COLLEGE CREDIT PLUS (CCP): A Registration Guide

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CATALYST

The University of Cincinnati’s CATALYST system is your portal to all things UC, including course offerings, registration options, grade reports and transcripts.

Logging into Catalyst

After you’ve been admitted, you will receive a Catalyst-generated email titled “Important University of Cincinnati System Access Information.” This email will provide you with your username, UCID/M-Number and default password. You’ll find a sample Catalyst email on page 3.

Next Steps:

1) Set up your student account profile at https://uc.edu/PSS

Enter your username and default password – Uc!mmddyyyy ('mmddyyyy' refers to your full date of birth). The system will immediately prompt you to change your default password as well as answer ‘Admin Defined” and “User-Defined” Challenge Questions.

► If you’ve taken UC classes ‘on campus’ or ‘in high school’ before and can’t remember your username or password, click Forgotten Username and/or Forgotten Password.

For Help, contact the UC Information Technology (UCIT) Service Desk at helpdesk@uc.edu or 513.556.4357. Have your M-Number at the ready.

2) After you’ve set up your student account profile, log into Catalyst at https://catalyst.uc.edu
Dear Ignatius Thistlewhite,

While a student at UC, you will maintain your account through the Catalyst Student Portal, which can be accessed here.

The Portal serves as your hub and self-service center for information and actions you can take as a current student. In the Portal, you will be able to:

- Search for classes
- Enroll
- Check your student bill

To login to Catalyst, you will need to use your Username below:

Your UCID is: M86058587.
Your Username is: thistlii.

Your default password is Uc!mmddyyyy where mmddyyyy is your full date of birth. You will be prompted to change this password the first time you log in.

If you need technical support, contact the IT@UC Service Desk at helpdesk@uc.edu or by phone at 513-556-4357. Calling from outside the Cincinnati area? Just dial 866-397-3382.

For help with registration issues, contact your regional One Stop Student Service Center:

Uptown Campus  http://www.onestop.uc.edu
UC Blue Ash  http://www.ucblueash.edu/students/one-stop
UC Clermont  http://www.ucclermont.edu/students/onestop

Sincerely,

University of Cincinnati

If you previously received this information, please disregard this email. This email was sent from a notification-only address that cannot accept an incoming email. Please do not reply to this message.
You can both search and register for classes from within your Catalyst portal.

8-Step Process

1. Log into Catalyst at https://catalyst.uc.edu (a link is also provided at http://onestop.uc.edu) ► Enter your username and password [For more information, refer to pages 2-3.]

2. If necessary, remove your Bursar Pre-Registration Hold (refer to page 24). Otherwise, click the “My Academics” tile on your homepage.
3. From the “My Academics” page, click “Classes and Schedules” (left-hand sidebar).

4. And then click “Search for Classes”

   **IMPORTANT! You must take ALL of your classes through UC Clermont, including your online classes.**

Enter the appropriate ‘Term’, ‘Subject’ and ‘Offering College’ (‘Clermont’) and then click ‘Search.’
5. “Select” the course for which you want to register and add it to your Shopping Cart. 
Note: The system will prompt you to review course specifics and click “next”.

6. Check the box adjacent to the class and then click “Enroll”

7. To confirm your class selection, click “Finish Enrolling.”
8. **View results.** If you’ve successfully enrolled in the class, a ‘green’ check will appear in the ‘Status’ column. If you didn’t, a red ‘X’ will appear. The latter will require that you either add another class or keep your schedule as it was previously.

![Shopping Cart](image)

**View Schedule**

After you finish the registration process, click the “My Class Schedule” option above or access the “View My Schedule” option below:

![Classes and Schedule](image)

**Adding and Dropping Classes**

After your initial registration, you may adjust your schedule any way you wish as long as you stop doing so by the first day of classes.

**IMPORTANT!** If you drop a class after the 14th day of the term, you will receive a grade of ‘W’ and your high school will charge you for the cost of the course.

