

Clermont College



Bulletin 2011–2012

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Photography:

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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.



FORWARD-*Conversion to Semesters*

In August 2012, The University of Cincinnati will convert from quarter hours to semester hours. Everything will change. Yet, nothing will change.

Course names, numbers and descriptions will all change. So will credit hours, degree requirements, dates and deadlines. Advising will become more critical than ever, especially for those students making the transition with us.

What won't change is the quality of your instruction, the time it takes to earn your degree, the dedicated professors and staff, or the value of your degree. Most policies and procedures will remain the same as well.

You can find out all about the conversion process and how it might impact you at **www.uc.edu/conversion**. Be sure to read the Pledge to Students and download the student checklist to make sure you are semester ready!

If you are a current UC Clermont student or will be starting this fall (2011) please meet with your advisor this fall to develop your own Individualized Advising Plan (IAP). This will keep you on track for graduation and make your personal transition to semesters go smoothly.

Visit **www.uc.edu/conversion** for more information. Questions? Call 513-732-5319.





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CLERMONT COLLEGE

Introducing Clermont College

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 Clermont College, 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

Clermont College 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 4000 students. We offer more than 60 degree, certificate and transfer programs in a wide range of subjects—with nearly 500 courses to choose from!

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

“The University of Cincinnati Clermont College embraces life-long learning in a dynamic and supportive open-access educational community that fosters intellectual, cultural and social development.”
Adopted May 2003

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 extra support and tutoring opportunities necessary to make a successful transition to college life.

We also work continuously 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 Clermont College, 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 Uptown Campus and commute to their classes here.)

As part of the University of Cincinnati, we are on the quarter system. The academic year starts with fall quarter; followed

by winter, spring and summer quarters. Some programs may require summer coursework, but for most full-time students, summer quarter attendance is optional. Courses typically consist of 10 weeks of classes with an exam given the following week. (See page 20 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 quarter.

In the fall of 2012, the university will be changing to semester hours. For complete information on this process, visit www.uc.edu/conversion.

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 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 Clermont College has been approved as of November 2009, maintaining its full accreditation status.

The Police Academy at Clermont College 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).

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

Academic Programs

CAREER-ORIENTED PROGRAMS

These two-year programs prepare you for immediate employment when you graduate with your associate degree in applied business, applied science or technical studies. If you are preparing for a career change or job upgrade which requires that you learn new skills, one of these programs should be right for you.

Our program advisory committees, comprised of community leaders, business and industrial professionals and leading government officials, work with our faculty to design new

programs and make sure existing programs meet society's constantly changing educational needs for today and into the future. Each program integrates the development of both intellectual abilities and technical skills.

You will develop communication, decision-making and problem-solving skills along with the technical skills each program requires. Some of our programs feature clinical or field experience while others feature cooperative education.

Generally speaking, these programs are not suitable for transfer into four-year bachelor's degree programs because they are so concentrated on career/technical skill development. However, aviation with the business option, all of the criminal justice specialties, pre-nursing, paralegal, and the human social services addiction major can be transferred into four-year programs.

Our two-year career-oriented programs are—

- Accounting Technology
- Aviation Technology — Pilot Training*
- Business Information Technology (three specialties)
 - Legal Office Support
 - Medical Office Support
 - Software Productivity Support
- Business Management Technology
- Computer Aided Design Technology*
- Computer Information Systems
- Computer Network Systems Technology
- Computer Systems Support
- Criminal Justice (3 specialties)
 - Corrections
 - Forensics
 - Law Enforcement with Police Academy Option
- Emergency Medical Services Technology
- Human Social Services Technology (two specialties)
 - Addictions
 - General
- Marketing Management Technology
- Multi-skilled Health Technician
- Paralegal Technology
- Physical Therapist Assistant
- Pre-Nursing (RN) (one-year, non-degree program, transfer into nursing school)
- Respiratory Care*
- Surgical Technology*

** Due to co-op requirements, clinical practice hours, flight time needed, or achievement of technical prerequisites, these programs require summer coursework in addition to six quarters (two academic years) of full-time work.*

Co-op Education

Co-oping is an option for several career-oriented programs and is a mandatory requirement for our computer aided design program.

Our professional practice program (co-op) provides you with the most comprehensive professional preparation available. The extension of classroom studies by practice in your chosen profession adds a unique dimension to your educational preparation.

Our close relationship with local industries allows our co-op students exposure to the real-life world of work and to actual career options. Co-oping not only promotes a sense of independence and professional maturity but also increases opportunities for career positions following graduation.

TRANSITION-ORIENTED PROGRAMS

If you plan to earn your bachelor's degree, 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 courses 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*
- Biology
- Chemistry
- Criminal Justice (three specialties)
 - Corrections
 - Forensics
 - Law Enforcement with Police Academy Option
- Early Childhood Education (transfers to University of Cincinnati, or Northern Kentucky University)
- Engineering (one-year, non-degree program)
- Human Social Services Technology
 - Addictions
 - General
- Liberal Arts
- Paralegal
- Pre-Business Administration
- Pre-Education (four specialties)
 - Early Childhood
 - Middle Grades
 - Secondary Grades
 - Special Education
- Pre-Medical Professions
- Pre-Nursing (one-year, non-degree program, transfers to UC College of Nursing BSN program)
- Pre-Organizational Leadership
- Pre-Pharmacy**
- Psychology
- Social Work
- Urban Professional

* Due to flight time and achievement of the business option transition prerequisites, the aviation transfer program requires summer coursework in addition to six quarters (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 quarter between your first and second years, and you should plan on at least four more years of college work after completing your associate 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 of arts or science 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 facilitate successful student transfer without duplication of coursework. Clermont College has many such agreements.

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—

- Diversity
- Forensics
- Gerontology
- Medical Assisting
- Medical Biller/Coder (available online only)
- Paralegal Technology (for those already holding a bachelor's 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/academics.html, and select "Gainful Employment Disclosure Form" (under "Student Information"). You may

also view the informational profiles for these occupations at <http://online.onetcenter.org>.

