This handbook is designed as a guide for UC Sociology majors and is updated annually.

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INFORMATION SPECIFIC TO SOCIOLOGY

1. INTRODUCTION:
At the University of Cincinnati, the Department of Sociology is home to approximately 75-85 undergraduate majors, 125-135 undergraduate minors, 30-40 graduate students, and 15 full time and adjunct professors. The Department offers a B.A., M.A., and a Ph.D. in Sociology. The Sociology Department is located in Crosley Tower a 16-story building that sits on Martin L. King Drive and overlooks the West Uptown Campus (near Langsam Library). Our main office is located on the tenth floor but we keep offices and a conference room on the 16th floor. Together with our students we manage to create a friendly and intellectually stimulating environment.

The department wishes to be supportive of all undergraduate and graduate students. If you experience any problems where you think the department could be of service please contact the Director of Undergraduate Studies as early as possible. He can be reached at 513-556-4700 or by email at gerald.reid@uc.edu

2. WHAT IS SOCIOLOGY?
Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Since human behavior is shaped by social factors, the subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race, gender, and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few disciplines have such a broad scope and relevance for research, theory, and application of knowledge.

Sociology provides many distinctive perspectives on the world, generating new ideas and critiquing the old. The field also offers a range of research techniques that can be applied to virtually any aspect of social life: street crime and delinquency, corporate downsizing, how people express emotions, welfare or education reform, how families differ and flourish, or problems of peace and war. Because sociology addresses the most challenging issues of our time, it is a rapidly expanding field whose potential is increasingly tapped by those who craft policies and create programs. Sociologists understand social inequality, patterns of behavior, forces for social change and resistance, and how social systems work. See http://www.asanet.org/.

3. THE UNDERGRADUATE PROGRAM IN SOCIOLOGY

3.1. PROGRAM LEARNING OUTCOMES:
Upon completion of the sociology program, you will be able to:
- analyze and explain social issues using sociological theories, perspectives, and concepts;
- examine and describe causal relationships at the societal, group, and individual levels of analysis;
• evaluate the impact of social structure and social status on social interaction and life outcomes;
• support explanations of social phenomena with empirical evidence;
• analyze social data, both qualitative and quantitative;
• articulate knowledge of sociology, and eventually your own empirical analysis, using oral, written, and other technologically driven media;
• assess and critically evaluate sources of sociological scholarship and secondary data.

3.2. PROGRAM REQUIREMENTS:

3.2.1 MAJOR REQUIREMENTS:

You are required to complete SOC1001, Introduction to Sociology, but it is not part of the 36 credit hours necessary to fulfill the sociology concentration. Early in your academic career at UC, and after completion of SOC1001, you are encouraged to take a few sociology electives (2000-5000 level). In the Fall Semester (FS) of your junior year, you are encouraged to take SOC3019C, statistics, and SOC3022C, methods, so that you are well positioned to compete for academic awards at the end of your junior year. The Capstone SOC5000 should be taken in the Spring Semester of your junior or senior year – but only AFTER you have taken SOC3019C and SOC3022C.

The major concentration consists of a minimum of 36 semester credit hours. To graduate, you must achieve a minimum C- in each of the five foundational courses.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC3005</td>
<td>Survey of Sociological Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC3019C</td>
<td>Statistics for Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SOC3022C</td>
<td>Methods in Social Research</td>
<td>4</td>
</tr>
<tr>
<td>SOC4084</td>
<td>Social Inequality</td>
<td>3</td>
</tr>
<tr>
<td>2000-level to 5000-level</td>
<td>SOC Electives</td>
<td>18</td>
</tr>
<tr>
<td>SOC5000</td>
<td>Sociology Capstone – Research Emphasis</td>
<td>3</td>
</tr>
</tbody>
</table>

SOC5000, Capstone, is intended to be a research course and will count for 3 credit hours of ‘experiential learning’ in the college list of requirements. There is no need to take another ‘experiential’ course.

The McMicken College of Arts and Sciences prepares students to be ethical, critical, socially responsible, and engaged global citizens. The college requires that a student take a minimum of 120 semester hours for a bachelor’s degree. Some of those credits are ‘free’ electives and this provides an opportunity to complete a minor or even to work on a double major. And it may be an opportunity to take additional courses in sociology above and beyond the 36 hours required for the concentration. The college offers a few certificate programs which may help better position you for employment following the completion of your degree.
Today, adding a certificate, a minor, or a second major is a good idea since it makes you more competitive when seeking employment. A list of Minors and Certificates can be found at http://www.artsci.uc.edu/programs-degrees/minors.html

3.2.2. MINOR REQUIREMENTS:
Students at UC who wish to minor in sociology must complete 18 hours of course work in sociology. Below, please find the minimum requirements for the minor:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC1001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC3005</td>
<td>Sociological Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC Electives</td>
<td>At 2000-5000 Level</td>
<td>12</td>
</tr>
</tbody>
</table>

