

UNIVERSITY of
NORTHERN COLORADO



College of Natural and Health Sciences

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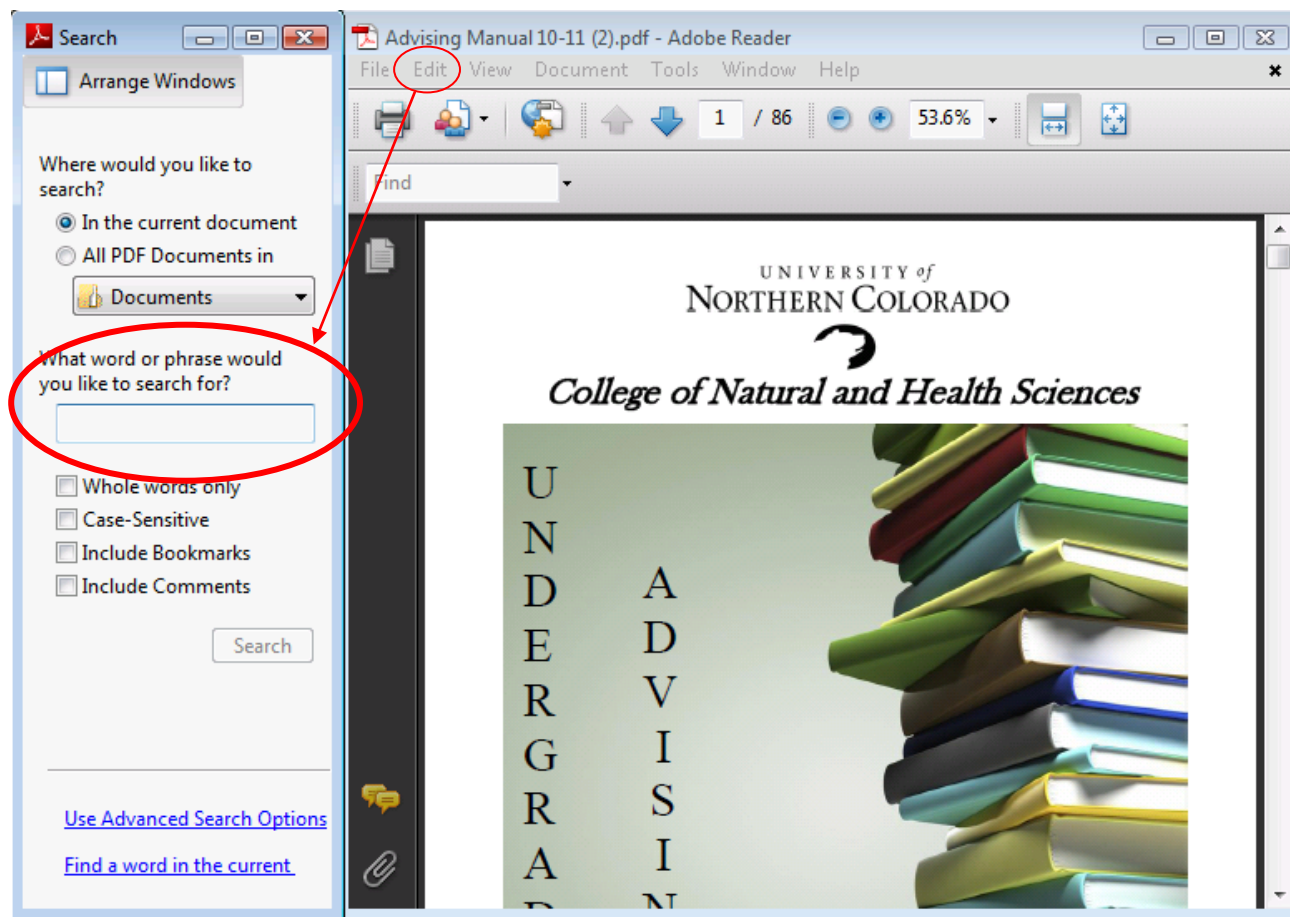


Updated October 29, 2010

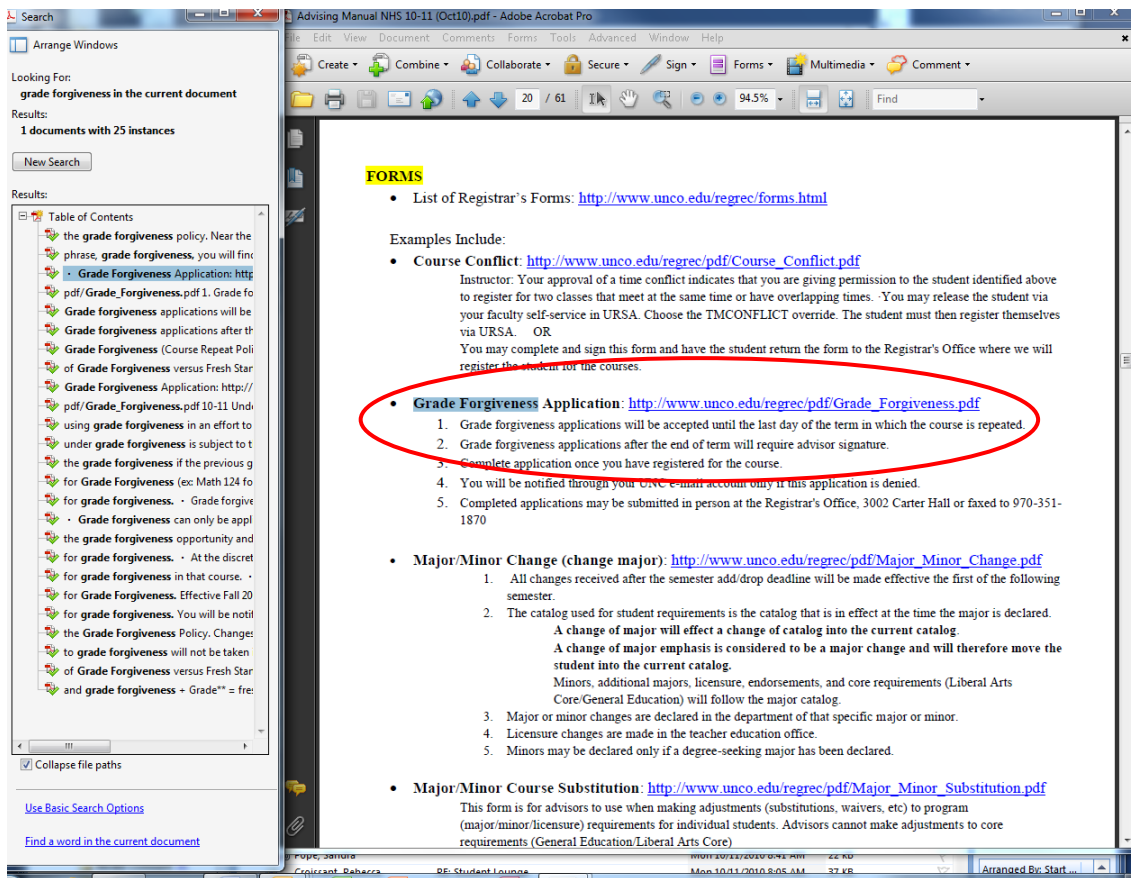
Using this Manual

Academic advising has numerous facets and your needs will vary based on the time of year. At the beginning of each semester, you may need information on add/drop dates, overriding a student into your course, and the grade forgiveness policy. Near the middle of the semester student advisement for the next semester will begin. At this time you will need to be familiar with the degree evaluation and will possibly get questions about withdrawal from a course or about changing a major. I would suggest trying out the LAC Worksheet on page 12. FERPA guidelines are helpful if you get a call from a parent. The list goes on. In addition, this manual includes information to assist you with instruction such as syllabus requirements, +/- grading, and where to look for blackboard help.

