UToledo Online

2021-22

Student Handbook

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UToledo Online Welcome

Welcome to The University of Toledo Online! Congratulations on your decision to pursue your educational goals through online learning.

Whether you are a new student or are returning to higher education, we understand your need for flexibility and convenience as an online student and are pleased that you have chosen The University of Toledo to pursue your educational goals. Our dedicated faculty will guide, mentor, and educate you to reach your full potential. Our dedicated staff will guide you toward important resources such as library materials, research tools, and tutoring services.

On behalf of all the faculty and staff involved with UToledo Online, congratulations on your admission to UToledo and welcome to the Rocket family!

Goals of the Online Handbook

The UToledo Online Students Handbook aims to provide relevant information and guidance specific to the online student population. The UToledo Online Student Handbook is meant to be a guide for new 100% online students and is not meant to be an exhaustive resource where all information is located. The UToledo website will have all the information students need to be successful, while this handbook provides an extensive introduction to life as a 100% online student. Please remember that you can come back and refer to the handbook at any point in time, but refer to www.utoledo.edu for the most current information. Should other questions arise, please reach out to your Success Coach or Academic Advisor.

About UToledo Online

History

Toledo University of Arts & Trades, 1872-1884

On **October 12, 1872,** Jesup Wakeman Scott founded The University of Toledo as a private arts and trades school known as Toledo University of Arts and Trades, offering painting and architectural drawing as its only subjects. Scott, the editor for The Toledo Blade newspaper from **1844 to 1847**, was a public-spirited Toledoan who felt the city should have a university to train young people for responsible positions in the growing community. Scott's dream led him to endow 160-acres of land, which later became Scott Park Campus. Scott intended that the income from the property be supplemented with funds from the city to establish a university, but in **1874,** the city had no money to contribute. Jesup Scott died in **1874**. On **January 14, 1875,** the University opened in the basement of the half-finished Unitarian Church, known as

Raymond Hall on the corner of Adams and 10th Street. Since the University opened without support from the city, it could only fund one teacher and two or three courses for the 26 students. The school was forced to close in **1878** due to a lack of funds. The University was only in existence 3 out of the 16 years after its incorporation. In **1883**, Toledo became interested in the new manual training schools for high school students and the Board of Directors proposed that the University cooperate with the city in offering practical courses.

Toledo Manual Training School, 1884-1914

On **January 8, 1884**, the assets of the university were turned over to the City of Toledo establishing it as a municipal school. The city accepted the land from the Scott trust and levied a tax to support the University, which reopened using two rooms in Central Catholic High School in the **fall of 1884** as the Toledo Manual Training School. The city council stipulated, "The first department of such University shall be designated as The Manual Training School, and shall be devoted to instruction in the Practical Arts and Trades." It is interesting to note that John Dowd was the first man to give tangible subsistence to the infant University. Dowd served as superintendent of Toledo Public Schools (1880 – 1886) as well as a member of the Board of Directors. He is the one who offered the University a room in Central Catholic High School. Dowd later became the fourth President of the University. In **1885**, the classes moved to a new building known as the Scott Manual Training School Annex to the Central High School, and in compliance with the terms of the Scott trust, the Manual Training School admitted girls in **1886**. The courses included sketching and technical drawing, woodworking, metalworking, cooking, and housekeeping. Toledoans believed the school to be one of the first and best of its kind in the nation. In **1904**, it became affiliated with the Toledo Medical College, a fledgling institution in its own right.

Toledo University, 1914-1967

While the Medical College was forced to close its doors in **1914** because it could not meet new physician licensing standards, the University gained a College of Pharmacy from the brief relationship. The University's curriculum began to move away from a secondary school focus to become a baccalaureate degree-granting institution. The formal opening of the new University building on the corner of 11th and Illinois Street was on **January 30, 1914**. The University then changed its name to Toledo University. By the **fall of 1922**, the decision had been made to move day classes from the Illinois Street Building to the Scott farm tract on Nebraska Avenue. This brick building, later designated as the Science Building, had been constructed by the U.S. Government during World War I for the purpose of training engineers in an automobile mechanics training facility. After the Toledo voters passed a bond levy in **1928**, the main campus was moved north to the land located on Bancroft Street, with University Hall being the first building constructed in **1931**.

