

## **1.0 SERVICES FOR SPECIAL POPULATIONS**

### **1.1 Student Athletes**

#### **1.1.a Athletic Advising Office**

**205 Larimer Athletic Complex**

**Director of Academic & Support Services, x3517**

**Assistant Academic Adviser, x3518, FAX x3953**

- In addition to meeting University and college standards, student athletes must also meet certain NCAA and Mid American Conference standards to be eligible for participation in intercollegiate athletics.
- The NCAA/MAC standards apply to GPA requirements, satisfactory progress toward degree, and the declaration of a program of study.
- Coaches should never contact faculty directly about a student. They should work through athletic academic advising.
- This office administers mid-semester reports tracking student athlete's academic success.

#### **1.1.b Athletic Eligibility Coordination**

**1400 Rocket Hall, Student Success Center**

**Eligibility Coordinator, x1250, FAX x1265**

- The eligibility coordinator, along with one contact in each college advising office, keeps track of the NCAA/MAC requirements and student athletes' eligibility. To check on athletic status, contact the eligibility coordinator.
- The eligibility coordinator does not replace the college adviser. He or she reports directly to the Provost, serves as a resource person and liaison, and coordinates the pathway for success for the student athlete.
- The eligibility coordinator also monitors academic progress and provides eligibility forms.

### **1.2 Students With Disabilities**

#### **1.2.a Office of Accessibility**

**1201 Health and Human Services, x4981, FAX x6137**

The Office of Accessibility supports persons with disabilities as they develop their academic and personal potential within the University community. As the bridge to integration within the University, the Office of Accessibility advocates for students' rights; promotes awareness of disability issues; and ensures access to University programs, activities, and facilities.

**1.2.b Populations served:**

Services are provided for the following: masters and doctoral-level graduate students; College of Law students; baccalaureate and associate degree students; certificate students; Continuing Education; and all University-sponsored events and programs upon request.

**1.2.c Documentation procedure:**

Persons with disabilities may be found eligible for accommodations after they have become established as students or employees; presented appropriate documentation of the disability; had the documentation reviewed by an Office of Accessibility professional; and completed an intake interview.

**1.2.d Range of possible accommodations:**

- Adaptive computer software
- Interpreters
- Assistive listening devices
- Note takers
- Braille print materials
- Paratransit
- Curriculum modifications
- Physical barrier removal
- Enlarged print materials
- Priority registration
- Exam accommodations
- Recorded print materials

**1.3 University Honors Program Students**

**University Honors Program**

**102 Sullivan Hall**

**Director, x6030, FAX x6032**

The University Honors Program is a special program for highly motivated and academically talented students in all baccalaureate colleges and the Quest program. Students are provided with a challenging and nurturing environment conducive to intellectual growth and personal discovery. Student and faculty interaction is encouraged across a broad range of disciplines, both inside and outside the classroom. Honors students report that participation in the program has significantly improved their critical-thinking skills as well as their ability to communicate more effectively.

**1.3.a Benefits**

- Enriched curriculum
- Access to special, small Honors courses with a focus on interactive learning

- Direct and personal contacts with our top faculty
- Intensive academic advising
- Honors independent study and research options
- Opportunities to present research at national meetings and conferences
- First-priority advance registration
- Participation in a variety of cultural and social events sponsored by the Student Honors Organization
- Priority for academically conducive housing in the Academic House and the International House
- Opportunities to meet informally with nationally and internationally known scholars, writers, and performers
- Excellent placement of graduates into nationally ranked graduate and professional schools

### **1.3.b Eligibility**

Admission to the Honors Program is competitive and based on application, high school GPA, ACT or SAT scores, an essay, an extracurricular resume, and recommendations.

- Direct-from-high school students with a 3.75 GPA (4.0 scale) and an ACT composite of 28 (SAT composite of 1240) are encouraged to apply
- Highly motivated students with a GPA of 3.5 and an ACT composite of 25 (SAT composite of 1140) will be considered
- All admissions to the Honors Program are granted on a space-available basis
- Alternative admission standards may apply for non-traditional students

### **1.3.c Referring Students to the Honors Program**

If an adviser feels that a student may be eligible for the Honors Program, he or she should contact the director of the program or the honors coordinator for the college in which the student is enrolled. This individual will then conduct an interview with the student to determine both eligibility and interest.

## **1.4 International Students**

### **1.4.a Office of International Student Services**

**1533 Student Union, x4229, FAX x4244**

The Office of International Student Services provides services to international and U.S. students. The office assists students with new student orientation, location of housing, cultural adjustment, immigration information, and personal emergencies

### **1.4.b American Language Institute (ALI)**

**3020 Student Union, x4702, FAX x4600**

Within the Office of International Student Services, the American Language Institute provides intensive English language courses and cultural orientation to individuals. ALI students receive intensive English instruction in academic and test-taking skills essential for success in an American university.

**1.4.c Office of International Admissions**  
**1060 Rocket Hall, x5757, FAX x1202**

The Office of International Admissions makes all admissions recommendations for undergraduate international (non-immigrant) students and consults with the Graduate School and graduate departments on graduate admissions. An international admissions counselor evaluates foreign academic credentials for permanent residents and U.S. citizen applicants.

**1.4.d Immigration Services**  
**1533 Student Union, x4229, FAX x4244**

Immigration Services, part of the Office of International Student Services, provides immigration counseling for nonimmigrant students, faculty and staff. Immigration advisers provide information and clarify regulations to assist individuals in maintaining their status with the Immigration and Naturalization Service (INS). Advisers discuss how to obtain employment authorization and the proper procedure to qualify for different categories of practical training. They also process the Form I-9 for all non-U.S. citizens employed by the University.

## **1.5 Latino Students**

**Office of Latin Initiatives**  
**3760 University Hall, x2992, FAX 2121**  
**Email: [latinos@utoledo.edu](mailto:latinos@utoledo.edu)**

The Office of Latino Initiatives is focused on the retention and development of Latino students and serves as a resource to ensure the improvement of education for Latinos. To enable students to achieve, the office further fosters relationships between Latinos and the UT community.

**The Office of Latino Initiatives provides:**

- Personal attention to individual student needs
- Pre-major career and academic counseling
- Information on scholarships opportunities
- Referrals to campus support services
- Leadership guidance to officers of Latino student organizations
- Latino Student Recognition Awards annual event

- Collaborative events to celebrate the Hispanic heritage

## 1.6 African-American Students

### **African-American Student Enrichment Initiatives Office**

**Mail Stop 121**

**2801 W. Bancroft St.**

**Toledo, OH 43606-3390**

**419-530-7264**

**Website: [www.AfAmEnrich.utoledo.edu](http://www.AfAmEnrich.utoledo.edu)**

The AASEIO offers academic, cultural, social and personal support services to help ease the transition into The University of Toledo. The office provides African American students increased access to college academic advisers, mentorship activities, enrichment programs and much more throughout their academic career to help them succeed in college. For more information contact Program Director Martino Harmon at [martino.harmon@utoledo.edu](mailto:martino.harmon@utoledo.edu) or 419.530.7264

#### **The AASEIO provides:**

- Connections to UT Student Services
- Orientation services for first-year students
- Mentorship activities
- Access to faculty, staff, and college advisers
- Networking and Leadership Development
- Student employment opportunities
- Cultural enhancement experiences

## 1.7 Military

### **Military Service Center**

**1060 Rocket Hall, Suite 1000 x1392, FAX x1393**

Provides service to all veterans to help them achieve their academic goals and to manage the transition from military life to that of a college student.

- All new and transfer students seeking veteran benefits must go to the Military Service Center to initiate benefit payments. Current students may download the necessary forms, and hand carry, mail or fax the forms to The Military Service Center.
- The Military Service Center also provides assistance with admissions applications, course registration, scholarship applications, and career counseling.

## 1.8 Multicultural Resources

### **Multicultural Student Center**

**2500 Student Union, x2261, Mail Stop 109**

The mission of the Multicultural Student Center is to create a campus environment conducive to learning by providing programs and services to meet the needs of African American, Asian American, Latino American, and Native American students. While it is the mission of the center to specifically address the needs of these students, programs and services are intended for the benefit of the entire University community in an effort to foster understanding, acceptance and cross-cultural communication.

#### **Programs and Services:**

- Multicultural Student Leadership Institute: provides leadership development, campus survival strategies, and a forum for discussing topical issues related to cross-cultural communication.
- Multicultural Reference Room: provides a listing of periodicals, books, videos, and simulation exercises as well as information for ordering multicultural materials for students, faculty and staff.
- Graduate Minority Assistanceship Program/GMAP: offers scholarships to minority graduate students.
- Martin Luther King Scholarship Banquet: provides scholarships to minority students based on need.

## 1.9 Student Success Center

**Rocket Hall 1400, x1250, FAX 1265**

**Email:** [www.studentsuccesscenter.utoledo.edu](http://www.studentsuccesscenter.utoledo.edu)

Students enrolled in the Student Success Center (SSC) are undecided as to major and college in the following categories:

- Direct from high school students with a grade point average (GPA) of at least 2.0 on a 4.0 scale
- Adult students (with the exception of those who test into the Academic Skills Enhancement Program in University College)
- Transfer students with a transfer GPA of at least 2.0
- Students not seeking a degree
- Students enrolled in high school
- Student-athletes (academic eligibility)

University of Toledo students in good standing (a minimum GPA of 2.0) may transfer internally from a UT college to undecided status in the SSC. Degree-seeking students may earn a maximum of 48 credit hours while

enrolled in the SSC. Students will transfer internally from SSC to UT majors and programs for which they are eligible.

**1.9.a QUEST Program** – for Undecided/Exploring Students.

The **QUEST for Success Program** serves students who are undecided on a college and academic major. These students may come to us directly from high school; transfer from other universities; or are adult students who have been out of high school more than one year. The program is designed to assist students who want to explore their academic and career options before making a decision on a major. Staffed by academic advisers dedicated to students who are exploring their possibilities, the QUEST Program focuses on the needs of these students and coordinates with other student services at the University including Career Services, Counseling Center, tutoring (through the Learning Enhancement Center), college offices, faculty, etc.

**1.9.b Non-Degree Program**

This program is for students who want to take classes for personal interest. There is no time limit for the student to be served through the center.

**1.9.c 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 admissions requirements and submit a separate application for the PSEOP, which is available through their high school guidance offices and the Office of Undergraduate Admission. Application deadlines are typically in mid-May for the following year.