In order to develop a comprehensive manual, many university links were incorporated but this document is still quite large. The best way to navigate through the extensive list of topics is to use “Search”. **There are two ways to access the search window.** Under the “Edit” tab on the toolbar, click on “Search”, type in a keyword or phrase then hit enter. **OR, if the search option is not available under Edit, the left side of the screen should have a pair of binoculars.** Just click on the binoculars and the search screen will open (see page 3).



The left side of the screen will list all sections of the manual that include that word or phrase. For example, if you type in the phrase, grade forgiveness, you will find that the document contains 25 instances of that phrase (see below). Just click on each until you find the exact information you need.

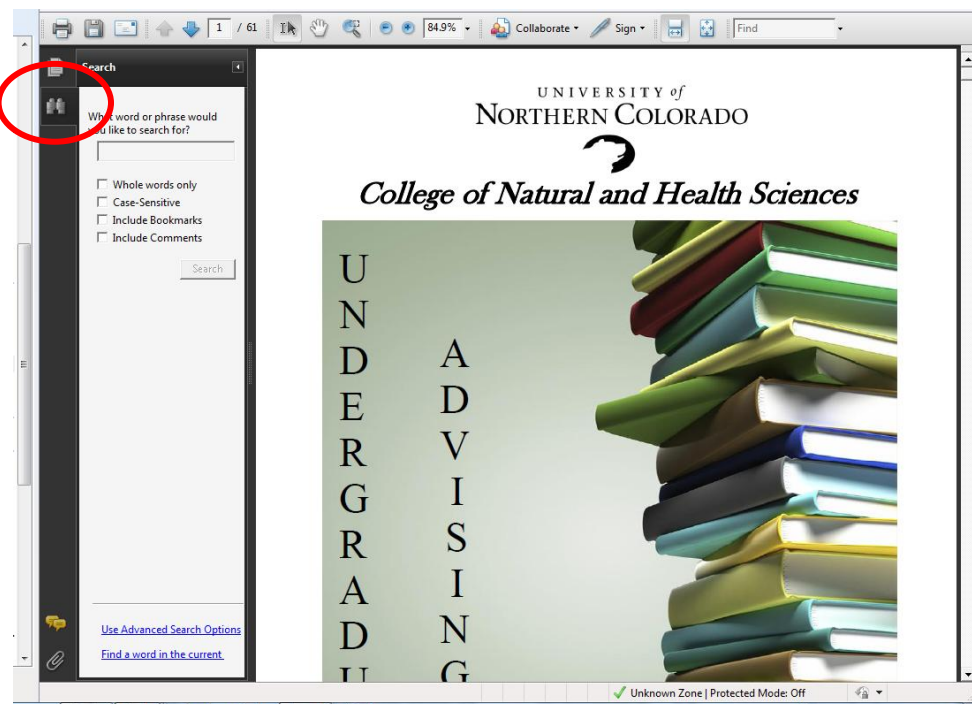


Finally, this manual will always be a work in progress. Your helpful feedback will drive further updates and modifications so I ask your assistance in contacting me with suggestions as you discover omissions, errors, or difficulty with navigating through the document. I wish you the best in the coming academic year.

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Sciences

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Excellence in Advising

http://www.unco.edu/nhs/awards/college_awards.html

Criteria for Excellence in Advising Award

All nominees must meet the following general criteria:

- Promotes ample opportunity for student interaction
- Provides career mentoring as well as academic scheduling advisement
- Is widely knowledgeable of university requirements, academic policies, and student support services
- Consistently demonstrates respect, concern, and interest in students and student groups
- Participates in advising student groups

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA Webpage: <http://www.unco.edu/regrec/FERPA/index.html>

Faculty and staff are, by law, not allowed to discuss student records with anyone including parents.

There is one exception to this policy.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. "School officials" shall mean any person who is a trustee, officer, agent or employee of the University. "Legitimate educational interest" shall mean any authorized interest or activity undertaken in the name of the University for which access to an education record is necessary or appropriate to the proper performance of the undertaking. (10-11 UG catalog, p.13)

Due to FERPA, Dean Battles has submitted the following language for faculty/staff to use in a situation that will not allow a faculty member to discuss a student's academics.

Please be aware that Federal law (specifically, the Family Educational Rights and Privacy Act, or FERPA) places specific limits on information that can be shared regarding student records. You can read more about that Act at the U.S. Department of Education's website regarding FERPA, at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. However, the upshot is that, absent a written release from the student specifying the parties who may receive specific information, FERPA strictly limits what a university employee (such as myself) may discuss with others, including parents, regarding a student's records. For that reason, it would be inappropriate for me to address information pertaining to a student's performance. I would like to note, however, that the university has an established procedure for students who wish to make an academic appeal. That document is available online in our institution's Board Policy Manual (http://www.unco.edu/trustees/Policy_Manual.pdf) in section 2-1-201. I encourage any student who feels an academic decision was "arbitrary, capricious, or contrary to University policy" to utilize this procedure as a means of addressing the issue.

Student Consent to Release Information Form:

http://www.unco.edu/regrec/pdf/Consent_to_Release_Info.pdf

Photo Release

http://www.unco.edu/websupport/guidelines/web_guidelines/graphics.html

The University graphics cannot be altered in any way. They are the copyrighted property of the University of Northern Colorado. All images and photographs obtained from other sources, including copyrighted UNC photos (example: James A. Michener photos) must comply with copyright law.

To comply with the Family Educational Rights and Privacy Act (FERPA), **identifiable student faces must be accompanied by a photo release form.** It is the responsibility of the department to obtain and maintain the release form.

Download the Photo Release Form: http://www.unco.edu/marketing/pdf/photo_release_form.pdf

Degree Evaluation

A student's degree evaluation is the primary tool to use when advising. Prior to advising, the student should generate and print a degree evaluation with “**detail requirements**”.