**Tips & Tricks**

For additional information about the class search and registration process, view the “Tips & Tricks” provided here: [http://www.uc.edu/catalyst/resources/catalyst-tips-tricks.html](http://www.uc.edu/catalyst/resources/catalyst-tips-tricks.html)
How to Perform a ‘Custom’ Search

After you enter your ‘additional criteria’ click SEARCH.
The system will generate both a summary statement and a list of “matching” classes.

Custom Search
To customize your search, click the arrow adjacent to “Additional Search Criteria” so that it points downward. Then select any or all of options listed below.

- Meeting Start Time: select option then enter time
- Meeting End Time: select option then enter time
- Days of Week: select option then check day/s
- Instructor Last Name: select option and then enter a letter or last name
- Class Nbr (Number) for more info click ‘?’
- Course Keyword For more info click ‘?’
- Minimum Units or Maximum Units: select option then enter number
- Mode of Instruction: Ignore!
- Course Attribute: Only 1 attribute is relevant to CCP students: “Breadth of Knowledge” (i.e., general education)
  If you select BOK, you must also select an attribute value, e.g., HU Humanities or SS Social Sciences and so on.
- Requirement Designation: Ignore!
SELECTING CLASSES

For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by the University of Cincinnati for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC curriculum guide to determine the latter.

The random completion of college courses does NOT a degree make. To earn a college degree, students must complete the specific courses required for a particular major (see curriculum guide information below).

Curriculum Guides

Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

► UC Clermont College (UCC)

To find a curriculum guide for a major offered at UC Clermont, please do the following:

1.) Go to www.ucclermont.edu
2.) Click “Academics” (black banner at the top of the page).
3.) Select “Majors & Programs” (left-hand sidebar).
4.) Choose a major(s) from the alphabetical list and click the “program name”. You’ll be directed to an overview page that will include program details and a curriculum guide.

► ALL Colleges at the University of Cincinnati (UC)

To find curriculum guides for majors offered at all three UC campuses, please do the following:

1.) Go to www.uc.edu
2.) Click “Menu” (upper right-hand corner)
3.) Select “Academics” (banner at top of page).
4.) Scroll down to “Turbo-charged” and then click “Undergrad Programs”
5.) Search by key word or “Programs by General Interest.” Relative to the latter, click a category and then select a major. Note: The overview page for each major includes a link to the major’s curriculum guide.

You must take ALL of your classes through UC Clermont, including your online classes.

Credit Hour Equivalencies and Maximums

According to CCP guidelines, a college course transcripting three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcripting less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

3+ Semester Hours (1 college course) = 1 Carnegie Unit (1 year of the subject at high school)  

CCP participants may take a maximum of 30 college credit hours per academic year.
### LIBERAL ARTS Curriculum Guide (Year 1)

**Fall Semester:** 15-17 credit hours
- ENGL1001: English Composition, EC (3)
- INTR1010: Introduction to the Liberal Arts (3)
- ________ Any Statistics or college-level math, QR (3)
- ________ History, HP (3)
- ________ Foreign Language, DC (3 – 5)

**Spring Semester:** 15-17 credit hours
- ________ Any QR, QR (3)
- ________ Historical Perspective, HP (3)
- ________ Foreign Language, DC (3 – 5)
- ________ Any "HU" or "FA", HU, FA (3)
- ________ Elective (3)

### BIOLOGY Curriculum Guide (Year 1)

**Fall Semester:** 16 credit hours
- BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)
- BIOL1081L: Biology I Laboratory, NS (1)
- CHEM1040: General Chemistry I, NS (4)
- CHEM1040L: General Chemistry Laboratory I, NS (1)
- STAT1034: Elementary Statistics I, QR (3)
- ENGL1001: English Composition, EC (3)
- INTRxxxx: INTR 1020 Intro Science Professions (1)

**Spring Semester:** 15 credit hours
- BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)
- BIOL1082L: Biology II Laboratory, NS (1)
- CHEM1041: General Chemistry II, NS (4)
- CHEM1041L: General Chemistry Laboratory II, NS (1)
- MATH1044: Applied Calculus I, QR (3)
- ________ Humanities elective, HU (3)
**Course Options**

UC Clermont offers hundreds of courses each academic year. The following is a list of courses that seem to be of particular interest to CCP students.

