lost and forgotten library book with unpaid overdue fees.

Most blocks are easily resolved with a visit to the registrar’s office and the business office (conveniently located across the hall from one another).

If you believe a block is the result of a clerical mistake, please contact registration at 513-732-5218 or visit the registrar’s office in the Student Services Building.

Changes to offerings
We reserve the right to cancel any course, change the instructor, room assignment, method of delivery, or schedule for any given class based on enrollment or other factors. In other words, if not enough people sign up for the course, we may cancel it. Or we may combine two or three sections into one. We may replace an instructor if one becomes ill or unavailable. We will always do our best to inform you of changes (which is why you should check your student online email account—official notices, remember?) so that you can adjust your schedule as necessary.

FINAL EXAMINATIONS
The last week of the semester is “finals” week. Classes do not meet at their regular times, because final examinations are scheduled in two-hour blocks—longer than most classes meet. Although your class will meet in its normal room, you may find your examination falls on a different day and time than it did during the semester. Your instructor should tell you well in advance when your final examination will be. You can also view an examination schedule online (beginning the seventh week of the semester) at www.onestop.uc.edu (select “calendars”).

Evening classes meet at their normal day and time, but for only a two-hour examination period.

If you find you have three examinations scheduled on one day, you may request that one be postponed. To exercise this option, see the Associate Dean of Academic Affairs to make your request.

If your instructor requests you to bring a Scantron answer sheet or “blue book” for your examination, you may purchase these at the bookstore for a nominal charge. It is a good practice to purchase a small supply of these items and keep them with you throughout the semester for mid-terms and quizzes as well as for final exams.
GRADING PRACTICES
During the first class of the semester, your instructor should distribute a class syllabus and discuss the following items—
- Grading policy
- How grades and course averages are determined
- Attendance policy
The syllabus should also provide instructor contact information, list the required course materials, and project/assignment/test due dates as well as provide general information about the material the course will cover and the learning objectives.
You should keep your syllabus at least until the course is complete. You may want to keep a file of all your syllabi; they can be quite useful when you are transferring to another college in helping that college determine what courses are equivalent. (This is especially true with the passage of many years between beginning your degree at one school and completing it at another.)
Your final grades are normally available at www.onestop.uc.edu (select “Registration Information” then “Get My Grade Report”) by the Thursday following the end of a semester.
If you feel you have received a grade in error, you should discuss your grade with the instructor. You should direct any questions regarding grading policies to the Associate Dean of Academic Affairs.

GRADUATION
Your dream to earn a college degree has come true! You have one final step to take: You must apply for graduation online at www.uc.edu/commencement/checklist/apply.html. This includes a non-refundable fee of $50. Your advisor should pre-certify that you are on track for graduation. (Do this before you apply for graduation; so you don’t lose your application fee if it turns out you are not quite as close to graduation as you think!) Preferably, you should start this process at least the semester before you intend to graduate. It is your responsibility to fulfill all the degree requirements for the program you are in and to maintain liaison with your advisor.
You must have at least a 2.0 cumulative GPA to graduate. If you are a transfer student, you must take at least one-half of your required credits from UC to be eligible for graduation from UC Clermont. If you take your first-year coursework from UC Clermont, you may take no more than nine second-year credit hours from a non-UC institution. (See page 8 for completing your degree at your previous institution by transfer.)
The university confers degrees at the end of each semester. We encourage your participation in commencement. You should celebrate achieving your goal! You may purchase graduation robes through the bookstore. (Please, don’t wait until the day before graduation, however. You’ll want your robe to fit!)

Double major or second associate degree
If you think you want a double major or are considering earning two associate degrees at the same time, please contact our Academic Affairs office, 513-732-5212.

Degree plus certificate
If you are interested in a degree program and a certificate, and they are in different disciplines, you may receive both provided you complete the requirements for both, either concurrently or consecutively. To receive a degree and a certificate in the same discipline, you must complete all of the requirements for the certificate no later than the same semester in which you complete your degree.