The University of Toledo, 1967-Present

On **July 1, 1967**, The University was given the status of a state-funded university by the Ohio General Assembly and became known as The University of Toledo. The University of Toledo grew to house eight colleges, a student population of 20,000, and four campuses on more than

450 acres of land. On **July 1, 2006**, The University of Toledo merged with the Medical University of Ohio. The newly merged institution remained known as The University of Toledo.

Mission

The University of Toledo is a national, public research university where students obtain a world-class education and become part of a diverse community of leaders committed to improving the human condition in the region and the world.

Vision

The University of Toledo will be a nationally ranked, public, research university with internationally recognized expertise and exceptional strength in discovery, teaching, clinical practice, and service.

Values

- Excellence
- Student-centeredness
- Research and Scholarship
- Professionalism and Leadership
- Diversity

Accreditation

The University of Toledo is accredited by the Higher Learning Commission. The Higher Learning Commission is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, and the phone number is 800.621.7440.

The University of Toledo is accredited by the Higher Learning Commission to award Associate's, Bachelor's, Master's, Specialist, and Doctoral degrees. The official confirming the University's status of affiliation with the Higher Learning Commission is here.

Individual Program Accreditation

Over 80 programs, colleges, and centers maintain external accreditation awarded by over 40 different accrediting bodies. Program accreditation is vitally important to The University of Toledo, and responsibility for program accreditation is shared between the program faculty, the college in which the program resides, and the University as a whole.

Academic Calendar

UToledo's Academic Calendar shows when classes start and end, the schedule for final exams, staff holidays, and more. The calendar changes from semester to semester, so be sure to check the Academic Calendar for the most up-to-date information.

Getting Started

Class Attendance Policy

In order to maximize our students' chances of success in their educational endeavors, and to comply with relevant federal regulations governing the management of Title IV financial aid funding, the University is responsible for verifying that students begin attending their registered classes. This University-wide policy may differ from college/program/course-specific attendance policies, which may be more stringent, in such cases the college-specific policy would govern. Confirmation that all students began attending and participated in all courses for which they enrolled is required to be reported by faculty on the 15th day of each academic semester. 34 CFR 668.22(l)(7) defines *academic attendance* and *attendance at an academically related activity* as any activity that includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group assigned by the school;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The definition of *academic attendance* and *academically related activity* does **not** include activities where a student may be present, but not academically engaged, such as:

- Logging into an online class without active participation
- Participating in a student-organized study group;
- Participating in academic counseling or advising
- Living in institutional housing; or
- Participating in the school's meal plan.

myUT Portal

The myUT Portal is your one-stop, online location for essential resources you will need at The University of Toledo, including:

- Course registration
- Grades
- Financial aid
- Billing information
- Degree audit
- Rocket email
- Parking permits
- Class assignments
- New student checklist

To log in to the myUT Portal, visit http://myut.utoledo.edu

Proctored Testing

Proctored or in-person, supervised testing is required by some UToledo instructors and/or programs for online courses. Please do not assume that because the course is online that the test will be online or that the accommodation for testing will be made at the student's location. It is the student's responsibility to confirm online course testing requirements at the start of each term. Before proceeding, confirm that proctored testing is required for your class and that the instructor has initiated the process with Testing Services. Students in online courses with instructor permitted off-site proctored testing need to complete the online form within the first three weeks of each semester. Students testing outside of the United States will use ProctorU, a third-party online proctor service. Please note that international locations will be verified before your test date. Students are responsible for all proctored testing fees. For forms, proctor guidelines, and additional information, please visit Proctored Testing or email Testing Services at testcenter.mc@utoledo.edu.

For more information, please visit the proctored testing webpage

Rockets Email

All new students should begin checking their Rockets email account daily for official University correspondence. Many students download the Outlook app to their smartphones to stay connected, and we recommend you take this step, too!