**1.10 Adult Students**

**Office of Undergraduate Admission for Adult, Transfer, and International Students.**

**Room 1000, Rocket Hall**

**x 5757 or 1-800-586-5336 ext. 5757**

Adult students meet one or more of the following criteria:

- Have been out of high school for one year or more
- Have a GED

- Have fewer than 8 semester or 12 quarter hours or college level work attempted at another regionally accredited college or university.

### **1.11 Catherine S. Eberly Center for Women**

**Tucker Hall 0168, x8570, FAX x8575**

The mission of the Eberly Center for Women is to provide education and resources for women to prepare them for the challenges of the 21st Century.

#### **Programs and Services:**

- Self-Sufficiency Project: program for enrolled and prospective students on their welfare-to-work journey at the University who may be experiencing stress as a result of facing domestic violence and abuse issues (past or present). This stress may be creating barriers that prevent or interfere with a woman's ability to achieve academic excellence and self-sufficiency.
- Seminars: short courses exploring issues including assertiveness training for women, financial literacy, and understanding self-esteem.



## **2.0 LEGAL ISSUES**

This is a time when attitudes as well as interpretations of various laws are changing. Americans generally perceive higher education as an economic necessity and delivery of services by an institution as a consumer issue. Failure to deliver is seen as educational malpractice resulting in financial loss. Also, courts commonly use contract law to settle student claims. The number of such cases increased significantly in the eighties with the number far surpassing civil suits involving academic issues. Nonetheless, courts do tend to defer to schools in academic decisions and standards. In advising, it is important to act responsibly toward students and also protect oneself from involvement in legal action. Fortunately, the legal issues related to advisers and advising are fairly straightforward and are discussed briefly below. (Note: this is a brief outline; for further information about The University of Toledo's policies and procedures, advisers should refer to the Policy Manual.)

### **2.1 Confidentiality of Student Records**

#### **2.1.a Family Educational Rights and Privacy Act of 1974 (FERPA)**

- Requires The University of Toledo to maintain the confidentiality of student education records except as noted in items B and C.
- Gives students the right to see the contents of their official school files with the presentation of picture identification.
- Allows only those school officials such as advisers and deans who have "legitimate educational interest" to see the files without the student's written consent. All other parties, including parents, are denied access unless the student gives permission.
- Applies to education records at all levels of education: primary, secondary, and postsecondary. FERPA rights reside with the parent until the student attains the age of 18, or begins attending a school of higher education, regardless of age. The term "eligible student" is used in the law to denote this transfer of rights to the student.

*Note: Advisers may keep personal notes about a student although the notes should not be shared with anyone other than a short-term substitute. Personal notes should not be put into the student's file.*

#### **2.1.b External Disclosures**

No one external to the University, including a student's parents or spouse, shall have access to nor will the University disclose any information from a student's education records without the written consent of the student as noted below.

#### **2.1.c Internal Use of Education Records**

Within The University of Toledo community only those members, individually or collectively, acting in the student's educational

interest are allowed access to student education records. Those members include administrative and staff personnel, the student's own academic advisers, and, within the limitations of their need to know, other academic personnel.

#### **2.1.d Implications of Policy for Advisers**

- Advisers requesting student information by phone should be prepared to verify their identity.
- Advisers are not permitted to discuss a student's academic record with anyone other than the student, except those persons specified in Section 2.1c above.
- Advisers should assure themselves that written permission from the student giving consent to disclose information from education records is actually from the student. The written permission should be notarized and the original or a copy of this notarized permission must be kept in the student's file.
- For more information about confidentiality of student records, consult The University of Toledo Policy Manual, section IV-2.

## **2.2 Constitutional Rights**

### **2.2.a First Amendment**

Allows students free expression.

### **2.2.b Fourteenth Amendment**

- Guarantees due process.
- Advisers involved in academic discipline cases (e.g., suspension, dismissals, academic dishonesty) have an obligation to see that students receive due process. For more information, advisers may refer to the Office of Student Conduct.

## **2.3 Fiduciary Relationship**

### **2.3.a Trust Theory**

Student trusts the institution in "good faith" to exercise its expertise on behalf of the student and to deliver on services and procedures.

## **2.4 Contractual Relationship**

### **2.4.a Conditions of a contractual relationship**

- Contract occurs when the student applies and is accepted.
- Conditions are set forth in any and all official oral and written representations during the application process and after acceptance, including: applications, academic brochures,

catalogs, check sheets, course descriptions, syllabi, department handbooks, and oral promises made by college or university officials, i.e. advisers.

## **2.5 Waivers and Substitutions**

### **2.5.a Waivers**

To insure consistency and fairness and to avoid legal challenge, the associate dean alone shall grant waivers of any core, general education and entrance deficiency requirements. A departmental adviser may, occasionally and within department guidelines, waive a requirement in the major, related area, or minor.

### **2.5.b Substitutions**

Department and college staff advisers may approve substitutions of higher numbered courses for meeting general education requirements as long as the original intent of the requirements is fulfilled.

*Note: Various court decisions have established that the actions of a college official bind the institution. The adviser must make a written record of any waiver or substitution and place that record into the student's permanent file. (Students bear the burden of proving oral promises.) An adviser must not promise anything that cannot or should not be delivered.*

## **2.6 Recommendations**

### **2.6.a Evaluating or recommending students**

- Speak or write only what is factual. Make no assumptions. If you prefer not to recommend a student, do not agree to do so.
- Students have rights to all communications about themselves unless they waive those rights.

## **2.7 Scope of Advising**

### **2.7.a Legal aspects of advising**

Legally, advisers are seen as agents of the dean and the University when they are acting within the scope of their positions. Activities outside that scope of employment would include but not be limited to such behaviors as making racial slurs, engaging in sexual harassment, and committing assault and battery.

## **2.8 Suggestions for Academic Advising**

- Understand that your role is simply to advise; the actual decision is the sole responsibility of the student.

- Encourage students to consult University publications, bulletins and catalogs.
- Avoid a situation where you could be charged with misrepresenting your authority as an adviser.
- Know the course requirements for which you are providing advice and avoid misleading students.
- Make sure University publications, bulletins, catalogs, the website, and other written information are indeed the policies you follow and are consistent with the advice you give.
- Advise the University if you feel the printed materials, website, or other information are inaccurate or misleading.
- Keep accurate records of advising sessions, which may become crucial to litigation.
- Know your scope of employment and act within it.

**Sources:**

Schubert, A.F., J.D., and Schubert, G.W. (1983.)

“Academic advising and potential litigation.” NACADA Journal, 1-11.

The AACRAO FERPA Guide, 2001.

The University of Toledo Policy Manual, February 10, 1999.

## **3.0 PLACEMENT INFORMATION**

### **3.1. General Information**

- Placement in courses in English composition, mathematics, chemistry and foreign languages is determined by using ACT and SAT scores, UT placement test scores, and Advanced Placement (AP) or College Level Examination Program (CLEP) scores.
- ACT/SAT scores and UT placement test results can be viewed on SIS screen 221.
- AP and CLEP scores are not available on SIS.
- Students who believe they will be receiving AP or CLEP credit should be placed into the appropriate courses using ACT/SAT scores or UT placement tests. Students should be directed to change their schedules once the AP/CLEP awards are known.

### **3.2 English Composition**

#### **3.2.a Interpreting English placement test results**

The English placement test score is listed as a course number on SIS screen 221. Course listed may be 0990, 1020, 1100, 1110, 1120 or 1130.

In all cases students should register for the course listed. In the case of 1120, student should register for a section of 1110 designated for International Students only (sections 800, 801 etc.) AND 1120. Students will earn credit for 1110 only if they also pass 1120. In the case of 1130, student may register for any Comp II (1130, 1140, 1150, 1930, 2950, or 2960) depending on their college requirements.

#### **3.2.b Determining placement in ENGL 1110: College Composition I**

##### **Placement based on standardized tests**

- ACT English score of 20 or higher ENGL 1110
- SAT English score of 480 or higher ENGL 1110
- AP English Lit + Comp exam score of 3 any Comp II
- AP English Lang + Comp exam score of 3 any Comp II

##### **English Department placement test required if student has:**

- No ACT or SAT scores
- ACT of 19 or below
- SAT of 479 or below
- Student has earned a GED

- No transfer credit for ENGL 1100, 1110 or ENGL 1130-2960

**Placement based on coursework**

- Earned a NC in ENGL 1100 or 1110                      ENGL 1110
- Earned a P in SKLS 0990                                      ENGL 1100\*

\* Unless student has been designated for ENGL1110 as indicated by a second placement test result of 1110 listed on SIS screen 221

**3.2.c Assistance in evaluation transfer credit for Composition**

Adviser should obtain the syllabus or course description for the course in question with name and ID of student, and forward to Eve Crandall, Transfer Adviser, College of Arts and Sciences Student Services office, MS 906, x2671, [eve.crandall@utoledo.edu](mailto:eve.crandall@utoledo.edu).

**3.3 Mathematics**

**3.3.a Basis for determination for MATH 1180 placement**

1. If high school entrance requirements (Algebra I, II, Geometry) have been met:
  - ACT of 16 or higher, place into 1180.
  - ACT of 15 or lower, student must take Elementary Algebra placement test.
2. If high school entrance requirements have not been met:
  - Place based on results of Elementary Algebra placement test.
  - Students who place in developmental sequence (0910, 0950, 0980) must complete through 0980 unless their major requires 1180, in which case they may retest after passing 0950.

**3.3.b Basis for determination for math courses other than calculus**

1. Placement based on standardized tests
  - Locate desired course on Math Department Placement Chart (see attached appendix).
  - Place student based on ACT/SAT score.
2. Departmental placement tests required
  - If ACT/SAT score is not high enough to place student in desired course, student may take the appropriate lower-

level course, or attempt to place higher by taking the Elementary Algebra or College Algebra placement tests.

### **3.3.c Basis of determination for Calculus I**

1. Trigonometry placement test
  - All students desiring Calculus I must take Trigonometry placement test.
  - Students with ACT below 26 must also take College Algebra placement test.
2. Interpreting Math Department Placement Chart for calculus
  - Using grids and ACT/SAT placement information, determine proper placement for Calculus I.
  - / mark on chart indicates student should take recommended courses concurrently.
  - - mark on chart indicates that student should take course(s) on the left prior to taking Calculus I.