Graduation with distinction
You may graduate with honors if your cumulative GPA falls in any of the following categories:

<table>
<thead>
<tr>
<th>Honor (Latin)</th>
<th>GPA</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.6-3.7499</td>
<td>with honor</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75-3.8999</td>
<td>with high honor</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.9-4.0</td>
<td>with highest honor</td>
</tr>
</tbody>
</table>

TRANScripts
If you have an active student ID and a PIN number, you can order transcripts online.
Otherwise you may request transcripts by mail or order them in-person from our registration office.
Transcripts are $6 each and check or money order must accompany your request. Please allow 10 business days from our receipt of your request to process your transcripts. All financial obligations to the university must be met before your transcript will be processed.
For complete ordering instructions, go to www.onestop.uc.edu and select “Get Transcripts” from the top menu bar.

Weather Emergencies & Class Cancellations
Generally speaking, we do not close often for snow. Check your email, look on Facebook or check your cell; we’ll send you a text message on your phone when we’re closed. We’ll also post a voice message on our main phone line if we are closed—513-732-5200. Check our home page at www.ucclermont.edu for an announcement that we have delayed or cancelled classes. If you don’t see an announcement, please assume that classes will meet as scheduled!
This also applies to other emergency situations such as a general power outage, major water main break, fire, or other similar event.
Local radio and TV stations will also carry announcements that we have cancelled classes. Announcements for the University of Cincinnati also apply to us as well.

Honor (Latin) GPA Translation
Cum Laude 3.6-3.7499 with honor
Magna Cum Laude 3.75-3.8999 with high honor
Summa Cum Laude 3.9-4.0 with highest honor
We realize that some of you may be traveling quite a distance to be here, driving on rural roads or through areas that do not treat their streets. We strongly advise that you discuss with your instructors (especially as winter approaches) what their policy is on snow absences before the flakes fall and under what conditions they themselves will not be here! Instructors may cancel a class even though the college remains open. Check Blackboard and your email for messages from specific instructors. Remember, you are the only one who can evaluate whether it is safe for you to drive in or not.

**Student Responsibilities**

You are an adult, and we are going to treat you like one. It is your responsibility to learn the proper procedures and follow the rules. If you have a question about how to do something, please ask.

**ACADEMIC INTEGRITY**

You must complete your own work and avoid all forms of dishonesty such as cheating, falsification and plagiarism. Any lack of integrity on your part can lead to a grade of F, dismissal from a class or even permanent dismissal from the college. We know there is a great deal of pressure to succeed. We know it’s hard working part-time and going to school full-time, let alone trying to balance the needs of children and spouse. That’s why we try to provide support to help you succeed without resorting to dishonesty. Our instructors are great about working with you, and our Learning Center is one of the college’s best resources for getting help with coursework. There is help here if you look for it. Don’t let academic dishonesty cheat you out of the education you’re working toward!

**ATTENDING CLASS**

It is always to your advantage to attend classes. After all, you’re paying for them! Instructors may cover material that is not in your textbook. Class discussions are your opportunity to ask questions about things you are unsure of. And, your attendance can mean the difference between getting one grade or another when your scores sit on the line between the two. However, each instructor sets the attendance policy for his or her class, and you should not expect your instructor to bend the rules just for you. You will find most of our instructors very reasonable if you bother to keep them informed of the whens and whys of your absences before they occur.
COMMUNICATING WITH INSTRUCTORS
Our faculty members welcome your classroom participation and strive to maintain open lines of communication.

All full-time faculty members post a schedule of their office hours near their office door. You should use these hours to ask questions and clarify course material. You may also use email and voice mail to leave messages for them. Your course syllabus should contain contact information. The faculty service center forwards messages as well as accepting papers, tests or other assignments you need to turn in.

Many faculty members use Blackboard (see page 20) to post notices about class cancellations, assignments and due dates, syllabi, grades, reference documents, class notes, PowerPoint presentations, and other important class materials. You can also use Blackboard to directly email your instructor.

You should make the effort to resolve challenges with an instructor by first meeting with that instructor outside of class to discuss your concerns. If this does not resolve the issue, then you should discuss the situation with the department chair. If you are still unable to come to an agreement, you should see the Associate Dean of Academic Affairs.

OMBUDS OFFICE
If you are having difficulty with someone or something on campus and just can’t seem to get anywhere trying to get the issue resolved, contact the university ombuds office. It’s their business to cut across red tape and solve problems. Visit their Web site at www.uc.edu/ombuds for details.