**English Composition**

English 1001 and 2089 are the only courses required for ALL majors at UC.

- ► **ENGL 1001** *English Composition* -- a 1st first year foundations course
- ► **ENGL 2089** *Intermediate Composition* – a 2nd year capstone course (requires 30 sem hrs)

CCP students may NOT take remedial composition courses, e.g., ENGL 0097, 0099 or 1000.

**Foreign Language**

UCC offers the following foreign language courses: American Sign Language, French, German, Latin, and Spanish. Students may take these courses in either an extended or basic format:

- ► **extended**: 3 semester hours per course: 12 semester hours total (preferred by most students)
- ► **basic**: 5 semester hours per course: 10 semester hours total (intense)

**Mathematics & Science**

The Math and Science courses that students take at UC Clermont are a function of both their major and their ACT/SAT Math sub scores. For specifics, students should refer to the curriculum guide for the major they plan to pursue on the college level.

**Personal Finance**

The following courses might satisfy the personal finance requirement at the high school. Before registering for one of these courses, students should discuss this option with their high school guidance counselor.

- **FIN 2081** *Personal Finance* and/or **FIN 2071** *Stock Markets and Investments*

**Political Science** *(American Government)*

The following course might satisfy the American Government requirement at the high school. Before registering for this course, students should discuss this option with their high school guidance counselor.

- **POL 1010** *Introduction to American Politics*

**Academic Advising**

**High School**

For advising related to high school policies and procedures (to include high school graduation requirements), CCP students must contact their high school guidance counselor.

**College**

For advising related to college policies and procedures (to include course requirements for specific college majors), CCP students should contact Dr. Debra Clark.

Dr. Debra Clark  
Director of College Credit Plus  
UC Clermont College  
*debra.clark@uc.edu*
High School Graduation: COURSE SUBSTITUTION CROSSWALK

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to other Ohio Department of Education guidance for other options (e.g., credit flex, physical education waiver).


<table>
<thead>
<tr>
<th>High School Requirement</th>
<th>College Credit Plus (CCP) Example Course Substitutions</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language arts</td>
<td>Courses in literature, composition, journalism, speech, applied communication</td>
<td>Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>(4 high school credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>Any health courses</td>
<td>Students must earn one unit of algebra II or the equivalent of algebra II.</td>
</tr>
<tr>
<td>(1/2 high school credit)</td>
<td></td>
<td>Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Any math courses</td>
<td>Students must earn one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science (*Note: A CCP science course does satisfy the advanced study requirement.) School must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores or the biology end-of-course test score to earn graduation points, whichever is higher.</td>
</tr>
<tr>
<td>High School Requirement</td>
<td>College Credit Plus (CCP) Example Course Substitutions</td>
<td>Other Information</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Social studies (3 high school credits) | Courses in social science, humanities, psychology, western civilization, political science  
American History substitutions must include the study of history of the Americas or western civilization (i.e., must include U.S. History).  
American Government substitutions must include the study of the American political system. | For the classes of 2018 and 2019, students must earn credits in American history and American government (one-half credit each).  
Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.  
For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement. |
| Electives (5 high school credits) | Various courses will satisfy elective requirements  
Foreign language:  
Any foreign language course (including American Sign Language)  
Fine Arts: Courses in drama/theater, dance, visual art, or music | Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.  
Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12. |
| Financial literacy | Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy | All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format. |
| Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) | CPR/AED courses | Schools must provide training for students in CPR and AED beginning in 2017-2018. |