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 AND MASTER'S OPTIONS

If you plan to complete your bachelor's degree in criminal justice, nursing, education or paralegal studies you can earn your degree without leaving our campus! In fact, you can even earn a master's degree in teaching learning and technology here, too. Most of the classes are taught at UC East here in Batavia (the old Ford Plant). The courses are taught through Uptown 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 and hike to your classes!

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

Our police academy meets at Live Oaks in Milford, Ohio.

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.

STUDY ABROAD

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

ROTC

We are adding Army ROTC courses so that our graduates may have the opportunity to participate in the Army ROTC advanced courses on the Uptown Campus as they complete their bachelor's degrees and ultimately become officers in the U.S. Army.

UC EAST

We have a regular schedule of courses that meet at UC East. UC East which opened in fall of 2010 is home to our respiratory care, surgical technology, medical assisting, physical therapy assistant, paramedic and EMS programs. Most of the nursing classes meet there as well.

UC East is also home to our bachelor's completion programs in criminal justice, paralegal, and education majors.

Located at the old Ford Plant 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 Clermont College Student

COME FOR A VISIT

Choosing a college is an important decision. We invite you to attend one of our bi-weekly college information sessions (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 513-731-5319 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 (unless you have at least 60 semester or 90 quarter credit hours of college work) and college transcripts from each previously attended, non-UC college. We will also need a copy of your GED scores if you did not graduate from high school. Although we do not require ACT or SAT test scores for admission, you should submit them if you wish to be considered for the Cincinnati Scholarship Competition (see page 11).

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/apply any time to check the status of your admission. How long the 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 quarter you wish to attend.

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 (paramedic). 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. All of the programs noted above, except the Police Academy, begin in the fall, which is when you must start them. The Police Academy has a somewhat different format and is offered twice a year, starting each January and June. You should apply well in advance of 10 weeks to begin one of these programs.

ma·tric·u·late

From the Latin, meaning to be admitted to. Especially to a college or university degree program.

Therefore, if you wish to enroll in any of the following programs, you should also contact the person indicated to be sure your application to the program is processed along with your application to the college.

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 Therapy (degree program)

Surgical Technology (degree program)

Surgical Assisting (certificate program)

Contact Lois Williams or Sharman Willmore, 513-732-5339 or sharman.willmore@uc.edu

Police Academy (professional certification)

Contact David Gregory at 513-612-4972 or david.gregory@uc.edu

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.

Test Of English As a Foreign Language (TOEFL)

If your education is from a country where English is not a primary language, or if we can't judge your proficiency in English from your admission documents, we will request your TOEFL (Test of English as a Foreign Language) score. You will need a minimum score of 187 on the computerized test, or 515 on the paper examination for us to consider your application.

Centers around the world administer this examination several times a year. You can get information about this test, including exact examination dates and locations by contacting the following service:

TOEFL Educational Testing Service	Phone: 609-771-7760
Box 6154	Fax: 609-771-7765
Princeton, NJ 08541-6154	E-mail: toefl@ets.org
USA	www.ets.org

If you are a permanent resident possessing an immigrant visa, the English proficiency rules also apply to you.

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 [on page 8](#) and at <http://financialaid.uc.edu/fees/costs.html>.

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 Uptown 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/visa. 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.

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.

We may also require the following information—

- Course content descriptions
- Statement from a parent acknowledging that you were home schooled

Our Admissions Office may also require an interview with you and your home school teacher(s).

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 Clermont College.) 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 Clermont College 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 and Student 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 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 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 *Forms*. Select the **Application for Change in College or Program/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 or 513-732-5201.

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 18](#)), your re-admission may be subject to special requirements.

NON-DEGREE 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** 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 *Forms*. Select the **Basic Data Form** listed under "*Class and Registration Forms*." Call 513-732-5218 or 513-732-5201 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

several programs (such as liberal arts) 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 a high school student and have at least a 3.0 grade point average, you have the opportunity to enroll in the Post-Secondary Enrollment Options Program (PSEOP). 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 other than the \$50 application fee. You must apply for this program no later than May first for attendance starting the following fall quarter.

Visit www.ucclermont.edu and select "*Students*." Look for PSEOP (under "*Getting Started*") 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-PSEOP students and may take up to three college courses without enrolling in PSEOP. 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 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

High school students who graduate from the following approved tech prep programs may be awarded college credit for coursework completed in high school.

Grant Career Center

Allied Health: *Surgical Technology, Respiratory Therapy and Medical Assisting*

Engineering Design Technology: *Computer-Aided Design*
Industrial Technology

Great Oaks Institute

Please call Enrollment and Student Services, 513-732-5319, for details on Great Oaks' programs.

Southern Hills

Accounting Technology
Business Information Technology
Computer-Aided Design
Computer Information Systems

Warren County Career Center

Allied Health

If you graduated from any of these programs with a grade of B or higher (in the tech prep courses) *and are admitted to the corresponding degree program* here, you may be granted applicable college credit after you complete 30 credit hours of college-level coursework here. You may pick up the College Tech Prep Agreement Form from your high school guidance office.

SAT Advanced Placement Examinations

If you have taken any SAT-AP subject examinations, and wish to receive advanced standing, please contact admissions, 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 you think you have learned 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 and check the status of your admission. You may also call us at 513-732-5294 to see how things are going.

When you receive your acceptance letter, you should also find an Admissions Confirmation Form to fill out and return along with a one-time \$50 matriculation fee. 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 5), you may be admitted to the college *before* your acceptance into that specific degree program.

