

UT Catalog 2011-2012

The University of Toledo Learning Collaborative (UTLC)

The University of Toledo Learning Collaborative is dedicated to employing the principles of student centeredness in providing a positive and successful educational experience for all UT students. The UTLC contains offices, programs and services working together to deliver exemplary academic enrichment programs, and student support and retention services. The UTLC supports students in all colleges at The University of Toledo and directly serves students exploring majors and students who do not initially gain admission into a specific college or major through its Gateway Programs.

Office of Accessibility

The Office of Accessibility at The University of Toledo is governed by Section 504 of the Rehabilitation Act of 1973 (non-discrimination) and Americans with Disabilities Act (equal access) and works with faculty and staff to offer academic accommodations and support services to students with documented disabilities as defined by the Americans Disabilities Act. Accommodations and services are determined through an interactive interview process and on a case by case basis. Accommodations/services offered through the office or in conjunction with other offices on campus include: access to adaptive computer software and instruction, advocacy and support, Braille print materials, captioning services, electronic textbooks, testing services, Sign Language Interpreters, speech-to-text services, assistance accessing class notes, Para-transit services eligibility, special housing eligibility, and third party scholarship opportunities. For more information about the office please visit the OA website at www.utoledo.edu/utlc/accessibility.

Career Services and Student Employment

Career Services provides comprehensive career planning services for students and alumni of the University. The professional staff will assist UT students and alumni to help them clarify and implement their academic and career goals. Career Services offers individual counseling appointments, personality and occupational interest inventories, classroom presentations and workshops. Career exploration, job readiness and job search strategies, identification of part-time and full-time career employment opportunities, and on-campus interviews are available to students seeking work experience. The Career Information Center in the Career Services office contains more than 300 books related to majors, occupations and job searches.

It is recommended that students register with Career Services in their first year; begin looking into internship opportunities in their second year; attend job readiness workshops and work at internships during their junior year; and schedule on-campus interviewing sessions in their senior year. It is beneficial for students to attend job fairs throughout their academic career to learn about career opportunities within their major. Career Services is located on the Main

campus in the Student Union Room 1532. For more information call 419.530.4341, email CareerServices@utoledo.edu or visit www.utoledo.edu/utlc/career.

Student Employment assists students by identifying and marketing on- and off-campus part-time job opportunities through RocketJobs. It also oversees the hiring process by providing information to campus departments and students on required health screenings and trainings; University procedures; and federal, state, and university forms required from students to be employed in on-campus positions. After completion, Student Employment activates students into the payroll system.

Gateway Program

The Gateway Program serves as an entry point to The University of Toledo for students who are exploring college majors, or working to meet the admission requirements of a specific program/college. It also offers services to enhance our student's transition to the university setting and become successful in their academic pursuits. The Gateway Program includes Office of Excellence, High School Outreach Initiatives Office, services for non-degree seeking students, the Transition for Success Program and the QUEST for Success Program.

QUEST for Success: Students Exploring Majors

The QUEST Program ensures that students who are undeclared/undecided on a major and are exploring their options have access to the resources necessary to make informed academic and career choices. Students can stay in the QUEST Program for a maximum of three academic semesters. At anytime during the three semesters, providing they meet the requirements for their chosen major, students can move into their college/major choice.

The program provides superior academic advising that serves the various needs of students choosing a major and refers them to other campus events and services such as the Majors Fair, tutoring, career development and others as necessary. In addition, QUEST students are required to take a "Career and Self Evaluation" class. While in the QUEST program, students work to fulfill core curriculum requirements.

Details can be found at www.utoledo.edu/utlc/gateway. Employers are looking for college-educated employees with transferable job skills. QUEST helps students gain these skills, which include critical thinking, decision making and adaptation to change.

Transition for Success Students admitted to The University of Toledo that do not meet the admission requirements for the college of their choice are placed into the Transition for Success Program. Students work towards acceptance into a particular college or program.

The Transition students may take advantage of professional academic advisers who will guide them through the process as they prepare to enter their chosen program or college. Advisers are dedicated to helping students make the right choice in scheduling classes and to making

referrals if additional academic support is needed. After a student's first semester within the Transition Program, they will be re-evaluated to determine if they meet the requirements to officially declare a major in the college of their choice. While in the Transition program, students work to fulfill core curriculum requirements. Details can be found at www.utoledo.edu/utlc/gateway.