**Guidelines for Athletic Eligibility:**
Please refer to the guidelines provided here: [https://www.ohiohighered.org/ccp/resources](https://www.ohiohighered.org/ccp/resources)

**Courses that CCP students may NOT take on the college-level:**
- Study abroad courses.
- Courses with fees that exceed the maximum amount established by the Chancellor.
- Physical education courses.
- Remedial and (sectarian) religion courses.
- Courses that provide P/F or S/U grades only. Exceptions: Internships or 1st year academic/career success courses.
PLACEMENT TESTS

► ‘In High School’ CCP students must take UC Clermont’s Math and/or English placement tests OR submit comparable ACT/SAT scores. For more information, please contact your high school guidance counselor.

**English**
- **English 1001 (ENPT 5)** *English Composition* – college level composition
- **English 1000 (ENPT 4)** *Introduction to English Composition* -- remedial
- **English 0099 (ENPT 3)** *Preparatory Composition* -- remedial
- **English 0097 (ENPT 2)** *Introduction to Academic Literacies* -- remedial

Of these four (4) classes, only **English 1001** is a *college level* course and as such is the only composition class that you may take as a CCP student. Conversely, **English 1000, 0099 and 0097** are *remedial* courses and as such may NOT be taken by CCP students.

**Mathematics**

To identify the Math course in which you tested, refer to the *UC Clermont Math Placement (MPT) Cutoff Scores* form on page 15. Equivalent ACT/SAT scores are also provided.

► You must take Math courses for which you may earn college credit. You may NOT take remedial Math courses, e.g., Math 0029, 0030, 0031 or 0034.

► On the college level, the Math classes students take are a function of the degree program in which they’re enrolled. Some degrees require calculus, others require basic algebra or statistics and still others require nothing more than a single Math course above the remedial level. For more information, refer to the curriculum guide associated with your prospective college major.

**ACT / SAT**

► ‘On Campus’ CCP applicants must submit ACT or SAT test results* that meet or exceed the following thresholds in English and Math.*

  - **English:**
    - ACT: English sub score – 18+
    - SAT: English sub score – 480+
  - **Math:**
    - ACT: Math sub score – 22+
    - SAT: Math sub score – 530+

*We will accept test scores sent directly to UC from the testing service only!*

*Note: There is only one ACT / SAT code for all of UC’s campuses – Blue Ash, Clermont and Uptown.*

*The minimum test scores identified above are required for CCP admission purposes only. Students must still satisfy the testing pre-requisites for each course in which they plan to enroll – many of which are MUCH higher than those required for admission (refer to the grid on page 15).*
### UC Clermont Math Placement Test (MPT) Cutoff Scores / ACT Equivalencies

Subject to change – last updated on 3/1/18

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Course</th>
<th>Cutoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥750</td>
<td>MATH1061 Calculus I (ACT 29 or SAT 710)</td>
<td>750</td>
</tr>
<tr>
<td>≥570</td>
<td>MATH1044 Applied Calculus I (ACT 26 or SAT 670)</td>
<td>570</td>
</tr>
<tr>
<td>≥550</td>
<td>MATH1022 Trigonometry, MATH 1026 Pre-Calculus (ACT 26 or SAT 670)</td>
<td>550</td>
</tr>
<tr>
<td>≥430</td>
<td>MATH1021 College Algebra I (ACT 25 or SAT 650)</td>
<td>430</td>
</tr>
<tr>
<td></td>
<td>MATH1008 Fundamentals of QR (ACT 22 or SAT 520)</td>
<td>420</td>
</tr>
<tr>
<td>≥420</td>
<td>STAT1034 Elementary Statistics I (ACT 22 or SAT 520)</td>
<td>420</td>
</tr>
<tr>
<td>≥420</td>
<td>STAT1031 Introduction to Statistics (ACT 22 or SAT 520)</td>
<td>420</td>
</tr>
<tr>
<td>≥370</td>
<td>MATH0034 Intermediate Algebra</td>
<td>370</td>
</tr>
<tr>
<td>≥290</td>
<td>MATH0031 Introductory Algebra</td>
<td>290</td>
</tr>
<tr>
<td>0-289</td>
<td>MATH0030 Fundamentals of Algebra</td>
<td>-</td>
</tr>
</tbody>
</table>

