

You Should Know...

If you have never attended college before, if no one in your immediate family has attended college, or if it has been some years since you attended, you need to be aware of some things that most of us at the college take for granted.

Grades & bills

Grades and bills do not come in the mail anymore. They are available online at www.onestop.uc.edu. Grades are posted online the week after final exams. Bills are available about 24 hours after you register.

Parents: your 18 year-old children can authorize a special PIN number for you to view and pay their bills as well as waive their health insurance online. These are both handy things for a parent to do. Grades are only accessible to students, but there is no reason you can't expect them to print out a copy for you, especially if you are paying their bills!

Financial aid is for everyone

Financial aid is not just for recent high school graduates. Anyone, included married students, older students, and full or part-time (at least 6 credit hours a quarter) students can apply for, and qualify for, financial aid. The same is true of scholarships. Don't assume you are too old or make too much money for either. There are also no-interest emergency loans for currently enrolled students, so don't just quit school if your car dies or some other short term financial emergency befalls you.

You must reapply for financial year every year! The federal FAFSA forms are available beginning in January of each year. Don't wait to fill them out. (Don't pay anyone to help you fill them out either—we'll be happy to help for free.) Much financial aid is distributed on a first come first serve basis. The longer you wait, the less you may get!

Students: If you are 18 or older, you will be the one filling out the FAFSA every year. Your parents (if you are still their dependent) can obtain their own PIN number to fill out their section and electronically sign it, but you are the one who must initiate and complete the document. Don't put it off! (See first come, first served above!)

Parents: You can fill out a FAFSA in January of your student's senior year in high school and send results to all the schools your student is considering attending. You can even send results to other colleges later if your student changes his mind about where he wants to go (a frequent occurrence). You can even do this on line at www.fafsa.ed.gov which is easier and faster than using the old-fashioned paper form.

Health insurance

The state of Ohio requires us to provide (and therefore charge for) health insurance for all students taking 6 or more credit hours per quarter. Students may waive this health insurance only if they already have equivalent coverage. Waiving the insurance is the only way to remove it from your bill. You can do this online at www.onestop.uc.edu. Just paying the tuition portion of your bill and ignoring the rest will only result in an overdue bill and late charges for you.

I'm not sure I qualify for admission

This is an "open access" campus. This means we encourage students from all backgrounds to attend college, regardless of the courses they took in high school, whether they have a diploma or GED, or where they finished in class rank. We do not require ACT or SAT test scores for admissions. We offer a full range of preparatory classes for students who did not prepare for college in their high school course selection, and we have a wonderful Learning Center which provides "brush up" skills for students who have been out of school for a while and are worried about being "rusty" in their math, English and study skills.

Will my credits transfer?

We are a fully-accredited branch of the University of Cincinnati.

There is a difference between whether a credit will "transfer" and whether it will fulfill a "degree requirement" of the program you are transferring into. Because we are a fully accredited institution, all of the credits you earn will "transfer." However (and this is a big however), not all of our credits are designed to transfer into 4-year bachelor's degree programs at all universities. We cannot emphasize enough (although we do try) the importance of advising! If you change your major or switch from a 2-year, career-oriented program to a pre-4-year degree program, please, please, see your advisor as soon as possible to minimize any loss of time in attaining your degree. Our pre-programs are designed to transition seamlessly into the University of Cincinnati's 4-year programs as well as many of those at Northern Kentucky University. If you plan to finish your degree somewhere else, like Xavier, Thomas More or a more distant institution, contact that college now and let them help you coordinate your course selections to meet their particular degree requirements.

It's up to you

We have two words for recent high school graduates: Student Responsibility. This is an important concept. No one is going to baby-sit you. You have to ask questions. You have to find help. You have to meet deadlines. We expect you to learn proper procedures and follow them. You must make decisions for yourself and face the consequences of those decisions. You must engage! That is one of the most important lessons you will learn here. What you accomplish here is truly up to you.

Onestop

Get acquainted with www.onestop.uc.edu. Just about anything you need to do or know as a student can be learned or done from this website.

- View class offerings
- Register for classes
- Apply for financial aid
- Check your financial aid status
- View, print and pay your bill
- Do a degree audit

- Check tuition and fees
- Change your address
- Request a transcript
- Check your grades
- Waive your health insurance
- Review deadlines
- ...and more!

Come to class!

It is always to your advantage to attend all of your classes. Instructors may cover material in class that is not covered in your textbook. They may give unannounced quizzes. Your attendance and participation in class discussions can make the difference between getting a higher grade or a lower one.

If you miss a class, quiz or exam, it is up to you to resolve the issue with your instructor. You should get a syllabus from each instructor on the first day of each class that spells out exactly how they handle absences and make-up work. Some do not accept make-up work. Do not expect them to make special exceptions for you.

Program requirements & matriculation

Because we are constantly adjusting our curriculum to keep up with current technology, program requirements may change from year to year. This is especially true in technical fields and almost inevitable in computer/media technology. What you should understand as a student, however, is that once you are enrolled in a program (we call that “being matriculated”) your program requirements for whatever program you are in are “frozen” as of that date. We do not change the rules on you the quarter before you graduate! This is another reason we suggest you see your advisor frequently; so that you do not make the mistake of taking more courses than you need or make inappropriate (unapproved) course substitutions because you pick up this year’s requirements for a program you matriculated into two years ago.

Textbooks

You can buy your textbooks at our campus bookstore, but you are not required to do so. You can save considerable money buying used books which is perfectly acceptable. Used books from the bookstore sell out faster than new texts. Students buy books from each other. Many use Amazon.com or other online sources to get their textbooks. You can find out what books are required for class by searching our bookstore online by course number. The more expensive textbooks are also available in the library, on reserve. That means you can use them in the library, but you cannot check them out overnight. Sometimes instructors may have a textbook they are willing to loan you for the duration of the course.

Computers, Software & the Internet

Computers are great learning tools. We do not require that you purchase any particular computer or software. However, if you are planning to buy a computer to use for assignments, wait until you actually start classes. Being a student will get you significant discounts on computers and amazing discounts on software.

However, you do not have to own a computer yourself, or purchase software that you use in class. We have an open computer lab for student use, and it is possible for you to complete all your assignments, including Internet research, in the open lab. All the software we use in class is available on the computers in the open lab. Do acquire some DVD-RW/CD-RWs or a jump drive to save your work on (none of our computers have disk drives anymore).

As a student you will have free dial-up access to the Internet and your own email account. The university will use your email, UConnect, for all official (and sometimes important) communication, so do learn to check it once in a while. (See “It’s up to you,” previous page.)

Bad weather closing

We don’t close for bad weather with the local high schools. It takes significant (as in half a foot or more) snow accumulation for us to close. It is always wise to discuss snow contingencies with your instructors early during winter quarter so you will know what the practice is for each of your classes. (Instructors are not always able to get here, even if we remain open.) Our students drive in from all distances, all directions, over all kinds of roads, in all kinds of vehicles. Only you can judge if you can safely make the drive here and home again in bad weather. (See “It’s up to you,” again.)

Some final words

We are small, but we are also proud of who we are and what we accomplish. We have some of the most dedicated instructors you will ever find in a classroom and our staff is committed to making this college work for *all* of our students. We want you to succeed. We want you to graduate with distinction; prepared, confident and eager for the challenges and possibilities ahead of you.