STUDENT CODE OF CONDUCT
The university maintains a written student code of conduct outlining your responsibilities, duties and acceptable conduct. You can view the document in its entirety at www.uc.edu/conduct/Code_of_Conduct.html.

Campus Life

ART GALLERY AND STUDENT SHOWS
The Park National Bank Art Gallery hosts both student and professional artist exhibits, presenting a variety of mediums and genres of artistic expression. Students in UC Clermont art classes exhibit their work annually at the end of spring semester, highlighting their artistic growth, while regional, national, and internationally renowned artists or art groups show in the gallery the remainder of the year. Call the Community Arts Office at 513-558-1215, for information about exhibiting in the gallery.

BEARCAT CARD
Your student ID card can be used like a debit card for purchases in the bookstore, the Cougar Café, Konnect Kafé, vending machines and any pay-for-print location. You can also use it in many places on and around the Clifton Campus. Visit www.uc.edu/bearcatcard for details.

FIELDTRIPS
All college-authorized student groups may sponsor educational trips. Clubs or organizations wishing to use college funds for travel must submit their requests in writing to the student life coordinator.

Instructors plan course-related trips over a weekend or during a break in consideration of their students’ other coursework. Students are responsible for all their expenses.

FOOD SERVICES
The Cougar Café, which offers sandwiches, coffees and other snacks, is open fall through spring semesters, Monday through Thursday from 9 a.m. until 2 p.m. and Fridays until 1 p.m. It may also open with reduced hours during summer semester. The cafeteria closes during breaks and holidays.

The Konnect Kafé (at UC East) has similar hours, but is normally closed on Fridays.
Vending machines, offering beverages and snacks, are always available, whenever the college is open. The campus bookstore also stocks a variety of snacks, microwaveable soups/stews and frozen ice cream treats.

LOUNGE
You will find a comfortable student lounge in the lower level of the Peters-Jones Building. Divided into several sections, you will find space for “hanging out” between classes, having friendly conversation, studying, sipping coffee, playing pool, watching TV or even catching a few Zzzzs.

ORGANIZATIONS
An important aspect of the college experience is the opportunity to explore new activities, expand current interests, and develop leadership and citizenship.

We encourage you to participate in extracurricular activities here and on the Clifton Campus. These activities promote leadership skills and give you the opportunity to make new friends with shared interests, and have fun while building your resume. Call the Student Life Office, 513-732-5221, to learn more about these and other opportunities.

Join one of our many student organizations and choose your own level of involvement. Members of these various organizations also attend semester leadership development training sessions, conferences and institutes.

Campus organizations and honoraries include——

Active Minds: Promotes mental health and illness awareness. Open to anyone with interest.

American Sign Language Club: Promotes awareness of deaf culture through engaging and educational sign language and initiating events. Open to anyone with interest.

Biology Club: Provides students interested in life sciences with an opportunity to meet professionals through field trips and job shadowing. Open to anyone with interest.

Cheerleading: The squad supports and promotes our men’s basketball team. Go Cougars! Home games only. Previous cheering experience desirable, but not required.

Chemistry Club: Provides students interested in chemical sciences with an opportunity to meet professionals through field trips and job shadowing. Open to anyone with interest.

Clermont Young Democrats: Supports candidates and agenda items of the Democratic Party. Open to anyone with interest.

Collegiate Ministries: A fellowship of Christians committed to growth and service with an emphasis on small groups for personal growth. Open to anyone with interest.

Foreign Language Club: Open to students studying any foreign language and anyone interested in foreign cultures. Promotes cross-cultural understanding. Open to anyone with interest.

The Lantern: Provides the opportunity to enhance writing and editing skills by planning and running the campus newspaper. The Lantern has served as the source for campus news, sports updates, and community events since 1973. Student participants may also enroll in a three-credit hour media workshop class. Paid and volunteer positions. Open to anyone with interest.

P.A.C.E. (Professionalism-Academics-Character-Experiences): For students who are interested in learning about the business world through firsthand experiences.