Another student category served by the Transition for Success program is the pre-major. A pre-major is a student with less than a 2.0 high school Grade Point Average and below a 19 ACT Composite or below a 900 combined SAT score. Evidence shows that students benefit their first semester by participating in the *Transition Program*. The *Transition Program* staff provides students with intensive instruction, effective tutoring, personalized advising and additional support services to prepare students to achieve his/her academic goals and ensure transition to the academic major of choice.

Non-Degree Seeking Students

Students not seeking a degree, yet want to gain new skills or enhance an existing one, expand career development or explore new subject matter for personal growth can find a place in this Gateway Program. Courses or certificate programs can be taken online, in a classroom or a combination. Students can take up to 24 semester hours of college credit of either undergraduate or 9 credit hours (for graduate level courses-to be taken through Graduate School) as a non-degree seeking student.

Change of College or Major

Students in good standing (i.e. with a cumulative GPA of 2.0 or higher) who wish to change from another college of The University of Toledo to the QUEST Program should make an appointment with a QUEST adviser to discuss the transfer and have his/her academic records reviewed. Student transfers will be reviewed on a case by case basis. Students who have decided on an academic major or are qualified to transfer from a Gateway Program into the college of their choice must meet the academic criteria set by the receiving college. Students should make an appointment to discuss their transfer with an adviser in the college they wish to enter.

High School Outreach Initiatives Office

The High School Outreach Initiatives Office works in collaboration with area school districts to improve the academic preparation, "college readiness" and early college opportunities for students. Working in line with state and community initiatives, the office will strive to assist students through targeted programs and services. Examples of initiatives include advising PSEOP students, teaming high school teachers with UT faculty for curriculum development, parent focus and work groups, tutoring and supplemental instruction, mentoring and academic-focused campus visits. For more information call 419.530. 3248 or visit www.utoledo.edu/utlc/gateway/High_School_Outreach/index.html

- **Post Secondary Enrollment Options Program** – A state-funded program for high school students, freshman through senior years. The University of Toledo’s Post-Secondary Enrollment Options Program (PSEOP) is designed to provide qualified students the opportunity to enroll in courses offered by the University on a space-available basis. Students must meet additional admission requirements and submit a separate application for the Post-Secondary Enrollment Options Program, which is available through their high school guidance offices or the Office of Undergraduate Admission. Application deadlines are June 1 for the fall semester and Dec. 2 for the spring semester. All college courses taken are a permanent part of the student’s collegiate record.

- **Dual Credit Enrollment**

The Dual Enrollment Program allows high school students the opportunity to earn high school and college credit simultaneously, while in their high school classroom. Students can pursue a challenging academic curriculum that will complement the high school educational experience. The University of Toledo is building partnerships with high school districts to provide high-quality coursework and instruction in the high-demand areas of advanced mathematics, natural science, foreign language and other disciplines.

Qualifying high school students may enroll in a dual enrollment course in a participating school. The University of Toledo establishes qualifications for dual enrollment courses and the partnering high school will determine if a student is eligible to participate.

- **Toledo Early College High School (TECHS)**

TECHS is a Toledo public high school operating in partnership with UT. The school is located on the Scott Park campus. TECHS students generally come from backgrounds in which the percentage of those who go to college is well below the national average. TECHS provides the opportunity for students to simultaneously achieve a high school diploma and earn up to 60 college credits at UT. Up to 100 students are recruited each year for admission to the school as 9th graders. For more information, call the high school principal at 419.530.3003 or e-mail robin.wheatley@tps.org.

Office of Excellence

The Office of Excellence is a hub of academic activities and services that reach students in the 8th grade through high school graduation and beyond. These programs include: TOLEDO EXCEL, Upward Bound, TRIO- Student Support Services and the Annual Conference for Aspiring Minority Youth. These programs are targeted toward students in the Toledo area who are underrepresented in higher education, including first generation, low-income, and/or disabled students. The Office of Excellence is located on the Scott Park campus in the Learning Resources Center suite 3700. For more information call 419.530.3820 or visit www.utoledo.edu/utlc/excel/office.html

