

Introduction

Welcome to Utica College. Our mission is to provide you with an education that will allow you to graduate and be prepared for advanced academic study and/or professional employment in your chosen area as well as empower you to contribute to a diverse and rapidly changing society. Graduation may seem like it is a long way off — but really it is just around the corner. One similarity that all college students have is the desire to do well academically and to earn a degree.

This booklet has been put together to help you achieve your academic goals and become familiar with what academic advising is, how it works, and what your role is in the process. You will also find terms, information on campus resources, and various bits of information that will help you throughout your academic career here at Utica College. Please refer to the College Catalog and the Student Handbook for any additional information.

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Please consult the College Catalog, Student Handbook, and the semester schedule of classes for additional information.

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What is Advising?

Academic advisement is a process where a faculty member or professional counselor works with you to answer questions and offer guidance about your academic program and future career field. If you enroll with a declared major, you are assigned an adviser from your major at the time of admission to the College. Undergraduate studies majors will be assigned an advisor from the staff at Academic Support Services Center . One of the most important connections you will make at Utica College is the relationship with your academic adviser. This relationship will allow you to play a vital role in planning your academic program. Along with this opportunity comes new responsibilities.

Advisee Responsibilities

- To take an active role in cultivating the academic advisement relationship.
- To recognize that you are ultimately responsible for knowing and fulfilling all degree requirements. You are also responsible for being aware of and meeting academic deadlines and financial obligations.
- To commit a reasonable amount of time, both individually and with your academic adviser, to planning and implementing your academic program.
- To initiate contact with your academic adviser and to formulate, in consultation with your academic adviser, an academic program consistent with your interests and plans for the future. You are responsible for reading the department program handbook (where available), the College Catalog, and other college/department advisement materials. You need to come to scheduled advisement meetings with necessary registration materials, suggestions for courses to be completed, and a plan for meeting your graduation requirements.
- To seek out your advisor for assistance in negotiating difficulties or changes in academic program plans.

Adviser Responsibilities

- To take an active role in cultivating the academic advisement relationship, as well as to facilitate the student's ability to be his/her own advocate with regard to program planning and completion.
- To work with each student advisee to achieve an academic program consistent with the student's academic preparation, interests, and plans for the future (to the extent that the student is able to articulate his/her interests and plans).

- To be familiar with college and program requirements as well as to know about campus resources (i.e. Counseling Services, Academic Support, Career Services, Tutoring Services, Math and Writing Centers, etc.).
- To commit a reasonable amount of time assisting the student in examining options and identifying college resources.
- To schedule sufficient time in the office during critical periods such as pre-registration and add/drop to assist with academic advisement problems. At other times, advisers are expected to be available by appointment and during regularly scheduled office hours to meet with students for academic advisement.

Academic Requirements

To be eligible for graduation, you must complete courses in three basic areas:

- (1) **General Education core**
- (2) **Major and major-related program requirements**
- (3) **Electives**

General Education Core (31-55 credits)

The program seeks to provide students with educational experiences that will develop their ability to think clearly and critically, to express themselves accurately, and to become aware of the rich and varied areas of knowledge. Concepts introduced in the Core will be reinforced and developed through each student's chosen course of study.

The faculty has identified 10 goals of the general education program. These goals will be introduced at a foundational level in the Core but are intended to be reinforced and assessed throughout the curriculum. Three of the goals will be addressed specifically in major and major-related course work.

The following list outlines the academic groups from which students may select courses to fulfill the core requirements, and the numbers of all courses that have been approved as Core courses. For descriptions of each of these courses, see the course listings section in the College catalog or online. Some Core courses also satisfy major and major-related courses or pre-requisites for those courses.

Developmental Coursework

Pre-Core

- ENG 100
- MAT 100

ENG100 – Writing Skills: Placement determined by English Department

MAT100 – Basic Mathematics: Placement determined by the Math Placement Test.

You must earn a grade of C or better to earn credit. If not, you will receive a grade of NC (no credit) and you must repeat the course. The second time this course is taken a grade will be received.

If you are placed in a developmental course, you must successfully complete the course before moving on to the next level of English or Math core.

General Education Core Checklist

Component One: Foundations of Understanding (0-24 credit hours)

I. Written Communication 6 credits

Goal 1: Students will demonstrate the ability to write logically, clearly, precisely and persuasively through accurate reading and observation; and to acquire, organize, present and document information and ideas.

- ENG 101: Written Communication I (3)
- ENG 102: Written Communication II (3)
- Exemption (see page 10)

**Some students may be required to take ENG 100 prior to Core requirements.*

II. Oral Communication 3 credits

Goal 2: Students will demonstrate the ability to speak logically, clearly, precisely and persuasively through accurate reading and observation; and to acquire, organize, present and document information and ideas.

- COM 101: Interpersonal Communication (3)
- COM 103: Public Speaking (3)
- THE 136: Elements of Acting (3)
- Exemption (see page 10)

III. Foreign Languages6 credits

Goal 3: Students will demonstrate competency in a language other than English and an appreciation of the culture of its native speakers.

- Beginning Foreign Language I (101 level) (3)
- Beginning Foreign Language II (102 level) (3)
- Exemption (see page 10)

IV. Quantitative Reasoning6 credits

Goal 4: Students will demonstrate proficiency in mathematics and an understanding of quantitative reasoning.

