Welcome

This presentation covers important information that should assist you in your transition to McMicken College of Arts and Sciences. We understand that there is a lot of information you will need to know in order to be successful and achieve your goals. We hope that you find this presentation helpful as you prepare to become a new member of McMicken College. Good luck – we’re glad you’re here.
Topics Covered

- Programs and majors
- Degree requirements
- Transfer Credit Evaluation
- Placement Testing
- One Stop (registration)
- Parking / Student I.D.
- Transitioning to UC
- Advising Contact Information
Getting Started

As you view this presentation, please be sure to make a note of any questions you may have.

When you are finished, please schedule an appointment to meet with your assigned A&S advisor so you are able to get your questions answered, discuss your transfer credit, pick appropriate classes, register, etc.

If you review your degree audit and see that most of your remaining coursework falls under your specific major requirements, please contact the department for assistance with those requirements.
Fast Facts

- A&S is the oldest and largest college at UC.
- 7145 undergraduate/853 graduate students
- Faculty / Student ratio - 20:1
- Average Class size: 32
- 39 undergraduate programs: see what specific majors, minors and certificates, 3 year programs and 4+1 (bachelor’s+master’s) programs are included.

Fun Fact:
The two stone lions in front of McMicken Hall are named “Mick and Mack.” Many students leave their mark by kissing the statues for good luck before exams.
Pre-Professional Tracks

These are NOT majors!

- Pre-Medicine
- Pre-Law
- Pre-Optometry
- Pre-Dentistry
- Pre-Veterinary

Students will choose a major and work with a Pre-Professional Adviser to prepare for admission to professional schools.
McMicken Degree Requirements

Credit Breakdown of 120 hours
Liberal Arts Core Requirements=
Approximately 46 credit hrs.

Major=
36 + credit hrs.

Free Electives=
0-38 credit hrs.

University Breadth of Knowledge requirements are satisfied by completing A&S core requirements.
*Core Requirements vary for students planning to complete degrees other UC colleges (ex. Pre-Pharmacy, Pre-Business, etc).
See your advisor for details.
McMicken Core Requirements

1. English Composition (6 hours)
2. Foreign Language (10-12 hr sequence)
   all credits within one language sequence
3. Natural Sciences (6 hours)
   a. must carry “NS” BoK code
   b. at least 3 hours must be from an A&S discipline
4. Mathematics (6 hours)*
   a. must carry “QR” BoK code
   b. at least 3 hours must be from MATH or STAT discipline
   * Many majors have specific math requirements, refer to your degree audit or advisor for details
5. History (6 hours)
   a. must carry “HP” BoK code
   b. at least 3 hours must be from HIST discipline
6. Humanities & Literature (3 Hours)
   must be “HU” offered in an A&S discipline
7. Humanities & Fine Arts (3 Hours)
   an “HU” or FA BoK code
8. Social Sciences (6 hours)
   a. must carry “SS” BoK code
   b. at least 3 hours from an A&S discipline
9. Social & Ethical Issue Elective (3 hours)
   a. must carry “SE” BoK code
   b. may “double-dip” with other requirements
10. Interdisciplinary Course (3 hours)
    a. must carry “interdisciplinary” attribute on OneStop
    b. may “double-dip” with other requirements

Please note: “BoK Codes” (Breadth of Knowledge), and college designation can be found on OneStop during registration, which is covered later in this presentation
McMicken Degree Requirements, continued

McMicken College’s degree requirements allow for up to 38 hours of free electives.

A&S students are expected to use these elective hours to pursue an area outside of their major— a minor, certificate, and even a second major are all possible to obtain.