## **3.4 Foreign Languages**

### **3.4.a Determining if student needs to take a placement test**

- A beginning student without any experience in a particular foreign language does not need to take a placement test before enrolling in a course at the 1110 level.
- A student with experience in a particular language who plans to continue study of that same language at UT should take the placement test to ensure placement at the appropriate level.

### **3.4.b Available foreign language placement tests**

- Placement tests are available in French, German, Latin, Russian, Spanish, Japanese, Arabic and Chinese at the Language Lab (UH 5150G, 530-2432).
- Students who wish to be evaluated in a language for which there is no placement test available may contact the Department of Foreign Languages (530-2606) to arrange for an individual evaluation.

### **3.4.c Interpreting foreign language placement test results**

- The foreign language placement test result is listed as the course number of the foreign language course the student is qualified to take. Course listed may be 1110, 1120, 2140, 2150, 3010 or 3020.
- A student who has tested into 1120 in French or Spanish may take 1120, or opt to take 1500 instead. SPAN and FREN 1500 are one-semester accelerated courses that

cover the same material that is taught in 1110 and 1120. Language courses at the 1120 or 1500 level may be used to satisfy the UT Core Humanities requirement.

- A student who has scored 3010 or 3020 on the placement test has met the A&S foreign language requirement
- Any student with skills at this level should be encouraged to consider pursuing a minor in a foreign language. Courses at the 3000 level count toward the minor. A minor can often be used to satisfy the Related Area requirements for majors in the Arts and Sciences and is useful for International Business majors.

## 3.5 Chemistry

### 3.5.a Determining placement for CHEM 1090

1. Math prerequisite for 1090: Student must meet one criteria
  - Mathematics ACT of 19 or higher
  - UT College Algebra placement test score of 8 or higher
  - High School GPA of 3.0 or greater
  - Passed MATH 1320, 1340 or 1750
2. Registration considerations
  - A student who has tested into MATH 0910, 0950 or 0980 should not be placed into CHEM 1090
  - SIS cannot use GPA as a course prerequisite. If a student meets the GPA math requirement, but does not meet any of the other three criteria, an authorization will need to be entered on SIS screen C04 to allow the student to register for CHEM 1090
3. Enforcement of prerequisites
  - The Chemistry Department monitors prerequisites. Students who do not meet one of the four criteria and have managed to enroll for the CHEM 1090 will be asked to withdraw

### 3.5.b Determining placement for CHEM 1230

1. Math prerequisite for 1230: same as CHEM 1090 above
  - Mathematics ACT of 19 or higher
  - Passed MATH 1320, 1340 or higher
  - UT College Algebra placement test score of 8 or higher
  - High School GPA of 3.0 or greater
  - Students who test into MATH 09XX should not be placed into CHEM 1230 or 1090



2. Chemistry placement test
  - Required for all students who have studied chemistry in high school
  - Students who did not study chemistry in high school must start with 1090, see math requirements above
3. Chemistry Grade Prediction Chart
  - If predicted grade is 2.0 or greater, place in 1230
  - If predicted grade is 1.6 to 2.0, place in 1230 with 1200 or CHEM 1090, depending on student's comfort level
  - If predicted grade is 1.6 or below, place in 1090
4. Chemistry Grade Prediction Website
  - For most accurate prediction, use website at [http://coarts\\_faculty.utoledo.edu/ajorgensen/placement.asp](http://coarts_faculty.utoledo.edu/ajorgensen/placement.asp)
5. Registration considerations
  - Students in competitive programs such as Pharmacy and Pre-Med/Pre-dent, may want to take CHEM 1090 as a refresher even if their scores place them into the CHEM 1230/1200 combination

### 3.6 Computers

- Students are given 75 (seventy-five) minutes to complete an exam on Micro-Computer Applications. There are 60 questions on Word, Power Point and Excel (20 questions each section).
- Login at <http://stmain.st.utoledo.edu/PlacementExam/testinstructions.asp>  
Students will have to provide a student ID and date of birth.
- A student must achieve a 65% passing rate to be waived from the BUAD 1020 course requirement.
- **Exam can only be taken once.**

## **4.0 ALTERNATIVE CREDIT**

### **4.1 Advanced Placement (AP) Tests**

- Advanced Placement tests are usually taken in May of the last year of high school or before.
- AP scores are evaluated in the summer prior to the student's enrollment.
- Students who earn sufficiently high scores on AP exams will have credits posted to their transcripts. These credits will appear on the student's transcript as AP credit for a specific course or courses.
- AP credit cannot be posted to the transcript until after a student registers for classes.
- AP credit cannot be posted to the transcript if the student is enrolled in the same course for which AP credit has been earned.
- AP credit will be posted to the transcript some time in the fall semester. Students are notified by letter of the credits to be posted.
- Students who did not request that AP scores be sent to UT should provide a copy of the AP score report (or a high school transcript showing the AP score) to the Office of the Registrar for consideration. (AP score reports may be ordered by calling AP at 888-225-5427.)
- Credit for the same course, either earned through an AP exam, or by completing the course on campus, can only be used toward degree once.

### **4.2 College Level Examination Program (CLEP) Tests**

- CLEP tests may be taken at any time provided that the student has not earned college credit, or is not currently enrolled, in a course in the same subject area of the test taken. See CLEP guidelines on website or UT general catalog.
- Students should check with each college for specific tests accepted and restrictions as to the number of CLEP credits accepted toward degree.
- CLEP tests are administered for a fee and by appointment only at the University Test Center, Scott Park Campus, AS 120. Call 419-530-3269 to make arrangements and obtain fee information.
- CLEP scores should be submitted to the Office of the Registrar for evaluation and posting to the student's transcript.
- Students with strong ACT/SAT scores are likely candidates for receiving credit through CLEP.

### **4.3 Credit by Examination (For Work Done in Absentia)**

- Credit by examination may entitle students to academic credit for specific courses, including higher-level courses. There is a \$100 fee for each individual exam.
- Students who wish to earn credit by exam must fill out and submit a Petition For Permission To Take An Advanced Standing For Work

Done in Absentia form which can be obtained in the Office of the Registrar, or the student's college office.

- The instructor giving the exam, the department chair, and the dean of the college offering the course must approve petitions.
- Students who pass the exam can elect to have credit for the course posted to their transcript. The exam grade will be posted as the grade for the course. Tuition for the course is charged at 50% of the current tuition rate.
- Students with previous academic instruction or independent study (where credit has not already been granted or accepted) or with practical experience are potential candidates for these exams.

#### **4.4 Portfolio Credit**

Portfolio credit may be granted if student has done independent work that matches course content of a specific UT course. There is a \$100 fee for portfolio review. There is no limit to the number of portfolios that can be submitted under the \$100 fee.

- Student should first meet with Linda Gubbe, Portfolio Coordinator, University College, 530-3342, to discuss the portfolio review process.
- Student identifies department in which there is a possibility of earning credit.
- Student gathers syllabi from department, identifies specific course(s) for which credit will be sought.
- Student meets with faculty member(s) who teaches the course(s) for which credit will be sought.
- If student wishes to seek portfolio credit, student processes paperwork with Office of the Registrar, and pays the fee.
- Student submits portfolio(s) to appropriate department(s) for review.
- Department(s) will complete the review and determine a grade.
- If student wishes to obtain credit, student submits review results to Office of the Registrar for posting to transcript. Credit will be posted at 50% of the current rate of tuition.

## **5.0 REGISTRATION**

**Office of the Registrar  
Rm. 1100, Rocket Hall  
419-530-4824**

### **5.1 Registration Periods**

#### **Early Registration**

The Early Registration period is usually the first 4-5 weeks of the entire registration period. Traditionally, this occurs from the end of March through April. Undergraduate and graduate students presently enrolled, or who are readmitting after an absence of one year or less, may participate in early registration. Participating students may register for both Fall and Spring terms for the upcoming year.

#### **Open Registration**

Open Registration is the registration period between Early & Late Registration for any given term. Students who will be new\* or first time transfer students for the upcoming semester, as well as re-admitting students may begin the registration process after meeting with their adviser/college. All other students who were eligible to register during Early Registration may continue to process registration functions.

\*New Direct from High School students (and all other new students under the age of 21) beginning in the Fall term are required to participate in the Rocket Launch Program prior to registration. Post-secondary students are required to attend the Rocket Launch Program, but may register for classes during Early Registration.

#### **Late Registration**

The Late Registration Period begins the first day of classes for Fall & Spring Terms and the first day of the Summer II session during summer term. A late fee (currently \$50) is charged for all original registrations processed during this period.

#### **Add / Drop Period (Change of Schedule)**

Students may change their schedule anytime after their original registration through the third day of the term using any method of registration (see section below). Beginning the fourth day of the term, an instructor signature or department validation stamp is required to add a class or change a section of a class. These changes can only be processed in person at The Registrar's Office. If a course is "closed" or requires an instructor signature for another reason, the course must always be added in person at the Registrar's Office regardless of when the student is processing the add. The Add / Drop Period officially ends the fifteenth calendar day of the term for fall and spring terms (see current schedule book for information on summer term). Under certain circumstances,

changes may be processed after this period with the approval of the student's college.

## **5.2 Orientation Programs**

### **Rocket Launch and Rocket Transition**

The University of Toledo orientation programs are designed for specific populations. New students (less than 8 transfer hours and including post-secondary students) are expected to attend Rocket Launch while new transfer students (more than 8 transfer hours) are expected to attend Rocket Transition. Both Rocket Launch and Rocket Transition are one-day programs designed for students and their families. Students will meet with academic advisers to discuss results of the placement tests and/or transfer work, to schedule appropriate classes, and to register for their fall classes. Both students and their families will receive information about student life at UT. These programs are scheduled for numerous one-day sessions throughout the year.

### **International Student Orientation**

The Office of International Student Services (OISS) provides services to international students including new student orientation, housing assistance, cultural adjustment, and immigration information. The orientation program for each term is typically held during the week prior to the first day of classes. One of the sessions during this program is devoted to a college meeting for advising and registration. Participation in this program is mandatory.

