Welcome to the Judith Herb College of Education, Health Science and Human Services

If you are a new student, getting started on a new campus may be very exciting and overwhelming. Luckily, there are internet sources for all of the questions you may have.

*Be sure to check your official UT email frequently. All official notices and important information will be sent to that account. You are responsible for being informed of deadlines, policies, and procedures that are sent to your rocket account.*

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**College Services and Links to UT Services**

- Advising
- Cameras & Camcorders
- Computer, checkout
- Computer, services
- Computer, specialized
- Health Insurance
- Health and Wellness
- Lamination
- Library
- Parking
- Printing
- Resume
- Safety
- Testing Center
- Writing Center

**Student Computing:** [http://www.utoledo.edu/eduhs/studentcomputing/](http://www.utoledo.edu/eduhs/studentcomputing/)

This website provides information on what students are provided with as a result of the technology fees. PC and Mac laptops are available for checkout and the fee also pays for the
purchase and upkeep of digital cameras, camcorders, and projectors for students to checkout. Additional computer services include: Color printing, poster printing, laminating, scanning, digital conversion, PC virus scanning, and UTAD account maintenance.

**Student Services:** [http://www.utoledo.edu/eduhs/studentservices/index.html](http://www.utoledo.edu/eduhs/studentservices/index.html)

Go here for advisor assistance with the following: understanding program requirements, realistic self-appraisal for potential success in selective majors, identifying campus resources, long-range academic planning, course selection, academic performance, and other student issues.

**Carver Resource Center:** [http://www.utoledo.edu/eduhs/centers/carver/](http://www.utoledo.edu/eduhs/centers/carver/)

The Carver Center on 3rd floor of Gillham Hall includes checkout of PC and Mac laptops, cameras, and other technology. Editing facilities are also available.

**College Computing:** [http://www.utoledo.edu/eduhs/collegecomputing/](http://www.utoledo.edu/eduhs/collegecomputing/)

Visit this site for technology information on the implemented Print Quota, JAWS (popular screen reading software that provides access to today’s applications and the Internet for the visually impaired), Kurzweil, Digital Signage, Wireless Access, Echo 360, Video Conferencing, Faculty Development in Technology and Mediated Classrooms.

**Rocket Solution Central:** [http://www.utoledo.edu/rsc/](http://www.utoledo.edu/rsc/)

Rocket Solutions is located in Rocket Hall on Main Campus. It provides info if you are having difficulty accessing certain areas on the MyUT website. If you need to work on course add/drops, billing, financial aid, waiving fees, transcripts, or your student account visit Rocket Solution Central for assistance.
Your most helpful source is your personal **MyUT website** ([http://myut.utoledo.edu](http://myut.utoledo.edu)). Log on and browse the different tabs located at the top of the page. The different tabs are explained in depth below.

**Student**

Here you will find:

- **My Toolkit**
  - **My Registration Steps**- this is where you will find the options to waive your health insurance fee, register for parking passes, register or drop courses, waive your legal fee and look up your full class schedule. For current student health insurance information for 2012-2013 go to [http://www.utoledo.edu/graduate/orientation/Resources_for_New_Graduate_Students.html](http://www.utoledo.edu/graduate/orientation/Resources_for_New_Graduate_Students.html).
  - **My Records**- here you will be able to check your final grades, run a degree audit, and view your transcripts.
  - **My Financial Aid**- here you will be able to apply for aid, accept aid, sign the master promissory note, and check your eligibility status.
  - **My Accounts**- this is where you will be able to view and pay your bill, check your rocket card balance or make deposits, and change or add a meal plan.
  - **My Housing**- here you can apply for housing, manage housing or cancel housing.
  - **My Other Resources**- this is where you can make requests (new rocket card, official transcripts, replace/update parking permit, apply for graduation or update personal information).

- **Important Dates and Deadlines**- the items shown here represent the next 10 student events on the Academic Calendar.

- **Personal Announcements**- announcements in this area will be personalized for you as a student and will contain information to help you to remember about deadlines, tax information or other related information.

- **Learning Ventures**- this is where you will have the option to log in to Blackboard, which is the host site for most classes who post information for classes online.