TO ACCESS THE DEGREE EVALUATION click on the following for instructions:

<http://www.unco.edu/aboutursa/resources/helpsheets/capp.pdf>

- Be sure to click on the appropriate term
- To print all of the information, set the page to landscape prior to printing

TO SEE AN EXPLANATION OF THE DEGREE EVALUATION click on the following:

http://www.unco.edu/aboutursa/resources/helpsheets/Using_Capp.pdf

WHAT-IF ANALYSIS

On http://www.unco.edu/aboutursa/resources/helpsheets/Using_Capp.pdf page 3, you will find instructions for a “What-If Analysis”.

This analysis is very helpful because it allows the student to see additional or different course requirements should the student want to...

- add a major
- change/drop a major
- add a minor
- change/drop a minor

NOTE: Please inform a student that a change of major means the student will move into the current catalog. If the student decides to revert back to the student's initial major, the student may NOT go back to the initial catalog year. This policy also applies to a change in concentration within a particular degree.

Google Search



- Search WWW
- Search <http://www.unco.edu>

Google Search

Ursa Help Sheets

Faculty - Banner Self Service

- CAPP (Curriculum Advising and Planning)
 - Accessing the CAPP tool via Ursa
 - Using the CAPP tool via Ursa
- Creating a Class Roster in Excel
- Introduction to Ursa for Faculty/Advisors
- Pay Stub Instructions
- Registration Error Messages
- Section Numbers
- Student Registration Permit-Override
- Students Registration Process

Administrative Staff - Internet Native Banner (Banner Production)

- Banner Forms
- Exporting a class roster to Excel
- Holds - Students
- Major Codes - Undergraduate
- Minor Codes - Undergraduates
- Quick Tips
- Registration Error Messages
- Section Numbers
- Registration Permit-Override
- Ursa Navigation Shortcuts
- Viewing a student's...
 - Academic Standing, Hours, GPA, etc.
 - Course History
 - Curriculum
 - Registration
 - Registration Audit Record

Students

- e-Bill Instructions
- Accessing Bills and Financial Information
- Degree Evaluation Tool
- Registration Instructions

Quick Links

Quick Links for Employees

- Banned Individuals
- Dining Menus
- Human Resources
- Travel Procedures
- UNC Print Logos

Quick Links for Faculty

- Final Exam Schedule
- Grad School Forms
- Libraries
- Provost Office
- Transfer Guides

Quick Links for Students

- Banned Individuals
- Bear Logic Computer Store
- Bookstore
- Computer Labs
- Dining Menus
- Final Exam Schedule
- Libraries
- Student Employment
- Tuition and Costs
- Wells Fargo

Campus Resources

- Campus Map
- Parking Map
- UNC Calendar
- Three Year Calendar
- Organizational Chart
- News
- Webcam

Bookmarks

- JA-SIG Homepage
- SunGard Higher Education Homepage



Liberal Arts Core (LAC)

THE LIBERAL ARTS CORE

10-11 Undergraduate Catalog

Page 27

Requirements

Students are required to complete **at least 40 hours**, distributed among the following areas:

Basic Core Courses

Multicultural and International Studies Courses

Electives

Every student must successfully pass:

- At least **31 hours of Basic Core Courses** (Areas 1-6), distributed as indicated, and with **at least 15 of those hours being drawn from Areas 3, 4, and 5**.
- At least **one Multicultural** Studies course and at least **one International** Studies course (Areas 7-8).
- There are **courses that may be counted simultaneously** toward satisfying the requirement of 31 hours of Basic Core Courses and towards satisfying the Multicultural Studies and International Studies requirements.
- Enough Electives to bring the total number of hours to at least 40 hours.

Guaranteed Transferability (gtP)

Courses bearing the **gtP designation** have been approved by the Colorado Commission on Higher Education (CCHE) for inclusion in the **Colorado Guaranteed Transfer Program**.

These courses **will automatically transfer** to any Colorado public institution and continue to count toward general education or other graduation requirements for any liberal arts or science associate or bachelor's degree program, if you receive a grade of "C-" or better.

Statewide articulation agreements prescribe specific general education and degree requirements in the following professional degree programs: business, early childhood, elementary education, engineering and nursing. Most of the other courses, not approved for the gtP designation, will also be accepted in transfer by other institutions, but they may not fulfill general education or degree requirements.

SEM – course offered every fall and spring semester

1YR – course offered every academic year

2YR – course offered every two (2) academic years

IRR – course offered irregularly

NOTE: The frequency listed is typical and may be affected by availability to staff the course.

LIBERAL ARTS CORE 2010-2011

Requirements:

Students are required to complete at least 40 hours, distributed among the following areas: Basic Core Courses, Multicultural and International Studies Courses, and Electives. Every student must successfully pass:

- At least 31 hours of Basic Core Courses (Areas 1-6), distributed as indicated below, and with at least 15 of those hours being drawn from Areas 3, 4, and 5.
 - At least one Multicultural Studies course and at least one International Studies course (Areas 7-8). There are courses that may be counted simultaneously toward satisfying the requirement of 31 hours of Basic Core Courses and towards satisfying the Multicultural Studies and International Studies requirements.
 - Enough Electives to bring the total number of hours to at least 40 hours.
- * Starred courses may be used to satisfy Multicultural Studies or International Studies requirements and Basic Core Course requirements, indicated in brackets.

Area 1. Communication (Composition) – 6 hours

Select two courses, Eng 122 and one course in subgroup b.

a. Elementary Composition

__ENG 122 College Composition (3) SEM - gtP

b. Intermediate Composition

__ENG 123 College Research Paper (3) SEM - gtP
__ENG 225 Communications on a Theme (3) SEM - gtP
__MUS 152 Writing and Scholarship in the Performing and Visual Arts (3) 1 YR - gtP
__SCI 291 Scientific Writing (3) SEM - gtP

Area 2. Mathematics – 3 hours

Select one course. Note: If you select Math 181, you must also complete Math 182 to satisfy the requirement.

__MATH 120 Mathematics and Liberal Arts (3) SEM - gtP
__MATH 124 College Algebra (4) SEM - gtP
__MATH 125 Plane Trigonometry (3) SEM - gtP
__MATH 127 Elementary Functions (4) SEM - gtP
__MATH 131 Calculus I (4) SEM - gtP
__MATH 132 Calculus II (4) SEM - gtP
__MATH 171 Calculus I for Life Sciences (4) SEM - gtP
__MATH 181 Fundamentals of Mathematics I (3) SEM - gtP
__MATH 182 Fundamental Mathematics II (3) SEM - gtP
__STAT 150 Introduction to Statistical Analysis (3) SEM - gtP

Area 3. Arts & Humanities – 6-9 hours

Select two or three courses from subgroups a-d, drawing from at least two different subgroups.