## **5.3 Methods of Registration**

**Web for Students** – using the Internet: <http://stuweb1.utoledo.edu>

**In Person** – using a course request form processed in the Registrar's Office, 1100 Rocket Hall.

## **5.4 Advising Holds**

There are certain situations where academic advising is required prior to registration. (It is always recommended.) If advising is required, a "registration hold" is placed on the student's record and is noted on screen 148 in SIS. These holds are also displayed for the student on the WEB FOR STUDENTS. Only the office placing the "hold" on a student's record can remove the "hold". Students new to the university, returning from suspension, and in certain programs of study will often have advising holds.

## **5.5 Overload Hours**

A student who wants to enroll for more than 21 semester hours in a semester or 16 total hours during the summer must have a signature from the college dean.

## **5.6 Transient Student Status**

University of Toledo students who wish to take course work at another university or college as transient students must receive prior approval from their colleges and complete the “Advanced Approval for Course Work Taken at Another Institution” form. For financial aid considerations, students must also sign the consortium agreement at the Financial Aid office.

## **5.7 Billing/Payment Process**

**Bursar’s Office**  
**Rm. 1800, Rocket Hall**  
**419-530-5755**

### **Financial Obligation**

Once a student registers for courses, he / she is responsible for all fees and charges assessed to his / her account. Payment of fees is due by the specified registration payment due date. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official University documents and services.

### **Billing / Payment Timeline**

- Standard Billing Procedure – This includes students who register during Early Registration and during Open Registration prior to payment due date. Invoices are available via the web or in person. Typically, Fall invoices are available and mailed after July 1st and Spring invoices are available and mailed after December 1st. Whether or not the invoices are mailed, it is the student’s responsibility to access and pay all fees.
- Registration after Initial Payment Due Date – Payment is due the same day as registration.
- Deregistration – There are two posted deregistration dates after the payment due date each term. If a student account balance exceeds \$200, the University will deregister (drop) students from all registered courses at this time. The first deregistration date is no later than 10 days prior to the start of the semester. Courses dropped on this date are dropped at 100% refund. The second deregistration date occurs on the 15th day of the semester and coincides with the last day of the add/drop period. Therefore, courses in the current semester will be dropped at 60% and a pre-payment “hold” will be placed on students’

accounts. Registrations for future semesters will be dropped at 100% and neither grades nor transcripts will be released until account balances are paid in full.

- Students registering after the first de-registration period are expected to pay for courses at the time of registration.
- Late Registration – Payment is due the same day as registration. In addition, a late fee is charged for all original registrations beginning the first day of class each term regardless of the number of hours enrolled.

## **6.0 Transfer Credit Evaluation Process**

### **6.1 Ohio Articulation and Transfer Policy**

In 1989, Senate Bill 268 and Amended Substitute House Bill 111 from the General Assembly of the State of Ohio directed the Ohio Board of Regents to develop and implement a statewide Articulation Transfer Policy. The general goals of the legislation were to facilitate the transfer of students and credits among state-assisted institutions of higher education by the establishment of uniform transfer procedures, and to assure the equitable treatment of all students in the system. The policy established the Ohio Transfer Module (OTM). The OTM is an array of general education courses that, when taken in its entirety, is guaranteed acceptance at all public institutions of higher education in Ohio. The policy also guarantees the acceptance of “D” grades for Ohio state-assisted A.A. or A.S. degree holders. The University of Toledo expanded this definition to include A.A.S. and A.A.B. degrees.

In January 2004 the Articulation and Transfer Policy was revised to include discipline specific Transfer Assurance Guides. TAGs build on the existing Transfer Module and identify pre-major and major courses that are guaranteed to apply to specific majors. The TAGs are currently in development.

A Transfer Module for technical education was also added to the policy. The Technical Transfer Core (TTC) fosters the transfer of applied degrees into appropriate baccalaureate degrees.

A statewide appeals process is a component of the Transfer Articulation Policy and can be found in The University of Toledo’s general catalog. UT staff who work with transfer students are encouraged to visit the website below to familiarize themselves with the Transfer and Articulation Policy. <http://www.regents.state.oh.us/transfer/>

### **6.2 Course Applicability System (CAS) [www.transfer.org](http://www.transfer.org)**

The Course Applicability System (CAS) is a multi-state web-based transfer system that provides direct access to course equivalency and academic program information. Using CAS, students can enter their transfer courses and see how they satisfy program requirements for specific majors at UT. CAS also provides cross-reference capabilities that allow students and advisers to identify courses that can be taken at another institution to satisfy degree requirements at UT. This feature is especially helpful to UT students who wish to take classes elsewhere as a guest student, or to prospective transfer students who intend to transfer to UT after completing general education requirements at their local community college.



*In order to receive training on CAS, contact the Assistant Director of Transfer Services at x4864.*

### **6.3 Credit Evaluation Process Overview**

When an undergraduate transfer student applies and is accepted to the University of Toledo his/her transfer work is entered into the Student Information System (SIS) by a processor in the Admissions Office. The college transfer evaluator generates a Transfer Credit Evaluation (TCE) and mails this document to the student with a letter inviting the student to make an advising appointment.

There are some cases in which students do not receive a TCE:

- Transfer credit posted prior to 1997 appears as a lump sum. To see a copy of the student's Advanced Standing Evaluation, which shows the individual external courses and their UT equivalents, contact the Records Manager at x4844 in the Registrar's Office.
- Undergraduates with degrees (UWD) do not have their transfer credit posted to SIS. Instead, the transcript for a UWD student is sent directly to the college for evaluation.

### **6.4 Equivalency Maintenance (screen 140)**

Many course equivalencies have already been established with external schools. These equivalencies are entered and maintained in SIS on screen 140 by the Transfer System Coordinator in the Admissions Office. UT equivalencies for these courses will automatically populate on the student's Transfer Credit Evaluation (TCE).

Both the external course and the UT equivalent course are listed on screen 140, as well the calendar terms the equivalency is in effect.

A summary of all of the course equivalencies that are stored in screen 140 for UT's main feeder schools can be found on the web at <http://registrar.utoledo.edu/tca/>.

### **6.5 Transfer Credit Evaluation (screen 142)**

This screen is used by college transfer evaluators to enter UT course equivalencies for transfer courses. The student's college and major at the time of acceptance appear on screen 142. **If the college or major appears in red, this indicates that the student has changed majors and may need to have his/her credits re-evaluated.** The student should be referred back to the college transfer evaluator.

The information from screen 142 is used by the Degree Audit Reporting System (DARS). Unevaluated courses (indicated by blank lines) or courses identified as ZCRSDES or ZDPTEVAL, meaning "course description needed" or "department to evaluated" will not be tallied on the

student's degree audit. Advisers who are working with students who have unevaluated courses should refer the student to the college evaluator for instructions.

**6.6 Transfer Credit Awarded (screen 143)**

A summary of the UT courses assigned by the system, or by the college transfer evaluator on screen 142, can also be viewed on screen 143.

**6.7 U of Toledo Course References (screen 14x)**

This screen shows which external schools have equivalencies for a particular UT course. For example, entering ENGL1110 in the Course field will list all of the external institutions for which there exists a transfer equivalency for ENGL1110. In addition, screen 14X lists the calendar terms the equivalency is in effect. To see more detailed information regarding the equivalency, place the cursor at the left of the external school, and press enter. The search for external equivalencies can be restricted by specifying an external institution, the effective term, an internal college or major in the appropriate fields at the top of the screen.

*In order to receive training and access to the screens listed above, contact the Assistant Director of Transfer Services at x4864.*

**6.8 The University of Toledo's Transfer Credit Appeal Process**

If a transfer student believes there is an error in his or her Transfer Credit Evaluation (TCE), or has questions regarding the evaluation or application of transfer credit toward degree requirements, he/she should first contact the person who completed the TCE. The name of the person to contact appears on the letter accompanying the TCE. In most cases, the issue can be resolved at this level.

A student disagreeing with the application of transfer credit has the right to appeal the decision by following the procedure below. The appeal must be in writing within 90 days of receipt of the Transfer Credit Evaluation or Degree Audit.

1. The student contacts the Department Chair and provides a written appeal. The Department Chair has 30 days from receipt of the appeal to respond in writing to the student.
2. If the issue is not resolved to the student's satisfaction at step 1, the student contacts the Dean of his/her UT college and provides a copy of the appeal and the department decision. A final college decision rests with the office of the dean. The dean has 30 days from receipt of the appeal to respond in writing to the student.
3. If the issue is not resolved to the student's satisfaction after steps 1

and 2, the student submits a copy of the appeal, as well as the college decision, to the provost. The Provost's Office will provide an institution-wide perspective. The provost has 30 days from receipt of the appeal to respond in writing to the student. If the request is denied, the written correspondence to the student will outline the process for appealing to the state-level Articulation and Transfer Appeals Review Committee of the Ohio Board of Regents.

## 7.0 ACADEMIC POLICIES AND PROCEDURES

### 7.1 Academic Forgiveness Policy

Under certain conditions, an undergraduate student who re-enrolls in The University of Toledo after an absence from the University (or any academic institution of higher education) is permitted the opportunity to have his/her academic standing calculated from the point of readmission. Once the student has demonstrated the ability to sustain a satisfactory level of academic performance, all grades of C-, D+, D, D-, F, E, P, and WF are forfeited. Grades of A, A-, B+, B, B-, C+, C, and PS will only be counted for credit.

The returning student is eligible to petition for the Academic Forgiveness Policy if one of the following criteria is met:

1. Former students who have not been enrolled at UT or any other accredited academic institution of higher learning for a period of at least two calendar years, during which time the student has a documented enlistment in the U.S. Armed Forces.
2. Former students who have not been enrolled at UT or any other accredited academic institution of higher learning for a period of at least three calendar years.

Students who would be eligible for academic forgiveness will follow the established procedures for readmission. Upon completion of 24 semester hours of graded academic course work in a baccalaureate degree program, or 16 semester hours of graded academic course work in an associate degree program, and a minimum time of two semesters, as well as a minimum grade point average of 2.5 in courses since readmission, the student may elect to apply for academic forgiveness by submitting a written petition to the dean of the college.

If the dean grants academic forgiveness, the following procedures will be applied:

1. The previous grade point average is deleted.
2. Credits from all courses taken during the previous enrollment at UT with a grade of C- or lower are removed (although the grades are retained on the academic transcript with the notation "Academic Forgiveness Policy").
3. Credits for all courses taken during the previous enrollment at UT with a grade of C or better, as well as PS will only be counted for credit.
4. All calculations of quality hours, quality points and cumulative GPA will be adjusted.