- **My Courses**- you can use this link to view your course schedule, access your course home pages, email your professors, and communicate with classmates.

- **Email and UTAD Account**- this is where you will have the opportunity to log in to your email account.
**Student Resources**

Here you will find:

- **Calendar of Student Activities**- here you will be able to click on an event to view more details on the Student Activities and Programs Calendar.
- **Getting Involved on Campus**- this is where you will find different ways to get involved, like getting involved with intramural sports, Greek life, Student Government and Student Organizations.
- **Living on and Around Campus**- here you will find different links to the bookstore, counseling center, dining services, MyUT Pharmacy, Rec Center, Rec-Fit Program, Residence Life, Rocket Card, and Student Union.
- **Career Services**- this is where you will find campus employment, resume help, internship opportunities, and career counseling.
- **Student Services in Your College**- this is where you will be able to select different links in accordance with your college of study here at the university.
- **Support Services**- some examples of links located here include: African American Student Enrichment Initiatives, Apple Tree Nursery School, Community Policing, Dean of Students, International Student Services, Multicultural Student Services, Office of Accessibility, Student Athletic Academic Services, The Writing Center, Testing Services and Tutoring Services.
- **Academic Enrichment Programs**- the information provided here relates to the Honors College, service learning, studying abroad and undergraduate research.
- **Offices**- the links provided here direct you to financial aid, registrar, Rocket Solution Central and the treasurer/bursar.
- **Getting Around UT (Maps, Directions, Transportation Resources)**- here you will find links to maps of the different campuses for the University of Toledo as well as transportation information like shuttle schedule, parking services, and night watch escort service.

**UT Community**

Here you will find:

- **University Directory and Search**- here you can search a name, department or type.
- **Getting Around UT (Maps, Directions, Transportation Resources)**- here you will find links to maps of the different campuses for the University of Toledo as well as
transportation information like shuttle schedule, parking services, and night watch escort service.

- **Campus Safety** - this provides info about the different options you will have for safety around campus, like the emergency preparedness, night watch escort service, safety and health and the UT police department.

- **Health and Wellness** - here you will find information on the Apple Tree Nursery School, Counseling Services, Early Learning Center, Pharmacies (on the Main Campus and Health Science Campus), Rec Center, Rec-Fit Program, Main Campus Medical Center, University Health Services (HSC), UTMC and the YMCA Morse Center.

- **Shopping, Services and Requests** - for shopping you will find links to the Bookstores on all campuses, Carter Hall Convenience Store, UT Gear, UT Rockets Online Store and UTMC Gift Shop; for services you will find links to the Athletic Event Schedule, Environmental Services, Facilities Maintenance, Facilities and Construction, Mail Services, Marketing Toolbox, Print Services, Rocket Wireless, TIRES Newsletter, Toledo Rockets and the UT Credit Union; for requests you will find links for Biomedical Engineering Service Request, Environmental Services Request (HSC, Main and Scott Park Campuses), Facilities Maintenance Service Request (HSC, Main and Scott Park Campuses), and IT Service Request.

- **Campus Dining** - here you will find a link to access the meal plans website as well as links to the following restaurants available on campus at the Student Union Food Court: Croutons, KFC Express, Magic Wok, Pizza Hut Express and Subway; you will also find additional restaurants across the different UT Campuses: Four Seasons Bistro (UTMC), Fresh Food Company (Ottawa East Dormitory), iCrave (Crossings Dormitory), Java City (Rocket Hall, Main Campus), Palette Café (Ottawa East Dormitory), Rocky’s Grill (Student Union, Main Campus), Starbucks (Student Union, Main Campus) and dining halls located at the International House, Parks Tower and South Dining Hall at the Student Union.

- **Campus Media** - here you will find information about The Independent Collegian, UT10 News, UTTV, and WXUT.

- **Forms** - this is where you can choose printable and online forms related to grades and registration, graduation, billing, FERPA/privacy release and other forms from the treasurer’s office, financial aid forms, graduate school forms and registrar’s office forms.