a. Arts

__ART 181 History of Art I (3) 1 YR - gtP
__ART 182 History of Art II (3) 1 YR - gtP
__ART 190 Art Appreciation (3) SEM - gtP
__FILM 120 Introduction to Film (3) SEM - gtP
__HUM 130 Introduction to Cultural Studies (3)SEM - gtP
__MIND 297 Creativity in the Arts (3) 1 YR - gtP
__MT 296 Musical Theatre History (3) 1 YR - gtP
__MUS 140 Introduction to Music (3) SEM - gtP
__MUS 143 Musical Styles and Context (3) SEM - gtP
__*MUS 150 History of Rock and Roll (3) IFF - gtP [8]
__MUS 204 Music Fundamentals and Experiences (3) SEM - gtP
__MUS 243 History of Music I (3) 1 YR - gtP
__*MUS 247 Music Cultures of the World (3) 1 YR - gtP [7]
__*MUS 296 Survey of History and Literature of Jazz (3) 1 YR - gtP [8]
__THEA 130 Introduction to the Theatre (3) SEM - gtP
__THEA 225 Theatre in Film (3) 1 YR - gtP
__THEA 296 History of Theatre I (3) 1 YR - gtP
__THEA 297 History of Theatre II (3) 1 YR - gtP

b. Literature and Humanities

__AFS 205 Survey of African American Literature (3) 1 YR - gtP
__ENG 131 Introduction to Literature (3) SEM - gtP
__ENG 211 Survey of American Literature (3) SEM - gtP
__ENG 213 Survey of British Literature I (3) SEM - gtP
__ENG 214 British Literature II (3) SEM - gtP
__*ENG 236 Ethnic American Literature (3) SEM - gtP [8]
__ENG 262 Masterpieces of World Literature (3) SEM - gtP
__*HISP 111 Introduction to Hispanic Literature (3) 1 YR - gtP [7]

__HUM 231 Images of Women in Literature and the Arts (3) 1 YR - gtP
__*MAS 110 Contemporary Chicano Literature (3) 1 YR - gtP [8]
__MIND 100 The First Year Preceptorial (3) 1 YR - gtP
__*MIND 180 Great Ideas of the Western Tradition (3)SEM - gtP [7]
__*MIND 182 Confluence of Cultures (3) 2 YR - gtP [8]

c. Ways of Thinking

__BA 150 Foundations of Business Thought (3) SEM - gtP
__*MIND 181 Great Traditions of Asia (3) 2 YR - gtP [7]
__MIND 290 Search for Meaning (3) 2 YR - gtP
__PHIL 100 Introduction to Philosophy (3) SEM - gtP
__PHIL 110 Figures in Western Philosophy (3) SEM - gtP
__PHIL 150 Ethics in Theory and Practice (3) 2 YR - gtP

d. Foreign Languages

__*ASL 201 American Sign Language III (3) SEM - gtP [8]
__*ASL 202 American Sign Language IV (3) SEM - gtP [8]
__*CHIN 201 Intermediate Chinese I (3) 1 YR - gtP [7]
__*CHIN 202 Intermediate Chinese II (3) 1 YR - gtP [7]
__*FR 201 Intermediate French I (3) 1 YR - gtP [7]
__*FR 202 Intermediate French II (3) 1 YR - gtP [7]
__*GER 201 Intermediate German I (3) 1 YR - gtP [7]
__*GER 202 Intermediate German II (3) 1 YR - gtP [7]
__*JAPN 201 Intermediate Japanese I (3) IRR - gtP [7]
__*JAPN 202 Intermediate Japanese II (3) IRR - gtP [7]
__*SPAN 201 Intermediate Spanish I (3) SEM - gtP [7]
__*SPAN 202 Intermediate Spanish II (3) SEM - gtP [7]

Area 4. History – 3 hours

Select one course.

__*AFS 101 Development of Black Identity (3) SEM - gtP [8]
__AFS 201 African American History I (3) 1 YR - gtP
__AFS 202 African American History II (3) 1 YR - gtP
__HIST 100 American History: Beginning to 1877 (3)SEM - gtP
__HIST 101 American History: 1877 to the Present (3) SEM - gtP
__HIST 110 African Civilization (3) 1 YR - gtP

__HIST 112 Asian Civilization I: Prehistory to 1500 (3) SEM - gtP
__HIST 113 Asian Civilization II: 1500 to Present (3) SEM - gtP
__HIST 118 History of Mexico (3) SEM - gtP
__HIST 120 Western Civ Ancient Greece to 1689 (3) SEM - gtP
__HIST 121 Western Civ 1689 to Present (3) SEM - gtP
__HIST 283 Russian Civilization (3) 2 YR - gtP

Area 5. Social & Behavioral Sciences – 3-6 hours

Select one or two courses from subgroups a-c. If you select two, they must be drawn from different subgroups.

a. Economic and Political Systems

- __ECON 101 Understanding the Contemporary Economy (3) SEM - gtP
- __ECON 203 Principles of Macroeconomics (3) SEM - gtP
- __ECON 205 Principles of Microeconomics (3) SEM - gtP
- __*FR 116 Contemporary France (3) 1 YR - gtP [7]
- __*GER 116 Contemporary Germany (3) 1 YR - gtP [7]
- __MIND 286 Value Issues in Political Economy (3) 1 YR - gtP
- __PSCI 100 U S National Government (3) SEM - gtP
- __PSCI 105 Fundamentals of Politics (3) SEM - gtP
- __*PSCI 110 Global Issues (3) SEM - gtP [7]

b. Geography

- __GEOG 100 World Geography (3) SEM - gtP
- __GEOG 110 Geography of the U S and Canada (3) SEM - gtP
- __GEOG 200 Human Geography (3) SEM - gtP

c. Human Behavior and Social Systems

- __*AFS 100 Introduction to Africana Studies (3) SEM - gtP [8]
- __ANT 100 Introduction to Anthropology (3) SEM - gtP
- __*ANT 110 Introduction to Cultural Anthropology (3) SEM - gtP [7]
- __ANT 120 World Archaeology (3) SEM - gtP

- __ANT 130 Introduction to Physical Anthropology (3) SEM - gtP
- __*ANT 212 North American Indians (3) 1 YR - gtP [8]
- __ASLS160 Introduction to Human Communication and Its Disorders (3) SEM - gtP
- __GERO 205 Introduction to Gerontology (3) SEM - gtP
- __*HISP 102 Hispanic Cultures in the United States (3) gtP [8]
- __HUSR 205 Introduction to Human Services (3) SEM - gtP
- __LIB 201 Power & Control in an Information Society (3) SEM - gtP
- __*MAS 100 Intro to Mexican American Studies (3) SEM - gtP [8]
- __NURS 200 Women's Health Care (3) SEM - gtP
- __PSY 120 Principles of Psychology (3) SEM - gtP
- __PSY 230 Human Growth and Development (3) SEM - gtP
- __PSY 265 Social Psychology (3) SEM - gtP
- __SOC 100 Principles of Sociology (3) SEM - gtP
- __SOC 120 Introduction to Family Studies (3) SEM - gtP
- __*SOC 221 Sociology of Gender (3) SEM - gtP
- __*SOC 237 Sociology of Minorities (3) SEM - gtP [8]
- __*WS 101 Women in Contemporary Society (3) SEM - gtP [8]

Area 6. Physical & Life Sciences – 7 hours

Select two courses with different prefixes. At least one of the courses must have an L (laboratory) designation. CHEM 102 can be counted towards the satisfaction of this requirement only upon the completion of CHEM 101.