TOLEDO EXCEL

Since its inception in 1988, TOLEDO EXCEL, a scholarship incentive program at The University of Toledo, strives to prepare underrepresented students in higher education. Populations served by the program include African-Americans, Hispanic-Americans, Asian-Americans, Arab-Americans, Appalachian-Americans and low-income individuals. Students can apply to the program at the end of their 8th grade year. EXCEL involves students in pre-college academic programs in order to increase their self-esteem, cultural awareness of diversity, and civic involvement and responsibility. Services EXCEL offers students throughout their four years of high school include: Saturday school, career development, academic advising, student/parent meetings, campus visits, UT admission and financial aid workshops, summer institutes and the Annual Conference for Aspiring Minority Youth. Over a thousand students have enrolled in EXCEL, with at least 50 new scholars being inducted yearly. For more information call 419.530.3820 or visit www.utoledo.edu/utlc/excel

Upward Bound Program

Upward Bound is a federally funded college access program designed to assist low-income, first-generation and/or disabled college bound high school students who attend public or parochial high schools in the Toledo area.. This program encourages students to attend and be successful at an institution of higher learning of their choice. Students are accepted into Upward Bound during their ninth and tenth grade years, must have a 2.0 GPA and be willing to take college preparatory classes. Upward Bound academic services include: tutoring, classroom instruction, Saturday workshops, college preparation advising, college tours, personal and career advising/development, job search strategies, college symposium, and a summer residential component – during the summer, the forty students with the highest attendance/grade average live on campus for six weeks to prepare for the following year of study in high school. Upon graduation from high school, seniors enter the Bridge Program: students enroll for their first semester of college at UT during the summer session, with the cost covered by the Upward Bound Program. For more information on Upward Bound call 419.530.3811 or visit www.utoledo.edu/utlc/upwardbound

TRIO Student Support Services (SSS)

Student Support Services (SSS) is a federally funded TRIO program specifically designed to serve college students who are first generation, low-income, and/or disabled students. Participants must also be enrolled at The University of Toledo as an undergraduate full-time student and be eligible to receive federal financial aid. The program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their college education. Students must apply to the TRIO - Student Support Services program; up to 160 students will be accepted annually. Student Support Services offers the following services: non-major and academic advising, career counseling, tutoring, financial aid and money management counseling, cultural social and leadership events. Working together, students and staff strategize semester and yearly goal setting in advising sessions to ensure successful matriculation at The University of Toledo with a four year degree. For more information call TRIO Student Support Services at 419.530.3849 or visit www.utoledo.edu/utlc/trio

Learning Enhancement Center

The Learning Enhancement Center provides a wide variety of academic support services to all UT students that include the following:

- Free walk-in tutoring for UT students in math, sciences, foreign languages, business, and study strategies.
- Online tutoring in math, statistics, accounting, biology and more. Students can post questions and/or log-on for synchronous tutoring from their home or resident hall.
- Supplemental Instruction (SI), which are small group study sessions facilitated by trained student leaders.
- Workshops on a wide variety of topics, including test taking and test anxiety
- The Learning Enhancement Center is located on the Main Campus, Carlson Library, Rathbun Cove (lower level). For more information call 419.530.2176 or visit www.utoledo.edu/utlc/lec

Office of New Student Orientation Programs

The Office of New Student Orientation Programs facilitates the planning and implementation of *Rocket Launch* and *Rocket Transition*, the official orientation programs for new students attending The University of Toledo. Nearly 50 orientation programs are held annually to help prepare incoming students for college life at UT. This office also coordinates *New Student Convocation*. This office is responsible for the publication of the *UT Student Academic Planner* and the *UT Family Calendar*, in addition to the parent communication. The Office of New Student Orientation Programs is located in Rocket Hall. For more information call 419.530.1267 or visit www.utoledo.edu/utlc/orientation.

Student Athletic Academic Services

Student Athletic Academic Services (SAAS) is a student-centered, university resource which supports the academic enrichment and life skill development of all Rocket student-athletes. The SAAS staff provides a variety of services to assist student-athletes with their academic progress. Services include guidance with course scheduling, targeting (a time management program), study table, individualized and group tutoring, and academic and career counseling. Located on the second floor of the Larimer Athletic Complex, the Rocket Academic Center includes staff offices, a tutoring room, and a computer lab with 13 desktop workstations. The academic center also makes two laptop computers available for checkout for team travel. For more information call 419.530.3540 or visit www.utoledo.edu/utlc/saas.