3.3. REQUIRED COURSES FOR THE MAJOR & Course Descriptions:
If you are a Major, your program has five required courses and six electives. It is highly recommended that you spread these courses out over a minimum two year period. The following required courses are regarded as the core and/or foundational courses for your program. There are no substitutes for these foundational courses:

- **SOC3005 – Sociological Theory** – 3 hrs. – A presentation of the major classical and contemporary theories in sociology.
- **SOC3019C – Statistics in Sociology** – 5 hrs. – An introductory course in descriptive and inferential statistics for sociologists and other social scientists. The course introduces basic statistical concepts and procedures used by sociologists when conducting research. Students will learn SPSS statistical software for data management and analysis, and to interpret SPSS output.
- **SOC3022C – Research Methods** – 4 hrs. – This course introduces the logic and process of research design, the ethics of research, and a range of basic research methods used by sociologists, with a focus on elements of the research process and the strategies used by sociologists to undertake valid social research.
- **SOC4084 – Social Inequality** – 3 hrs. – The course examines the causes and consequences of inequality, especially class inequality and global inequality, in current societies. The course will also analyze how social systems or race, class, gender and sexuality and their intersections structure individual lives and society.
- Capstone (it is required that you take one of the following):
  - **SOC5000 – “Generic” Capstone** – 3 hrs. – This course is research focused and will satisfy the experiential learning requirement.

**NOTE1:** Before you are approved for graduation, each of the above courses must be completed. Only one of the foundational courses, SOC3005 Theory, is occasionally offered online. None is offered as an independent study option. The classes must be taken at the times they are offered (see below).

**NOTE2:**
- SOC3005 – Theory - is offered both Fall Semester and Spring Semester
- SOC3019C – Statistics – is offered ONLY in Fall Semester
- SOC3022C – Methods – is offered ONLY in Fall Semester
- SOC4084 – Inequality - is offered ONLY in Spring Semester
- SOC 50xx – Capstone – is offered ONLY in Spring Semester (You must have completed both SOC3019C and SOC3022C prior to taking the capstone.)
There are no exceptions to how or when these courses are offered, although the department reserves the right to offer additional (or fewer) sections of courses to accommodate a growing (or shrinking) number of majors! For the foreseeable future it is unlikely that the above schedule will change. Please stay in close touch with your Major Adviser.

3.4. CLASS TIMES [see “SPECIAL NOTE” above for semester designation]:
Most courses are three credit hour courses and meet on Monday, Wednesday and Friday for approximately 3 hours each week – 55-minute periods; or on Tuesday and Thursdays for approximately 3 hours each week – 80-minute periods. A few three-credit hour classes meet one day a week for approximately 160 minutes.

Statistics and Methods are exceptions in that Statistics is a five-credit hour course, part of which is a laboratory, and meets for approximately five hours each week; and, Methods is a four-credit hour course and meets for approximately four hours each week.

Typically, classes are offered in a classroom on the Uptown Campus but a few elective classes are offered from time to time as online classes. Such courses do not abide by a typical date/time schedule.

The department attempts to offer one or two elective classes during the evening hours each semester but it is impossible to complete the major concentration by taking only evening classes.

The department has approximately 50 different courses. Some courses are offered more than one time each year; others are offered one time each year; and still others are offered every two or three years. To ensure that you are making timely progress toward graduation, communicate with the undergraduate program director.

3.5. ADMISSION TO THE PROGRAM:

Applying to UC: Both first-time college students and transfer students applying to UC should go to the following Undergraduate Admissions web page: http://admissions.uc.edu/.html Check the appropriate tag on the left side of the page and proceed. On the application, be sure to check SOCIOLOGY as your choice of major.

Transferring to the College of Arts and Sciences from another UC College: If you are a student in another UC college, please submit your request online: http://www.artsci.uc.edu/students/undergrad/forms/change_college.html.

Designating Sociology as Your Major: If you are a student in the McMicken College of Arts & Sciences, but not yet a Sociology Major, you should fill out the form for declaring majors and minors at: http://www.artsci.uc.edu/students/undergrad/forms/declare_major.html.
3.6. ASSISTANCE WITH REGISTRATION:
In the College of Arts & Sciences, you will have two advisers: a college adviser who assists with everything EXCEPT the major, and a department adviser who helps with ONLY the major.

The Director of Undergraduate Studies (DUS) is your adviser for your major area of concentration (only). For the academic year, 2018-2019, Gerald Reid is the DUS and his office is located in 1003 Crosley Tower. To schedule an appointment, call 513-556-4700 (answered in the department office); or email him at gerald.reid@uc.edu. Because Reid intends to retire at the end of 18FS, another person may be designated as the DUS for 19SS. **If you email Reid, or another adviser, please include your name and UC ID number. Many questions can be answered via email.**

For help with other issues in the college, it is typically best to contact your A&S adviser in French Hall.