Almost every academic program in A&S can be successfully combined with another to meet the individual needs of each student. Possessing in-depth knowledge of more than one field of study is a valuable asset in this competitive job market.
Transfer Credit

- You will receive a transfer credit evaluation report from the UC Transfer Credit Evaluation Center.
- This lists all of your credit transferring from your home institution and how they transfer to UC.
- Courses listed as ‘Under Review’ are being reviewed for equivalency. You will receive an updated report when the course is evaluated.
- Courses listed as “***” means that credit was applied, but there is no direct equivalent at UC.
- Courses not appearing on this report have not yet been received. Be sure that all transcripts from all previously attended institutions were sent to UC.
Transfer Credit (cont)

- Once credits have been evaluated, you should be able to run your own degree audit (DPA).
- On this audit (pictured on the left) you’ll be able to see how credits transferred. An academic advisor can help you to interpret the results.
- Please note that this is to be used as a general guide and should not replace regular visits with an academic or major advisor.
- Some programs (such as pre-business or other “pre” tracks) are not listed, but you can use the audit to see what course numbers you have credit for. Choose the major: “Exploratory”

- Click here to run your DPA and follow the instructions listed.
- Official transcripts can be purchased through One-Stop.
Degree Audit FAQ’s

• What should I do if I have credit that doesn’t appear on the degree audit?
  – It is possible that UC has not received your final transcript yet, or that it has been received but not yet been evaluated.
  – Transcript evaluation can take some time.
  – Contact the Transfer and Lifelong Learning Center (513) 556-2247 for questions related to credit.

• What does a grade of ‘PC’ mean?
  – This stands for “pending credit” and means that you will receive transfer credit for the course number assigned.
  – Transfer credit will count as earned hours but will not affect your GPA at UC

• Students may appeal decisions regarding course evaluation and applicability – please ask your advisor for clarification.
Placement Testing

• UC requires that students take a placement exam in two areas: Math and English
  – Students who have specified ACT or SAT scores may not need to take the English test
  – Students who have credit from a regionally accredited institution in one or more of these subject areas may be exempt from taking the related exams
• Coursework must be applicable to A&S core requirements for exemption.
• Coursework must be evaluated and/or placement test must be taken prior to registration.
• Foreign Language placement is done on basis of years of coursework in high school
Placement Testing

• If your placement test requirement is in question, contact your academic advisor to avoid delay in registration
• The next screen explains how to sign up for any required placement exam
Placement Testing

• **Math Placement Testing**
  – Required for students who have not taken college level mathematics
  – The test is available online and through your Blackboard testing module (click on “Math Placement” – under “My Organizations”)

• **English Placement Testing**
  – If you do not have college credit for English Composition, you will need to take the English placement test in order to begin the sequence at UC
    – Students who have specified ACT or SAT scores may not need to take the English test
    – [Click here for instructions on taking the English Placement Test](#)
    – Please direct questions regarding testing to your academic advisor

• **Foreign Language Placement**
  – Placement for French, German, and Spanish is based on previous HS experience
  – Students who are fluent in more than one language may be waived from this requirement

Consult your academic advisor for details on any placement area
Getting Started

You can navigate to Onestop, BlackBoard and other frequently used tools from the main UC webpage. Hover over the “UC Tools” link at the top of the page and select the appropriate option.
One Stop

You can use the UC One Stop website (onestop.uc.edu) for most of your general “UC” business. Including:

- Registering for classes
- Viewing your schedule
- Viewing class offerings
- Running a Degree Progress Audit (Unofficial Audit)
- Viewing your bill
- Financial Aid Info, and much more . . .
One Stop

Just click on the category to view a list of potential options...
To register, click on the “My Classes” category and select “register for classes” from the list of options.

Helpful Tip – UC no longer publishes a printed schedule of courses. Course listings can be found online. To see courses offered in a given term prior to registration date, simply click on “view class offerings.”
Logging into Onestop

• After you’ve selected “Register for Classes” you’ll need to login with your Username (also known as your “6+2”)
  – Click on “Get My Username” if you’ve never logged on before and/or never received one
• If you’ve never logged into Onestop, BlackBoard or UConnect before, your initial password will be Uc!mmddyyyy
  – Capital “U”
  – Lowercase “c”
  – Exclamation Point “!”
  – mmddyyyy = your full date of birth
• If all else fails, click on the Login Help link or call 556-HELP(4357) for assistance.
Logging in to One Stop

- After you log in for the first time you will be instructed to create a new password and to go through Password Self Service to aid in password recovery should you forget your password at any point.