- __AST 100 General Astronomy (4) (L) SEM - gtP
- __BIO 100 Exploring Biology (3) SEM - gtP
- __BIO 101 Biological Perspectives (4) (L) SEM - gtP
- __BIO 110 Principles of Biology (4) (L) SEM - gtP
- __BIO 265 Life Science Concepts (3) (L) SEM - gtP
- __CHEM 101 Chemistry for Citizens (3) SEM - gtP
- __CHEM 102 Chemistry for Citizens Laboratory (1) (L) SEM - gtP
- __CHEM 111 Principles of Chemistry I (5) (L) SEM - gtP
- __CHEM 281 Fundamentals of Biochemistry (5) (L) SEM - gtP
- __ENST 100 Introduction to Environmental Studies (3) SEM - gtP
- __ENST 225 Energy and the Environment (3) IRR - gtP
- __ENST 235 Chemistry and the Environment (3) SEM - gtP
- __ESCI 265 Earth Science Concepts for Elem Teachers (3) (L) SEM - gtP

- __FND 250 Principles of Nutrition (3) SEM - gtP
- __GEOL 100 General Geology (4) (L) SEM - gtP
- __GEOL 110 Our Geological Environment (3) 1 YR - gtP
- __MET 110 Our Violent Atmosphere (3) SEM - gtP
- __MET 205 General Meteorology (4) (L) SEM - gtP
- __OCN 110 Our Ocean Systems (3) 1 YR - gtP
- __OCN 200 General Oceanography (4) (L) 1 YR - gtP
- __PHYS 220 Introductory Physics I (5) (L) 1 YR - gtP
- __PHYS 240 General Physics I (5) (L) 1 YR - gtP
- __SCI 106 Introduction to Spaceflight (3) SEM - gtP
- __SCI 109 The Cosmos (3) SEM - gtP
- __SCI 265 Physical Science Concepts (4) (L) SEM - gtP

Area 7. International Studies

Select one course.*

- __*ANT 110 Introduction to Cultural Anthropology (3) SEM-gtP * [5c]
- __BA 251 International Business (3) SEM
- __CHIN 101 Elementary Chinese I (5) 1 YR
- __CHIN 102 Elementary Chinese II (5) 1 YR
- __CHIN 116 Introduction to Chinese Civilization (3) 2 YR
- __*CHIN 201 Intermediate Chinese I (3) 1 YR - gtP * [3d]
- __*CHIN 202 Intermediate Chinese II (3) 1 YR - gtP * [3d]
- __COMM 223 Intercultural Communication (3) SEM
- __FL 195 Elementary World Language (5)
- __FR 101 Elementary French I (4) 1 YR
- __FR 102 Elementary French II (4) 1 YR
- __*FR 116 Contemporary France (3) 2 YR - gtP * [5a]
- __FR 117 The French-Speaking World (3)
- __*FR 201 Intermediate French I (3) 1 YR - gtP * [3d]
- __*FR 202 Intermediate French II (3) 1 YR - gtP * [3d]
- __GER 101 Elementary German I (4) 1 YR - gtP
- __GER102 Elementary German II (4) 1 YR - gtP
- __*GER 116 Contemporary Germany (3) 2 YR - gtP * [5a]
- __*GER 201 Intermediate German I (3) 1 YR - gtP * [3d]
- __*GER 202 Intermediate German II (3) 1 YR - gtP * [3d]
- __*HISP 111 Introduction to Hispanic Literature (3) 1 YR - gtP * [3b]
- __JAPN 101 Elementary Japanese I (5) IRR

- __JAPN 102 Elementary Japanese II (5) IRR
- __JAPN 116 Contemporary Japan (3) IRR
- __*JAPN 201 Intermediate Japanese I (3) IRR - gtP * [3d]
- __*JAPN 202 Intermediate Japanese II (3) IRR - gtP * [3d]
- __*MIND 180 Great Ideas of the Western Tradition (3) SEM - gtP * [3b]
- __*MIND 181 Great Traditions of Asia (3) 2 YR - gtP * [3c]
- __*MUS 247 Music Cultures of the World (3) 1 YR - gtP * [3a]
- __*PSCI 110 Global Issues (3) SEM - gtP * [5a]
- __SOC 235 Social Change in a Global Context (3) 1 YR
- __SPAN 101 Elementary Spanish I (5) SEM
- __SPAN 102 Elementary Spanish II (5) SEM
- __SPAN 103 Spanish for Professionals (3)
- __*SPAN 201 Intermediate Spanish I (3) SEM - gtP * [3d]
- __*SPAN 202 Intermediate Spanish II (3) SEM - gtP * [3d]
- __WS 285 Global and Cross Cultural Perspectives of Women (3) 1 YR

Area 8. Multicultural Studies

Select one course.*

- *AFS 100 Introduction to Africana Studies (3) SEM - gtP * [5c]
- *AFS 101 Development of Black Identity (3) SEM - gtP * [4]
- *ANT 212 North American Indians (3) 1 YR - gtP * [5c]
- ASL 101 American Sign Language I (3) SEM
- ASL 102 American Sign Language II (3) SEM
- * ASL 201 American Sign Language III (3) SEM - gtP * [3d]
- *ASL 202 American Sign Language IV (3) SEM - gtP * [3d]
- *ENG 236 Ethnic American Literature (3) SEM - gtP * [3b]
- *HISP 102 Hispanic Cultures in the United States (3) SEM - gtP * [5c]
- *MAS 100 Intro to Mexican American Studies (3) SEM - gtP * [5c]
- *MAS 110 Contemporary Chicano Literature (3) 1 YR - gtP * [3b]
- MCS 101 Multiculturalism in the US: Concepts & Issues (3) SEM
- *MIND 182 Confluence of Cultures (3) 2 YR - gtP * [3b]
- *MUS 150 History of Rock and Roll (3) IRR - gtP * [3a]
- *MUS 296 Survey of History and Literature of Jazz (3) 1 YR - gtP*[3a]
- *SOC 221 Sociology of Gender (3) SEM - gtP* [5c]
- *SOC 237 Sociology of Minorities (3) SEM - gtP * [5c]
- *WS 101 Women in Contemporary Society (3) SEM - gtP * [5c]

WS 240 Women, Race and Class (3) SEM

Electives

Select enough additional courses **from Areas 1-8 above and/or from the list below** to bring the total number of Liberal Arts Core hours up to a minimum of 40.