To access your Rockets email, please visit the email webpage

Student Expectations

Online students have many of the same expectations as our campus-based students. It is expected that you log into your courses regularly, participate in discussions, read the syllabus

for each of your courses, and actively engage in assignments and homework. Many times online courses can take more time and dedication than campus-based courses. Successful online students:

- Are self-starters and have the maturity and motivation to work independently.
- Use time wisely, are organized, are self-directed, and willing to use new modes of communication and learning.
- Are willing to put in the necessary time, read the text carefully, and actively participate in online class assignments and activities.
- Remain attentive and engaged with your fellow students and instructors while maintaining a positive learning environment for everyone.
- Practice good time management skills.

Technology Requirements for Online Learners

Students should always read the course syllabus carefully, or contact the instructor, for specific course requirements. Students will need to have access to a properly functioning computer and high-speed Internet access throughout the semester. The rental/purchase, installation, and maintenance of required computer hardware and software is the responsibility of the student. Student computers need to be capable of running the latest versions of plug-ins, recent software, and must have the necessary tools to be kept free of viruses and spyware. If using a public library or other public access computer, students should check to ensure they will have access for the length of time required to complete their tasks and tests.

Online Student Resources

Advising Office and Contact Information

Academic advisors at The University of Toledo are specially trained to help you select your courses each-and-every semester of your undergraduate career. Be sure to check the name of the academic college to which you were admitted, and make an appointment with your advisor each semester to ensure you are on track to graduate. Below are the links to each college's contact information:

- College of Arts and Letters
- College of Business and Innovation
- The Judith Herb College of Education
- College of Engineering
- College of Health and Human Services
- College of Natural Sciences and Mathematics
- College of Nursing

- College of Pharmacy and Pharmaceutical Sciences
- University College

Alumni Association

Alumni are forever part of the UToledo family. The University of Toledo Alumni association is a great way to stay connected to your alma mater after graduation. The Alumni Association will let you know about family-friendly events and will provide additional networking and professional development opportunities.

Visit the Alumni Association for more information.

Blackboard: An Introduction

Blackboard is The University of Toledo's Learning Management System (LMS). You will log in to Blackboard several times a week to gain access to each of your courses. Online learning can consist of both real-time interactions as well as interactions that occur over extended periods of time, such as in messages or discussions. With Blackboard, you have access to your course content from anywhere, at any time. You will use Blackboard to access your syllabus, find course information, see your course schedule, submit assignments, and for any other course-related information.

To log in, please visit the Blackboard website

Blackboard Help Desk

Blackboard Help Desk is the one-stop shop for any questions or technical issues that you may come across while using the LMS. The Blackboard Help Desk has extended hours during the week and on weekends to ensure someone can help at almost any time. Should you need to contact them, you can email, call, or chat:

- E-mail: utdl@utoledo.edu
- Phone: 866.UToledo (866.886.5336) or 419.530.8835
- Help Desk and Support Hours
- Open a live chat window

For more information, please visit the Blackboard Help Desk webpage

Career Services

Career Services is the office helps you with major and career exploration and offers programs, services, and events related to career and professional development. The office helps students

launch their careers by preparing for and finding internships and job opportunities, both on and off-campus. Below are some of the services they offer to UToledo students whether studying 100% online or on campus:

- Resume, Cover Letters
- Mock Interviews
- Job Search and Networking Strategies
- Professional Dress (Rocket Style Career Closet)
- Social Media Presence
- Handshake
- GoinGlobal
- Student Opportunity Center
- and More…

For more information, please visit the Career Services website

Changing your Major/Internal Admissions Requirements

Changing your major at The University of Toledo is easy! Once you meet the internal admission requirements for the college to which you seek admission, just make an appointment with your advisor and you will submit a change of college form together.

For more information on requirements, please visit the declaring your major webpage

Counseling Center

The University Counseling Center is the primary university-based mental health service for University of Toledo students.

The Counseling Center staff provides counseling (individual and group), mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies. The Counseling Center hopes to empower you with the skills to assist you in attaining your educational goals at The University of Toledo. In addition, the Counseling Center staff provides training to graduate students in several disciplines including Clinical Psychology, Counselor Education and Supervision, and Social Work. All trainees are supervised by licensed professionals within, according to the rules and regulations of their discipline.