- **Technology Services and Software Information** - here you will find help from college computing, technology labs and faculty and staff.
Library

Here you will find:

- **Library Catalog**: allows you to search by author, subject, title or keyword.
- **Course Reserves**: here you can search for articles reserved for specific classes by using the last name of your professor or your course number.
- **Electronic Resources**: research databases by students, research databases by name, view online journals and perform an academic search complete.
- **Library News**: this area will list the most recent news regarding the libraries on campus.
- **Collections**: lists the different libraries across the different UT campuses (Carlson Library- main campus, Mulford Health Science Library- health science campus, McMaster Engineering Library- Palmer Hall, LaValley Law Library- University Law Center, Ward M. Canaday Center for Special Collections- 5th floor of Carlson Library.
- **Info**: library home page, library hours, and library news and events.
- **Services**: here you will find borrowing via OhioLINK, Inter-Library Loan, and more services information.
All registered graduate or professional students at the University of Toledo Health Science Campus can utilize AEC services, regardless of academic standing.

All AEC services are offered at no additional charge to students registered at The University of Toledo Health Science Campus.

The purpose of the AEC is to provide resources and assistance for students to enhance their academic performance and to facilitate access for qualified disabled students.

Services:

Americans with Disabilities Act (ADA) Services

The AEC makes every effort to provide reasonable accommodations for qualified students with disabilities. The AEC evaluates disability documentation and determines accommodation eligibility.

Academic Coaching

The AEC prepares students with the tools necessary to accomplish their academic goals based on their learning style.

- Assistance with the adjustment to graduate and professional level coursework
- Memory techniques
- Test taking strategies
- Study organizers
- Note taking techniques
- Time management skills
- Test anxiety coping tips

Individual Tutoring

Student and tutor are scheduled to meet at a specific date and time to cover specific topics. The student should come prepared with questions. This service is available for select courses and depends on tutor availability.

Drop-in Tutoring

Students drop in to the AEC for assistance in their courses, no appointment necessary.

Academic Enrichment Center

- 5th Floor, Mulford Library
  Health Science Campus
- 419.383.4274
- AcademicEnrichmentCenter@utoledo.edu
- http://www.utoledo.edu/med/depts/aec/

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The University of Toledo
Counseling Center

Rocket Hall
Room 1810
Phone: 419-530-2426
Fax: 419-530-7263

The Counseling Center is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Students: Free services are available for any regularly admitted, University of Toledo student who is currently enrolled

- Screenings
- Individual, couples, and group counseling and psychotherapy
- Psychoeducational workshops
- Consultation with students, faculty/staff, and parents
- Crisis intervention
- Online Screenings
- Sexual Assault Education and Prevention Program

Step 1: Scheduling your Initial Appointment (Screening Appointment)
Call or visit the Counseling Center to make an appointment during one of the scheduled screening times.

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<td>Monday 1:00pm</td>
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<td>Friday 9:00am</td>
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Step 2: Screening for Counseling Services
During this appointment you will be able to discuss your concerns with a counselor to determine what type of services might be helpful for you.
The Writing Center works with current undergraduate and graduate students, faculty and staff on writing projects in any subject.

The Writing Center staff will read, review, and respond to papers in order to assist writers individually at any stage of academic or personal writing. Writers meet with writing consultants in order to generate ideas, organize notes and thoughts, and receive feedback on drafts or completed papers.

The goal is to provide writers with transferable skills that will help them not only on one paper, but also on future assignments. Thus, the Writing Center works collaboratively with writers, reading student texts and offering questions and suggestions to guide revision. Writing consultants serve as an audience instead of as editors or proofreaders.

Services:

- 25-minute appointments for assistance with shorter documents, brainstorming, or APA or MLA formatting.
- 50-minute appointments for assistance with longer documents or group projects.
- Sustained individualized guidance for long-term document needs.
- Writing workshops.
- Student resources and handouts are available on the website.

Common Document Types:

- Essays and research papers
- Personal and creative writing
- Theses and dissertations
- Grants, articles, proposals
- Professional publications
- Job application materials

The Writing Center

- 1005 Carlson Library
  Main Campus
- 419-530-4939
- http://www.utoledo.edu/centers/writingcenter

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