Two of the following courses, at least one of which must have MAT as a prefix:

- ECN 241: Statistics (3) **
- MAT 104: Intermediate Algebra (3)
- MAT 107: Introduction to Mathematics (3)
- MAT 112: Basic Statistics (3)**
- MAT 131: Plane Trigonometry (3)
- MAT 143: Mathematical Analysis for Business and Economics I (3)
- MAT 151: Pre-Calculus (3)
- MAT 201: Calculus I (3)
- PSY/SOC 211: Statistics in the Behavioral Sciences (3)**
- Exemption (see page 10)

** Some students may be required to take MAT100 prior to Core requirements.*

***only one of these courses may be taken for credit*

V. Computer Use1-3 credits

Goal 5: Students will demonstrate skill in using digital technology, such as computers and the Internet, to gather, analyze and present information.

- CSC 117: Microcomputers and Application Software (3)
- CSC 118: The Internet: Information Retrieval and Organization (3)

OR

Course designated by the student's major to be taken before the end of the sophomore year.(1-3)

OR

- Exemption (see page 10)

**Component Two: Understanding from Multiple Perspectives
(25 credit hours)**

VI. Humanities9 credits

One course from each of: Literature; Fine, Visual and Performing Arts; and Philosophy and Semiotic Systems

Goal 6: Students will demonstrate an understanding of literary and fine, visual, or performing arts and their cultural context by expressing an informed response to artistic creations.

Literature

- ENG 135: Introduction to Literature (3)
- ENG 195: American Literature and Culture (3)
- ENG 245: Major Figures in English Literature: Through the 18th Century (3)
- ENG 246: Major Figures in English Literature: Since the 18th Century (3)
- LIT 205: Masterpieces of Western Literature: Through the Renaissance (3)
- LIT 206: Masterpieces of Western Literature: Since the Renaissance (3)

Fine, Visual, and Performing Arts

- FIA 115: Introduction to Art (3)
- FIA 245: History of Art I (3)
- FIA 246: History of Art II (3)

- MUS 115: Introduction to Music (3)
- MUS 245: History of Music I (3)
- MUS 246: History of Music II (3)
- THE 115: Introduction to Theatre (3)

Goal 7: Students will demonstrate the ability to develop a critical perspective, to analyze and evaluate arguments, and to use arguments to arrive at rationally justified belief.

Philosophy and Semiotic Systems

- ENG 103: Introduction to the English Language (3)
- PHI 101: Critical Thinking (3)
- PHI 103: Problems in Philosophy (3)
- PHI 104: Philosophy of Religion (3)
- PHI 105: History of Ancient Philosophy (3)
- PHI 106: History of Modern Philosophy (3)
- PHI 107: Ethics (3)
- PHI 108: Professional Ethics (3)

VII. Natural Sciences7- 8 credits

Goal 8: Students will demonstrate an understanding of the scientific method of inquiry and/or standard experimental techniques and knowledge of the natural sciences

One course from two of the following categories (one course must be a four-credit laboratory course) will begin the development of those capabilities required to achieve Goal 8.

Biology

- BIO 101 and 102: Human Anatomy and Physiology I & II (4)*
- BIO 111/111L: Human Ecology (3 or 4)
- BIO 112/PSY207: Human Sexuality (3)
- BIO 113: Human Genetics (3)
- BIO 211: General Biology I (4)

**both courses are required to receive core credit*

Chemistry

- CHE 103: Chemistry and Society (3)
- CHE 211: General Chemistry I (4)

Environmental Science

- ENV 201: Introduction to Environmental Issues (3)

Geology

- GOL 105: Society, Earth, and the Environment (3)
- GOL 115: Elementary Oceanography (3)
- GOL 225: Physical Geology (4)
- GOL 226: Historical Geology (4)

History and Philosophy of Science and Technology

- HPS 126: The Rise of Modern Science: Aristotle to Newton (3)

Physics

- PHY 116: Astronomy: A Study of the Universe (3)
- PHY 123: Physics for Liberal Arts (3)
- PHY 151: General Physics I: Mechanics, Heat, and Waves (4)
- PHY 261: Physics I (4)

VIII. Social Sciences9 credits

Goal 9: Students will demonstrate an understanding of history and heritage; the individual, culture, and society; and social institutions and processes.

Goal 10: Students will develop an awareness of and an appreciation for the importance of interacting effectively with people of diverse backgrounds. (This goal will be met in part through the requirement that students enroll in at least one course designated as a diversity course.)

One course from each of: History and Heritage; Social Institutions and Processes; and The Individual, Culture, and Society. One course must have a D (Diversity) designation.

History & Heritage

- ANT 251(D): Native American Culture and History (3)
- HIS 125: America and the World (3)
- HIS 135(D): Africa and the World (3)

HIS 145(D): Asia and the World (3)

HIS 165(D): Europe and the World (3)

Social Institutions and Processes

ECN 141: Principles of Macroeconomics (3)

GOV 101: Introduction to Politics and American Government (3)

IST101(D): World Regional Geography (3)

The Individual, Culture, and Society

ANT 101(D): Cultural Anthropology (3)

PSY101: Introduction to Psychology (3)

SOC 151(D): Human Society (3)

Component Three: Integrated Writing (6 credits)

Six credits two courses designated as **writing intensive** after a student has completed 27 credit hours.