The Counseling Center provides services in accordance with the codes of ethics of the helping professions and standards of the American Psychological Association, American Counseling Association, and the International Association of Counseling Services, Inc. as well as to the rules and regulations of the State of Ohio.

For more information, please visit the Counseling Center website

Course Catalog

The University of Toledo's course catalog contains all of the information you need about any and all courses being offered. The records date back to 1998 and are available to all students.

For more information on the course catalog, please visit the course catalog webpage

Learning Enhancement Center

The Learning Enhancement Center works to provide all University of Toledo students with accessible, professional, academic support services that enhance success and retention. The Learning Enhancement Center offers several services for both on-campus and online students including: private tutoring, e-tutoring, supplemental instruction, workshops, and help with writing papers at the Writing Center.

For more information, please visit the Learning Enhancement Center website

Library Resources

University Libraries brings together several university libraries under a single entity to provide students access to the tools necessary to learn and conduct research. Main Campus houses three areas: William S. Carlson Library (main), the Ward N. Canaday Center (Special Collections), and the LaValley Library (law). The Health Science Campus houses the Raymon Mulford Health Science Library. The library offers special help with the following: choosing/refining a research topic, UT Library Catalog Research Database training, citations, EndNote Software, OhioLINK borrowing, Interlibrary loans, computer/laptop loans, help connecting from home, accessibility services, graduate student services, collection services, and you can even suggest a purchase. Librarians are available by phone or appointment for help with research, loaning books, and much more.

For more information, please visit the University Libraries web site

List of 100% Online Programs

The University of Toledo offers a robust collection of 100% online programs at the associate, bachelor, graduate, certificate, and doctoral levels.

For the most up-to-date list, please visit the website here.

Student Disability Services

Student Disability Services partners with students, faculty, and staff to facilitate disability access essential to sustaining an inclusive campus experience. Access and accommodations ensure equal opportunity for students with disabilities to participate in all of the programs, activities, and services designed to transform our students into the diverse community of leaders we count on to improve the human condition. The University of Toledo values disability as a key aspect of human diversity. Resources are available to support your path to success. Student Disability Services invites you to connect with SDS staff by calling 419-530-4981 or emailing studentdisability@utoledo.edu.

Visit the Prospective Student webpage to learn more about affiliating with the office.

Success Coaching

The mission of the Center for Success Coaching is to empower UToledo students to thrive academically, personally, and professionally, from orientation to graduation through a holistic, student-centered approach. You will have your own Success Coach assigned to you at the time of admission who can help you with the following:

- Becoming proactive and empowered through course-related challenges
- Obtaining referrals to academic support services and other campus resources
- Mastering time management, study strategies, and stress management
- Developing connections to campus engagement and experiential learning opportunities
- Budgeting, navigating financial processes, and financial literacy
- Working through career and major exploration, career development, and goal setting

For more information, please visit The Center for Success Coaching website

Financial Aid, Registration, & Billing

Degree Audit

The Degree Audit Report (DAR) provides information about degree requirements for specific majors and minors. In addition, the DAR takes course information from a student's transcript in order to show how courses the student has completed are used toward meeting degree requirements. Common FAQs regarding Degree audit are below:

- **How do I get a Degree Audit Report?**
  Students may access Degree Audit Reports by logging into their myUT Portal and

accessing the degree audit option on the student tab.

- **How often should I get a Degree Audit Report?**
  To track progress toward degree completion, students should obtain a current DAR each time they register for classes or make significant changes to their schedules.

- **Will my transfer credit appear on the Degree Audit Report?**
  Transfer credit for students who are seeking a first baccalaureate degree and were admitted winter quarter 1997 or later will appear on the DAR. Transfer credit for students who have earned a first baccalaureate degree from an institution other than UToledo will not appear on the DAR.

- **What if my Degree Audit Report appears to be incorrect?**
  Students who notice a possible error on the DAR should schedule an appointment with their student services office.

For more information, please log into your DAR via the myUT Portal

Student Health Plan/Waiver

All UToledo students are required to have health insurance. The University of Toledo has partnered with Anthem Student Advantage to provide students with medical and prescription drug coverage for the 2021-22 academic year.