Phi Theta Kappa: Offers highly motivated and self-disciplined students opportunities to challenge the intellect through special seminars and faculty relationships. PTK is a nationally recognized academic achievement honor society for two-year colleges. Participation by invitation only.

Psychology Club: Provides the opportunity for students to become acquainted and involved with the larger field of psychology, to enhance leadership skills, and to provide programs and services which benefit the campus and community. Open to anyone with interest.

Student Veteran Organization: The mission of the SVO is to advocate on behalf of student veterans to ensure success in their higher education.

Tabletop Gaming Association: Provides a community for students to enjoy traditional, tabletop entertainment in a cooperative and friendly environment. Open to anyone with interest.

UCCAN (UC Clermont Advocates Network): Links the campus and the community at large through advocacy programs, student-led functions and civic engagement. Open to anyone with interest.

UCC Student Government: Provides leadership opportunities to all students by offering their voice in campus governance and sponsorship of volunteer activities around campus and the community.

UCCAPS (UC Clermont Association of Paralegal Studies): Promotes educational and professional development opportunities for paralegal students and provides networking interaction with the legal and business community. Open to anyone with interest.

UCC IT Pros (UC Clermont Informational Technology Professionals): Promotes networking between students and IT professionals through events and activities. Open to anyone with interest.
Emergency Text Messaging Service
As part of a comprehensive effort to inform our community of any emergencies that might arise on campus, the University of Cincinnati offers an emergency text messaging service. This service is a partnership between UC Public Safety and UCIT. All cell-phone numbers provided to the university will be subscribed to the University of Cincinnati emergency text-message system. In the event of any campus emergency creating imminent threat to the safety and security of the campus community or to announce a weather-related university closing, UC Public Safety will send a text message to all faculty, staff and students who have not specifically opted out of this service through OneStop and Directory Services.

SMOKE-FREE CAMPUS
We are committed to providing a healthy, smoke-free environment for our students, staff and faculty. Smoking is not permitted in any University of Cincinnati building or within 25 feet of entrances and windows. Outdoor smoking areas are designated.

SPECIAL EVENTS
Our campus is host to, or sponsor of, many special events during the year: student fun and game activities, athletic events, concerts, blood drives, cookouts, theatre performances, art gallery shows, unique demonstrations, ArtsWave Sampler Weekend programs, and others. Many of them are free to our students or at very nominal cost. Family and friends are welcome to attend many of them. We urge you to take advantage of these unique opportunities to enjoy uncrowded, low-cost, cultural enjoyments.

SPORTS AND RECREATION
We offer numerous competitive activities, both formal and informal. Our teams compete as part of the United States Collegiate Athletic Association. Students can build relationships, discover their talents, and stretch their boundaries as a member of a UC Clermont team. If you are interested in playing college-level sports, please contact our athletic director at 513-558-1559. Go, Cougars!

SAFETY AND EMERGENCIES
We are pleased to offer our students one of the safest campuses in the university system. (For specific details on university safety records, contact the Student Affairs and Services Office at 513-556-4119.) Our faculty, staff and administration work together to create a welcoming environment that promotes intellectual, social, and cultural engagement.

In case of an emergency, an announcement will be made over our emergency audio alert system which can be heard in all buildings. The professor in charge of each classroom will direct you to a safe location. Emergency plans for fire and weather related events are also posted in each classroom, office, and restroom.
Clermont College Team Sports

<table>
<thead>
<tr>
<th>Sport</th>
<th>Played</th>
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<tbody>
<tr>
<td>Women's Volleyball</td>
<td>Fall</td>
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<tr>
<td>Men's Soccer</td>
<td>Fall</td>
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<tr>
<td>Women's Soccer</td>
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<tr>
<td>Men's Basketball</td>
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<td>Women's Basketball</td>
<td>Winter</td>
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<tr>
<td>Women's Softball</td>
<td>Spring</td>
</tr>
<tr>
<td>Men's Baseball</td>
<td>Spring</td>
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</tbody>
</table>

We also play “pickup” co-ed volleyball on Friday afternoons during the fall and spring.

Our precision flight team, drawn from our aviation students, competes on the national level.

Our gym is in the Student Activities Center and has exercise equipment available for your use during open hours. (Hours vary from semester to semester.)