OR

Three credits for transfer students who transfer with core complete.

Core/General Education Exemption Criteria

For details about exemption procedures, consult with the coordinator of the relevant department.

Goal I – Written Communication

ENG101: For exemption from ENG101, students must submit three college-level essays and an impromptu piece of writing that demonstrate the student's ability to write clearly-organized, thesis-oriented essays. Essays will be judged on their clarity, organization, development, focus, coherence, thesis, and mechanics.

ENG102: For exemption from ENG102, students must submit four well-organized, thesis-oriented essays, including an impromptu piece of writing and three college-level essays, at least one of which demonstrates the student's ability to write an organized, coherent research paper which correctly utilizes the conventions of one of the standard methods of documentation. Essays will be judged on their clarity, organization, development, focus, coherence, thesis, mechanics, research, and documentation.

Goal II – Oral Communication

Exemption from the oral communication requirement shall be granted by providing demonstrated competence in one or more of the following ways:

1. Proof of coursework or other significant structured learning that provided both experience in oral communication (skill development) and in the theoretical foundations of the field;
2. Written testimony by qualified persons acquainted with the applicant's experience in both the performance and theoretical aspects of the field;
3. Other forms of proof (portfolio, taped performance, etc.) that attest to the applicant's experiences in, and knowledge of, the field.

At the discretion of the faculty, some form of presentation may be required in addition to the above criteria.

Goal III – Foreign Languages

Students who have achieved an A average with 3 years of high school language or a B average with 4+ years are exempt from 101 and 102. Those with 3 years and an A- average are placed in 102. Two or fewer years with up to a B average are placed in 101. Native and bilingual speakers are evaluated on a case by case basis.

Goal IV – Quantitative Reasoning

Students who achieve a score of 70 or above on the Math Placement Test are exempt from 3 credits in Goal 4: Quantitative Reasoning. Exempted students may not take MAT 104 or MAT 151 for credit.

Goal V – Computer Use

Any student who wishes to be exempt from Goal V – Computer Use must achieve a passing grade on the computer proficiency assessment test or show evidence of computer proficiency.

Transfer Students

If you have completed 30 or more semester hours of college study, you will be evaluated based on your college transcripts and need not submit high school records. Upon acceptance, a transfer credit evaluation is completed. A transfer credit evaluation is done by admissions to determine if credit can be awarded for course work done at another institution. Generally, transfer credit is awarded for courses from accredited institutions that are comparable to those offered at Utica College, provided that the student has earned a grade of "C" or better.

As a transfer student, you may have already experienced up to two years of college study and have already made the initial transition from high school. However, the advising relationship you cultivate with your academic adviser at Utica College is still crucial to adjusting to the new demands and expectations of a different institution.

An important component to a positive advising experience is having an accurate transfer credit evaluation completed. It is your responsibility to ensure that an official and up-to-date transcript (accounts for most recently completed semester and/or degree confirmation) is sent to the Office of Admissions prior to acceptance. (Admissions then forwards this official transcript to the Registrar's Office.)

At the first advising meeting, you and your adviser should review the credit evaluation to determine remaining course work and degree requirements. It is important to ask questions specifically related to whether or not Core requirements have been met, and/or whether or not prerequisite courses taken at another institution are equivalent to the prerequisites at Utica College.

These factors need to be identified early, so that if further course work is required, you can make the necessary plans. Most of these questions can be answered by the Registrar's Office. Additional advice regarding course substitutions can be obtained by consulting your adviser, program director, appropriate school dean.

Transfer Credit Hours

Transfer candidates for the baccalaureate degree must satisfactorily complete a minimum of 30 credit hours of study at Utica College. A maximum of 90-98 credits may be transferred from four-year institutions and 60-64 credits from two-year institutions, depending on your academic major. Transfer applicants to certificate programs may bring in up to 15 credit hours.

Major and Major-Related Requirements

Utica College offers a variety of majors in the fields of humanities, sciences and mathematics, behavioral studies, management, and health sciences. All of the major programs include course work which provides academic and professional education in specific interest areas. This preparation allows you to pursue advanced study or a career upon completion of degree requirements. Major programs are either 120 or 128 degree credits. The therapeutic recreation program requires 124 credits to obtain a degree. In addition to major and major-related requirements, the academic core requirements must be completed (see section on the Academic Core and its Components). You can also choose additional course(s) known as electives. Electives allow students to pursue special interests, explore unfamiliar subjects, and develop that breadth of knowledge necessary for optimal academic growth and future experiences.

Majors and Programs Requiring “C” Grades

A number of majors have special requirements requiring the grade of “C” in each major and major-related course. This should not be confused with the general regulation that requires a “C” average be maintained in the major as well as an overall GPA of 2.0 in order to graduate. The majors requiring a minimum grade of “C” (2.0) in all major and major-related courses are as follows:

Nursing	Occupational Therapy (except Physics)
Physical Therapy	Psychology-Child Life

If you are a student majoring in one of the above majors, please consult with your adviser regarding yearly grade-point average requirements and retention policies.