- ART 185 History of Art III (3) 1 YR
- CS101 Introduction to Computer Science (3) SEM
- MIND 288 Contemporary Arts Connections (3) 2 yr
- MIND 289 Coming of Age in the 20th Century (3) IRR
- MIND 292 Ideas in Conflict (3) IRR
- MIND 293 Play as a Route to Insight and Creation (3) IRR
- MIND 294 Revolutions in Science (3) 1 YR
- MIND 295 Global Systems (3) 1 YR
- MUS 241 Perceiving the Arts (3) 1 YR
- MUS 244 History of Music II (3) 1 YR
- SOC 170 Social Problems (3) SEM
- THEA 159 Acting Theories and Practice (3) SEM

Special Notes:

- Up to nine semester credit hours of the courses listed above that can be used to satisfy the requirements of a student's first major and that carry the prefix of that major may also be used to satisfy the requirements of the LAC.
- Any course listed above that can be used to satisfy the requirements of a student's first major but that does not carry the prefix of that major may also be used to satisfy the requirements of the LAC.
- Any course listed above that can be used to satisfy the requirements of a student's minor or second major may also be used to satisfy the requirements of the LAC.
- No course taken before the time it appears as a LAC course in the Catalog may be used to satisfy the requirements of the LAC.

Exceptions to the Requirements of the Liberal Arts Core:

- Transfer students who have completed equivalent programs as determined by the Admissions Office may be exempted from all or part of the requirements of the Liberal Arts Core.
- A student who has earned a liberal-arts based Associate of Arts or Associate of Science degree or who has completed an equivalent program as determined by the UNC Admissions Office will receive credit for such work and be excused from Areas 1-8 of the requirements.
- If a student presents an ACT score of 30 or higher in English, or an SAT verbal score of 630 or higher, he or she is exempt from ENG 122.
- If a student presents an ACT score of 26 or higher in mathematics, or an SAT math score of 560 or higher, he or she is exempt from the Area 2 requirement.
- Students interested in challenging a Liberal Arts Core course should contact the appropriate program to determine the availability of a challenge examination.

Guaranteed Transferability:

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Natural and Health Sciences LAC Registration Worksheet

Worksheet Link: http://www.unco.edu/nhs/pdf/LAC_worksheet.pdf

STUDENT NAME: _____

Please list your **major(s)**:

If you have chosen a **minor**, please list:

In the appropriate blanks below, list all required specified LAC courses for YOUR MAJOR and Minor as listed in your designated catalog. Then, identify the courses you would like to take to complete the requirements. Course Listings: 09-10 catalog page 53; 10-11 catalog page 27

Liberal Arts Core: (At least 31 hours must come from Areas 1-6 distributed as indicated below.)

1. Communication (Composition) (6 hours)
 - a. Elementary composition
 ENG 122 (3) (required by UNC) (Semester Completed: _____)
 - b. Intermediate composition (3 hours)
 _____ (Semester Completed: _____)
2. Mathematics (3 hours) (Math 181 will not count for Area 2 unless Math 182 is also completed.)
 _____ (Semester Completed: _____)

At least 15 hours need to come from Areas 3, 4, and 5:

3. Arts and Humanities (6 –9 hours) (Select 2 or 3 courses from subgroups a-d, drawing from at least two different subgroups).
 _____ (Semester Completed: _____)
 _____ (Semester Completed: _____)
 _____ if needed (Semester Completed: _____)
4. History (3 hours)
 _____ (Semester Completed: _____)
5. Social and Behavioral Sciences (3-6 hours) (Select 1 or 2 courses from subgroups a-c, drawing from at least two different subgroups).
 _____ (Semester Completed: _____)
 _____ if needed (Semester Completed: _____)

TOTAL CREDITS for areas 3, 4, and 5 = _____ (must be a minimum of 15)

6. Physical & Life Sciences (7 hours) (Select 2 courses with different prefixes, at least one must have a lab. Chem 102 will not count for Area 6 unless Chem 101 is also completed.)
 _____ (Semester Completed: _____)
 _____ (Semester Completed: _____)
 _____ if needed (Semester Completed: _____)

TOTAL CREDITS for areas 1 through 6 = _____ (must be a minimum of 31)

CONTINUED on Page 2

(LAC Registration Worksheet continued)

Some courses can count for areas 7 or 8 AND areas 3, 4, or 5 simultaneously.

Example, ANT 110 can count for both area 7 AND area 5c.

BUT, those credits will NOT COUNT TWICE toward the 40 total credit hours.

7. International Studies (at least 1 course)

_____ (Semester Completed: _____)

Does this course also count for area 3, 4, or 5? If yes, then identify the area. _____

8. Multicultural Studies (at least 1 course)

_____ (Semester Completed: _____)

Does this course also count for area 3, 4, or 5? If yes, then identify the area. _____

If you take the minimal credits required above, you will end up with 37 credits.

31 credits from areas 1-6

3 credits from area 7

3 credits from area 8

37

TOTAL CREDITS FOR LAC MUST EQUAL AT LEAST 40.

Take 3 more credits from any LAC area or from the LAC electives.

Transfer Students

UNC Webpage: <http://www.unco.edu/admissions/transfer/applynow.asp>

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Page 3

Definition: a student with more than 12 transferable college semester hours completed after high school graduation or equivalent
College credit completed while in high school CANNOT be used to classify a student as a transfer student
Must be in good academic standing at the college/university most recently attended

Admission (per CCHE standards):

- 12 or fewer transferable semester hours
 - Admission based on high school credentials including cumulative GPA, class rank, ACT and/or SAT scores
- 13 or more transferable semester hours
 - Admission based on college credentials and requires a 2.4 cumulative college GPA

Transfer Credit:

- Students who have earned a liberal-arts based Associate of Arts (AA) or Associate of Science (AS) degree from an accredited college will receive a full waiver of the LAC requirements
 - Some majors required specific and/or additional LAC credits – these credits are NOT waived
- Associate of Applied Science (AAS) degree is NOT transferable to UNC
- Courses with letter grades of “D” are not transferable
- Previous GPA is used for admission only and is not carried forward
 - Students begin a new GPA upon admission to UNC
- Vocational/technical/remedial courses are not calculated in the cumulative transfer GPA

Webpage for 2-Year College Transfer Guide: http://www.unco.edu/admissions/transfer/transfer_guide.asp

Any **credit earned by examination alone** (e.g., CLEP credit) will be **reevaluated by the Admissions Office**. This **may reduce the number of credit hours** allowed for students who have completed a liberal arts-based Associate of Arts or Associate of Science degree.