**REMINDERS:**
- As a CCP student, you may NOT take remedial Math courses, e.g., 0029, 0030, 0031 or 0034. If you ignore this warning and register for a remedial course anyway, you may be charged for the cost of this course.
APPENDIX

How Online Classes Differ From In-Person Classes
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# How Online Classes Differ from In-Person Classes

Before you enroll in online classes, consider how they differ from in-person classes.

<table>
<thead>
<tr>
<th>In-Person Class</th>
<th>Online Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Class time is set on a fixed schedule every week.</td>
<td>▶ Learning driven by the student with checkpoints.</td>
</tr>
<tr>
<td>▶ Lectures dominate the class experience.</td>
<td>▶ Faculty lecturettes made available online.</td>
</tr>
<tr>
<td>▶ Faculty and peers chat during class and study periods.</td>
<td>▶ Student engagement facilitated through discussion boards.</td>
</tr>
<tr>
<td>▶ Office hours are the mainstay to obtain extra help.</td>
<td>▶ Assignments are uploaded to Blackboard.</td>
</tr>
<tr>
<td>▶ Assignments submitted both in and outside class.</td>
<td>▶ Chat, email and other collaboration tools offer more help.</td>
</tr>
<tr>
<td>▶ Course assessments are often during class.</td>
<td>▶ Assessments are online or are proctored in person.</td>
</tr>
</tbody>
</table>

These differences have an effect on the pace and rhythm of a class. Taking online classes require you to exhibit more initiative to stay on task. Although classes online do not take place in a classroom, they require as much or more discipline to stay abreast of the course materials.

However, online classes allow more flexibility and let you work through each week’s content at times and in places that better fit your active schedule.
How to understand your “grade report”

Undergraduate Grades (effective Fall Semester 2012)

- Grades at the University of Cincinnati will be determined using the following considerations:
- Each instructor is responsible for the maintenance of high standards. The instructor’s evaluation of the performance of each individual student is the final basis for assigning grades.
- Students have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by instructors must be made clear to students, and instructors may be required to justify disputed grades. At the same time, students are responsible for maintaining those reasonable standards of academic performance and classroom conduct conducive to the learning process, as established in each course in which they are enrolled.
- Pluses (+) and minuses (-) as appropriate to the grading scale are optional.
- The University Registrar uses grades to compute both term and cumulative grade point averages (GPA) based upon the credit level of the courses taken.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Work of excellent quality</td>
<td>4.0000</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.6667</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3333</td>
</tr>
<tr>
<td>B</td>
<td>Work of good quality</td>
<td>3.0000</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.6667</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3333</td>
</tr>
<tr>
<td>C</td>
<td>Work of satisfactory quality</td>
<td>2.0000</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.6667</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3333</td>
</tr>
<tr>
<td>D</td>
<td>Work of poor, but passing quality</td>
<td>1.0000</td>
</tr>
<tr>
<td>D-</td>
<td>Work of minimum passing quality</td>
<td>0.6667</td>
</tr>
<tr>
<td>F</td>
<td>Failure to meet the minimum standards for passing the course - with full term academic attendance</td>
<td>0.0000</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>T</td>
<td>Audit</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0000</td>
</tr>
<tr>
<td>I/F</td>
<td>Failure</td>
<td>0.0000</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (Official) - With academic attendance</td>
<td>N/A</td>
</tr>
<tr>
<td>WX</td>
<td>Withdrawal (Official) - No academic attendance</td>
<td>N/A</td>
</tr>
<tr>
<td>UW</td>
<td>Unofficial Withdrawal - With academic attendance</td>
<td>0.0000</td>
</tr>
<tr>
<td>X</td>
<td>Unofficial Withdrawal - No academic attendance</td>
<td>0.0000</td>
</tr>
<tr>
<td>SP</td>
<td>In Progress - Satisfactory progress</td>
<td>N/A</td>
</tr>
<tr>
<td>UP</td>
<td>In Progress - Unsatisfactory progress</td>
<td>N/A</td>
</tr>
<tr>
<td>NP</td>
<td>Not Proficient</td>
<td>N/A</td>
</tr>
<tr>
<td>NG mark</td>
<td>No Grade Reported (See Instructor)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