The Academic Forgiveness Policy applies to all grades including those taken on a pass-fail basis, earned during the previous enrollment period at UT. If a student received a grade of C-, D+, D or D- during the previous enrollment period for a course that is required in the degree

program that the student is pursuing, the student must either retake the course or the dean of the college must approve a suitable substitution. Under the provisions of the Academic Forgiveness Policy, a student must be re-enrolled at UT for a minimum of 32 hours before graduation.

Grades from all courses ever taken at UT and the resulting GPA (unadjusted by the Academic Forgiveness Policy) will be used for purposes of determining eligibility for University, collegial, departmental or professional honors or other recognition based upon the student's undergraduate academic career and record of academic performance.

A student may petition for the application of Academic Forgiveness Policy to his/her record only one time in his/her career at UT. The policy is only available for the undergraduate course work taken at UT and only for the undergraduate students earning a first undergraduate degree. Students may not petition for grade deletions under the University's Grade Deletion Policy after they have used the Academic Forgiveness Policy.

*Note: This policy does not apply to Graduate Studies*

## **7.2 Academic Probation**

### **University Policy**

- A student whose cumulative grade point average is less than 2.0 is automatically placed on probation until a 2.0 cumulative grade point average is achieved.
- A transfer student with a cumulative grade point average less than 2.0, who is accepted conditionally, is placed on probation.
- Students on academic probation should not enroll for more than 12 semester hours.
- Probation status may be affected by excessive accumulation of DR, IW and W grades.

### **College Specific Probation Conditions**

Contact each college for specific probation conditions and policies.

## **7.3 Suspension**

### **University Policy**

Students may be suspended from the University if they fail to maintain the required cumulative GPA. A student under academic suspension will be dropped from the University for a period of at least one semester following the semester in which the student qualifies for suspension. Students should refer to the statements of colleges and centers for

information regarding the specific policies and GPAs. A cumulative GPA on attempting specific levels of course work defined in items 1 – 6 below qualifies the student for suspension:

1. less than 1.0 after attempting 10-19 semester hours
2. less than 1.5 after attempting 20-29 semester hours
3. less than 1.7 after attempting 30-39 semester hours
4. less than 1.8 after attempting 40-49 semester hours
5. less than 1.9 after attempting 50-59 semester hours
6. less than 2.0 after attempting 60 semester hours

Each college will set its own conditions for readmission and appeals. After accumulating 60 credit hours without suspension, a student may be suspended if the student falls below a 2.0 for two consecutive semesters.

#### **College Specific Suspension Conditions**

Consult the probation and suspension policies for each college for more specific information. The Graduate School and the colleges of Engineering and Pharmacy have separate and distinct policies from the other colleges.

### **7.4 Admission into Professional Divisions**

The following colleges have selective admissions into profession divisions: Business Administration, Education, Health and Human Services, and Pharmacy.

*Contact each college for specific admission requirements.*

### **7.5 Audit Grade Option (Au)**

A course may be taken on an audit basis if the student does not want credit for the course. The notation AU appears on the student's record when he or she enrolls in a course for audit. AU is not a grade and no credit is granted. The student is not required to complete assignments or tests, nor is the instructor required to grade any of the student's work in the course. The student must declare this option by the 15<sup>th</sup> calendar day (Add/Drop Period) of the term. The student will be charged the same amount as for credit courses. Financial aid does not pay for audited courses.

### **7.6 Class Rank**

Class rank is based on the number of earned hours completed.

Freshman	0 - 29.99
Sophomore	30 - 59.99
Junior	60 - 89.99

## 7.7 Grade Changes

A grade change form is used to remove PR or IN grades, correct clerical and computational errors, and for change of a letter grade. A grade change is initiated by the faculty member who taught the course. However, if the instructor is no longer on the faculty, the department chairperson may submit the form. All forms should be forwarded to the college office by a faculty member and/or department chairperson, and not by the student.

### Arts and Sciences

- The instructor of the course must complete the grade change form and forward it to the Student Services Office. The form will be forwarded to the Registrar's Office for processing.

### Business, Education, Health and Human Services, Pharmacy, and University College

- The instructor of a course must complete the change of grade form, forward it to the associate dean. The signed form is then turned into the Student Services Center for final processing in the college and then forwarded onto the Registrar's Office.

### Engineering

- The instructor of a course must complete the change of grade form and forward it to the appropriate major department. The signed form is then turned into the Associate Dean for final processing in the college and then forwarded onto the Registrar's Office.

## 7.8 Grade Deletion

- To petition for a grade deletion for a grade of C-, D+, D, D- F, a student must have retaken the same course (or renumbered substitute for that course) at the University of Toledo and have earned at least a C grade in the course.
- The repeated course must be completed prior to the granting of the baccalaureate degree and the grade deletion petition submitted no later than one semester after graduation.
- No more than 12 semester hours or 16 quarter hours of coursework may be deleted from the student's transcript.
- This grade deletion policy applies only to the first recorded UT grade in a course that the student has repeated at UT.
- If the above conditions are met, petitions for grade deletion will be approved unless the instructor of the original course

attests that the grade was given for academic dishonesty. In such circumstances, the petition will be denied.

- See each college for specific procedures regarding grade deletions and the filing of paper work.
- Grades for all courses will appear on the student's official transcript regardless of whether or not a grade has been deleted. If a grade has been deleted, only the grades for subsequent attempts in the course will be used in determining grade point average.
- All grades, including those for repeated courses, will be included in the determination of eligibility for honors, fellowships and other distinctions accruing on the basis of the GPA.
- Pharmacy students may delete only 1000 and 2000 level courses.

## 7.9 How to Calculate a Grade Point Average

The University of Toledo is on a 12-point grading system. Each grade is assigned a value from 0 to 4.

Grade values =

A	4.00	C+	2.33	D-	0.67
A-	3.67	C	2.00	F	0.00
B+	3.33	C-	1.67		
B	3.00	D+	1.33		
B-	2.67	D	1.00		

ALL OTHER GRADES (IN, IW, NC, PR, PS U, W) ARE NOT USED IN THE CALCULATION OF A STUDENT'S GPA. The credit hours for the PS and S grades however, are included in the total number of hours earned. Certain developmental courses appear as grades but are not included in the GPA.

**Quality hours** = credit hours of courses for which a grade value was assigned (see grade value chart above).

**Quality points** = number of points earned when quality hours are multiplied by grade value for each course (see grade value chart above).

THE CALCULATION: multiply the grade value for each course by the number of quality hours for each course to determine the quality points. Example:

Course	Grade	Earned	Quality	Grade	Quality
	Hours	Hours	Value	Points	
Mus 2220 A-	3	3	x	3.67	= 11.01



Psy 010 B	3	3	x	3.00	=	9.00
Math 0980 PS	4	0	x		=	0.00
<hr/>						
Totals	10		6			20.01

Add the total quality hours and quality points. Note that the “PS” grade for math has no grade value; therefore, there are no quality hours or quality points for this course.

Divide the total quality points by the total quality hours to determine your GPA for the semester.

Ex:  $20.01 \div 6 = 3.2871$

To calculate the cumulative GPA (all Semesters), add total quality hours and total quality points for each semester. Divide quality points by the quality hours to determine GPA for all course work at The University of Toledo.

### 7.10 Pass/No Credit Option

Students may elect to enroll in certain undergraduate courses for Pass/No Credit rather than an A-F grade. Students must complete a petition to take a class Pass/No credit and obtain the approval of their college before the 15<sup>th</sup> calendar day of term. Grades of C or better will be changed to PS, and grades of C-, D+, D, D- and F will be changed to NC. The grades of PS and NC do not affect the grade point average. Students should consult their college regarding any limitations that may exist for this option. Undecided students enrolled in the Student Success Center, as a general rule, should not elect Pass/No Credit grading.

### 7.11 Incomplete (IN) Grade

Students should contact instructor to determine what must be done to complete requirements and should not re-register for the course. The IN grade is not computed in the GPA. IN converts to F if instructor does not submit a grade by the end of the following term.

### 7.12 Progress (PR) Grade

This grade must be removed before a student may graduate. PR is not computed in GPA.

### 7.13 Instructor Withdraw (IW)

This grade may be issued no later than the 10<sup>th</sup> week to students who stopped attending or never attended a course and failed to withdraw themselves by the end of the 8<sup>th</sup> week. IW, like W, is not computed in GPA, but it may have consequences for financial aid.

## 8.0 ADVISING AIDS AND RESOURCES

### Off Campus

#### 8.1 **Course Applicability System (CAS)** [www.transfer.org](http://www.transfer.org)

The Course Applicability System (CAS) is a multi-state web-based transfer system that provides direct access to course equivalency and academic program information. Using CAS, students can enter their transfer courses and see how they satisfy program requirements for a selected major at UT. CAS also provides cross-reference capabilities that allow students and advisers to identify courses that can be taken at another institution to satisfy degree requirements at UT. This feature is especially helpful to UT students who wish to take classes elsewhere as a guest student or, to prospective transfer students who intend to transfer to UT after completing general education requirements at their local community college.

#### 8.2 **National Academic Advising Association (NACADA)**

NACADA seeks to “enrich the knowledge, skills, and professional development of people concerned with academic advising in higher education.” For membership and subscription information contact:  
NACADA Executive Office  
Kansas State University  
2323 Anderson Ave., Ste. 225  
Manhattan, KS 66502-2912  
(785) 532-5717 [ww.nacada@ksu.edu](mailto:ww.nacada@ksu.edu)

#### 8.3 **Ohio Academic Advising Association (OHAAA) -**

<http://www.academicadvising.org/>

The OHAAA is a state allied organization of the NACADA that was formed in 1996. The intent was to create a state advising association that could provide advisers the capability to network on a local level as well as to present and/or attend programs at a yearly drive-in conference. As of March 2004, there are approximately 165 members of OHAAA.

#### 8.4 **Ohio Transfer Council (OTC) -**

<http://www.ohiotransfer.org/>

The OTC is an association of educational professionals from two-year and four-year Ohio institutions who serve transfer students. The OTC works to facilitate “seamless” transfer for students moving from community colleges to four-year institutions as well as between four-year institutions.

### **8.5 Ohio Learning Network (OLN) - <http://www.olin.org/>**

The OLN supports higher education in Ohio by providing access to e-learning to students, offering professional development to faculty, and working to improve policy. The OLN's Regional Coordinators can be very useful in assisting students in finding alternative DL (distance learning) courses when a required course is not offered by the home institution at a time when the student can take the course.