PTEP

(Professional Teacher Education Program)

Secondary PTEP: <http://www.unco.edu/cebs/teachered/step.html>

Checkpoint courses (EDFE 110, 120, 125, 130): <http://www.unco.edu/cebs/teachered/check.html>

PTEP Program Model: <http://www.unco.edu/cebs/teachered/sec/secondary.pdf>

Elementary PTEP: <http://www.unco.edu/cebs/teachered/eptep.html>

Helwick-Jackson, Ginny (interim)	Elementary PTEP Coordinator	McKee 213E, 1-2145
Harding-DeKam, Jenni -Bio, CV	Elem Ed/Post Bac Coordinator	McKee 281, 1-1029
Middleton, Valerie - CV	Secondary Ed Coordinator	McKee 283, 1-2728
Thompson, Susan - CV	Early Childhood PTEP Coordinator	McKee 280, 1-2070

Add, Drop, Withdrawals

Dates for Add, Drop, and Withdrawal: <http://www.unco.edu/regrec/Registrarscalendar.htm>

http://www.unco.edu/regrec/registration/registering/add_drop.html

Add/Drop/Withdrawal deadlines for short courses: <http://www.registrar.unco.edu/calendars.html>

Registration Changes	Financial Impact	Transcripts	Process
Registration Cancellation	No Tuition and Fees are charged	Nothing is recorded	URSA
Course Add	Tuition and Fees adjusted if applicable	Course is added to transcript	URSA
Course Drop	Tuition and Fees adjusted if applicable	Course is removed from transcript	URSA
Individual Course Withdrawal	No refund of Tuition or Fees	W is recorded on the transcript	URSA
Complete Withdrawal	Tuition and Fees adjusted if applicable	W is recorded on the transcript	Contact Registrar's Office

WITHDRAWAL FEE SCHEDULE

Fall 2010		
August 23 through September 3	4 PM	No Charge
September 4 through September 17	4 PM	25%
September 18 through October 15	4 PM	50%
October 16 through October 29	4 PM	75%
October 30 through November 12	4 PM	100%
Complete withdrawals will not be approved after November 12, 2010.		

Add Courses (Add Date)

- Students may add classes through the 5th day of the term for full-semester courses.
- After the 5th day of the semester all adds require the signature of the instructor and must be processed through the Registrar's Office
 - Day 6-10, the instructor may add the class by
 - accessing the Faculty tab on URSA for electronic submission
 - OR
 - The student may print the "add request form" (<http://www.unco.edu/regrec/pdf/ADD%20FORM.pdf>), have the advisor sign the form, then fax it to 970-351-1870 or bring it to the Registrar's office
 - After day 10, the "Petition for Extension of the Late Add Deadline" form (http://www.unco.edu/regrec/pdf/Add_deadline.pdf) must be completed by the student and faculty member and signed by the School Director.

According to Colorado State enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. An exception to this policy will be granted only under *very unusual circumstances*.

Drop Courses (Drop Date)

Dates for Add, Drop, and Withdrawal: <http://www.unco.edu/regrec/Registrarscalendar.htm>

The student **may drop** a class during the Drop period, normally the **first 10 class days of a semester** for full-semester courses.

The number of credits for which a student is registered at the drop deadline determines tuition and fee charges. After the Drop deadline, no changes in tuition and fees will occur unless the student totally withdraws from all classes. (catalog page 7)

Faculty may drop a student from class during the Drop period if the student has not attended the first two 50-minute sessions. (catalog page 9)

Last day to drop all courses without a fee is the first class day of each semester. (catalog page 7)

Dropping all classes within the Drop period results in a 10% charge of tuition and fees. (catalog page 7)

Withdrawal from Courses (Withdrawal Date)

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11UndergradCatalog.pdf>

Page 9

Dates for Add, Drop, and Withdrawal: <http://www.unco.edu/regrec/Registrarscalendar.htm>

Students **may withdraw** from individual classes in person or on the web. The **first date to withdraw** from an individual course is **the first class-day immediately after the drop deadline**.

The **last date to withdraw** from an individual course is the **midpoint of the semester**. Withdrawal deadlines for each semester are also noted on the Registrar's Website. The withdrawal deadline for an **individual short-term class** occurs when the class **has held 50% of its meetings**.

A "W" appears on the transcript for each class from which a student withdraws. Students **may withdraw from all classes** at the Registrar's Office **through the twelfth week of the term**.

Withdrawal from the University

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

Page 18

A student **may withdraw completely** from the University **through the 12th week of the semester**. Students must start the process at the Registrar's Office.

Depending upon the date the withdrawal is initiated, a percentage of tuition and fees may be assessed. (See the description of Withdrawals, Drops, or Cancellation from Classes within the Costs, Payment, Financial Aid section of the Catalog.)

Students who **receive financial aid and then withdraw** during a semester that they received aid **may be required to repay** a proportionate amount to the financial aid account. Information about a specific repayment amount is available from the Office of Financial Aid.

A grade of “W” will be assigned in all courses for which the student was registered. If the student leaves campus without withdrawing through the proper channels, the student will receive “F’s” in all courses for which the student was registered. http://www.unco.edu/regrec/registration/registering/add_drop.html

Unauthorized Withdrawal

“UW” indicates an unauthorized withdrawal and is assigned **only** when the student has **never** attended the class for which he/she enrolled. (catalog page 14)

Full-Time and Part-Time Enrollment Status

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Academic (Enrollment) Full-Time:

Undergrad: 12 credit hours

Grad: 9 credit hours

Half-Time UG: 6 to 11 credit hours

Part-Time UG: 5 credits or less

Financial Aid Full-Time:

Undergrad: 12 credit hours

Grad: 9 credit hours

Health Insurance Full-Time:

UG and Grad: 9 credit hours (some insurance companies require 12 credit hours)

Overload (page 8):

Undergraduate: more than 18 credit hours per semester

To request overload: http://www.unco.edu/regrec/pdf/Undergraduate_overload.pdf

- A cumulative GPA of 3.00 is required
- Overload approval will not be granted until the first day of classes, with the exception of graduating seniors.
- Overloads of more than 21 hours require approval by the SCHOOL ADVISOR and DIRECTOR.
- These approvals must be forwarded to the Registrar. The Registrar will assure that these procedures have been followed.
- Students who have lower than a 3.0 GPA but have extenuating circumstances may petition for an overload from the school advisor and director.

Summer Overload: http://www.unco.edu/regrec/pdf/Summer_overload.pdf

A cumulative GPA of 3.00 is required

- The maximum total course load for summer semester is 15 credits.
- You may take a maximum of 9 credits during either the First or Second 6-week session.
- You may take a maximum of 10 credits during the Educator's 8-week session.
- You may take a maximum of 15 credits during the 12-week session.
- Overload limitations apply to work completed in both on-campus and off-campus programs.
- You will be billed for any enrollment over 16 credits (Undergraduates and Graduates).

CLASSIFICATION STATUS

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Classification Credits Required

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90+ credits until completion of bachelor's degree

Tuition Classification

OUT-OF-STATE AND IN-STATE

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

Page 7-8

A person who has been **domiciled in Colorado for one year** or more immediately preceding registration may be eligible for in-state tuition classification.

A domicile is a person's true, fixed and permanent home and place of habitation. It is the place where the student intends to remain and where he/she expects to return to when he/she leaves, without intending to establish a new domicile elsewhere. It differs from the notion of residence or mere physical presence within the state. A person may have several places of residence, but may have only one true domicile at a given time.