- If you experience any difficulty, you can reach the UC Help Desk at 513-556-HELP

Password Self Service

**Attention Mac users:**
PSS is currently supported on Firefox for Mac only. Novell does not currently support Safari or Opera for PSS. For more details, please see the [PSS help page](#).

UCit is pleased to offer Password Self Service. Once you complete this one-time setup, you will be able to reset your own passwords without having to call the Help Desk.

To continue, you must set up your Password Self Service options. This should take only a few minutes. Please follow the steps below to complete the setup.

**Step 1**
Click 'Continue' to log in and set your Password Self Service options.

[Continue](#)

**Step 2**
After setting your Password Self Service options, click 'Login'. This will take you back to the application and allow you to log in again.

[Login](#)
Logging in to One Stop

- Once you’ve been through Password Self Service you can login using your Username (6+2) and newly created password.

First time login PASSWORD is $\textit{Uc!mmdyyyy}$
where mmdyyyy is your full date of birth.

Username (6 + 2)  Get My Username

Password  Change My Password

Student  Parent

Log In

Forgot your password? Use Password Self Service or call 513-556-HELP (4357)

Login Help
Navigating One Stop

• You’ll be prompted to change or verify your address.
• Click on the link and follow instructions.
Navigating One Stop

• Read this page carefully.
• This concerns your responsibility to make arrangements for payment of classes, fees, etc.
• If you have read and understand the payment conditions, click on the box where indicated and click on the ‘continue’ button.
Navigating One Stop

- Upon a successful login, you’ll see a screen that looks like this.
- To move on to the registration page click on “register.”
Navigating One Stop

• Use the drop down menu to select the upcoming term for which you wish to register
• Click “Continue”
Navigating One Stop

• This is the registration screen.
• Next we’ll move on to show you how to search for available classes so that you may register.
• Begin by opening a new window or tab in your browser and navigating to the Onestop home page.
Navigating One Stop

• To begin searching for courses, select “view class offerings” on the main Onestop page.
Navigating One Stop

- You will be prompted to choose for which term/semester you’d like to view class offerings.
Searching for Classes

- The view class offerings page allows you to search for classes multiple ways; by discipline, campus location, or even what type of General Education requirement you are looking to fill.
- For example, we will illustrate how to locate the course information for “Introduction to Public Speech,” COMM1001
Searching for Classes

- Begin by using the “Offering College” drop down menu to select McMicken College of Arts and Sciences.
Searching for Classes

• Once the McMicken College of Arts and Sciences, Use the “Discipline” drop down menu to select the discipline of the specific course you are searching for; in this case, it’s Communication.
Searching for Classes

• Now that you have McMicken College of Arts & Sciences & Communication selected, you can click the “Get Classes” button.
Searching for Classes

- This will return a list of all of the Communication courses that A&S will offer for the term you selected.
Searching for Classes

- You can determine how many seats are available in each course by clicking on the course number.
- This option which indicates which sections of the course still have seats available.
Searching for Classes

- You can view a description of each course by clicking on the course title.
Searching for Classes

- You can find more information such as campus location, class meeting days and whether the section is an online course. Simply click on the following links for each area.
Searching for Classes

- Occasionally, you might find a course with a symbol such as this: ⚠
- This indicates that the course has a pre-requisite that must be met prior to registering for the course.