Advantages of matriculation

There are several advantages to becoming a matriculated (see page 5) 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 \$1678 per quarter. Most full-time students attend for three quarters a year (fall, winter and spring quarters), which brings the annual tuition to \$4034 per year. (Non-Ohio residents pay a substantial surcharge; Full-time non-resident tuition is \$3962 per quarter.) We consider you full-time if you are enrolled for 12 to 18 credit hours per quarter. 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

Clermont College Tuition Chart

Cr Hrs	Resident	Non-Resident	Cr Hrs	Resident	Non-Resident
1	\$140	\$331	11	\$1,540	\$3,614
2	\$280	\$662	12	\$1,678	\$3,962
3	\$420	\$993	13	\$1,678	\$3,962
4	\$560	\$1,324	14	\$1,678	\$3,962
5	\$700	\$1,655	15	\$1,678	\$3,962
6	\$840	\$1,986	16	\$1,678	\$3,962
7	\$980	\$2,317	17	\$1,678	\$3,962
8	\$1,120	\$2,648	18	\$1,678	\$3,962
9	\$1,260	\$2,979	19	\$1,818	\$4,293
10	\$1,400	\$3,310	20	\$1,958	\$4,624

take. Ohio residents currently pay \$140 per credit hour. So, if you take one, three-credit hour course, it will cost you \$420. (Non-Ohio residents pay \$331 per credit hour.) You will also be charged per credit hour for any credit hours over 18 that you take in a quarter. (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 quarter will be \$1818.)

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 quarter, 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. 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 10 days before the start of the quarter. A late payment fee of up to \$200 may be applied to any unpaid balance. (See “Payment Options”) Please be aware that tuition can increase any quarter, depending on actions of the Ohio Board of Regents, the state legislature or the University of Cincinnati Board of Trustees.

Student Health Insurance

If you are registered for six or more credit hours in a quarter, you will automatically be billed for student health insurance along with your tuition. This is currently \$529 per quarter. 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 “My Bill.”) 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 term is included at no extra charge if you pay for health insurance for spring quarter.

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

PAYMENT OPTIONS

Of course, we are always happy to accept your cash or check for full payment of your tuition. If you prefer to use a credit card, you may use your MasterCard, Discover or American Express online at www.onestop.uc.edu. There is a nominal fee for this service.

You may also sign up for a payment plan through Nelnet Business Solutions. Basically, this allows you to make your bill payable across the quarter. You may register through the One Stop Web site, or you may call NBS at 800-609-8056, for details. You must do this approximately two weeks before classes begin.

You should also read the section on “Financial Aid” 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 the refund you may be entitled. 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 quarter. If you are receiving any financial aid, when you 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 quarter. (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 20) through the registration office. If you withdraw, it means you no longer intend to attend college at Clermont College or the University of Cincinnati. Dropping classes simply means you will not be attending that class (or classes) during a specific quarter and you will not have to apply for re-admission if you begin taking classes within the next year.

Withdrawal

Officially terminates your student status. Done when you do not wish to, or are unable to, continue attendance. Requires application for re-admission to resume studies.

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 \$2000 a year for education, that's what any college you attend will expect you to come up with, whether its annual tuition is \$3000 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 quarter starts, you may not receive financial aid in time for that quarter.

www.fafsa.ed.gov

Fill out your financial aid paperwork online.

You must fill out a FAFSA every year that you expect to use financial aid. 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 complete the FAFSA online. The Southwest Ohio Educational Opportunity Center 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.

State grants are available to Ohio residents enrolled in Ohio institutions who demonstrate need based on the FAFSA data. Your household's combined income and size serve as guidelines for awarding state grants. You must submit your FAFSA data before October first to be eligible for state grant consideration.

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 biweekly 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 \$3000 does not mean you *should* borrow \$3000!) 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 very 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 quarter's books, or if some other disaster threatens, please visit the Enrollment and Student Services Office and 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 it will depend on when you apply and how soon you submit your FAFSA for processing. You can always check your financial aid status at www.onestop.uc.edu or call 513-732-5202.

VETERAN'S ASSISTANCE

This 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 our Veterans' Affairs Office, 513-778-5358, for help certifying and coordinating your benefits. You may also call the Uptown Campus Veterans' Certification Office, 513-556-6811, for help.

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.

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 COMPETITION

The cornerstone of UC's financial aid program is the Cincinnatus Scholarship Competition. The Cincinnatus awards incoming freshmen over 1,500 scholarships totaling more than \$11 million annually. The university invites qualified students to a competition day to assess their academic abilities, creative skills and leadership potential. Every student who participates is awarded a scholarship of at least \$2,000, and all awards may be renewed for the length of their undergraduate program.

Your admission application serves as your application for the Cincinnatus Scholarship Competition. To be considered for the competition, you must submit your admission application, all transcripts, and ACT/SAT test scores by January 15, prior to your planned fall quarter enrollment. A Cincinnatus Scholarship may be used for attending any UC undergraduate college, including Clermont College.

CLERMONT COLLEGE & PRIVATELY FUNDED SCHOLARSHIPS

As a college, we offer academic awards for both graduating high school students and adults returning to college.

- **Academic Scholarships** (\$1,000) are awarded to seniors graduating from high schools serving the Clermont College community who have maintained at least a 3.5 GPA.
- **Advantage Scholarships** (\$500) are awarded to graduating seniors involved in extra-curricular activities.
- **Clermont College Scholar** (\$3,000) - awards are to graduating high school seniors in the top of their class who are actively engaged in their communities.
- **College Tech Prep Scholarships** (\$1,000) are awarded to incoming students who participated in a high school tech prep program.
- **Educational Opportunities Scholarship** (\$1,000) is awarded to a student who has completed a GED and is continuing their education at Clermont College.
- **Life Long Learner Scholarship** (\$1,000) is awarded to a student who had postponed their college education for a minimum of seven years since high school graduation.
- **Post-Secondary Enrollment Options Program Scholarships** (\$500) are awarded to entering students who took at least 3 courses at Clermont College as a post-secondary student and who maintained at least a 3.0 college GPA.