## **On-Campus**

### **8.6 Center for Advising Excellence (CAE) - <http://studentsuccesscenter.utoledo.edu/Adviser%20Resources.htm>**

The CAE serves professional and faculty advisers, as well as members of the UT community who have an interest in promoting effective academic advising at UT. The CAE offers training and professional development opportunities for all advisers through seminars, a resource room on advising, and funding to subsidize adviser participation in conferences and advising-related events. The CAE is housed in the Student Success Center, RH 1400, 530-1250.

### **8.7 Inter-College Committee on Advising (ICA)**

ICA is a campus-wide organization of professional academic advisers and student services personnel that meets monthly from August to April to share information and improve service to students. For meeting times and locations, contact the Director of the Student Success Center, RH 1400, 530-1250.

### **8.8 Internal Transfer Advisory Board (ITAB)**

ITAB is a campus-wide organization of UT professionals who service transfer students in multiple capacities, including:

- Advising prospective, incoming and continuing students about all aspects of using non-UT courses to complete UT degree programs
- Posting transfer courses to the UT transcript
- Producing Transfer Credit Evaluations (TCEs)
- Programming the Degree Audit Reporting system (DARs) to apply transfer credit accurately
- Maintaining and improving the Course Applicability System (CAS) to assist future UT transfer students in selecting appropriate courses at other institutions
- Training internal and external personnel on CAS

- ITAB meets monthly and addresses any and all issues that impact transfer students. For meeting times and locations, contact the Adult, Transfer and International Admissions Office (ATI), RH 1000, 530-5757.

## 8.9 Center for Teaching and Learning (CTL)

<http://provost.utoledo.edu/CTL/index.htm>

As a resource for UT instructors, the CTL promotes excellence in teaching and learning and seeks to create a culture that values and rewards activities that enhance instruction and student learning. Selected programs:

- Workshops and luncheon seminars on teaching and learning
- “Techno-Bits” – learn a technology ‘ho-to’ in 30 minutes or less
- Small Grants Fund for classroom teaching enhancement
- Grants for faculty-led projects to enhance student learning
- Individual consultation on syllabus design, classroom strategies
- New Faculty Orientation
- CTL is located at Carlson Library, Room 1005B, 530-2075, 2076.

## 8.10 Degree Audit Reporting System (DARS)

A degree audit is a computer-generated report that compares the requirements for a specific undergraduate degree program against the courses that a student has completed (including course work for currently registered semesters). In addition to showing academic progress at a glance, the degree audit lists college entrance and placement test scores, academic statistics (attempted hours, earned hours, GPA, etc.), transfer credit, UT coursework with credit hours and grades, and the courses remaining to complete specific degree requirements.

Degree audits are available on Web for Students and can also be picked up in the Registrar’s Office and some college offices on campus. Questions regarding DARS should be referred to the specific college undergraduate advising office.

Advisers can run degree audits for their advisees through Web for Faculty and Advisers, which can be accessed at <http://my0.utoledo.edu/wfa.html>. An adviser can also request a CMS account and DARS access through the Registrar’s Office or Educational and Information Technology, or the DARS Access Request Form may be downloaded from the web at: <http://www.registrar.utoledo.edu/forms/sis/darsapp.doc>.

Active Programs Available in DARS				
MAJOR	DEGREE	CONCEN	MINOR	DESCRIPTION
<b>Arts &amp; Sciences Majors</b>				
AFST	BA			AFRICANA STUDIES (924+)
AMST	BA			AMERICAN STUDIES
ANTH	BA			ANTHROPOLOGY
ART	BA			ART - BA
		NMED		NEW MEDIA
ART	BFA			ART - BFA
		CERM		CERAMICS
		DRAW		DRAWING
		METL		METALS
		NMED		NEW MEDIA
		PNTG		PAINTING
		PRNT		PRINTMAKING
		SCUL		SCULPTURE
ARTH	BA			ART HISTORY
ASST	BA			ASIAN STUDIES
ASTY	BA			ASTRONOMY (974+)
BIOL	BS			BIOLOGY
CHEM	BA			CHEMISTRY - BA
CHEM	BS			CHEMISTRY - BS
COMM	BA			COMMUNICATIONS
ECON	BA			ECONOMICS
ENGL	BA			ENGLISH
		AMLT		AMERICAN LITERATURE
		CRWG		CREATIVE WRITING (924+)
		GHLT		GENERAL LITERATURE
		GNWG		GENERAL WRITING
ENSC	BS			ENVIRONMENTAL SCIENCE
ENST	BA			ENVIRONMENTAL STUDIES
EUST	BA			EUROPEAN STUDIES
FILM	BA			FILM (924+)
FREN	BA			FRENCH
GENS	BA			GENERAL STUDIES - BA
GENS	BS			GENERAL STUDIES - BS
GEOG	BA			GEOGRAPHY AND PLANNING
GEOL	BA			GEOLOGY - BA
GEOL	BS			GEOLOGY - BS
GERM	BA			GERMAN
GLST	BA			GLOBAL STUDIES (974+)
HIST	BA			HISTORY
HUMS	BA			HUMANITIES
INDP	BA			INTERDEPARTMENTAL STUDIES - BA
INDP	BS			INTERDEPARTMENTAL STUDIES - BS
LAST	BA			LATIN AMERICAN STUDIES
LING	BA			LINGUISTICS
LST	BA			LAW AND SOCIAL THOUGHT (994+)
MATH	BA			MATH - BA (Dual EDU students have no concen)
		APMT		APPLIED MATHEMATICS
		CSMT		COMPUTER SCIENCE MATH
		PURE		PURE MATHEMATICS
		STAT		STATISTICAL MATH
MATH	BS			MATH - BS

		ACTU		ACTUARIAL SCIENCE
		APMT		APPLIED MATHEMATICS
		CSMT		COMPUTER SCIENCE MATH
		PURE		PURE MATHEMATICS
		STAT		STATISTICAL MATH
MDRN	BA			MEDIEVAL AND RENAISSANCE STUDIES
MEDT	BMT			MEDICAL TECHNOLOGY
MES	BA			MIDDLE EASTERN STUDIES (974+)
MUSC	BA			MUSIC - BA
MUSC	BM			MUSIC - BM
		GUIT		GUJARATI
		JZIN		INSTRUMENTAL JAZZ
		PIAN		PIANO
		STRG		STRINGS
		VOIC		VOICE
		WPER		WIND AND PERCUSSION
PDEN	BS			PRE-DENTISTRY (974+)
PHIL	BA			PHILOSOPHY
PHYS	BA			PHYSICS - BA (974+)
PHYS	BS			PHYSICS - BS
		APPH		APPLIED PHYSICS
		ASPH		ASTROPHYSICS
		PHYS		PHYSICS
PLAW	BA			PRE-LAW - BA (974+)
PLAW	BS			PRE-LAW - BS
PMED	BS			PRE-MEDICAL (974+)
POLS	BA			POLITICAL SCIENCE
		LEST		LEGAL STUDIES
		PBAD		PUBLIC ADMINISTRATION
PSYC	BA			PSYCHOLOGY
		LIB		LIBERAL ARTS (994+)
PVET	BS			PRE-VETERINARY (974+)
REL	BA			RELIGIOUS STUDIES
SOCL	BA			SOCIOLOGY
SPAN	BA			SPANISH
THTR	BA			THEATRE - BA
		DTEC		DESIGN/TECH
		PERF		PERFORMANCE
		THTR		THEATRE STUDIES
THTR	BFA			THEATRE - BFA
URBN	BA			URBAN STUDIES
WMST	BA			WOMEN'S AND GENDER STUDIES
<b>Arts &amp; Sciences Concentrations - not specific to any degree program</b>				
		PDEN		PRE-DENTAL
		PMED		PRE-MEDICAL
		PVET		PRE-VETERINARY
<b>Arts &amp; Sciences Minors - available to all students</b>				
		AFST		AFRICANA STUDIES
		ANTH		ANTHROPOLOGY
		APFR		APPLIED FRENCH
		ART		ART
		ARTH		ART HISTORY
		ASTR		ASTROPHYSICS

			BIOL	BIOLOGY (974+)
			CHEM	CHEMISTRY
			CINE	CINEMA STUDIES (974+)
			CLAS	CLASSICS
			COMM	COMMUNICATIONS
			DANC	DANCE
			DST	DISABILITY STUDIES (974+)
			ECON	ECONOMICS
			ENSC	ENVIRONMENTAL SCIENCE (974+)
			FILM	FILM
			FREN	FRENCH
			GEOG	GEOGRAPHY AND PLANNING
			GEOL	GEOLOGY
			GERM	GERMAN
			GLST	GLOBAL STUDIES (974+)
			HIST	HISTORY
			JAPN	JAPANESE (924+)
			LAST	LATIN AMERICAN STUDIES
			LING	LINGUISTICS
			LITR	LITERATURE
			LST	LAW & SOCIAL THOUGHT (974+)
			MATH	MATHEMATICS
			MS	MILITARY SCIENCE
			MUSH	MUSIC HISTORY AND LITERATURE
			MUSI	INSTRUMENTAL MUSIC
			MUSJ	JAZZ
			MUSK	KEYBOARD
			MUST	MUSIC THEORY
			MUSV	VOCAL MUSIC
			MUTC	MUSIC TECHNOLOGY (974+)
			PHIL	PHILOSOPHY
			PHYS	PHYSICS
			POLS	POLITICAL SCIENCE
			PSYC	PSYCHOLOGY
			PUBA	PUBLIC ADMINISTRATION (974+)
			REL	RELIGIOUS STUDIES
			SOCL	SOCIOLOGY
			SPAN	SPANISH
			THCD	HISTORY AND CRITICISM OF DRAMA
			THTR	THEATRE
			WMST	WOMEN'S AND GENDER STUDIES
			WRTG	WRITING
<b>Business Majors</b>				
ACCT	BB			ACCOUNTING
BANS	BB			BUSINESS ANALYSIS
EBUS	BB			ELECTRONIC COMMERCE
EFSB	BB			ENTREPRENEURSHIP, FAMILY AND SMALL BUSINESS
FINA	BB			FINANCE
FSER	BB			FINANCIAL SERVICES
HRM	BB			HUMAN RESOURCE MANAGEMENT
IBS	BB			INTERNATIONAL BUSINESS
INF	BB			INFORMATION SYSTEMS
MKTG	BB			MARKETING
OPM	BB			OPERATIONS MANAGEMENT