3.7. DEPARTMENT GPA REQUIREMENTS:
The Sociology Department requires a minimum 2.0 cumulative GPA in your sociology courses in order to graduate. As noted above, you must achieve at least a C- in each of the five foundational courses. If your GPA is low, you can either take additional sociology courses to bring up your GPA, or you can repeat as many as five courses where you have received a low grade. Caution: GPA’s are slow to change once you have earned a large number of credits. [http://www.artsci.uc.edu/students/undergrad/academic-policies/satisfactory-academic-progress-policy.html](http://www.artsci.uc.edu/students/undergrad/academic-policies/satisfactory-academic-progress-policy.html)

3.8. ACADEMIC DISHONESTY:
Academic dishonesty includes: (a) cheating (e.g., stealing answers from someone on an exam); (b) plagiarism (see Appendix C); (c) assisting or encouraging someone else to engage in academic dishonesty. In the case of academic dishonesty, a professor may lower a grade for an assignment, assign a failing grade for the course, or take the case to a college or university official for disciplinary action. Please do not irritate your faculty! We like happy faculty and nothing makes them unhappier than when they observe a student being academically dishonest! [http://www.uc.edu/conduct/Academic_Integrity.html](http://www.uc.edu/conduct/Academic_Integrity.html)

3.9. APPEALING A GRADE:
If you disagree with a grade that a faculty member assigned, first discuss the grade with your instructor. Most professors are reasonable and will listen to your complaint. Sometimes it is a simple error. Please be sure to approach your instructor in a professional, mature and respectful manner. If that doesn’t work, and you wish to pursue the matter, you should approach the Director of Undergraduate Studies and discuss your situation with him. He will attempt to advise you and/or act as a mediator between you and the faculty member. If he is unable to help you resolve the issue, the
matter will be referred to the Department Head. Anywhere along the line, you can seek
counsel from the Ombuds Office in 607 Swift Hall
The final appeal is to the Dean of the college or someone on his or her staff:
http://www.artsci.uc.edu/about/administrative_contacts.html

3.10. INDIVIDUAL WORK IN SOCIOLOGY:
Individual work in sociology provides a student with an opportunity to develop a special
project in consultation with a faculty member. Such projects (not common) must have
the permission of a full-time faculty member in the department. Each project should be
developed and proposed in writing and must receive the permission of the sponsoring
faculty member prior to registering for the course. Individual work cannot be used as a
substitute for any required course in the program major or minor. Again, it is the
student’s responsibility to gain the support of a faculty person prior to beginning work
on the project.

3.11. INTERNSHIP IN SOCIOLOGY:
With a faculty member’s approval, a student can conduct supervised research or engage
in extensive service learning in a community organization. Students who wish to discuss
doing an internship should consult with the Director of Undergraduate Studies.
Internship options are being developed; consult your DUS to discover your options.

3.12. COURSES TAKEN OUTSIDE THE DEPARTMENT:
Occasionally courses offered by other departments will apply toward the sociology
concentration as there are sociologists working in other departments (e.g., Criminal
Justice, Planning, and/or Africana Studies). You should seek the approval of the
department PRIOR to taking the course to determine whether or not a course will
count. There are a few courses that share a common name with some of the sociology
courses. Please do not expect that such courses will automatically substitute for our
sociology courses, as MOST will not. Check with the Director of Undergraduate Studies
prior to taking a course out of another department or college if you wish to have it
applied as a sociology course.

3.13. REQUEST AN EXCEPTION TO DEPARTMENT POLICY:
When there are extenuating circumstances, it is sometimes possible to obtain an
exception to a policy or practice by petitioning to the department. Typically, the
exception is programmatic.

The Director of Undergraduate Studies in the Sociology Department works with a small
group of faculty members to review student petitions. Ordinarily, the committee meets
once each month, so expect that the decision will take from one to five weeks. You are advised to file a petition early in advance of when you need a decision.

The typical appeal pertains to how a course(s) is applied in either the major or minor program, or it may be a petition asking for a course substitution. The petition process does not consider grade changes or matters that relate to particular faculty members.

If you file a petition, here is what we need: 1) your name, date of submission of appeal, UC ID number, phone number, and working email address; 2) exact nature of your request; 3) extenuating circumstances – basis for your appeal; and 4) any other pertinent information (e.g., syllabi, course number(s), faculty names, and dates).

Deliver the petition to Gerald Reid or send it to gerald.reid@uc.edu. The committee will review your petition and make a decision. That decision will be communicated to you at the earliest opportunity.