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 the following special scholarships:

- **The Alumni Scholarship** provides \$500 to a current Clermont College student.
- **The Amelia Business Association Scholarship** provides \$1,000 to a student majoring in business who lives in the West Clermont School District.
- **The American Modern Insurance Group Scholarship** provides \$1,000 to a student with at least a 2.5 GPA.
- **The Auxier Gas Scholarship** provides \$1,000 to a student majoring in business or aviation.
- **The Batavia Rotary Scholarship** provides \$1,000 to a student living in Clermont County.
- **The Bauer Family Scholarship** provides \$500 to a full-time, second-year business major with at least a 3.0 cumulative GPA and who actively volunteers in the community.
- **The Carey-Steck Family Scholarship** provides \$1,000 to a liberal arts student, and gives preference to those who have interrupted their education to raise a family.
- **The Clermont Chamber of Commerce** provides two \$1,000 scholarships to applicants employed by a Chamber member.
- **The Clermont County Bar Association Scholarship** provides \$1,500 to a Clermont County resident who majors in criminal justice or paralegal studies.

- **The Clermont County Citizens' Law Enforcement Association Scholarship** offers \$1,500 for a student enrolled in the criminal justice program who agrees to seek employment with a law enforcement agency in the county and serve two years with that agency.
- **The Clermont Home Builders Scholarship** provides \$500 to a student with an interest in the building/construction industry who is pursuing a degree in engineering, computer aided design, or a business related field.
- **The Clermont Philharmonic Orchestra Scholarship** gives \$500 to a student who has consistently participated in some form of musical group during high school (this includes band, choir, church groups, orchestra, ensemble).
- **The Professor Maryl Fletcher DeJong Memorial Scholarship** provides \$500 to a full-time Clermont College student having at least a 3.0 GPA and who has taken at least two art/art history courses.
- **The Elberfield Family Scholarship** provides \$1,500 to first-generation college students who have delayed their education by five or more years to work or raise a family.
- **The Carl E. Gajus Memorial Scholarship** provides \$500 to a sophomore education major who is committed to education and has at least a 3.0 GPA.
- **The Jessica Haines Memorial Scholarship** provides \$1,000 to a Clermont College student demonstrating financial need.
- **The Kamphaus, Henning & Hood Scholarship** provides \$500 to an accounting major.
- **The Kelley Career Scholarship** provides \$1,500 to a student who delayed entry into college after high school and who is majoring in one of the career-oriented degree programs.
- **Kinker-Eveleigh College Success Scholarship** provides \$1,500 to a student currently enrolled in the College Success Program.
- **The L3 communications/KDI Precision Scholarship** provides \$1,000 to employees or their family members.
- **The Lindsay Kerr Danahy Scholarship** provides \$1,000 to a student pursuing a business information technology degree.
- **The Lindell Family Scholarship** provides \$1,000 for an employee or family member of the L3 communications/KDI Precision Products company.
- **The Lykins Oil Company Scholarship** provides \$1,000 to students who are residents of Clermont or Brown County.
- **The Marriott Scholarship** provides two \$1,000 scholarships to second-year education majors.
- **The McDonough Scholarship** provides \$1,000 to a single (custodial) parent in high academic standing in need of financial assistance.
- **The Edith Peters-Jones Scholarship** provides \$1,000 to an incoming first-year student.
- **The Phillips Advantage Aviation Scholarships** offers two \$2,500 scholarships to first-year aviation students to help with flight fees.
- **The Phillips Aviation Scholarship** provides \$5,000 towards flight fees to academic achieving aviation students who share her love of flying.
- **The River Hills Bank Scholarship** provides \$1,000 to students majoring in a business program who are Clermont County residents.
- **The Rocklin Brothers Scholarship** provides \$500 to help students with financial need who have delayed their entry into college.
- **The Charles E. and Justine S. Romer Scholarship** provides \$4,863 for academically achieving students.
- **The Santoro Engineering Company Scholarship** offers \$1,500 scholarships to students with an engineering-related major.
- **The Sauls Family Scholarship** provides \$1,500 scholarships to students who are engaged in community service.
- **Sporty's Scholarships** provide \$10,000 (1) and \$5,000 (2) to outstanding second-year aviation students for flight fees.
- **The Staff Book Scholarship** provides \$500 to a continuing Clermont College student with financial aid and at least a 3.0 GPA.
- **The Steele-Pierce Scholarship** provides \$500 to a first-generation, second-year, female student pursuing any degree program.
- **The Thomaston Woods Scholarship** awards \$1,200 to a resident of Thomaston Woods.
- **The Joe Vorbeck Aviation Scholarship** provides two \$5,000 scholarships to second-year aviation majors.

These scholarships are awarded annually. You can go to www.ucclermont.edu, select "Students." Under "Financing Your Education," look for "Scholarships" and "Scholarship Applications." Fill out the online application form before the stated deadline. Scholarship applications are available in January with a deadline at the end of March.

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.

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 returned your completed forms. Now what?

PLACEMENT TESTING

You may schedule your placement test at any time during the admission process. It has no impact on your acceptance to the college. We want you to succeed here, and the placement test helps you and your advisor choose classes that best meet your educational needs.

You will need to complete the placement test before you may register for any English or mathematics courses. The only exception is if you have already successfully completed college-level English and/or mathematics coursework and have received transfer credit for it. Taking your placement test early allows your advisor help you select the appropriate courses and register for the best possible class schedule.

You can get information about test dates and make an appointment to take this free test by going online to www.ucclermont.edu/placementtest. You may also call 513-732-5219.

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 quarter. 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. 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.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, you will want to check with your advisor before you do this, especially if you are receiving any type of financial aid. You should also be aware that many parental health insurance plans require you to be a full-time student to continue your coverage. (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

Sometime during the first or second week of the quarter you will want to have your student ID made. 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 Uptown Campus at your convenience to have your ID made. Call 513-556-4925 for Uptown hours and details.