ORGD	BB			ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT
PACC	BB			PRE-ACCOUNTING
PBAN	BB			PRE-BUSINESS ANALYSIS
PEBU	BB			PRE-ELECTRONIC COMMERCE
PEFS	BB			PRE-ENTREPRENEURSHIP, FAMILY, AND SMALL BUSINESS
PFIN	BB			PRE-FINANCE
PIBU	BB			PRE-INTERNATIONAL BUSINESS
PINF	BB			PRE-INFORMATION SYSTEMS
PMGM	BB			PRE-MANAGEMENT
PMKT	BB			PRE-MARKETING
POPM	BB			PRE-OPERATIONS MANAGEMENT
PPSL	BB			PRE-PROFESSIONAL SALES
PREB	BB			PRE-BUSINESS (NO DECLARED MAJOR)
PSCM	BB			PRE-SUPPLY CHAIN MANAGEMENT
PSLS	BB			PROFESSIONAL SALES
SCM	BB			SUPPLY CHAIN MANAGEMENT
<b><i>Business Minors - available only to Business students</i></b>				
			ACCT	ACCOUNTING
			BANS	BUSINESS ANALYSIS
			BLAW	BUSINESS LAW
			BUSE	BUSINESS ECONOMICS
			CMRE	COMMERCIAL REAL ESTATE
			DECS	DECISION SCIENCE
			EFSB	ENTREPRENEURSHIP, FAMILY, AND SMALL BUSINESS
			EBUS	E-COMMERCE
			FINA	FINANCE
			FSER	FINANCIAL SERVICES
			IBUS	INTERNATIONAL BUSINESS
			INFS	INFORMATION SYSTEMS
			IRM	INSURANCE AND RISK MANAGEMENT
			MGMT	MANAGEMENT
			MKTG	MARKETING
			OPMT	OPERATIONS MANAGEMENT
			PSLS	PROFESSIONAL SALES
			PSM	PURCHASING AND SUPPLY MANAGEMENT
			SBFM	SMALL BUSINESS FINANCIAL MANAGEMENT
			SCM	SUPPLY CHAIN MANAGEMENT
<b><i>Business Minors - available only to non-Business students</i></b>				
			BSAD	BUSINESS ADMINISTRATION
			NBAN	BUSINESS ANALYSIS
			NSCM	SUPPLY CHAIN MANAGEMENT
			NLSL	PROFESSIONAL SALES
<b><i>Education Majors</i></b>				
ADOL	BE			ADOLESCENT EDUCATION (984+)
		EASC		EARTH SCIENCE (024+)
		ESCH		EARTH SCIENCE & CHEMISTRY (024+)
		ESPH		EARTH SCIENCE & PHYSICS (024+)
		ILA		INTEGRATED LANGUAGE ARTS (984+)
		IMA		INTEGRATED MATHEMATICS (984+)
		ISO		INTEGRATED SOCIAL STUDIES (984+)
		LCH		LIFE SCIENCE/CHEMISTRY (984+)



		LEA	LIFE/EARTH SCIENCE (984+)
		LIF	LIFE SCIENCES (984+)
		LPH	LIFE SCIENCE/PHYSICS (984+)
		PSC	PHYSICAL SCIENCE/CHEMISTRY (024+)
		PSP	PHYSICAL SCIENCE/PHYSICS (024+)
CTE	BE		CAREER AND TECHNICAL EDUCATION (984+)
ERLY	BE		EARLY CHILDHOOD EDUCATION PRE K-3 (984+)
MIDD	BE		MIDDLE CHILDHOOD EDUCATION (984+)
		LAN	LANGUAGE ARTS
		MTH	MATHEMATICS
		SIN	SCIENCE
		SST	SOCIAL STUDIES
MULT	BE		MULTI-AGE EDUCATION (984+)
		FRE	FRENCH
		GRM	GERMAN
		HLT	HEALTH EDUCATION
		MUS	MUSIC EDUCATION
		PED	PHYSICAL EDUCATION
		SPN	SPANISH
		VSA	VISUAL ARTS
SPEC	BE		INTERVENTION SPECIALIST (984+)
		MMO	MILD/MODERATE
		MOI	MODERATE/INTENSIVE
		VII	VISUALLY IMPAIRED
<b>Engineering Majors</b>			
BIOE	BIO		BIOENGINEERING (924+)
CCON	CER		CIVIL CONSTRUCTION TECHNOLOGY - CERTIFICATE
CET	BCE		CONSTRUCTION ENGINEERING TECHNOLOGY - BS
CHME	BSC		CHEMICAL ENGINEERING (854+)
CHYD	CER		HYDRAULICS TECHNOLOGY - CERTIFICATE
CMAD	CER		MACHINE DESIGNING - CERTIFICATE
CSE	BSU		COMPUTER SCIENCE AND ENGINEERING (854+)
CSET	BCT		COMPUTER SCIENCE ENGINEERING AND TECHNOLOGY
CSUR	CER		SURVEYING - CERTIFICATE
CVLE	BSV		CIVIL ENGINEERING (854+)
ELCE	BSL		ELECTRICAL ENGINEERING (854+)
ELCT	BEE		ELECTRICAL ENGINEERING TECHNOLOGY - BS
INDE	BSI		INDUSTRIAL ENGINEERING (854+)
MCHT	BME		MECHANICAL ENGINEERING TECHNOLOGY - BS
MECE	BSM		MECHANICAL ENGINEERING (854+)
<b>Engineering Minors</b>			
		CSE	COMPUTER SCIENCE AND ENGINEERING
<b>Health &amp; Human Services Majors</b>			
CARD	ACV		CARDIOVASCULAR TECHNOLOGY
		ECHO	ECHOCARDIOGRAPHY
		PRVA	PERIPHERAL VASCULAR
CCMT	CER		CHILD MANAGEMENT TECHNOLOGY - CERTIFICATE
CEKG	CER		EKG TECHNICIAN - CERTIFICATE
CMBI	CER		MEDICAL ASSISTING - BILLING/INSURANCE CERTIFICATE
CMH	BS		COMMUNITY HEALTH (993+)
CRIN	BSJ		CRIMINAL JUSTICE

EMT	ASE			EMERGENCY MEDICAL TECHNICIAN - AAS
EMT	CER			EMERGENCY MEDICAL TECHNICIAN - CERTIFICATE
EXSC	BSX			EXERCISE SCIENCE (914+)
		ATH		ATHLETIC TRAINING
		BME		BIOMECHANICS
		CES		CLINICAL EXERCISE SPECIALIST
		EXP		EXERCISE PHYSIOLOGY
		KIN		KINESIOTHERAPY
		PPT		PRE-PHYSICAL THERAPY
HCAD	BS			HEALTH CARE ADMINISTRATION
HIM	BS			HEALTH INFORMATION MANAGEMENT (023+)
NHAD	BS			NURSING HOME ADMINISTRATION (894+)
NPL	CER			NURSE PARALEGAL
NURR	ARD			NURSING, A.D.
PHYT	BST			PHYSICAL THERAPY (914+)
PLS	AAS			PARALEGAL STUDIES - AAB (004+)
PLS	BS			PARALEGAL STUDIES - BS (004+)
PLS	CER			PARALEGAL STUDIES - CERTIFICATE (974+)
PNGN	BSN			BACCALAUREATE NURSING
PNRN	BSN			BACCALAUREATE NURSING, R.N.
PREC	ACV			PRE-CARDIOVASCULAR TECHNOLOGY
PREN	ARD			PRE-NURSING
PSWK	BA			PRE-SOCIAL WORK
RCBS	BRC			RESPIRATORY CARE (964+)
RECT	BS			RECREATIONAL THERAPY (984+)
RLS	BS			RECREATION & LEISURE STUDIES (924+)
SOCW	BSW			SOCIAL WORK
SPLA	BA			SPEECH/LANGUAGE PATHOLOGY (914+)
<b>Health &amp; Human Services Minors</b>				
			CRIN	CRIMINAL JUSTICE
<b>Law Majors</b>				
LAW3	JD			LAW (FULL-TIME STUDENT)
LAW4	JD			LAW (PART-TIME STUDENT)
<b>Pharmacy Majors</b>				
DPH	BSS			DOCTOR OF PHARMACY
MBC	BSS			MEDICINAL AND BIOLOGICAL CHEMISTRY
PHAM	BSS			PHARMACY ADMINISTRATION
PHAR	BSS			PHARMACEUTICS
PHRM	BSP			BS IN PHARMACY - PROFESSIONAL DIVISION
PREP	BSS			PRE-PHARMACY - PHARMACEUTICAL SCIENCES
PTOX	BSS			PHARMACOLOGY-TOXICOLOGY
<b>University College Majors</b>				
ACCT	ABA			BUSINESS MANAGEMENT TECHNOLOGY - ACCOUNTING
ADMS	BSA			ADMINISTRATIVE SERVICES
BMGT	ABM			BUSINESS MANAGEMENT TECHNOLOGY
CGOP	CER			GENERAL OFFICE PROGRAM - CERTIFICATE
CMES	CER			MEDICAL SECRETARY - CERTIFICATE
CNAD	AAB			COMPUTER NETWORK ADMINISTRATION (034+)
CSST	AAB			COMPUTER SOFTWARE SPECIALIST TECHNOLOGY (034+)
IDVP	BA			INDIVIDUALIZED PROGRAM - BA

IDVP	BS			INDIVIDUALIZED PROGRAM - BS
		MRAD		MEDICAL RADIOGRAPHY <b>(944+)</b>
ISS	AAB			INFORMATION SERVICES & SUPPORT <b>(034+)</b>
LIBR	BA			ADULT LIBERAL STUDIES
LSCT	AOL			LEGAL SECRETARIAL
MARS	ASM			MARKETING AND SALES
PREB	AA			PRE-BUSINESS
PSD	AAB			PROGRAMMING & SOFTWARE DEVELOPMENT <b>(034+)</b>
TECS	ATS			TECHNICAL STUDIES <b>(994+)</b>
TRNS	ATR			TRANSPORTATION MANAGEMENT TECHNOLOGY
WIFP	AOW			WORD INFORMATION PROCESSING

## 9.3 Student Information System (SIS)

### 9.3.a Commonly Used SIS Screens

For additional information, please view the SIS Training Tutorial from The Office of the Registrar