### 3.14. AWARDS & DEPARTMENT RECOGNITION:

The following are awarded at the Sociology Department’s End-of-Year Celebration in April of each year:

- **The Horace J. Wolf Prize in Sociology** was founded in 1966 by the widow of Rabbi Horace Joseph Wolf. The purpose of the prize is to honor each year UC's outstanding senior major in Sociology. Horace J. Wolf graduated from the University of Cincinnati about 1905. He played varsity football at UC. He later graduated from Hebrew Union College, and he died in 1927. Candidates for the Wolf prize are nominated by the faculty from a list of graduating seniors. The prize winner is selected by a faculty committee based on overall academic achievement, academic excellence in sociology, and a personal statement. A small financial award is given as part of the recognition.

- **The Taft Research Center's Undergraduate Research Fellow Award** recognizes superior undergraduate student achievement in the completion of a substantial independent research project that culminates in the writing of a thesis or expository work and its presentation in an academic setting. The broad purpose of the award is to increase the incentive for undergraduates to engage in substantial and creative independent research, so that their intellectual engagement with their discipline is significant. In the ideal, the award creates a specific research opportunity that will position the Fellow for post-baccalaureate education and/or a research or creative writing career. Through promotion of this Undergraduate Senior Research Fellow experience, the Taft Research Center seeks to meet directly its objective of encouraging the promotion of the next generation of thinkers dedicated to Taft disciplines. Upon completion, each Fellow's work will be housed at the Taft Research Center's library. The award in 2018-2019 is $2000. For more information about this
fellowship go to this website. Also, contact the director of undergraduate studies to learn more about how to apply.

- **The Sociology Department Undergraduate Research Award.** This award is similar in purpose to the Taft UG Research Award. Students are invited to submit proposals to the Taft Center and to the Department. A worthy proposal that is not accepted by Taft may receive support from the Department. Upon completing the project and graduating, the award winner receives a $1000 award.

- **The T. H. Jenkins Cross-Boundary Student Research and Study Award.** This is a more modest monetary award given to an undergraduate or graduate student whose completed research has served to transcend normal boundaries. Interdisciplinary work might be an example of something that would be worthy of this award. See the Director of Undergraduate Studies for more information on what might qualify.

- Sociology majors may also be eligible for a **Taft Undergraduate Enrichment Award.** Sociology is one of 12 A&S departments eligible for support from the Charles Phelps Taft Memorial Fund. Taft Undergraduate Enrichment Awards provide support for students in Taft departments to "undertake projects that will enhance their educational experiences in their major field" (e.g., travel to a library or conference; organized field trips; research project expenses). Maximum awards are $2,000.

- Sociology majors graduating with a 3.33 GPA or better in their sociology course work will graduate with **Departmental Honors.** Those with a 3.66 GPA or better in their sociology course work will graduate with **High Departmental Honors.**

3.15. **SOCIOLOGICAL ORGANIZATIONS – Memberships:**

3.15.1. **SOS MEMBERSHIP (THE SOCIOLOGY CLUB):**

Yes! As a Sociology Major, you are encouraged to get involved with the Sociology Organization for Students (S.O.S.). You will find the organization listed at the following web site http://www.uc.edu/sald/student-organization.html and you are encouraged to participate! Participation, at any level, can be mentioned on a resume. Watch your email for meeting times and dates.

3.15.2. **NCSA and ASA MEMBERSHIPS:**

Again, the answer is YES! Full-time sociology majors are encouraged to join the North Central Sociological Association (NCSA) by visiting http://www.ncsanet.org/. Particularly if you are have an interest in graduate school, your participation in NCSA is important. Many of our undergraduate students have traveled to the annual meeting and some have even made presentations. Take advantage of this opportunity! Likewise, you may want to join the American Sociological Association (ASA) at http://www.asanet.org/. This is the premier professional organization for sociologists.
3.15.3. AKD MEMBERSHIP:
We have an active Chapter of **ALPHA KAPPA DELTA (AKD)** - the International Sociology Honor Society - here at UC. For information about membership, including benefits, please go to [http://alphakappadelta.org/Eligibility.html](http://alphakappadelta.org/Eligibility.html) and/or see the Director of Undergraduate Studies.

If you meet the eligibility requirements, you will be asked about your interest in becoming a member in the Spring Semester of your junior year. AKD membership has many benefits, see: [http://alphakappadelta.org/Benefits_of_AKD_Membership.html](http://alphakappadelta.org/Benefits_of_AKD_Membership.html)

3.15.4. Pi Gamma Mu Honor Society:
Pi Gamma Mu is the oldest honor society in the social sciences. Sociology has applied to become a chapter. See the Undergraduate Director to determine the status.

3.16. GRADUATE SCHOOL:
Graduate school is for the truly serious student! Graduate school is much more rigorous than the undergraduate experience – it is more difficult, requires much more of your time and energy, but opens many more doors. To be considered for admission to a graduate program, one needs to have a high undergraduate GPA (3.3-3.5 or higher is recommended although some programs accept students with slightly less than a 3.3 GPA, and individual circumstances can be taken into consideration).