You can function on this campus without a student ID, but if you attend sports events on the Uptown Campus or use any Uptown Campus libraries or computer facilities, you will need one.

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 Uptown Campus.

See www.uc.edu/bearcatcard for details.

About Our Courses

QUARTER HOURS

We are on the quarter system; fall, winter, spring and summer. An academic year starts with the fall quarter. Full-time students normally attend fall, winter and spring quarters. Quarters are about 10 weeks long. The times between quarters are called breaks. Winter break is between fall and winter quarters and is 3-4 weeks long. Spring break is between winter and spring quarters and is only a week long.

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

Please note: The university will convert to semesters in August 2012. For details on this process, visit www.uc.edu/conversion

COURSE NUMBERING SYSTEM

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

The first part of this code is a two-digit number that identifies the sponsoring college or organization. Clermont College is number 34. All courses we offer start with that number.

Undergraduate colleges by number

- 15 McMicken College of Arts and Sciences
- 16 College Conservatory of Music
- 18 College of Education, Criminal Justice and Human Services
- 20 College of Engineering & Applied Science
- 22 Carl H. Lindner College of Business
- 23 College of Design, Architecture, Art and Planning
- 25 College of Pharmacy
- 28 Blue Ash College
- 29 College of Nursing
- 34 Clermont College**
- 35 College of Allied Health Services

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 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.

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

001 through 099 = non-credit, preparatory, and casual courses

101-199 = first-year level undergraduate courses

201-499 = second through fourth-year level undergraduate courses

501-699 = courses open to appropriately prepared undergraduates and graduate students.

Higher numbers are graduate-level only courses.

What this should tell you is that 15 ENGL 289 is exactly the same course as 34 ENGL 289. The only difference being that one course is sponsored by McMicken College of Arts and Sciences and one by Clermont College.

Section Numbers

When you actually register for class, 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 quarter to quarter.

Call Numbers

The call number is a six digit number used to register for a specific class during a specific quarter. Call numbers vary every quarter. They are listed in the quarterly schedule, along with the day/time information for each class offered. You can look at this schedule through the One Stop Web site at www.onestop.uc.edu. You do not need an ID or password to access the schedule. When you click on "My Classes" and select "view class offerings" it will ask you which quarter, then which college (Clermont College is #34) and finally which discipline. It will display all our offerings in that discipline for that quarter.

COURSE DESCRIPTIONS

You can find course descriptions for every course we offer at www.uc.edu (select "Academics" and look for the Course Descriptions, select "Clermont College"). You can also view the current course descriptions by visiting www.onestop.uc.edu, clicking on "My Classes" then selecting "course planning guide." You will need to indicate the college, 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. Some of our courses are offered online. We offer flex classes that meet Friday evenings and Saturday mornings for three or four times a quarter. Summer quarter is broken into multiple accelerated sessions as well as running in a standard full-quarter format. We may also offer accelerated courses taught during winter break (called Winterim classes).

A class may be offered during the day one quarter and during the evening another quarter. Not every course will be offered every quarter. A few courses are only offered certain quarters (as part of a continuing series, for instance). 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 quarter, 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.

Employment Guide

Suggested Employment Hours per Week	Course Load	Credit Hours
0-6	6	16-18
6-15	5	13-15
16-24	4	9-12
25-33	3	6-9
34-40	2	3-6

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* quarter, 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 quarter to try to schedule an appointment. Your advisor will most likely be booked solid by then. Avoid stress. Make your advising appointment mid-quarter for the next term.

ASSESSMENT AND TESTING CENTER

The center conducts our placement test, does testing for our disability services office, conducts College Level Examination Program (CLEP) exams and proctors distance learning tests as well.

Once you have submitted your admissions application to UC, you may schedule your placement test online at www.ucclermont.edu/placementtest.

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

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

BOOKSTORE

You may purchase all your textbooks and required classroom supplies at the Clermont College 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 Service Center is always available to help students, soon-to-be graduates *and alumni* find challenging employment. The center offers online job search tools and a career resource library. They can also help with resume writing, resume printing and interviewing skills.

You should also visit them a quarter or two before you graduate to let them help you with your job search. And, if you are an out-of-work alumnus or an alumnus who is looking for a different job, career services can also help you in your search. Best of all, their help is free.

If you are a student looking for part-time employment (including campus employment and work-study positions) you should also visit the Career Service Center, located in 105 Peters-Jones Building.

DEGREE PROGRESS AUDIT

The degree progress audit (DPA) is a useful tool you will find online at www.onestop.uc.edu (look under “my classes”). 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 513-732-5306.

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 by interfacing with the appropriate campus personnel. You should notify the office before you take the placement test so that they can arrange appropriate accommodation. You can arrange support services such as interpreters, readers, and alternate text by calling the office at 513-732-5327.

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

The library is a gateway to a wide variety of information resources that support the curriculum taught here. It is open 67 hours per week. The collection holds both traditional and electronic format materials. As a student, you have electronic access to over 65,000 full text electronic journals, 390,000 full text electronic books and 650 indexes and databases that you may access 24/7 using the library’s Web site, www.ucclermont.edu/library. In traditional formats, the library holds over 30,000 books, 1,000 videos, and 2,500 microfilms.

Our library is a member of OhioLINK, a consortium of Ohio’s college and university libraries and the State Library of Ohio. OhioLINK offers access to more than 45 million library items statewide. This means that our students, faculty and staff may borrow circulating items owned by any OhioLINK library and have them sent to the Clermont College library for check-out. Materials usually arrive in three to five business days.

Library staffers offer orientation classes every quarter to demonstrate how to best use the library’s many resources. Just stop by the library and ask them about one.

Of course, as a student, you also have access to, and borrowing privileges from, any library in the UC system.

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 Uptown 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 service to our location.