UToledo automatically enrolls the following students in the student health insurance plan and assesses a fee to your student account:

- All domestic undergraduate students registered for 6 or more credit hours per term
- All domestic graduate students registered for 6 or more credit hours per term
- All international students registered for 1 or more credit hours per term
- All students who participate in patient care and are required by their program to have health insurance

You may waive the health insurance coverage if you have coverage under another plan as long as you submit your waiver by the deadline. If you do not waive the insurance by the deadline, you will be enrolled in UToledo's student medical and prescription drug insurance plan. Anthem will automatically send you relevant paperwork and an insurance card.

Degree-seeking domestic students taking fewer than six credit hours per term and eligible dependents of all enrolled students may voluntarily enroll in the student health insurance plan directly with Anthem Student Advantage.

You may waive the student health insurance plan if you have medical and prescription drug coverage under another plan. To waive student health insurance, log into the MyUT portal and submit a waiver request to have the premium removed from your student account at universityhealthplans.com/toledo. The student health insurance premium will be removed from your student account as long as the waiver is received prior to the semester's deadline.

To learn more, please visit the Student Health Plan webpage

Online Out of State Tuition Policy

Out-of-state students who apply to a 100% online program and stay in a 100% online program and 100% online coursework are eligible to have the out-of-state tuition surcharge reduced to $5 per credit hour. Should any 100% online student register for or take an on-campus course, the full out-of-state tuition surcharge will be applied to their account. Any student who registers for or enrolls in on-campus courses or programs will not be eligible to return to 100% online status after they register for or enroll in an on-campus course.

Rocket Solution Central

Financial aid (loans, grants, and scholarships), registration, billing, student accounts, and registration questions are all housed in Rocket Hall at Rocket Solution Central. Rocket Solution Central is your one-stop location for assistance with all of these areas. You may contact them by walking into Rocket Hall room 1200, calling 419-530-8700, or emailing rocketsolutioncentral@utoledo.edu

For more information, please visit the Rocket Solution Central website

Tuition and Fees Schedule

Tuition and fees are assessed once tuition and fees are activated and you register for classes. Email notifications will be delivered to your Rockets email, so be sure to check your email daily. Tuition is based on a Cohort Tuition Guarantee, which is subject to change each semester. This means the semester in which you enroll will dictate the tuition and fees you pay for the rest of your undergraduate career. For the most up-to-date schedule of tuition and fees, please visit the Treasurer's website here. If you do not plan to finish a course or need to withdraw, please be sure to visit the Treasurer's website to view the refund policies and percentages of tuition refundable by date.

Common University Policies

- 3364-71-01 Academic Standing
- 3364-71-02 Enrollment status: full time, part time, and audit
- 3364-71-03 Class Rank
- 3364-71-04 Academic dishonesty
- 3364-71-05 Academic Grievance
- 3364-71-06 Academic forgiveness
- 3364-71-07 Repeating a course and calculating GPA
- 3364-71-08 Adding and/or dropping a Course
- 3364-71-09 Dual Degrees
- 3364-71-10 Residency requirement for a degree
- 3364-71-11 Grades and grading
- 3364-71-12 Priority registration
- 3364-71-13 Graduation with honors distinction; Dean's list; President's list
- 3364-71-14 Missed class policy
- 3364-71-15 Confidentiality of student records (FERPA)
- 3364-71-16 Administrative adjustment for extenuating circumstances
- 3364-71-17 Credit for prior learning
- 3364-71-18 Veteran and service members support and assistance
- 3364-71-19 Posthumous degree awards
- 3364-71-20 International baccalaureate diploma
- 3364-71-21 Diploma replacement
- 3364-71-22 Semester academic calendar and academic year
- 3364-71-23 Academic credit hour
- 3364-71-24 Military Veterans Benefits Management
- 3364-71-25 Independent Study Courses
- 3364-71-26 Internal Surveys
- 3364-71-27 Classroom Attendance
- 3364-71-28 The University of Toledo SROTC housing financial offset incentive policy