If you are undergraduate studies, an internal application process is required for the occupational therapy, physical therapy, and psychology-child life majors. The internal application can be obtained from the Office of Admissions for both occupational therapy and physical therapy. If interested in psychology-child life, you must contact the program director.

The majors requiring a grade of “C” in all major courses and a “C” (2.0) average in major-related courses are as follows:

Accounting (CPA)	Therapeutic Recreation
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The majors requiring a grade of “C” in each major course are as follows:

Criminal Justice Economic Crime Investigation
(Students should consult the specific retention policies for these majors.)

Special requirements for the education programs are as follows:

Education programs require a grade-point average of 2.75 overall, 2.75 in major courses, and 2.75 in education courses, with no lower than a C- in any education course.

Preparation for Graduate School and Pre-Professional Training

Utica College graduates have gained acceptance into the best professional schools in the country. The college curriculum prepares you for advanced study in various majors and meets pre-professional requirements in the following specialized areas: certified public accountant, pre-law, education, medicine, dentistry, veterinary medicine, pharmacy, optometry, osteopathic medicine, podiatry, and chiropractic medicine. Please refer to the college catalog for additional information.

Planning Your Semester Schedule

Things to Remember

- The core and its components
- Major-related requirements
- Major requirements
- Electives

Reminders

- Meet with your academic adviser as needed and most especially before the Early Registration Period.
- Know course requirements and course prerequisites, and choose alternate courses before registration.
- Be aware of lecture/lab/recitation combinations.
- Create a balanced schedule. Try not to choose five courses with similar formats and try to spread courses across five days.
- Remember when half semester courses (i.e. physical education course(s)) begin and end, especially those that start in the middle of the semester.
- If there is a financial hold on your file, you will not be able to register until the outstanding charges are settled. Depending on

the charge, you will be directed to one or more of the following locations: Library, Student Financial Services, or Dean of Students Office.

- You will not be permitted to register if you have not submitted a health form and proof of measles immunization (MMR). If this applies, contact the Student Health Center.
- Each semester you are assigned a PIN to be used for online registration. Your PIN is sent directly to your advisor. You will not be permitted to register without your PIN. You should meet with your adviser before early registration so that you can plan the appropriate course schedule as well as discuss appropriate alternate courses, in case your first-choice course is closed.

Hints for Reading the Course Schedule online list Abbreviations, Symbols, and Definitions:

M - Monday

T - Tuesday

W - Wednesday

R - Thursday

F - Friday

S - Saturday

U - Sunday

** Pre 1993 Core Course*

+ Core Course

D - Diversity Course - Includes the study of different cultural backgrounds, past-present-future, as well as between individuals and within the social context.

W - Writing Intensive Course - Includes written expression and form. Focus is on learning through writing.

Course Description: Provides you with information on what a particular course is, its content, and how it is taught. You can find a description for all of the courses taught at Utica College in the back of the college catalog.

Corequisites: Two courses that are required to be taken simultaneously.

Prerequisite: A course that is required as a prior condition for taking another course.

Schedule Changes

Any change in a schedule after the official registration period must be cleared through the Registrar's Office. Failure to officially drop a course through the Registrar's Office will result in a grade of "F" for the course. You do not have to replace a dropped course with another unless you are below full-time status (12 credits). If you are uncertain about your credit hour load and financial aid status, you should check with the Student Financial Services.

- Courses may be added or changed during the first week of the semester.
- Courses may be dropped without academic penalty no later than the official date to withdraw for each semester. Refer to the college catalog for exact dates.
- Each semester, the schedule of deadline dates for add, change, and drop of mini-courses is published online.
- A "WF" will be received as a grade for courses dropped after the official drop date.
- A signature of an adviser is required for all schedule changes.

Maximum Credit Hour Loads

- 126 or less credit hour degree = 16 credits per semester
- 127 or more credit hour degree = 17 credits per semester
- Summer sessions: 9 credits
- Winter session: 3 credits

Any credit hour load that exceeds these limits must be approved by the dean of the school in which you are majoring. Also, an excess tuition charge will be applied.

Repeating a Course

- You can repeat any course in which you receive a C- or lower.
- In some cases a major or major-related course in which a C- or lower has been earned must be repeated. Please refer to the section on Major and Major-related requirements or consult with your academic adviser regarding your program requirements.
- Repeating a course allows the original grade to be removed from the cumulative grade point average the first time a course is repeated.
- If removing the original course grade is desired, the original course must be repeated at Utica College.
- Equivalent courses taken at other institutions are not considered repeated courses.
- To qualify for full-time financial aid, you need to enroll in 12 credit hours in addition to the repeated course if the original grade earned was a passing grade (C- to D-).

Permission to Study at Other Institutions

You may be able to take a course at another college or university and then transfer the credit back in if the course is equivalent and a grade of C or higher is earned. To do this you must:

- Complete the Permission To Study At Another Institution form and have it signed by your academic adviser, school dean, and the registrar.
- If you are a transfer student and have already transferred one half of the credits required to earn your degree from a two-year college, you cannot return to a two-year college for additional coursework. You may attend a four-year college or university.
- If you are in your last 30 semester hours, you must file a written petition with the Academic Standards Committee.
- Approval is not usually granted if the same course is being taught at Utica College at the same time.
- When you take a course at another institution, only the credit (if a C or higher is earned) will be transferred in. Your cumulative GPA will not be affected.