Community Interaction

ADVISORY COUNCIL
In 1997, we established the Dean's Advisory Council to increase community involvement in decision-making at the college. The council, chaired by the college dean, includes representatives from local businesses, non-profit organizations, schools, health care organizations and government agencies. The council operates with the following objectives—

- Provide information to the college on employment, education and social trends in the community, and identify the types of educational programs that will meet the continuing needs of the local area.
- Develop a network of contacts for the college to better connect its programs and academic departments to their counterparts in the community.
- Establish a forum for public discussion of the college's strategic planning, including its budgetary practices, fees and services, and educational offerings.

We hope to better identify and serve the needs of our community through the council's open communication and sound advice.

CAMPUS FACILITIES
Our bookstore is open to the public and you are welcome to purchase food from the Cougar Café any time you are on campus during the school year (café is open limited hours during summers and is closed during breaks).

The public may also visit our library to consult reference materials. (Borrowing privileges are limited to students, faculty and staff however.)

We are proud of our campus and happy to have visitors any time we are open.

COLLEGE CREDIT PLUS
This program is for highly qualified high school students. It allows them to take college courses and receive credit toward both their high school diploma and their college degree. (See page 9 for details.)
COMMUNITY ARTS

Calico Children’s Theatre
UC Clermont’s community arts program includes Calico Children’s Theatre which offers a series of performance arts programs for children and their families. Calico Children’s Theatre, held in the 400-seat Krueger Auditorium, includes such performance genres as drama, physical comedy, music and dance, as well as other educational entertainment. Ticket prices are affordable, allowing theatre-goers to experience live entertainment. Check out the season’s performances and order tickets online at www.ucclermont.edu/community_arts.

Calico Children’s Theatre Enrichment Programs
Calico Children’s Theatre is more than performances. CCT also includes Theatre Camp and Kids’ Acting Classes; all geared to enrich the lives of children grades K through 12.

Yellow Bus Series
CCT’s Yellow Bus Series offers special performances for public schools and home school groups. Performances are offered during the days when school is in session, so that entire classes may attend. Special pricing puts these live performances within easy reach of school and family home-school budgets.

Park National Bank Art Gallery
Community Arts at UC Clermont also continues a long-standing tradition of visual arts presentations in the Park National Bank Art Gallery. Local, regional and international artists display their works in the gallery, located in the Snyder Building. Recent exhibitions include oils and acrylics, beadwork, woodcarving, ceramics, photography, and quilting, in styles ranging from traditional landscapes to contemporary fiber arts. The college accepts applications year round and juries submissions each winter for the next gallery season, which runs from August to July. Call the Community Arts Office at 513-558-1215 for an application or more information about the art gallery season. Or, visit www.ucclermont.edu/community_arts.

EDUCATIONAL TALENT SEARCH AND UPWARD BOUND

Educational Talent Search
ETS is an educational enrichment program funded by the U.S. Department of Education that targets students who would be the first generation of their family to attend and graduate from college. Administered by UC Clermont, the program works with school counselors and teachers to encourage students to complete high school and enroll in a postsecondary education program. ETS encourages college awareness for middle school students as well as for high school students. The program currently serves 632 students in grades six through 12 in eight school districts in Clermont County. Services include monthly workshops at the schools, academic and career advising, assistance in applying for college and for financial aid, tutoring, college visits, cultural field trips, leadership conferences and ACT preparation. You will find more information, including schools served, eligibility, a current calendar of activities and a staff listing, at www.ucclermont.edu/about/ets or you may call 513-558-7432 with questions.

Upward Bound
Another federally funded educational enrichment program, Upward Bound helps provide high school students with the skills they need to become successful college students. This program also targets students who would be the first generation of their family to enter and graduate from college. Upward Bound currently serves 72 high school students in eight school districts in Clermont and Brown Counties. Services include Saturday academies and a six-week summer academy on the UC Clermont campus. Other services include academic and career advising, assistance in applying for college and for financial aid, tutoring, college visits, cultural field trips, leadership conferences, ACT preparation and summer career internships. You will find more information, including schools served, eligible, a current calendar of activities and a staff listing, at www.ucclermont.edu/about/ub or you may call 518-558-7432 with questions.