Typically, graduate schools offer Master’s degrees and sometimes Doctoral degrees. For example, our department offers both a M.A. in Sociology and a Ph.D. If you are interested in doing academic work in sociology beyond the Bachelor’s Degree, you might want to check out our graduate program website at: [http://www.artsci.uc.edu/departments/sociology/grad.html](http://www.artsci.uc.edu/departments/sociology/grad.html)

UC offers a traditional M.A. program and a 4+1 Master’s Program in Sociology. A description of the 4+1 is found [here](#).

Students with a M.A. degree in sociology often find research or applied positions with corporations, industry or the government. Some teach in community colleges. Students with a Ph.D. in sociology typically go into college level teaching and research.

If you are considering applying to graduate school, you are encouraged to find a school that best fits your interests. It is always wise to contact the Director of Graduate Studies in the department/college you are interested in, and where possible schedule an appointment to talk about the college and the program.

Generally, in the application process for a graduate program you will need to do the following:
Submit a transcript of your undergraduate work; 2) Submit three or more letters of recommendations (usually from undergraduate professors); 3) Write and submit a statement of purpose; and 4) Submit scores for the Graduate Record Examination [http://www.ets.org/gre/revised_general/about]

If you are interested in a graduate program in sociology, visit the ASA’s page at: [http://asanet.org/students/students.cfm]

With an undergraduate degree in sociology, it is possible to go into any of a number of directions including law school, business, divinity school, public health, and more.

3.17. SELECTED WEBSITES OF SOCIOLOGICAL INTEREST:

There are many websites that should be bookmarked:

- Our Sociology Department: [http://www.artsci.uc.edu/departments/sociology.html]
- American Sociological Association (ASA): [http://www.asanet.org/]
- Top 20 Sociology (Websites): [http://top20sociology.com/]
- Sociology Central (Sociological Sites on the Internet): [http://www.sociology.org.uk/]
- Sociology Sites (Name speaks for itself !): [http://www.davidcoon.com/soc.htm]
- All in One Directory (Sociology Sites on Web): [http://mitrobizz.blogspot.com/2009/04/sociology-websites.html]
- U.S. Census Bureau: [http://www.census.gov/]
- FedStats (Government Sites _ Data): [https://fedstats.sites.usa.gov/resources-standards/]
- Top Sociology Programs & Schools (U.S. News): [https://www.usnews.com/education]
- UC Department of Sociology – Graduate Programs: [http://www.artsci.uc.edu/departments/sociology/grad.html]
- Langsam Library at UC: [http://libraries.uc.edu/]

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GENERAL INFORMATION

4. ADDRESSING STUDENT NEEDS:

4.1. SPECIAL ACCOMODATIONS FOR A CLASS:

The Accessibility Resources Office is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support services while educating the UC community to see beyond disabilities to the richness of inclusion.

Students with disabilities who need academic accommodations or other specialized services while attending UC will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. The university is strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities. For more information, go to: http://www.uc.edu/aess/disability.html

4.2. COUNSELING and/or PSYCHOLOGICAL SERVICES:

Student life at the University of Cincinnati can be stressful. If you need assistance in dealing with mental health issues, please contact the people at the UHS Mental Health Clinic, 333 Richard Lindner Center, 513-556-2564, or at: http://med.uc.edu/uhs/clinics/mentalhealth

You can also seek assistance at Counseling & Psychological Services at 225 Calhoun Street, Suite 200 (513-556-0648) - see: http://www.uc.edu/counseling.html

4.3. IMPROVEMENT OF STUDY SKILLS:

To survive and do well in college, you will need certain well-developed skills. The difference between getting a “B” or an “A” in a course is often related to skills one has developed (note taking; time management; test taking; and more). If you are looking for information about ways to improve your study skills go to any of the following sites: http://www.academictips.org/index.html or http://www.collegeatlas.org/college-study-guides.html or http://studyingforcollege.com/index.htm
5. MISCELLANEOUS _ GENERAL INFORMATION

5.1. FALL READING DAYS, 18FS:
There are no classes scheduled for October 11th and 12th. These are designated as reading days and there are NO CLASSES. Enjoy your reading!