Pass/Fail

You can take one elective course each semester on a pass/fail basis. A grade of "P" and the degree credit hours normally awarded for the course is earned when passing. A grade of "F" is earned when failing and is computed in the semester and cumulative averages. In order to take a course on a pass/fail basis you must:

- Not be in your freshman year or on academic probation.
- A maximum of six courses may be completed on a pass/fail basis. This does not apply to those courses regularly offered on a pass/fail basis.
- You may not use this option to satisfy core, major, major-related, or minor-related requirements.
- This option can affect eligibility for those with honors or academic probationary standing.

Dean's Honor and High Honor Lists

- To be on the Dean's Honor List, you must complete 12 or more credit hours of work with a semester's average of 3.4 or better.
- If you have completed 12 or more credits and earned a 4.0 semester average, you are eligible to be on the Dean's High Honor List.
- If named to the Dean's List (full-time) or High Honor List during the previous semester, you may register for a maximum of 19 credit hours in the fall/spring semesters. A Dean's Honor List Scholarship to cover those charges will be awarded automatically. (See the Student Financial Services for more information.)

Incomplete

An incomplete is a contract between you and your professor that provides the opportunity to obtain an extension for completing course requirements. The instructor sets the criteria for completing the incomplete at the time the contract is submitted. An incomplete may affect eligibility for financial aid. Please contact the Student Financial Services for more information.

- Along with your instructor, complete a Request for Grade of Incomplete Contract and then obtain approval from the appropriate school dean. This form must be completed prior to the instructor turning in final grades.

- A grade of “I” is recorded on the student’s transcript and a grade of “F” is calculated into the GPA until the work is complete and the instructor submits a formal grade change.

Withdrawal

If you wish to withdraw from the College, you need to:

- Contact the Office of Student Success, Registrar’s Office, and Student Financial Services. Please refer to the academic calendar to determine the deadline to withdraw from classes.
- Students who withdraw prior to the deadline will receive grades of “WD.”
- A grade of “WF” is received if a student withdraws and the deadline has passed.

For the College’s refund schedule policy, please refer to the college catalog.

Athletic Eligibility

Eligibility for the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), and the New York State Women’s Collegiate Athletic Association (NYSWCAA), and the Empire 8 Conference requires that a student be matriculated on a full-time basis (minimum 12 credits per semester) and be making satisfactory progress toward a baccalaureate degree.

The student-athlete also must meet the following minimum standards for cumulative grade point average (GPA) in order to maintain athletic eligibility for intercollegiate competition. This applies to students matriculating as freshman or transfer students.

Semester	Cumulative GPA
1	1.70
2	1.85
3	1.90
4	2.00

For additional information regarding athletic eligibility, please contact the Athletic Director at 792-3051.

Grading System

The grading system is a letter system: A, A-, B+, B, B-, C+, C, C-, D+, D, and P, which are passing grades, and F (failing).

Grade Points and Credit Hours

Grade points are awarded on the basis of 4.0 for each credit hour. Most courses are worth three credit hours, although the number of credit hours per course varies. The course listings located in the catalog and online for each semester indicate the number of credit hours granted for each course.

Grade	Grade Points (per credit hour)
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0
I	0
AU	Audit
V	Neutral
NC	No Credit

V = Variable Length Courses - Courses that extend beyond the end of a semester obtain a grade of "V." The grade "V" is a neutral grade and is replaced by a letter grade upon completion of the course.

NC = No Credit - An NC grade is earned if a student does not pass a 100 level course (ENG 100 or MAT 100) the first time. The second time a 100 level course is taken, a student will earn whatever grade is appropriate.

How To Calculate Your Grade Point Average (GPA)

$$\text{Grade Point} \times \text{Credit Hours} = \text{Quality Point (QP)}$$

To calculate your semester GPA, you would do the above process for each course and then divide the total number of QP by the total number of credits for the semester in question. To obtain your cumulative GPA, you would do the above process for all of the courses you have taken at Utica College and then divide the total number of QP earned at UC by the total number of credits. Keep in mind that courses transferred in from another institution bring in the credit hours only and not the letter grade or GPA.

Sample

Course	Credit Hours	x	Grade Point	=	Quality Point
ENG 101	B-	x	3.0	=	2.7 = 8.1
BIO 101	A	x	4.0	=	4.0 = 16.0
BIO 101L			0		0
PSY 101	C	x	3.0	=	2.0 = 6.0
HIS 106	B+	x	3.0	=	3.3 = 9.9
THE 136	A-	x	3.0	=	3.7 = 11.1
UCC 101	A	x	1.0	=	4.0 = 4.0
Totals			17.0		55.1
Total CH (TCH)			x	Total Quality Point (TQP)	
$55.1/17.0 = 3.24$ (rounded) GPA					

Quality Points Projection

Would you like to know what semester Grade Point Average (GPA) you will need to earn to raise your overall GPA? This worksheet is designed to help you determine the semester GPA necessary to reach your target GPA. For example, if you have a 2.2 GPA, and you need to bring your overall GPA to a 2.75 to be in the Education program, this formula will help you to calculate the semester GPA you need to bring your overall GPA to a 2.75. For this formula you will need your most recent transcript. The information you need appears at the bottom of the report. Note the difference between semester grade points and cumulative grade points, as well as semester credit hours earned and cumulative credit hours earned.