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</table>
Searching for Classes

- Click on the ▲ to bring up the window which lists the prerequisite(s).
Searching for Classes

• Another method for searching for classes is by the Breadth of Knowledge (BoK) code. Use the “General Education” drop down menu to select the type of course that you are in search of. This allows you to search through courses according to which Gen Ed/Core Requirement it will fulfill.
Registering for Classes

- When you are ready to add a class to your schedule, highlight the corresponding 6 digit call number of the desired class and section and copy it.
- Helpful hint: by highlighting the call number, ‘right-clicking,’ and selecting ‘copy,’ you can then ‘paste’ the call number directly onto the registration page.

<table>
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<tr>
<th>Course #</th>
<th>Credits</th>
<th>Course Title</th>
<th>Section</th>
<th>Call Number</th>
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Registering for Classes

- Enter the 6 digit call number into the field labeled “Call Number” and click submit.
- Credit Hours can be found on the class offerings page, the credit level should always be “U” for undergraduate. Do not check the box under “Audit.”
- Although there are numerous fields available, submit only one call number at a time to avoid an error message.
Registering for Classes

• You can drop classes by checking the appropriate box, and clicking ‘submit.’
• You can view a printable schedule with room locations* and times by clicking on the ‘view schedule’ button on the registration screen.

*building and room locations may not be available until closer to the start of the semester.
Registration Continued

- You can return to the registration page to add additional courses by clicking on the “Register” button.
Registration Continued

- Continue to select courses and submit call numbers on the registration page to build the rest of your schedule.
- Click View Schedule when your schedule is complete.

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The classes begin 08/27/2012 and end 12/15/2012.
Last day for Drop/no grade on transcript = 09/10/2012.
Withdrawal period (grade on transcript) = 09/11/2012 to 11/13/2012.
100% Refund Ends 09/03/2012; 50% Refund Ends 09/10/2012.
Registration Continued

- Click on View Weekly Schedule for a weekly layout of each class meeting.

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4 Classes for 12 Credit Hours
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*In order to see shading when printing make sure to enable printing background colors (see your browser’s documentation).*
View Bill

- You should view your bill and bill due date as well as information about required textbooks by clicking on “View Bill” and “Get Books”
Student Health Insurance

- This screen will appear after you are registered for at least 6 hours and when you attempt to view your schedule.
- Full-time, co-op and part-time students taking six or more credit hours are required to have health insurance coverage. Students will be automatically charged unless they have previously waived coverage during the current academic year.
- Students have two options
  - waive coverage now (or by the 3rd Friday of the semester) by submitting proof of health insurance coverage via the “waive my health insurance” link on Onestop.
  - purchase university health insurance for a charge to be included in your tuition and fees bill

If you have questions, please contact Student Health Insurance at 555-5668.
F.A.Q’s

• How do I get a Parking Pass?
  – Contact the Parking Services at http://www.uc.edu/parking
  – Or, visit Parking Services in Four Edwards Center

• Where do I get my Student I.D.?
  – Students are required to have a photo identification badge for use in the dining halls, libraries, sport facilities, and computer laboratories.
  – ID badges are processed in the Parking Services/ID Badge and Key office in Four Edwards Center.
  – Students must be registered for classes and have another photo identification (i.e. driver's license, state ID or passport) OR their M# to obtain a UC ID.
FAQ’s

• How do I get into a class that is closed?
  – Only the professor can give you permission to take their class if it has filled.
  – Add slips are available in French Hall West (2nd Floor) lobby and at OneStop (2nd floor, University Pavilion).
  – Have professor sign the add slip on the first day of class and take it to OneStop for processing.

• Where can I apply for Financial Aid?
  – Ask at the OneStop office in the University Pavilion or look online for more information:
    http://onestop.uc.edu/financialaid.html

• For other frequently asked questions, click here.
All incoming A&S students (freshmen and transfer) are required to purchase laptop computers. This requirement extends to all A&S majors, including Exploratory Studies. Listed below are minimum specifications for computers, which are available at the UC Bookstore.