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

Our Learning Center is one of this campus' best student resources ... and it's free! If you are returning to college after a long absence or feel under-prepared for the challenges of college, or if you are encountering difficulty with a particular course, our Learning Center is just what you need.

Tutoring

The Learning Center offers individual and group tutoring in most academic subjects. Walk-ins and scheduled appointments are available. Math and English help is available during most open hours.

English as a Second Language

We have support for students for whom English is a second language.

Supplemental Instruction

Supplemental Instruction offers free group study sessions led by students who have succeeded in specific difficult courses and know what it takes to make the grade.

Visit www.ucclermont.edu/tlc for online learning services. Or, call the Learning Center, 513-732-5228, with questions about programs and services.

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 a transcript
- Register for class
- Waive your health insurance
- View your bill and make payment arrangements
- See university wide calendars
- Find deadlines
- Get forms
- Access university tools like Blackboard and your email
- And much more

513-556-1000
Your One Stop number.

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

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. Students can submit assignments online. Students 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.

513-556-1602
Blackboard support help line.

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. You will find that instructor use of these technologies is the norm here.

Computer Open 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 student open lab to work on your assignments. The open lab is equipped with multiple PCs running Windows XP. All of them are equipped with CDRW drives. A Cisco-based gigabit network connects all of the labs (open and instructional), which allows you to access printers and all of the software stored on the college's various file servers. You can access the same software in the open lab that you use in your courses. You also have Internet access.

You should buy a jump drive or a supply of CD-RW disks to store your data.

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

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/faculty_staff/Tech_Serv.html.



Internet Access

As a student, you have free access to the Internet. High speed access is available in the open lab, the library, and the instructional labs. You also have remote (from home) dial-up access through UC's network.

513-861-9503

Free student dial-up access to the Internet.

Kiosks

We have free standing computer kiosks in several locations. These computers are automatically connected to UC's intranet. 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.

Wireless Access

Our campus is 95% wireless. All you need to access the network are your 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, go to www.ucclermont.edu/students. Under "Resources for Students" select "Technology Services" and follow the menu choices from there.

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 quarter 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 quarter. 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 Probation

Once you earn 12 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, you must take the following steps:

- See an advisor *before* registering for class.
- Take no more than 12 credit hours per quarter without your advisor's express permission.
- Maintain at least a 2.0 GPA each quarter while on probation.
- Limit student activities to focus on academic work. (You may not hold office in any student organization.)
- 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 quarter, you will be placed on suspension. Suspension means you must "sit-out" the next quarter. 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?

If you re-enroll after a suspension, have not been removed from probation and earn less than a 2.0 GPA for a specific quarter, you will be suspended for a second time. This suspension will be for no less than one calendar year.

After that time, you may re-apply for admission and petition the Scholastic Review Committee for readmission. If your petition is granted, you will receive written notification from the committee stating the specific conditions and terms of your re-admission.

Academic Dismissal

If you fail to meet the re-admission terms set by the Scholastic Review Committee, you will be permanently dismissed from the college.

Appeal

If you disagree with any academic action, you must submit a written appeal to Enrollment and Student Services. The appeals committee meets to consider appeals each quarter. Because these dates vary each quarter and to be sure your appeal will be reviewed promptly, please submit your appeal no later than the date given in your academic action letter.

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.

CO-OP AND PRACTICUM

Certain degree programs have required professional practice (co-op) components which provide you with the most comprehensive professional preparation available. Several programs have optional co-op study available. The extension of classroom studies by practice in your chosen profession adds a unique dimension to your educational preparation.

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

Prac·ti·cum

A college course designed to give students supervised practical application of previously studied theory.

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 quarter. 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 quarter usually begins about half-way through the current quarter. 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. Non-degree, non-matriculated students must wait until open registration begins 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 10 days before the quarter 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 26] must wait until the week before classes start to register. Call 513-732-5218 or 513-732-5201 for details.)

Late registration

If, for some reason, you do not initially register for a quarter 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/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.

Add/Drop

Nickname for adding or dropping one or more courses from a student's schedule. Students can drop all their courses in a quarter without withdrawing. Can impact financial aid.

Class enrollment options

Pass/Fail

You may enroll in a course on a pass/fail basis. You do all the assignments and take all the tests, but are only given a grade of pass or fail. A pass does not affect your GPA. However, a fail lowers your GPA.

Generally, you may not take courses required for your degree program on a pass/fail basis and you are limited to nine credit hours earned as pass/fail. You must also get permission from your advisor before taking a course as a pass/fail.

Audit

If you audit a course, you will not receive a grade. It will not be counted toward your degree and it will not affect your GPA. You should expect to do all the assignments and tests. Auditing a course is a way for you to explore a subject you are uncertain about or want for personal enrichment. Full tuition applies to audited courses.

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 quarter. You should also use an instructor-signed add/drop form to enroll in any course that lists "permission of instructor" as a prerequisite.

Changing scheduled classes

You can change your schedule, adding and/or dropping courses without penalty, through the first week of the quarter. Any changes that affect your full-time status may also affect your financial aid, so please see an advisor before you alter your schedule. (See page 9 for refund information.)

Withdrawal

If you must officially withdraw from classes (see page 9), 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—

- Ignored parking ticket.
- Lost and forgotten library book with unpaid overdue fees.
- Tuition for a course you registered for but never attended and didn't bother dropping.
- Late payment fee you didn't think would be assessed (could be up to \$200 added to your bill for late payment of fees).
- Student health insurance charge you didn't take the time to waive but didn't pay because you already had coverage.
- You applied for financial aid so late that it didn't arrive in time for this quarter.

Sometimes a block is the result of a clerical mistake, and most are easily resolved with a visit to the registrar's office and the cashier (conveniently located across the hall from one another).