<u>10</u>	<u>Student Electronic Access</u> up to 5 email addresses and preferences listed
<u>102 / 2</u>	<u>Name Search</u> type in last name, "space", first name to locate student's records if ID# is not available
<u>103 / 3</u>	<u>Personal Data</u> includes addresses, previous names, etc other address screens include: 4, 5 & 6
<u>105</u>	<u>Course Section Scan</u> per term, lists available sections & course enrollment for each course
<u>107</u>	<u>Class List</u> class roster, must include course section & term
<u>1G7</u>	<u>Grade Verification Roster</u> class roster with grades posted, must include course section & term
<u>109</u>	<u>Student Schedule</u> per term, lists student's course schedule
<u>110</u>	<u>Academic Program Maintenance</u> lists student's matriculations and catalog year-used to perform a "change of college"
<u>111</u>	<u>Student Term Attributes</u> term specific, used to perform changes within same college such as change in major, concentration, minor
<u>114</u>	<u>Student Certification</u> historical listing of terms with academic program

118	Academic Statistics	displays Undergraduate/Graduate Career stats including earned hrs, GPA, transfer hrs as well as Higher Ed GPA
119	Term Report Flags	Athletic Flags, Adviser name(s)
120	Graphic Student Schedule	by hour, displays student schedule in “block” form
123/212	Degrees Awarded	lists each degree with university, major(s), date, GPA
125	Course Inventory Maintenance	general course information (section # not required) lists max & min credit hours, college & dept where course is housed, grade type, etc. - rolls to screen 12R when enter key pressed (for information on specific course/term/section see screen 129)
12R	Inventory Registration Controls	lists approved prerequisites, also populates the term/section specific information on screen 131
129	Course Section Maintenance	term and section specific view of screen 125
130	Course Section Meeting Schedule	term and section specific, lists course days, time, building & room location, room capacity, enrollment, cross listed sections, etc.
131	Section Registration Controls	term and section specific, lists prerequisites
136	Transcript Display	unofficial copy of transcript, may be viewed on screen
CT1	Unofficial Transcript	transcript in small font format for printing purposes only -prints number of withdraws at bottom of page (saves paper over screen 136, when printing)

GRD	<u>Grade Display</u>	grades for the term specified – also lists earned hours, quality hours & points, term & cumulative GPA, transfer hours & total hours
137	<u>Grade Change Audit</u>	historical term display of all grade changes that have been issued for a student
139	<u>Registration Audit Trail</u>	trail of registration activity (all registration attempts) per specific term entered – course line must be blank (but to view activity of only one course, enter it on “course line”)
140	<u>Equivalency Maintenance</u>	displays UT equivalents for courses taken at other institutions
142	<u>Transfer Credit Evaluation</u>	for transfer evaluators/advisers to enter course equivalencies
143	<u>Transfer Credit Awarded</u>	displays UT credit awarded
144	<u>Transfer Credit Summary</u>	lists all previous institution(s) with total hours & GPA
14X	<u>UT Course References</u>	transfer screen: enter UT course in “course field” to produce list of transferable courses from other schools
148	<u>Registration Holds / Comments</u>	view, enter and/or delete student holds & comments
206	<u>Admission Decision</u>	displays major/college preference from application as well as major/college student is admitted to – rolls to screen 231
209	<u>High School History</u>	lists HS, dates of attendance, rank & GPA

<u>211</u>	<u>College History</u> lists institution(s), dates of attendance & GPA
<u>212/123</u>	<u>Degrees Awarded</u> lists institution, college, major(s), date degree awarded & GPA
<u>221</u>	<u>Test Score Display</u> lists ACT/SAT scores & UT placement test scores
<u>231</u>	<u>High School Grade History</u> lists HS, yearly breakdown of subjects with grades
<u>1PT</u>	<u>Placement Test Scores</u> enter course, section & term to list class roster with test scores – for use during Rocket Launch enter course & section as UTOOARS 001, etc
<u>C04</u>	<u>Permits/Authorizations</u> term specific screen -allows adviser to enter a permit (p) to override a closed section or an authorization (u) to override the prerequisite upon verification that student has acceptable credentials to enter an open section
<u>1C7</u>	<u>Classroom Usage</u> enter term, building code & room number & screen displays days & times room is occupied with specific courses

## 9.4 Web for Students

UT's Web for Students provides real-time access to data in the Student Information System (SIS). Students can check course availability, register for classes, pay student bills, get grades, and much more.

### Public Services

- **Available Course Sections**  
Course schedule information and availability of classes offered at UT are available as well as a search engine for finding classes that meet specific days and times. No login is required.
- **When Can a Student Register?**  
Registration Priority times are updated and posted on the web.

### Student Services

- Students can access personalized information including grades, schedule, financial aid information, account summaries, contact information, and more. Registration for classes is available. **Student ID and PIN are required to access these pages.**

### Parent/Guest Services

- Parents and guests of students may make credit card payments to student accounts through this link.

### System Availability

- UT Web for Students is available as follows:  
Weekdays from 7:00 am to 11:55 pm and most weekends and holidays.



## 10.0 Resources for Making Referrals:

<u>For Questions On:</u>	<u>Resources</u>	<u>Location</u>	<u>Phone #</u>
<b>Academic Help Centers (Tutoring)</b>	Learning Enhancement Ctr.	CL Lower Level	2206
	Learning Enhancement Ctr.	LRC 2nd floor Scott Park	3105
	Math Learning Center	UH 2050	2568
	The Writing Center	CL 1005	4939
<b>Advising/Change of Major</b>	College Offices		
	Arts & Sciences	UH 3000	2671
	Business Administration	ST 1016	2087
	Education	GH 4023	2495
	Engineering	NI 1045	8042
	Health & Human Services	HH 1212	5360
	Law	LC 2000	2882
	Pharmacy	WO 1227	1904
	Student Success Center	RH 1400	1250
University College	AS 103	3142	
<b>Affirmative Action</b>	Affirmative Action Office	UH 3680	2508
<b>Bookstores</b>	Student Union Bookstore	SU 1570	2516
	Scott Park Campus Bookstore	AS 213	3305
	Art Book & Supply Store	VA Campus	8309
<b>Career Services</b>	Career Services	SU 1532	4341
<b>Child Care</b>	Apple Tree Nursery School	Dorr St.	1070
<b>Commuter &amp; Off-Campus Services</b>		SU 1511	8521
<b>Computer Support</b>	<a href="http://www.utoledo.edu/it/labs/">www.utoledo.edu/it/labs/</a>		
<b>Disabilities (Learning and/or Physically)</b>	Office of Accessibility	HH 1201	4981
<b>Distance Learning</b>		SeaGate Center	419.321. 5130

<b>Electronic Mail (e-mail)</b>	Student Union Computer Lab	SU 1512	5186
<b>Emotional, Personal, and Social Problems</b>	Counselor Education Clinic	HH 2205	2622
	Counseling Center	GH 1007	2426
	Student Med. Ctr. Site		3490
	Psychology Clinic and Training Ctr.	UH 1380	2721
<b>Fees/Billing Information</b>	Student Accounts/Bursar	RH 1800	5755
<b>Financial Aid</b>	Office of Financial Aid	RH 1200	8700
<b>Graduation Application</b>	Office of the Registrar	RH 1100	4821
<b>Graduation Progress Evaluation</b>	See specific college		
<b>Health Services</b>	Student Medical Center	MC	3451
<b>Honors Program</b>		SL 102	6030
<b>Housing</b>	<b>Off-Campus</b> Off Campus Housing	SU 1511	8521
	<b>On-Campus</b> Residence Life	DH 100	2941
<b>Independent Collegian</b>		3231 Dorr St.	419.720. NEWS
<b>Information Centers</b>	Campus Information	Rocket Hall	4636
<b>International Students</b>	Office of Int'l Student Services	SU 1533	4229
	Int'l Admission	RH 1300	5757
<b>Job Placement</b>	Career Services	SU 1532	4341
<b>Medical Drop</b>	Student Medical Center	Medical Center	3451
<b>Military/Veteran Affairs</b>	Military Services Center	AR 116-Armory	4373

<b>Multicultural Issues</b>	MC Student Center	SU 2500	2661
<b>Parking</b>	Bancroft Campus	RH 1610	5843
	Scott Park Campus	LR 134	3118
<b>Placement Testing</b>	Testing Center	GH 1001	2011
	Testing Center - Scott Park	ASC 120	3666
<b>Readmission</b>	College Offices	(See Advising)	
<b>Registration</b>	Office of the Registrar	RH 1100	4824
<b>Rocket ID</b>	ID Center	RH 1610	7829
<b>Scholarships</b>	Office of Financial Aid	RH 1200	8700
<b>Security</b>	UT Police Department	Transportation Center	2600
<b>Student Activities</b>	Student Affairs	SU 2501	7221
<b>Student Conduct</b>	Student Affairs	SU 2509	4944
<b>Study Abroad</b>	Study Abroad Office	UH 3210	8550
<b>Transcript Requests</b>	Office of the Registrar	RH 1100	2704
<b>Transfer Credits/Evaluations</b>	College Offices	(See Advising)	
<b>Tutoring</b>		(See Academic Help Centers)	
<b>Undecided Majors</b>	Student Success Center	RH 1400	1250

## **11.0 UNIVERSITY FORMS**

UT forms for both students and faculty can be downloaded in pdf format from the following link: <http://registrar.utoledo.edu/forms.htm> (requires Adobe Acrobat Reader).

### **For Students:**

- Application for graduation
- Application for replacement diploma
- Course request and seminar request form
- Grade request form
- Official transcript request
- Bursar's Office printable forms (multiple)
- Financial Aid Office printable forms (multiple)

### **For Faculty & Advisers:**

- DARS user account application
- SIS user account application

### **Additional Forms**

Check with your College about proper procedures for processing some or all of the following forms:

- Seminar/Special Section Request
- Grade Change
- Graduation Progress Evaluation
- Request for Overload of Hours
- Petition for Pass/No Credit Grade
- Change of Major
- Application for a Change in Academic Status
- Petition for Academic Grievance
- Request for Academic Exception
- Grade Deletions
- Request for Administrative Review
- Petition for Academic Forgiveness
- Conditional Registration Agreement
- Transient Student Approval
- Course Request Form
- Incomplete Grade Documentation Form