5.2. FINAL EXAM WEEK:
During Final Exam Week there are no regular class sessions. Instead, exams are scheduled for two hour blocks of time. A MWF class may have their exam on Wednesday from 1:30 – 3:30 p.m., or it may be scheduled for Friday from 8 – 10 a.m. For exams schedules see: http://www.uc.edu/registrar/calendars/fall_2018_examination_schedule11.html and other dates (e.g., the date by which you must withdraw from a course in order to get a “W”), go to http://www.uc.edu/registrar/calendars.html

5.3. GRADUATION INFORMATION:
For the College of Arts & Sciences, you must satisfy the following general requirements for graduation:

- completed 120 Semester Credit Hours (minimum)
- completed all college and general education distribution requirements
- officially declared a major (e.g., sociology)
- achieved a minimum 2.0 GPA overall, and in your major area of concentration
- completed all requirements for your major (e.g., 36 hours in sociology)
- completed a minimum of 30 semester hours in A&S (12 hours in sociology)
- applied for graduation and paid the graduation fee ($50 in 2018)
- paid all debts owed to the university (e.g., parking tickets, overdue books, tuition, housing, health insurance, keys, and more)

APPLYING FOR GRADUATION: The Registrar’s Office, the Office of Student Accounts, the College Office, and the Department, and more, all need to review your records and each needs to approve your graduation. We need a little time. YOU MUST APPLY FOR GRADUATION months prior to the expected time of graduation. Yes, there is also a fee. See the REGISTRAR’S site for information about applying for graduation http://www.uc.edu/registrar/graduation/application_information.html.

5.4. ONE-STOP CENTER:
One Stop Student Services is the customer service area representing the Offices of the Registrar, Student Records, Student Accounts, Student Financial Aid and Collections. Its web site is a centralized location where you can take care of your registration, billing, financial aid and personal records business: http://onestop.uc.edu/about_one_stop.html. Here you can register for classes, accept your aid award, pay your bill, check your grades, request a transcript, and much more. This site is designed to complement the One Stop Student Service Center located on the second floor of University Pavilion.
5.5. STUDENT AUDITS:

Once you are admitted to UC, you are allowed to conduct audits of the courses you have completed to see how the courses stack up against requirements in a particular program – usually your major or minor programs. The audit will show what requirements you have completed, and which you still need to complete. If you wish to see how your completed courses would line up with requirements in another program, you can run an audit with any program at UC. The audits are not official but are generally reliable.

You should learn how to conduct your own audit so you can keep apprised of your progress in your academic program. Advisers will typically run the same audit when you seek information from them. See: http://onestop.uc.edu/classes/GetMyDegreeAudit.html

5.6. CANOPY/BLACKBOARD:

Blackboard is a course management system that nearly all UC professors rely upon. You must get acquainted with it, and the best way is to go to the website, register (free), and look around. The website is canopy.uc.edu Or, YOU CAN FIND BLACKBOARD by going to UC’s home page and clicking on UC Tools up near the search box, and you will see that the drop-down menu gives you a link to Canopy and Blackboard (and more).

Many professors post announcements, the course syllabus, course documents, sometimes Power Point Slides and other materials on the course Blackboard site. If you have registered for a course, open the site and your course(s) should be there under “My Courses.” If you have joined a student organization, you should be able to receive information under “My Organizations.” There is also a Sociology Undergraduate group on Blackboard. Please check in there frequently for updates and announcements.

5.7. VOLUNTEERING IN THE COMMUNITY (HELP THE COMMUNITY_ HELP YOURSELF):

It is good for the Community! It is good for the University! It is good for YOU ...to get involved in the community and make a difference! Check out: http://www.uc.edu/cce.html

5.8. THE OMBUDS OFFICE:

The Ombud’s Office at the University is a safe and confidential place for all members of the UC community to talk about university related conflicts, issues or concerns. Their office staff will listen to your concerns and help you identify options for successful resolution. The Office of the University Ombud’s, 607 Swift Hall, engages in a variety of informal conflict resolution methods, including: mediation, negotiation, consultation and coaching.

They provide guidance and information regarding any applicable university formal grievance processes and help explain university policies and procedures.

See: http://www.uc.edu/ombuds.html
Phone: 513-556-5959
5.9. CRIME ON CAMPUS AND IN THE COMMUNITY:
The University of Cincinnati is a large city and like other major cities it has crime. By law, every university has to report serious crimes that occur on and around the campus (see [http://www.uc.edu/publicsafety/clery/annual-security-report.html](http://www.uc.edu/publicsafety/clery/annual-security-report.html) for 2017 Report. You will receive emails that report such crimes and it may be a bit overwhelming at first. UC’s campus is one of the safest places in the larger Cincinnati community, and in the state of Ohio. The incidence of any kind of violent crime on campus is very low. The incidence of violent crimes around UC’s Uptown Campus is higher – but not higher than the rate of crime in many other parts of the Cincinnati community. Be aware! If you go off campus, travel in groups and avoid unlighted areas. Report any crimes that you are aware of. UC has a service-oriented law enforcement agency that operates 24/7.