OPPORTUNITIES TO FINISH HIGH SCHOOL EDUCATION

ABLE/GED
Educational opportunities are available through Southern State Community College. The Adult Basic and Literacy Education (ABLE) program provides free classes on the Clermont campus to improve basic skills in mathematics, language, and employment seeking skills as well as helping students obtain their Ohio High School Equivalency Diploma (GED). Students study at their own rate, guided by experienced teachers, with all materials provided. Call 800-628-7722 for details of the program. (GED testing is available on our campus in our testing center—through PearsonVue. Schedule your test at www.ged.com)
OPPORTUNITIES FOR SENIOR CITIZENS
If you are at least 60 years old and have lived in Ohio for at least the past 12 months or more, you may enroll, tuition-free, in one or more courses each semester as classroom space permits. You may select from any course offered as long as you meet any course prerequisites. You are enrolled to audit the class (take it as non-credit, no grade given), but we encourage you to participate fully, taking exams and completing all class activities.

Enrollment applications are available from the Registrar’s Office during the open registration period. Please call 513-732-5218 for details.

PEARSONVUE TEST CENTER
UC Clermont’s Testing Center is an authorized PearsonVue Test Center.

PearsonVue is a leading provider of global computer-based testing services. They offer testing for hundreds of certifications & qualifications, including—

Adobe
C++
Cisco Systems
Comp TIA
SAS
& many more

PearsonVue also administers GED exams for the State of Ohio.

Please visit www.ged.com to schedule your test. There is no additional charge to take your exam here and registration is open to all—you don’t have to be a UC student.

SOUTHWEST OHIO EDUCATIONAL OPPORTUNITY CENTER
The Southwest Ohio Educational Opportunity Center is part of the federal TRIO programs funded by the US Department of Education. The SWOEOC provides counseling and information on college admissions and financial aid to qualified adults interested in entering or continuing a postsecondary education program in a two-year college, four-year college, vocational or technical school. SWOEOC serves the residents of Brown, Clermont and Hamilton counties in Ohio and Boone, Campbell and Kenton counties in Kentucky. The Southwest Ohio Educational Opportunity Center also maintains outreach offices at UC Blue Ash College. To reach the SWOEOC, call 513-558-5432, or drop by room 11 in the Peters-Jones Building on the UC Clermont campus between 8 a.m. and 5 p.m. Monday through Friday.

College Organization

DEAN’S OFFICE
The dean of the college is our principal administrative executive. The dean is also our chief academic officer. Basically, the dean operates with the same authority as the president of a company. Our dean reports directly to the provost of the University of Cincinnati.

COLLEGE DEPARTMENTS
Our college has six functional service areas.

Academic Affairs
This area consists of all faculty members and their support staff. Their responsibility includes the following areas—

Academic departments
Articulation agreements
Assessment
Bachelor’s degree programs
Career Services
Course scheduling
Curricula
Degree and certificate program requirements
Faculty issues
Instructional issues
The Learning Center
Library
Testing Center
UC East

Business Affairs and Administrative Services
This office provides the human resources and budgetary functions for this campus. It is responsible for the following areas—

Access contro
Bookstore
Budget
Emergency planning and response
Food services
Labor relations
Personnel
Public Safety
Purchasing
Security and life safety

College Relations
This office handles all of the college public relations and is responsible for the following areas—

Advertising and promotions
College information desk and main switchboard
College publications
Community Arts programs
Event coordination (non-student)
Media relations/news releases
Website content
Enrollment Services
This is a favorite of potential students, new students and students doing routine business. This office is responsible for the following functions—
- Admissions
- College Credit Plus program
- Financial aid
- One Stop services
- Orientation
- Registration
- Student records
- Transcripts

Student Success and Retention Services
As a student, you will become very familiar with this office! It is responsible for the following functions—
- Academic Advising
- Athletics
- College Success Program
- Counseling
- Disability services
- Graduation certification
- Student life
- Student events
- Student organizations
- Veterans’ Services