University Testing Services

The University of Toledo has many testing centers and services for the convenience of its students and the community. The Test Center provides the following services:

- Make-up testing
- Placement testing
- Certification and licensure tests
- Internet based testing
- Online learning testing
- Test Proctoring
- Skills assessment testing

University Testing Services are located on the Scott Park Campus and Main Campus. For more information call 419.530.3266 or visit www.utoledo.edu/utlc/testing_centers

Center for International Studies and Programs

Office of Academic Engagement

The Office of Academic Engagement (AE) offers programs that will enhance a student's college career. The Office of Academic Engagement gives students an opportunity to explore their world through programs such as Service Learning and Community Outreach, Study Abroad, Study Away, Washington Center Internships and Camp Adventure.

Visit www.utoledo.edu/utlc/engagement to learn more.

Camp Adventure™ Youth Services Program provides an extraordinary opportunity for university and college students to participate in a valuable service learning experience with a wide array of opportunities to serve children and youth, integrate theory with practice, develop new knowledge, skills and competencies, as well as to be a part of a worthwhile endeavor. Participants implement children summer camp programs on United States Military installations world-wide. Participation in the Camp Adventure™ Youth Services program can make a difference in the lives of others, and help students discover their inner talents and abilities. Visit www.utoledo.edu/utlc/engagement/CampAdventure to learn more.

Global Health is a student clerkship program offering a broad array of clerkship opportunities across the globe, that foster growth of medical knowledge through direct patient-care experiences in another country. The experiences and rewards that students receive are many. Students have the opportunity to become an active member of a medical team. As a team member, students will see patients from around the world with a wide spectrum of common and rare diseases, work with outstanding physicians, learn clinical decision-making skills, participate in educational activities and meet and interact with local community. The Global Health Program works with affiliating institutions in international locations to offer a global

health experience to UT College of Medicine (UTCOM) students. A Global Health experiences include but are not limited to UTCOM students completing particular clerkships, researching, or volunteering at global health sites, during the medical school year or during summers between medical school years. The experience is credit-bearing and/or funded at least in part by The University. Visit <http://www.utoledo.edu/utlc/engagement/globalhealth/GHindex.html> to learn more.

National Student Exchange Program (Study Away) is a student opportunity to study at over 200 other U.S. colleges or universities while remaining degree-seeking candidates at UT. Students may Study Away for a semester or for a year. Students pay UT tuition rates during this academic exchange. Visit www.utoledo.edu/utlc/engagement/Study_Away.html to learn more.

Service Learning is committed to developing and promoting service learning initiatives to enrich the educational experience of students and promote responsive citizenship. In addition, AE cultivates and facilitates avenues for engaged scholarship for faculty through service learning courses and community-based research, and promote a culture of civic engagement that aspires to improve the human condition and quality of life in the community. Visit www.utoledo.edu/utlc/engagement/servicelearning to learn more.

Study Abroad is a program in which students attend school in a country outside the United States and receive academic credit. Programs range from short-term summer or faculty-led programs to semester or year-long (exchange) programs in a variety of host of countries. Opportunities exist through the following programs: University Studies Abroad Consortium (USAC) Programs, Semester at Sea, Global Links Abroad, ISA: Direct Exchange Programs, and short term, faculty-led programs. The Office of Academic Engagement provides resources and guidance to students preparing to study abroad. The office arranges and conducts pre-departure and re-entry sessions for students. The office also offers travel grants opportunities. Visit www.utoledo.edu/utlc/engagement/studyabroad to learn more. The office collaborates with the many academic departments in creating and administering study-abroad programs for undergraduate and graduate students, as well as in the transfer of academic credit.

Washington Center Internship Program provides selected students with challenging opportunities to work and learn in Washington, D.C., for academic credit. A combination of career experience and development places students both undergraduate and graduate, with an internship in an industry of their choosing. Generally for a semester, year-long internships are also available. Placements of UT students in the past have included the Democratic Congressional Campaign Committee, Environmental Protection Agency, Interpol, the Republican National Committee, U.S. Department of Justice, Department of Veterans' Affairs, the White House, and a number of congressional offices. Some of these placements have resulted in jobs after graduation. Visit www.utoledo.edu/utlc/engagement/Washington_Center_Internship_Program.html to learn more.