With the introduction of the “X” and “WX” grades specifically to denote non-attendance, by definition all other grades can be awarded only to students who have academically attended the class in some way.

Comments

"I" (Incomplete) and "I/F" (Incomplete/Failure)
The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed. The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. Completion of the remaining course work does not include attending course sessions in a subsequent term.

The instructor who assigns the incomplete grade may set a specific date (up to 350 calendar days or less) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the exact date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the full 350 days to complete the remaining course, but the date must be within the 350 days after the end of the term in which the "I" grade was assigned. Once the instructor receives the completed work, the final grade must be changed online through the Catalyst Faculty Center. If no specific time for completion is set by the instructor, the student has 350 days (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the 350 day period (i.e., 350 days from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade. The "I/F" grade cannot be changed online and will require college approval.

Beginning Fall Semester 2016, the incomplete grade incurs no grade quality points (none) in the 350 days following the assignment of the incomplete grade and is not calculated into the grade point average (GPA). After the 350 day period, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student’s GPA the same as the grade of "F". (Prior to Fall Semester 2016, the incomplete grade incurred no grade quality points in the term following the assignment of the incomplete grade. Thereafter, zero (0.00) grade quality points were assigned and calculated into the GPA).

"T" (Audit)
Students may elect to audit a course instead of receiving academic credit for a course up to the 7th calendar day of the term. Prior to the 7th calendar day of the term, a student may elect to take the course for credit. However, after the 7th calendar day of the term, the student will not be permitted to take the course for credit during that specific term.

The student must discuss the course-work expectations with the instructor (e.g., attendance only) prior to auditing the course. Students who audit a course will be designated with an "A" grade type on the class and grade lists. A passing audit grade ("T") should not be awarded automatically by the course instructor, but rather only if the student has academically attended the course to the level of faculty expectation for passing the course. It is possible, and at times appropriate, for the instructor to assign a grade of "F" to a student who has failed the course by not meeting faculty expectations for academic attendance. The "F" grade carries 0.000 quality points and is averaged into the grade point average if the course being audited carries credit hours.

Students who audit a course must pay regular fees for the audited course. At the end of the term, the instructor should enter a grade of "T" for those students who have met course attendance expectations.

"P" (Pass)
Given to those students who earned the equivalent "D-" grade or better in a designated Pass/Fail course.

"U" (Unsatisfactory)
Given to those students who did not earn the equivalent "D-" grade or better in a designated Pass/Fail course taken for zero credit hours.

"SP" (In Progress-Satisfactory Progress) and "UP" (In Progress-Unsatisfactory Progress)
The "SP" and "UP" grades are used only in designated courses approved by College committees to have an extended grading period. Students have one year to complete the course. If the "SP" or "UP" grade remains on the student's record at the end of one year after the SP/UP is submitted, these grades will change to the "I/F" (Failure) grade. The "I/F" grade is calculated into the GPA like the "F" grade.
"NP" (Not Proficient)
The "NP" grade is used only for 1001-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

"NG" (No Grade Reported)
Online Class Grading requires instructors to enter either a valid grade or the "NG" mark for all students officially enrolled in the class by the close of Online Class Grading. For classes not graded by the close of Online Class Grading for the term, the Registrar's Office will record the "NG" mark for all students. Until the instructor submits a valid grade to replace the "NG", the "NG" mark will be associated with the class on the online grade report available to the student through the One Stop Student Services web site and will be printed on the student's official transcript. Students given a "NG" mark should contact the instructor for resolution.