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 quarter 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 quarter. Your instructor should tell you well in advance when your final examination will be. You can also view an examination schedule online (beginning the fifth week of the quarter) at www.onestop.uc.edu (select "calendars"). The exam schedule is the same for the entire university system. 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 quarter for mid-terms and quizzes as well as for final exams.

GRADING PRACTICES

The first class of the quarter, 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 "my classes") by the Thursday following the end of a quarter.

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

You must apply (yes, really) for graduation online at www.uc.edu/commencement/application_information.html. This includes a non-refundable fee of \$35. 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 two quarters 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 Clermont College. If you take your first-year coursework from Clermont College, you

may take no more than nine second-year credit hours from a non-UC institution. (See page 6 for completing your degree at your previous institution by transfer.)

Although the university confers degrees at the end of each quarter, there are only two graduation ceremonies. If you complete your degree during the summer or fall, you will receive an invitation to the December ceremony. If you complete your degree during winter or spring, you will be invited to the June ceremony. 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 are interested in two degree programs and 75 or more credits can be identified as common to both degrees, then you may apply for a double major. Those 75 credits include the following courses—

- Courses required for both programs
- Courses required for one program which may also be used to satisfy options or electives in the other program
- Courses which may be used as options or electives in both programs

If the programs do not have this 75 credit overlap, you may apply for two associate degrees, provided you fulfill the requirements of each program and earn at least 135 credit hours.

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 quarter 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:

Graduation Honors

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

TRANSCRIPTS

Current students can order transcripts online at www.onestop.uc.edu. (Look under "my classes") Previous students can order transcripts in person at any registration office or in writing from either—

Student Records Clermont College 4200 Clermont College Drive Batavia, OH 45102	Office of Student Records University of Cincinnati Edwards Center Cincinnati OH 45221-0060
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Requests must include your name or former name, your student ID number, date of birth, the UC colleges you attended and your dates of attendance. Transcripts are \$6 each and payment must accompany your request. Please allow 10 working 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.

WEATHER EMERGENCIES & CLASS CANCELLATIONS

When the weather gets nasty, you should listen to local radio and TV stations for announcements that we have delayed or cancelled classes. If you don't hear an announcement, please assume that classes will meet as scheduled. Generally speaking, we do not close often for snow. If you hear an announcement that the University of Cincinnati has delayed or cancelled classes, that announcement applies to us as well.

We'll also post a message on our home page at www.ucclermont.edu.

This also applies to other emergency situations such as a general power outage, major water main break, fire, or other similar event.

We realize that some of our students may be traveling quite a distance to be here, driving on back roads or through areas that do not treat their streets. We strongly advise that you discuss with your instructors (especially winter quarter) what their policy is on snow absences *before* the flakes fall and under what conditions they will not be here!

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 secretary can forward messages as well as accept papers, tests or other assignments you need to turn in.

Many faculty members use Blackboard ([see page 17](#)) 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 Clermont College art classes exhibit their work at the end of each quarter, 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 and the Cougar Café as well as in many places on and around the Uptown 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 quarter 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 quarters, Monday through Thursday from 7:30 a.m. until 7:30 p.m. and Fridays until 2:00 p.m. It may also open with reduced hours during summer quarter. The cafeteria closes during breaks and holidays.

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 Uptown 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 quarterly 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.

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

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

Discovery Club: Encourages student involvement in science, particularly geological science, and to explore, discover, and investigate our world.

Education Club: Provides education majors with professional networking opportunities and exchange of experiences to promote successful transition into teaching careers.

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.

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

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.

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.

SHOCK Club (Students Helping Our Community Kinship): A service organization that promotes student self-help and mutual aid.

UC Art Collaborative: Fosters an appreciation for the arts and art history; open to anyone with interest.

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

UCC IT Pros (Clermont College Informational Technology Professionals): Promotes networking between students and IT professionals through events and activities.

PARKING

You may park in the white-lined spaces in any of our three parking lots. For your safety, officers patrol these lots from 7:00 a.m. to 11:00 p.m. Telephones directly connected to university police (blue light boxes) are located in each of the lots, and in the buildings.

During inclement weather, campus maintenance and landscaping crews regularly clean and treat driveways, parking lots and sidewalks for safety.

Handicapped parking spaces may be used by anyone with state-issued permits. If you have a temporary disability requiring your use of a reserved parking space, please bring a letter from your physician requesting this accommodation to the Business Office (cashier) which will issue you a temporary permit.

No parking permits are required for you to park in our student lots. However, if you are also taking a course on the Uptown Campus, or travel there to use the library or any other facilities, you may go to the Business Office and ask for a parking decal. This decal will allow you to park at no charge in one of several lots on the Uptown Campus. Go to www.uc.edu/parking/other_campus.html for policies and which lots are available. Campus maps are also available online at www.uc.edu/visitors. The Uptown Campus also runs a free shuttle service that you may use to get around campus once you are there. Information about the shuttle is also online at www.uc.edu/visitors. You may pay any parking tickets at the cashier's office.

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, the professor in charge of each classroom will direct you to a safe location. Emergency plans for fire and weather related events are posted in each classroom, office, and restroom. If you have a question about weather or potential emergency conditions, watch the infomonitors located in the hallways, call 513-732-5200, or visit our home page at www.ucclermont.edu for details.

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 buildings 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, plays, art gallery shows, unique demonstrations, Fine Arts 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 are part of the Ohio Regional Campus Conference which is made up of regional and two-year colleges throughout the state. Students can build relationships, discover their talents, and stretch their boundaries as a member of a Clermont College team. Go, Cougars!

Clermont College is also a member of the United States Collegiate Athletic Association. If you are interested in playing college-level sports, please contact our athletic director at 513-558-1559.

Clermont College Team Sports

Sport	Played
Women's Volleyball	Fall
Men's Basketball	Winter
Women's Basketball	Winter
Women's Softball	Spring
Men's Baseball	Spring

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 quarter to quarter.)