1. ____ Total attempted Credit Hours (Shown on most transcript)
2. ____ Number of credit hours for which you are currently enrolled
3. ____ Total Credit Hours (Add line 1 and 2)
4. ____ Desired Grade Point Average (2.75-Education, 3.0-Physical Therapy, 2.0-Good Academic Standing)
5. ____ Quality Points needed for your desired GPA (Multiply line 4 by line 3)
6. ____ Present Quality Points (Cumulative Grade Points shown on most recent grade report)
7. ____ Quality Point value of retakes in progress (If you initially failed the course, the number is 0. If you received a grade, the value is the number of Grade points x credit hours the course is worth – For example, if you earned a D in a 3-credit course, your grade point retake value would be 3.0 [the quality point average of a D grade is $1.0 \times 3 = 3.0$])
8. ____ Adjusted Present Quality Points (Subtract line 7 from line 6)
9. ____ Quality Point Difference (Subtract line 8 from line 5)
10. ____ Semester Average needed to earn GPA indicated in line 6 (Divide line 9 by the hours indicated in line 2)

The GPA on line 10 is what you will need to earn this semester to achieve your desired overall GPA.

Academic Probation and Dismissal

If your cumulative grade point average falls below a 2.0, you will be placed on academic probation. Academic probation is a warning that means your academic standing is in jeopardy. It also indicates that if improvement does not occur, academic dismissal could be next. Academic probation limits the total course load to a maximum of 14 credit hours. Oftentimes, a student on probation will repeat course work. It is important that this is done with caution. Please refer to the section regarding repeating a course. If you do not meet the guidelines for minimal academic progress, you will have your record reviewed by the Academic Standards Committee. This committee will decide if you will be allowed to enroll under continuing review, placed on probation, or dismissed. **Appeals regarding a dismissal decision made by the Academic Standards Committee should be submitted in writing to the Vice President for Academic Affairs and Dean of the Faculty.** The Student Financial Services should also be consulted regarding financial aid eligibility.

Re-admission After Academic Dismissal

If dismissed for academic reasons, you will not be able to take any courses in either day or evening sessions at Utica College for at least one regular semester. Utica College is not obligated to accept transfer credit for courses taken at another institution during the dismissal period. A second dismissal is considered to be a permanent separation from the College.

Helpful Hints If You Are On Probation

- If you are placed on academic probation, you will be required to meet with a staff member in the Office of Student Success. These meetings are for your benefit — plan on attending them.
- Tutoring is a vital resource for students on probation. The tutoring program is coordinated by the Office of Opportunity Programs in the Academic Support Services Center. Take advantage of this. Sign up early — it will make a difference.
- Go to class.
- Study ... consistently.
- Do your homework first, socialize second.
- Get plenty of rest and eat healthy foods.
- Keep in touch with your academic adviser.
- Ask for help when you need it.
- Do the best that you can do.

Integrated Information Technology Services (IITS)

Here are some things you will need to know to help you make the most of new UC technology services.

E-mail

To provide a reliable method of connecting with all students, it is essential that all students check their UC e-mail accounts regularly. This is quite easy to do by using Webmail through any Internet connected browser at <http://mail.utica.edu>. Students can also use a POP mail client (Eudora or Outlook Express, for example). You will receive reminders at 85 and 90 percent to download your mail before it is deleted.

If you are forwarding your mail from your UC account to a preferred account, you will need to keep the forwarding addresses current. It is UC policy that all official UC emails and non-WebCT course e-mails be sent only to UC e-mail accounts.

IITS has issued UC e-mail accounts to all registered students (graduate and undergraduate). Some students may be unaware of this, and some may know they have an account but never use it. Once you enroll in a WebCT course, your e-mail account also becomes your WebCT account. A Novell account is issued to students who use the campus network, for example, from labs or the Library. Your UC e-mail/WebCT login and Novell login IDs are the same.

All students are able to activate their own accounts, reset their own passwords, and register their own computers online with IITS from a single Web site, <http://password.utica.edu>, by entering your student ID number, your PIN code and your date of birth.

uticaonline and WebCT

All uticaonline and WebCT courses are hosted on the College's local server. Since we are using the UC e-mail server to authenticate faculty and students when they log into WebCT, you cannot change your WebCT password from WebCT. This password can be changed only from your Webmail account, by resetting the password at <http://password.utica.edu>.

UC e-mail/uticaonline passwords expire every 180 days. You will begin receiving daily expiration notices 30 days beforehand. If you do not reset the password, your account will lock. At that point, you will have to contact IITS to have the account unlocked, as none of the other password reset options will work.

You should log into your course(s) the first day of classes or as soon as possible after you enroll to confirm that you are enrolled in the course and that you can access the course information. To access your course, go to www.uticaonline.edu and choose "Login to Courses" from the top menu bar.

On the "Login to uticaonline" page, enter your login ID and password and click on "Log in." The first time you login, you may be prompted to enter a password hint. We recommend that you do this. Access your course by clicking on the course title in the list on the lefthand side of the page.