**Minimum Specifications**

**Processor speed:** Intel Core 2 Duo 2.0Ghz or higher  
**Memory:** 2GB or higher  
**Storage Capacity:** 160GB or higher  
**Screen Size:** 13” or higher

It's highly recommended that students purchase at least three years of warranty protection with their laptop. The UC Bookstore offers a wide variety of computers from Apple, Dell and Hewlett-Packard meeting the above requirements.

If students choose to purchase laptops from the UC Bookstore, it is recommended to buy them during orientation to get the best sale prices on laptops and software needs. Student IDs are required to get discounted rates.

Laptops can be purchased from any source, so long as they are comparable to the specifications above.

**Journalism majors, please note:** A Mac laptop is preferred for 2010 incoming freshmen and required for 2011 incoming freshmen.
Transition to UC

• Find your way around with a campus map
• Learn about all the resources available
• Get Involved - But in moderation
• Manage your time wisely
Time Management
Sixty Hour Principle
(or How to Fit Everything Into One Week)

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<tr>
<th>Class Time</th>
<th>Study Time</th>
<th>Work/Commitments</th>
<th>Total Hours</th>
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For every hour in class, assume 2 hours for outside studying – this may change from week to week, but this is the average.

Weekly hours not spent sleeping, traveling, eating, etc.
You have a UConnect email account

USE IT!

This is the main method of communication at UC and important information is sent to this account virtually everyday. Check your account regularly!
Know Deadlines

- They are posted almost everywhere, including OneStop.

- Students will be held accountable for missed deadlines.

- If you don't know a deadline or something needs clarification, ask your advisor.
Grade Replacement

• Pay attention to posted semester deadlines for a Grade Replacement Application (must be turned in for semester of course being used as replacement).
• Students have the option of grade replacing up to 4 courses or 10 credit hours during their entire tenure at UC. (see your advisor for details)
• Applications are available in French Hall West (2nd Floor) and must be submitted in advance.
• It is highly recommended that students work with an academic advisor prior to submitting an application for Grade replacement.

DON’T MISS THIS DEADLINE – THERE ARE NO EXCEPTIONS!!!!
What is Full-time/Part-time?

- 12-18 hours is full-time
- Tuition is the same for 12-18 hours
- Less than 12 hours is part-time
  - Financial aid, scholarships, athletic eligibility, and insurance may be affected
- Taking more than 18 hours will result in a per hour surcharge
- 15-18 hours is the maximum load for freshman and sophomore years
• Be sure to log in to BlackBoard and check your email with Uconnect.

• Call the A&S Undergraduate Student Affairs office at 513-556-5860 to schedule your first advising appointment. After this time, please use Starfish, online appointment scheduler via Blackboard.

• Contact the Undergraduate Director in your department for more information about advising for your major or program.

• An appointment is not mandatory; therefore, if you feel comfortable with the registration process, you can proceed to register.
Undergraduate Affairs & Advising

Location: French Hall West (2nd Floor)
Phone: 513-556-5860
Office Hours:
Monday - Friday: 8:00am - 5:00pm

We encourage you to meet with your advisor often. Appointments are necessary and must be made in advance!
Starfish Appointment Scheduling

- After you’ve attended your first advising appointment, you’ll have the option to schedule advising appointments online using Starfish via BlackBoard
- Schedule advising appointments at your convenience, 24 hours per day
- Ability to see all openings on your assigned advisor’s calendar several weeks in advance – plan ahead!
- Ability to confidentially inform your advisor what you’d like to discuss in the advising appointment so that he/she can prepare for a productive meeting
- Confirmation & reminder (day of) emails
Starfish Appointment Scheduling

- Initial transfer appointment must be made by calling (513) 556-5860. Subsequent appointments may be made using Starfish.
- Accessible through the “My Advisor” tab in Blackboard
- Just click on a green dot to schedule!
Thank you for viewing this online orientation. We’re thrilled that you have decided to join UC’s McMicken College of Arts of Sciences! Once again, we welcome you to the University of Cincinnati!