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

Each month, many community groups ranging from community theater organizations to Chamber of Commerce committees use the auditorium or classrooms at the college for meetings, seminars and activities. Contact us (513-732-5200 or 866-446-2822) to arrange room reservations.

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.

COMMUNITY ARTS

Calico Theatre

Clermont College's Post-Corbett Award-winning community arts program includes Calico Theatre which offers a series of performance arts programs for children and their families. Calico Theatre, performed 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. Just select "Community Arts."

Park National Bank Art Gallery

Community Arts at Clermont College also continues a long-standing tradition of visual arts presentations in the Park National Bank Art Gallery. Artists from the region, including Clermont College students, 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 each winter for the next gallery season, which runs from September to August. 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 and select "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. Administrated by Clermont College, 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 650 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 56 high school students in eight school districts in Clermont and Brown Counties. Services include Saturday academies and a six-week summer academy on the Clermont College 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, eligibility, 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 the Clermont County Educational Service Center. The Adult Basic and Literacy Education (ABLE) program provides free classes 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 the Clermont County Educational Services Center at 513-735-8300 to make an

appointment for an orientation that has time for questions as well as providing an overall view of the program. Visit www.ccesc.org/ccesc2010/able/able_starting.htm for details of the program.

Gateway

The Gateway to Success program is a collaborative effort with Great Oaks. It provides those aged 18-21 the opportunity to earn their high school diploma. Students use self-paced Internet coursework that is aligned to state standards. Program coordinators help each student develop an individualized graduation plan and overcome barriers that may have prevented their success in traditional schools.

For more information, call 513-732-8968 or visit www.greatoaks.com/prospective.cfm?subpage=181

OPPORTUNITIES FOR SENIOR CITIZENS

If you are at least 60 years old and have lived in Ohio for a year or more, you may enroll, tuition-free, in one or more courses each quarter 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.

POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

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 7](#) for details.)

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. Now in its thirteenth year of operation, 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 Northern Kentucky University, the Southwest Ohio Career Resource Network on

Losantiville Avenue in Cincinnati, at UC Blue Ash College, and at 303 Cherry Street in Georgetown, Ohio. To reach the SWOEOC, call 513-558-5432, or drop by room 11 in the Peters-Jones Building on the UC Clermont College 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 president of the University of Cincinnati.

COLLEGE DEPARTMENTS

Our college has five functional service areas.

Academic Affairs

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

- Academic departments
- Articulation agreements
- Bachelor's and master's degree programs
- Course scheduling
- Curricula
- Degree and certificate program requirements
- Faculty issues
- Instructional issues
- Learning Center
- Library
- UC East



Administrative Services

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

- Access control
- Budget
- Cashier's office
- Emergency planning and response
- 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
- Web site content

**Enrollment and Student Services**

As a student, you will become very familiar with this office! It is responsible for the following functions—

- Admissions
- Advising
- Assessment and placement testing
- Athletics
- Career services
- Disability services
- Financial aid
- Graduation
- One Stop services
- Orientation
- Registration
- Student life
- Student events
- Student organizations
- Student records
- Transcripts

**Technology and Facilities Management**

This office oversees the operation of our computer network and our physical plant. It is responsible for the following functions—

- Buildings and grounds
- Business continuity planning/disaster recovery
- Classroom technology
- Computer help desk
- Computer maintenance
- Computer network
- Maintenance
- Phone system
- Student open lab
- Wireless access

College Personnel

COLLEGE ADMINISTRATORS

- Gregory Sojka, PhD
Dean Clermont College
- Mary Stearns, MA
Acting Associate Dean Academic Affairs
- Ann Appleton, MSW
Assistant Dean of Enrollment and Student Services
- John Nelson, MPA, CPA
Assistant Dean Administrative Services
- Mary Stearns, MA
Assistant Dean Academic Affairs
- Stephen Young, BBA
Assistant Dean Technology and Facilities Management
- Mae Hanna, BS
Director of College Relations
- Glenda Neff, MEd
Director, UC East
- Mel Sweet, ABS
Director of Technology Management



ACADEMIC AFFAIRS ADMINISTRATORS

- Jeffrey Bauer, DBA
Department Chair—Business, Law & Technology
- Kimberly Jacobs-Beck, PhD
Department Chair—English, Languages & Fine Arts
- Ian Clough, PhD
Department Chair—Math, Computers, Geology & Physics
- 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 Safety Services
- Sharman Willmore, MS, RD, CHES,
Academic Director Allied Health
- Rosemary Young, MSLS
Library Director



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Academic Calendar

2011-12

Fall Quarter 2011

Classes Begin	Wednesday, September 21
Holiday, Veterans' Day	Friday, November 11
Holiday, Thanksgiving	Thursday-Sunday, November 24-27
Classes end	Sunday, December 4
Examinations	Monday-Saturday, December 5-10
Fall Quarter ends	Saturday, December 10

Winter Quarter 2012

Classes Begin	Tuesday, January 3
Holiday, Martin L. King's Birthday	Monday, January 16
Classes end	Sunday, March 11
Examinations	Monday-Saturday, March 12-17
Winter Quarter ends	Saturday, March 17

Spring Quarter 2012

Classes Begin	Monday, March 26
Holiday, Memorial Day	Monday, May 28
Classes end	Friday, June 1
Examinations	Saturday-Thursday, June 2-7
Spring Quarter ends	Saturday, June 9
Commencement	Saturday, June 9

Summer Quarter 2012*

Classes Begin	Monday, June 18
Holiday, Independence Day	Wednesday, July 4
Classes end	Thursday, August 3
Examinations	Friday-Saturday, August 3-4
Summer Quarter ends	Saturday, August 4

***Expect summer dates to change to adjust for the Fall 2012 conversion to semester hours.**



Clermont College

University of Cincinnati
4200 Clermont College Drive
Batavia, OH 45103

Design and Production: University Relations, Creative Services
and Clermont College, College Relations

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