WebCT Training

Before beginning your first online course, you should complete training on the WebCT system. Students may contact Integrated Information Technology Services at (315) 792-3835 or by email at training@utica.edu to arrange to attend a training session on campus.

Students may also meet the training requirement by completing an online tutorial program developed by Alan Shapiro, Instructional Technologist at St. Petersburg College. A link to the tutorial is available on the uticaonline page at: <http://webct.utica.edu/>.

WebCT Technical Assistance

If you have any questions about using the WebCT system, or if you encounter any difficulties, contact the uticaonline help desk at 1-866-264-1537.

Please do not contact the professor for technical assistance, only for course content related questions.

Novell Network

We have established student print quotas for the library, computer labs, and classrooms. Each student will have a limit of one thousand sheets per academic year. Beyond that limit, students can purchase additional printing for that semester at a cost of 4 cents a page for a 25-page minimum (\$1.00). Your Novell login screen will tell you how many sheets you have used.

Network Registration and ResNet

Students bringing their own computers to campus are required to register them for use on the network. All students are able to activate their own accounts, reset their own passwords, and register their own computers online with IITS online at <http://password.utica.edu> (enter your student ID number, PIN, and your date of birth.) To learn more about computing services available in the residence halls, go to the Residence Hall Networking Web site at <http://resnet.utica.edu>.

Contact Information

IITS	792-3835
Computer Help Desk (helpdesk@utica.edu)	792-3115
Resnet (resnet@utica.edu)	792-4585
Uticaonline 24-hour Help Line	(866) 264-1537

The Paper Path

Forms & Procedures	Purpose	Origin	Approval
Academic Program Change	To change or declare a major, minor, or dual major	Office of Student Success the appropriate school office,	School dean (new major)
Internal Transfer	To apply to the physical therapy, occupational therapy, or psychology-child life program	Office of Admissions Director of psychology-child life	Acceptance into program by program director/coordinator
Application for Degree	To initiate the process of certification for graduation	Registrar's Office	Appropriate dean Registrar
Academic Leave Permission Form	To study overseas or study at another college during a regular school semester (shouldn't exceed one semester)	Registrar's Office International Programs Office	Student signature, faculty adviser signature, director of international programs signature, approval by registrar
Application for Readmission	A matriculated student not in attendance for one full semester (exclusive of summer session) loses status and must reapply for admission prior to the start of that semester	Registrar's web page www.utica.edu/registrar	Approval of department/ special program Approval of dean/ registrar

Forms & Procedures	Purpose	Origin	Approval
AcadCourse Selection card	Registration: November and April. To select courses to register for an upcoming semester schedule	Registrar's Office School Offices Office of Student Success	Student signature Faculty adviser signature
Schedule Adjustment card	To adjust your schedule after the official registration period	(same as above)	(same as above)
Continuing Education Registration Form	To register for an evening, winter, or summer session course	School of Graduate and Education	No formal signature needed Student should meet with faculty adviser to discuss course appropriateness
Closed Course Permission	To enroll in a closed continuing education course	School of Graduate and Extended Studies	Permission of instructor signature, dean signature
Permission for a Late Add	To request permission to add a course after the official academic deadline of add/drop has passed	Registrar's Office	Faculty signature; if closed, appropriate school dean signature
Permission to Study at Another Institution	To request permission to take a course at another institution	Academic Support Services School Offices Registrar's Office	Faculty adviser signature School dean signature Registrar signature

Forms & Procedures	Purpose	Origin	Approval
AcadIndependent Study Permission to Register	To request permission to complete a special project for course credit— credit to be determined by the program coordinator and school dean	Registrar's Office School Offices	Faculty Supervisor's signature, Coordinator/ Director's signature School dean's signature Registrar's signature
Pass/Fail Request	To request a course be done on a pass/fail basis. Must be done no later than two weeks after the official midterm date	Registrar's Office	Discuss pass/fail option with faculty adviser Faculty adviser signature Student signature
Request for Grade of Incomplete	To request a course extension. Completion to be determined by the student and the faculty member	Registrar's Office	Student signature, Faculty signature, School dean signature
Petition to the Faculty	Refer to the college catalog	Office of Student Success	Academic Standards Committee (decision sent in writing to student)
Enrollment Certificate	To verify enrollment at Utica College	Registrar's Office	Student signature Registrar's signature
Request of Name/Address Changes	To keep all college records up-to-date	Registrar's Office	Student signature

Forms & Procedures	Purpose	Origin	Approval
AcadWithdrawal from a Course	To "Drop" a course and receive a grade of "WD" during the official withdrawal period	Registrar's Office School Offices Office of Student Success Faculty adviser	Student signature Faculty adviser signature
Withdrawal from the College	To "Drop" all courses and withdraw from the college, and receive "WD" grades for all semester course (if appropriate)	Office of Student Success Registrar's Office Student Financial Services Residence Life Office (if appropriate)	Office of Student Success Services, Registrar's Office, Student Financial Services, Residence Life Office (if appropriate)