Technology and Facilities Services
This office oversees the operation of our campus technology and our physical plant. It is responsible for the following functions—
- Buildings and grounds
- Business continuity planning/disaster recovery
- Campus network - wired/wireless
- Classroom technology
- Computer help desk
- Computer maintenance
- Maintenance and housekeeping
- Phone system
- Student open lab
- Wireless access

College Personnel

COLLEGE ADMINISTRATORS
Gregory Sojka, PhD
Dean UC Clermont
Kim Jacobs-Beck, PhD
Interim Associate Dean Academic Affairs
Jennifer Radt, MSW, LSW
Interim Director of Enrollment Services
Interim Director of Student Success and Retention Services
Maria Keri, BBA
Director of Business Affairs and Administrative Services
Mary Stearns, MA
Assistant Dean Academic Affairs
Stephen Young, BBA
Assistant Dean Technology and Facilities Services
Mae Hanna, BS
Assistant Dean of Marketing and Communications
Glenda Neff, MEd
Director, UC East

ACADEMIC AFFAIRS ADMINISTRATORS
Jeffrey Bauer, DBA
Department Chair—Business, Law & Technology
Ian Clough, PhD
Department Chair—Math, Computers, Geology & Physics
Thomas Dinsmore, EdD
Interim Department Chair—English, Languages & Fine Arts
William Kossenjans, PhD
Department Chair—Science & Health
James Westheider, PhD
Department Chair—Social Sciences
Paramjit Mavi, MEd
Director of The Learning Center
David Gregory, MS
Program Director Police Academy
Sharman Willmore, MS, RD, CHES
Academic Director Allied Health
Katie Foran-Mulcahy, MSLS
Library Director
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### 2014-2015 Academic Year

**Fall Semester 2014**
- Classes Begin: Monday, August 25
- Holiday, Labor Day: Monday, September 1
- Fall Reading Days*: Monday-Tuesday, October 9-10
- Holiday, Veterans’ Day: Tuesday, November 11
- Holiday, Thanksgiving: Thursday-Sunday, November 27-30
- Classes end: Sunday, December 7
- Examinations: Monday-Saturday, December 8-13
- Fall Semester ends: Saturday, December 13
- Commencement: Saturday, December 13

**Spring Semester 2015**
- Classes Begin: Monday, January 12
- Holiday, Martin L. King’s Birthday: Monday, January 19
- Spring Break: Monday-Sunday, March 16-22
- Classes end: Friday, April 24
- Examinations: Saturday-Thursda, April 25-30
- Spring Semester ends: Saturday, May 2
- Commencement: Saturday, May 2

**Summer Semester 2015**
- Classes Begin: Monday, May 11
- Holiday, Memorial Day: Monday, May 25
- Holiday, Independence Day: Friday, July 3
- Classes end: Wednesday, August 5
- Examinations: Thursday-Friday, August 6-7
- Summer Semester Ends: Saturday, August 8

* During Fall Reading Days, regular classes are suspended; co-curricular activities continue. (Co-curricular activities vary and may include workshops, guest lectures, movies, poetry readings and other events of an educational nature.)

### 2015-2016 Academic Year

**Fall Semester 2015**
- Classes Begin: Monday, August 21
- Holiday, Labor Day: Monday, September 7
- Fall Reading Days*: Monday-Tuesday, October 15-16
- Holiday, Veterans’ Day: Wednesday, November 11
- Holiday, Thanksgiving: Thursday-Sunday, November 26-29
- Classes end: Sunday, December 6
- Examinations: Monday-Saturday, December 7-11
- Fall Semester ends: Saturday, December 12
- Commencement: Saturday, December 12

**Spring Semester 2016**
- Classes Begin: Tuesday, January 11
- Holiday, Martin L. King’s Birthday: Monday, January 18
- Spring Break: Monday-Sunday, March 21-27
- Classes end: Friday, April 22
- Examinations: Saturday-Thursday, April 25-28
- Spring Semester ends: Saturday, April 30
- Commencement: Saturday, April 30

**Summer Semester 2016**
- Classes Begin: Monday, May 16
- Holiday, Memorial Day: Monday, May 30
- Holiday, Independence Day: Monday, July 4
- Classes end: Wednesday, August 10
- Examinations: Thursday-Friday, August 11-12
- Summer Semester Ends: Saturday, August 13