**Important Numbers:**

**Emergency:**
911

**Non-Emergency:**
513-556-1111
513-558-1111

**Safety Ambassadors:**
513-446-2968

**NightRide:**
513-556-RIDE

**Off-Campus Housing Fire Inspection:**
513-357-7585

Public Safety Links:
[www.uc.edu/publicsafety.html](http://www.uc.edu/publicsafety.html)
6. FINAL THOUGHTS:

There is much more to learn about UC. Here are a few tips (for those new to UC) for surviving and enjoying your UC experience:

- As you progress in your program, we encourage you to engage in undergraduate research. Most likely, you will first need to complete SOC3019C and SOC3022C.
- From the start, we encourage you to participate in student organizations – our SOS Club and others [http://www.uc.edu/sald/student-organization.html](http://www.uc.edu/sald/student-organization.html) and [http://www.uc.edu/content/dam/uc/sald/docs/Activus._2013.pdf](http://www.uc.edu/content/dam/uc/sald/docs/Activus._2013.pdf)
- If you want to improve leadership skills, check out [http://www.uc.edu/sald/programming/workshops/involvement-leadership.html](http://www.uc.edu/sald/programming/workshops/involvement-leadership.html)
- Contact your college or department adviser whenever you have questions!
- If you can find the resources, participate in Study Abroad [http://financialaid.uc.edu/eligibility/studyabroad.html](http://financialaid.uc.edu/eligibility/studyabroad.html)
- Do not isolate yourself – jump in and get involved in the UC community
- Attend all your classes – Oh, Yeah!
- Get to know your professors, especially in your major area of concentration
- In college, you have a lot of freedom – be careful how you use all that free time – it is time to be mature and responsible – always try to do the next right thing!
- Take advantage of what is here at UC – don't waste your years – determine that THIS is the TIME for YOU to BECOME GREAT!!

Your sociology faculty wishes you the very best academic experience possible! We want to see you develop intellectually and as a healthy member of society ...and we want to see you thrive here at UC. Grab hold of this opportunity! It is a privilege to be able to do what you are doing right now! Make the most of this opportunity!!

Best wishes for a great year!
APPENDIXES
APPENDIX A

SELECTED UC POLICIES

POLICY FOR REPEATING COURSES:
If you earn a low grade in a course, the university does allow you to repeat a course and only the second grade is used to compute your cumulative GPA. The first grade stays visible on your transcript but is not calculated in your GPA. The second course must be the identical course to the first. You must register in the college office in advance of taking the course. There are a limited number of repeats possible. http://financialaid.uc.edu/eligibility/enrollment.html

PASS-FAIL POLICY:
Juniors and seniors can sometimes take a course for a pass-fail grade, but not within their major. The one exception might be if you are taking an independent study from a faculty member. However, generally independent study courses are discouraged unless there is a particularly good reason, and even if an independent study is set up, the faculty member responsible for the course has to agree to the P/F option.

STUDENT CODE OF CONDUCT:
Please see http://www.uc.edu/conduct/Code_of_Conduct.html
Although you are extended many privileges and given considerable freedom here at UC, there are some behaviors that are not tolerated. This is a community that has come together, and the leaders of this community – just like in real life – have arrived at some agreements. You are here because you have been invited. In coming here, it is assumed that you are in agreement with all of the pieces of the Student Code of Conduct. If you violate the law on this campus or flagrantly violate the measures in our Student Code of Conduct, you may be arrested or sent home.

Obviously, as a member of this community, you are expected to obey the laws of the land. You know that – we all know that. There are other things in the Code of Conduct that may surprise you – but, probably not.

In the Code of Conduct, check out in particular the section(s) on academic integrity. As a general rule, your professors will monitor your behavior carefully and if there is evidence of some infraction on your part, you will be held accountable. Make sure you know what we expect of you! The Langsam Library has some excellent information about academic integrity at http://guides.libraries.uc.edu/integrity.

Our faculty has found that some of our majors do not understand plagiarism, and how to avoid it. Likewise, our students are poorly prepared when it comes to knowing when and how to cite sources of information. YOU MUST UNDERSTAND THESE THINGS!
Take a few minutes now to review the information at the above sites.

A comprehensive list of UC policies may be found at www.uc.edu/about/policies.html.
APPENDIX B

SELECTED UC WEBSITES

UC Home Page: http://www.uc.edu

Academic Links
UC Current Student Page: http://www.uc.edu/students.html
UC Learning Assistance Center (Tutoring): http://www.uc.edu/aess/lac.html
UC IT (Software & Hardware): http://www.uc.edu/ucit/ware/software.html
UC Bookstores: http://www.bkstr.com/cincinnatistore/home
Canopy _ BLACKBOARD: https://blackboard.uc.edu/webapps/portal/frameset.jsp
Improve Writing Skills: http://writing-program.uchicago.edu/resources/collegewriting/
Check Grades and/or to Order Transcripts: http://onestop.uc.edu/records.html
UC Calendars: http://onestop.uc.edu/calendars.html
Learning Assistance Center (peer tutoring): http://www.uc.edu/aess/lac.html
Academic Writing Center: http://www.uc.edu/aess/lac/writingcenter.html
Study Abroad:
http://www.artsci.uc.edu/collegemain/undergrad/real_world_experience/study_abroad.aspx
Undergraduate Research: http://www.uc.edu/ucresearch/undergraduateresearch.html
Langsam Library http://libraries.uc.edu/
Apply for Graduation: http://www.uc.edu/registrar/graduation/application_information.html