Schools and Their Majors/Programs

Office of Student Success; Room 111, Hubbard Hall, 223-2555

Academic Advising
Counseling Services
Opportunity Programs

Services for Students with Disabilities
Tutoring Services

School of Arts and Sciences; Room 286, Gordon Science Center, 792-3057

Biology (B.S.)
Chemistry (B.S. or Minor)
Communication Arts (B.A. or Minor)
Computer Science (B.S. or Minor)
 Business
 Computer Security
 Scientific
English (B.A.)
English Language (Minor only)
Foreign Language (Minors only)
 French
 Spanish
Geoscience (B.A. or B.S.)
Government and Politics (B.A.)
 International Business Management
 Political Public Relations
 Public Administration
 Social Sciences
Government (Minor only)
History (B.A. or Minor)
International Studies (B.A.)
 Area Studies
 International Business Management
 Language
 World Literature and Civilization

Journalism Studies (B.S.)
Liberal Studies (B.S.)
Literature (Minor only)
Mathematics (B.A. or Minor)
Physics (B.A. or B.S.)
Pre-Engineering (Special Program)
Pre-Medicine and Pre-Dentistry (Special Program)
Pre-Veterinary Medicine (Special Program)
Philosophy (B.A. or Minor)
Psychology (B.A. or Minor)
Public Relations (B.S.)
Public Relations – Journalism Studies (B.S.)
Sociology (Minor only)
Sociology and Anthropology (B.A.)
Theatre (Minor only)
Writing (Minor only)

School of Health Professions and Education; Room 230, Addison Miller White Hall, 792-3059

Education (Special Program)	Health Studies – Occupational Therapy (B.S./M.S.)
Early Childhood	Health Studies – Physical Therapy (B.S./D.P.T.)
Childhood	Nursing (B.S.)
Childhood and Special Education	Occupational Therapy – Weekend Program (Special Program)
Early Childhood/Childhood	Physical Therapy (DPT or tDPT)
Middle Childhood	Psychology-Child Life (B.S.)
Adolescence	Child Development
Adolescence and Special Education	Child Life Specialists
ESL	Recreation Leadership (Minor only)
Business and Marketing	Therapeutic Recreation (B.S.)
Gerontology (B.A., Minor or Certificate)	
Health Studies (B.S.)	
Health Studies – Human Behavior (B.S.)	

Social Sciences and Management; Room 205, DePerno Hall, 792-3055

Accounting (B.S.)	Economics (B.A. or Minor)
Accounting – CPA (B.S.)	Film Studies (Minor only)
Anthropology (Minor only)	Gender Studies (Minor only)
Business Economics (B.S.)	Health Studies – Management (B.S.)
Construction Management (B.S.)	Human Rights Advocacy (Minor only)
Criminal Justice (B.S.)	Management (B.S. or Minor)
Criminal Justice – Economic Crime Investigation (B.S.)	General Management
Computer Security	Human Resources Management
Financial Investigation	Marketing Management
Cybersecurity and Information Assurance (B.S.)	Pre-Law (Special Program)
	Risk Management and Insurance (B.S.)

My Academic Plan

Freshman Year

Academic Year _____

Fall _____

Winter _____

Spring _____

Summer _____

Sophomore Year

Academic Year _____

Fall _____

Winter _____

Spring _____

Summer _____

My Academic Plan

Junior Year

Academic Year _____

Fall _____

Winter _____

Spring _____

Summer _____

Senior Year

Academic Year _____

Fall _____

Winter _____

Spring _____

Summer _____

Frequently Called Numbers

UC Info/Main Number.....	792-3111	Marketing and Communications...	3047
Academic Advising.....	3032	Math and Science Center.....	3258
Academic Affairs.....	3122	Media Center.....	3153
Academic Support Services Center.	3032	Newman Center.....	3284
Admissions.....	3006	Opportunity Programs.....	3209
Alumni and Parent Relations.....	3025	Parent Relations.....	3025
Arts and Sciences.....	3057	Payroll.....	3063
Associate Dean of Students.....	3100	Pioneer Café.....	3118
Athletics.....	3051	Pool/Gym.....	3103/3280
Audio-Visual Aids.....	3153	President.....	3222
Bookstore.....	3193	Programming Board.....	3037
Business and Justice Studies.....	3055	Purchasing.....	3128
Campus Dining Services.....	3178	Radio Station-WPNN.....	3066/3069
Campus Safety.....	611/3046	Residence Life.....	3285/3035
Career Services.....	3087	ROTC, Air Force.....	443-2461
Computer Help Desk.....	3115	ROTC, Army.....	5282
Copy Center.....	3145	Student Activities.....	3037
Data Processing.....	3229	Student Employment.....	3276
Dean of Students.....	3100	Student Financial Services.....	3179
First Year Seminar Coordinator.....	5286	Student Success.....	2555
Graduate and Extended Studies...	3001	Student Records/Registrar.....	3393
Gym/Pool.....	3103/3280	Tangerine.....	3065
Health Center.....	3094	Writing Center.....	3258
Health Professions and Education..	3059	Yearbook.....	3100/3039
Institutional Advancement.....	3219	Young Scholars.....	3237
International Programs			
Office.....	3082		
Library.....	3041		
Lost and Found.....	3046		
Mailroom/Operator.....	3144		
Maintenance Garage.....	3045		
Maintenance/Repairs.....	3191		
Maintenance/Housekeeping.....	3191		