American Language Institute

American Language Institute (A.L.I.), the Intensive English Program at The University of Toledo. Founded in 1978, the A.L.I. offers exceptional English as a second language (ESL) classes to students from all over the world as well as local residents and businesses. Visit www.americanlanguageinstitute.org to learn more.

Confucius Institute

The Confucius Institute is a network of internationally connected non-profit organizations funded by Hanban (China Language Council International, where Confucius Institute Headquarters is located), established in and partially funded by a foreign university or organization and in partnership with a Chinese university. Confucius Institutes share one common goal: to promote understanding of the Chinese language and culture and help pave the way for more meaningful cultural exchange with the Chinese people. Visit [www.utoledo.edu/offices/ogi/Confucius Institute](http://www.utoledo.edu/offices/ogi/Confucius_Institute) to learn more about the Confucius Institute at the University of Toledo.

Office of International Student Services

The Office of International Student Services (OISS) assists international students and scholars in adjusting to life in The University of Toledo and in the U.S. This is accomplished by providing an orientation which explains immigration requirements, assists with housing, banking, ensuring academic and cultural success, and other services available at the University. OISS also provides global programs for international students and scholars, the University, and the surrounding community. For more information call 419.530.4229 or visit www.utoledo.edu/utlc/international

The University of Toledo Learning Collaborative Administration

Margaret Traband, executive director, UT Learning Collaborative and vice provost
419.530.3311 margaret.traband@utoledo.edu

Ruth Meinhart, assistant dean, director of Gateway Programs
Main Campus, Rocket Hall 1400
419.530.1250, ruth.meinhart@utoledo.edu

Julie Fischer-Kinney, director, Office of New Student Orientation Programs,
Main Campus, Rocket Hall 1529
419.530.1263, julie.fischer-kinney@utoledo.edu

Aige Guo, director, Confucius Institute
Main Campus, Snyder Memorial
419.530.4483, aige.guo2@utoledo.edu

Terry Lentz, director, Office of High School Outreach Initiatives

Main Campus, Rocket Hall 1400
419.530.3248 terry.lentz@utoledo.edu

Luanne Momenee, director, Learning Enhancement Center and Testing Services ,
Main Campus, Carlson Library Rathbun Cove (lower level)
419.530.2203, luanne.momenee@utoledo.edu

Beth Nicholson, director, Career Services
Main Campus, Student Union 1532
419.530.4456, beth.nicholson@utoledo.edu

Angela Paprocki, director, Office of Accessibility
Main Campus, Rocket Hall 1820
419.530.2655, angela.paprocki@utoledo.edu

Barbara Sayers, director, American language Institute
Main Campus, Snyder Memorial
419.530.4706, barbara.sayers@utoledo.edu

Drew Scales, director, Student Athletic Academic Services
Main Campus, Larimer Athletic Complex 2030
419.530.3540 drew.scales@utoledo.edu

Sam Spann, director, Office of Academic Engagement and
executive director, Center for International Studies and Programs
Main Campus, Student Union/Snyder Memorial
419.530.5268, sammy.spann@utoledo.edu

Peter Thomas, director, Office of International Student Services
Main Campus, Snyder Memorial
419.530.4229, peter.thomas@utoledo.edu

David Young, director, Office of Excellence
Scott Park Campus, LR3690
419.530.3815, david.young@utoledo.edu

Gateway Program Advisers

Rose Marie Ackerman, academic adviser
Main Campus, Rocket Hall 1400
419.530.1250, rosemarie.ackerman@utoledo.edu

Lisa Bollman, academic adviser
Main Campus, Rocket Hall 1400
419.530.1250, lisa.puszczewicz2@utoledo.edu

Kathy Jensen, academic adviser

Main Campus, Rocket Hall 1400
419.530.1250 Kathleen.Jensen@utoledo.edu

Amy Kall, PSEOP academic adviser
Main Campus, Rocket Hall 1400
419.530.1250, amy.kall@utoledo.edu

Cynthia Spitler, academic adviser
Main Campus, Rocket Hall 1400
419.530.6238, cynthia.spitler@utoledo.edu

Whitney Walker, academic adviser
Main Campus, Rocket Hall 1400
419.530.1250, whitney.walker@utoledo.edu

August 2011