Student Services
UC Student Activities/Groups: https://webapps2.uc.edu/sald/orglisting.aspx
UC Ethnic Programs & Services: http://www.uc.edu/eps.html
UC Health Services including FLU SHOTS: http://www.uc.edu/uhs.html
Professional Counseling: http://www.uc.edu/counseling.html
UC Women’s Center: http://www.uc.edu/ucwc.html
Lesbian, Gay, Bisexual, Transgender and Queer Center: http://www.uc.edu/lgbtq.html

Safety and Transportation
UC Police and Public Safety: http://www.uc.edu/publicsafety.html
UC Shuttle Bus: http://www.uc.edu/af/facilities/services/shuttle.html
Cincinnati Metro Bus: http://www.uc.edu/af/facilities/services/ucmetro.html
UC Campus Map: http://www.uc.edu/content/dam/common/docs/maps/campus_map_west_color.pdf

Financial Information
UC Bearcat Card: http://www.uc.edu/bearcatcard.html
Financial Aid Assistance: http://onestop.uc.edu/financialaid.html
Search for Scholarships: https://webapps.uc.edu/FinancialAid/Scholarships/Search.asp

Fun Stuff!
UC Facts: http://www.uc.edu/about/ucfactsheet.html
The Queen City – Cincinnati: http://www.cincinnatiusa.com/
UC’s Outstanding Recreation Center: http://www.uc.edu/campusrec.html
Center for Community Engagement (get involved): http://www.uc.edu/cce.html
Bearcat Athletics: http://www.uc.edu/athletics.html
Go Global: http://www.uc.edu/global.html
APPENDIX C

PLAGIARISM – IMPORTANT!

Plagiarism is the presentation of someone else’s words and ideas without proper acknowledgement of that person’s contribution. Although everyone presumably recognizes clear-cut cases of plagiarism – the submission of another’s paper as your own – some students do not understand the difference between legitimate and illegitimate assistance. To avoid misunderstanding, the Department of Sociology makes the following statement:

You should be meticulous in documenting the sources of any work you submit. If you are paraphrasing a passage or argument of any author whatsoever, you must acknowledge your source in parenthetical documentation or a footnote, and you must indicate definitely that you are paraphrasing. If you are quoting a source directly, you must acknowledge this source and enclose the passage in quotation marks. The presence or absence of quotation marks will indicate whether you are quoting directly or paraphrasing. In all written work the Department of Sociology insists that you observe the convention of documentation. Failure to do so has resulted in extreme negative consequences for students – expulsion from the university being one of the options. The best rule is to cite sources in all cases! [IF YOU PARAPHRASE OR IF YOU QUOTE DIRECTLY, YOU MUST INDICATE YOUR SOURCE – YOU MUST GIVE THEM CREDIT!]

Careful habits of note-taking in preparation of papers involving outside reading can lessen the opportunities for unintentional plagiarism – the presentation of the words or ideas of another as your own, without intent to deceive. If you see a passage that you may wish to use, you would do well to copy it word-for-word into your notes, with quotation marks, or to restate and condense the idea into your own words. In both cases, the source for the material as finally presented must be acknowledged. Complete citation of a source, including the page number from which the material was taken, removes the possibility of unintentional plagiarism. Every work quoted or paraphrased in the text of your paper must have an entry in the Reference; do not include those works you consulted but did not use. Be sure, however, to keep the full reference for and notes on your readings from all sources. Information that seems irrelevant early in writing your paper may become important later.

Students must be aware that a paper consisting mainly of the ideas gleaned from different sources is ordinarily deficient in original thought. Close paraphrasing of another’s ideas, whatever your care in documenting your sources, will often have this affect.

Education is both individual and cooperative. Students in need of assistance in the preparation of written work should consult their instructor. If students seek aid from others, they should indicate (in parentheses or in a footnote) the degree and nature of such assistance. Anytime you turn in written work, it presumably is your own. If another person wrote your paper or any part of your paper, you cannot submit it.

When you present the work of another as your own, with intent to deceive, you have forfeited your privilege as a student and can expect to fail the course or exam as a minimum punishment. Conscious plagiarism is the most serious academic offense! Unconscious plagiarism, which can be penalized equally severely, will seldom occur if you consult your instructor for assistance, observe the conventions of documentation, and recognize that your responsibility as writer and student is to clearly show the source of ideas that do not represent your own original, independent thought. For more, see: http://guides.libraries.uc.edu/integrity
APPENDIX D

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