"WX" (Official withdrawal, Non-attendance)
Given to those students who did officially complete the withdrawal process but who did not academically attend any classes and did not submit any assigned work.
Appears in the Online Class Grading roster as either “EW” or “W.” The instructor may replace a “W” appearing on the Online Class Grading roster with a “WX” by clicking "no" attendance for that student. An assignment of "WX" has no impact on the student's GPA. A "W" will appear on the student’s online grade report and on the transcript. The "WX" recognizes the student's official withdrawal from the class and only records the fact of non-attendance.
Students who wish to withdraw from a course must officially complete the process per University guidelines; doing so is solely the student's responsibility. In doing so, the student should refer to the appropriate term's academic calendar posted at the Registrar's Office website, as the withdrawal process will vary according to the chosen withdrawal date.

"UW" (Unofficial Withdrawal, partial Academic Attendance)
Given to those students who did not officially complete the withdrawal process; the lack of academic attendance is the basis for a failing grade. The "UW" carries zero (0.00) quality points. It is calculated into the GPA like the "F" grade.
Students who cease academically attending at some point in the course or who never academically attend the course are considered to be “unofficially withdrawn students.” These students will receive a “UW” or “X” grade. Both carry zero (0.00) quality points and are calculated into the GPA like the “F” grade.

"X" (Unofficial Withdrawal, No Attendance)
Given to those students who did not officially complete the withdrawal process and did not academically attend any classes or submit any assigned work. The "X" will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the “F” grade.
Students who are considering an official or unofficial withdrawal from a course should consult the university’s policies and procedures and consider the implications of these actions with respect to financial planning including but not limited to financial aid, alternative loans and other sources of tuition funding.
Federal funds are awarded to the student with the expectation that the student will complete the course(s) for which he or she has registered in a given term. When a student does not complete the course(s), then it is necessary for the University to review the aid amount awarded to the student based on the courses that the student has dropped or withdrawn. Students who completely withdraw from courses for any term are subject to the Return of Title IV (R2T4) refund calculation as dictated by federal regulations. Instructors approached by a student wishing to discuss withdrawal from one or more courses should refer the student to the One Stop Student Service Center for information related to the student’s specific financial circumstances. Instructors are reminded that their final grade assignments must be based upon the student’s academic performance in the course and must not take into account the financial aid and/or personal financial consequences of that grade assignment on the student.
How to Make an Appointment at the “Academic Success Center”

The Academic Success Center offers free tutoring services for all UC Clermont students, including CCP students.

**Location:**  Peters-Jones 104

**Appointments**
You may make an appointment in one of three ways:
- Walk-in
- Email: Clermont_tutoring@uc.edu
- Telephone: 513.732.5339

**Mission**
The ASC is committed to helping students become successful, independent learners through partnerships that promote individual interests and abilities. We encourage and support opportunities for self-discovery in an informal environment that promote academic skill development.

The best students recognize that they can sometimes use a little extra help to achieve their academic goals. Seeking tutoring is a responsible choice, demonstrating that students care about their academics enough to go the extra mile to succeed. Stop by the ASC in Jones 104 and meet our highly trained team of tutors who are ready and willing to assist you.

**What happens in a tutoring session?**
When a student sits down with a tutor, the tutor works with the student to improve his or her understanding of the subject. This happens in many ways.

Many students only have quick questions regarding an assignment. In these situations, a tutor can work with a student to help discover answers.

Other students require more in-depth help with an essay, assignment or concept. In these situations, tutoring sessions can last between 30 and 60 minutes.

Group sessions are also available.

**Hours** (subject to change)

*Monday – Thursday:* 8 a.m. – 6:30 p.m.

*Friday:* 8 a.m. – 4 p.m.

[https://ucclermont.edu/students/academicsuccess.html](https://ucclermont.edu/students/academicsuccess.html)
How to Order a University of Cincinnati Transcript

Follow these steps to get your official transcript in Catalyst

1) From the Catalyst Student Homepage, select the *My Academics* Tile and then open the *Grades/Transcript/Enroll Cer* listed on the Navigation Collection.

2) Select *Request Official Transcript*. A new window tab will open directing you to Parchment. The first time you request a transcript through Parchment, you will be asked to provide a current mailing address. **Note: This will not update your information in Catalyst.**

3) Next, select the institution, location or email address of your intended recipient. If you wish to send your transcript to yourself, another individual, company, or to an institution that isn’t identified in the search function, click the blue link underneath the text field.

   - **eTranscript:** Will generate a PDF that will be sent almost immediately. This PDF can be opened by the recipient up to three times in a 30 day period. This is the fastest, most secure, and environmentally-friendly method to request your transcript.

   - **Paper Transcript:** Will print your transcript and mail it through the US Postal Services. An estimated 7-10 business days may be required to complete a paper transcript request.

![Image of transcript ordering process]

**NOTE:** Many institutions prefer that your transcript be sent to them electronically.
4) **Verify the destination** is correct for your transcript, and **select the delivery mode** (electronic or mail delivery). You can also provide the **Purpose for Transcript** (employment, graduate school, internship, etc.) and attach other documents if needed.

![Transcript Options]

**THIRD PARTY:** You will be prompted to provide the address information needed if you are sending your transcript to yourself or a third party.

5) The first time you request a transcript, you will need to provide consent. Future orders will recognize that you have provided consent.

6) **Review the order and enter your billing and credit card information to purchase your transcript.** Please note that the charge will appear as Parchment on your credit card statement.

7) Once your order is complete, you will receive an email confirming your purchase. You will also be emailed once your transcript has been electronically delivered and when your transcript has been downloaded.
How to Remove a Bursar Pre-Registration Hold

Must Watch Video:
https://uc.mediaspace.kaltura.com/media/CatalystA+Bursar+Pre-Registration+Agreement/1_4u7zydza

In this video, you will learn about the Bursar's Pre-Registration Agreement – an agreement that all students must complete prior to registering for classes… First step: Go to https://catalyst.uc.edu and log in with your username and password. From your ‘Student Homepage’, select the ‘Tasks’ tile to view specific service indicators and action items.

Service indicators that are overdue and resulting in a hold being placed on your registration or other service will be indicated here. Under the to do list table, select the Bursar Pre-registration Agreement. There are two parts to the pre-registration agreement. Agreement one states that you agree to pay all charges due to the University of Cincinnati.

Check the box by I understand and agree if you agree with the terms. Before selecting save it is recommended to click printable page to print a copy for your records. This is very important because you will not be able to return to this document and print a copy once the agreement is finalized.

Once you've printed a copy for your records choose save and select next to act on agreement two which authorizes the university to contact you by email, phone, or text regarding your account or for any other general information. Check the box I understand and agree if you agree with the terms.

Again, be sure to print a copy for your records before saving the page. Once you've printed a copy select save. To continue select the next button found on the top right hand corner of the screen, then select finish followed by the exit option also found in the top right of the screen within the three stacked dots icon.

Please note that this task in not complete until you click on the finish button. On the student home page the service indicator and to-do list item for the pre-registration agreement should be removed from the task tile. Now that you've completed the Bursar pre-registration to-do item and assuming you have no other to-do list items or service indicators that block registering for classes you should be able to register.

How to Remove a Bursar Pre-Registration Hold