A person is **capable to begin establishment of a Colorado domicile** if

- he/she is **22 years of age or**
- if he/she **has been emancipated**
 - Evidence of emancipation includes the person's ability to meet all financial obligations including the cost of education, along with an affidavit from the student's parents stating their relinquishment of any claim or right to the care, custody and earnings of the minor.
 - Evidence that a Colorado domicile has been established includes the observance of all mandatory duties imposed on domiciliaries. State requirements concerning auto registration, driver's license and payment of state income tax must be met for the full one-year period.

A student's tuition classification is determined before or at the time of registration. If at a later date, the student thinks the classification is no longer correct, he/she may petition for a change in tuition classification. Petitions

can be submitted to the Tuition Classification Specialist in the Registrar's Office (Carter 3002) no later than the first day of classes for the given school term that the student desires a change in classification.

Armed Forces (military) personnel and their dependents should contact the Tuition Classification Specialist for information regarding qualification for the lower in-state tuition rate.

Registration

INSTRUCTIONS FOR CLASS REGISTRATION FOR STUDENTS can be found on the following link:

http://www.unco.edu/aboutursa/resources/helpsheets/class_registration.pdf

This link includes information about

- how to “look up” classes
- **registration problems and the solution**, such as
 - class/major restriction
 - closed section (**class is full**)
 - college restriction (must be a major in a particular college to take the course)
 - co-requisite requirement
 - instructor consent required
 - undergrad attempting to register for grad course
 - link error (**must register for lecture and lab at the same time**)
 - attempting to take an **overload** (more than 18 credits for undergrads)
 - missing prerequisite
 - **time conflict** with another course

A list of **HELP SHEETS** for faculty is on the following link:

http://www.unco.edu/aboutursa/help_sheets_fac.html

Includes:

- Academic Alert (+ Midterm Grades)
- Creating a Class Roster in Excel
- Submitting Grades
- Registration Error Messages (in table format)
- **Student Registration Override** (instructions)
- Textbook Instructions

FORMS

- List of Registrar's Forms: <http://www.unco.edu/regrec/forms.html>

Examples Include:

- **Course Conflict:** http://www.unco.edu/regrec/pdf/Course_Conflict.pdf

Instructor: Your approval of a time conflict indicates that you are giving permission to the student identified above to register for two classes that meet at the same time or have overlapping times. You may release the student via your faculty self-service in URSA. Choose the TMCONFLICT override. The student must then register themselves via URSA. OR

You may complete and sign this form and have the student return the form to the Registrar's Office where we will register the student for the courses.

- **Grade Forgiveness Application:** http://www.unco.edu/regrec/pdf/Grade_Forgiveness.pdf

1. Grade forgiveness applications will be accepted until the last day of the term in which the course is repeated.
2. Grade forgiveness applications after the end of term will require advisor signature.
3. Complete application once you have registered for the course.
4. You will be notified through your UNC e-mail account only if this application is denied.
5. Completed applications may be submitted in person at the Registrar's Office, 3002 Carter Hall or faxed to 970-351-1870

- **Major/Minor Change (change major):** http://www.unco.edu/regrec/pdf/Major_Minor_Change.pdf

1. All changes received after the semester add/drop deadline will be made effective the first of the following semester.
2. The catalog used for student requirements is the catalog that is in effect at the time the major is declared.
A change of major will effect a change of catalog into the current catalog.
A change of major emphasis is considered to be a major change and will therefore move the student into the current catalog.
Minors, additional majors, licensure, endorsements, and core requirements (Liberal Arts Core/General Education) will follow the major catalog.
3. Major or minor changes are declared in the department of that specific major or minor.
4. Licensure changes are made in the teacher education office.
5. Minors may be declared only if a degree-seeking major has been declared.

- **Major/Minor Course Substitution:** http://www.unco.edu/regrec/pdf/Major_Minor_Substitution.pdf

This form is for advisors to use when making adjustments (substitutions, waivers, etc) to program (major/minor/licensure) requirements for individual students. Advisors cannot make adjustments to core requirements (General Education/Liberal Arts Core)

- **Overload – Undergraduate :** http://www.unco.edu/regrec/pdf/Undergraduate_overload.pdf

- A cumulative GPA of 3.00 is required
- Overload approval will not be granted until the first day of classes, with the exception of graduating seniors.
- Overloads of more than 21 hours require approval by the SCHOOL ADVISOR and DIRECTOR.
- These approvals must be forwarded to the Registrar. The Registrar will assure that these procedures have been followed.
- Students who have lower than a 3.0 GPA but have extenuating circumstances may petition for an overload from the school advisor and director.

- **Petition for Extension of Add Deadline (Late Add a Class):**

http://www.unco.edu/regrec/pdf/Add_deadline.pdf

According to Colorado State enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. An exception to this policy will be granted only under *very unusual circumstances*.

Posting Textbook: <http://www.unco.edu/aboutursa/resources/Textbookinstruction.pdf>

To obtain PINs: http://www.unco.edu/regrec/faculty/registration/pin_numbers.html

Banner Self Service

Faculty and Advisors

Student Information

Menu

Advisee Listing (this list is to be maintained by the units)

To CHANGE GRADES: <http://www.unco.edu/regrec/faculty/grades/changes.html>

PLUS/MINUS GRADES: <http://www.unco.edu/regrec/faculty/grades/FAQ.html#Grades>

Use of the +/- grading system is up to the faculty member. The complete grading scale breakdown must be on all syllabi given to students.

Faculty are asked to give consideration to the effect on students when teaching a single section of a course with multiple sections. Some Schools/Departments have established a unit-level policy for the use of +/- grades.

Currently an A+ does not exist although Faculty Senate is reviewing the Student Senate request to include A+ in the grading scale.

MAINTAINING RECORDS OF STUDENT GRADES

Board Policy Manual, p.107 (2010) http://www.unco.edu/trustees/policy_manual2010.pdf

2-3-408 Records.

Faculty will maintain student records for at least one semester from the date the class ended. Faculty who resign/retire, conclude a term contract, or otherwise terminate their employment with the University will leave all student records with the school director or his/her designee in the program area prior to leaving the University. Such records include grade books or other documentation for assigning grades; and include exams, papers, projects, etc., which have not been returned to students. The school director or his/her designee in the program area is responsible for collecting this material and having it available upon request. Records need to be collected and retained only to cover the period of time in which an academic appeal could still be filed.

BLACKBOARD: <http://www.unco.edu/cetl/resources/index.html>

3-Year Calendar (Fall 09 through Spring 2013)

<http://www.unco.edu/regrec/calendar3yr.html>

Registrar's Calendar Summer and Fall 2010

<http://www.unco.edu/regrec/Registrarscalendar.htm#Interim>

Interim Session Schedule of Courses 2010-2011

http://www.unco.edu/nhs/pdf/interim_booklet.pdf

Midterm Grades and Academic Alert

URSA Login: <https://ursa.unco.edu/cp/home/displaylogin>

Midterm grades are required for the following students:

- All freshmen fall and spring semesters
- First term undergraduate transfer students
- Student athletes
- Undergraduate students on probation
- Undeclared (seeking) students
- Undergraduates advised through CHE and Cumbres

Help sheet for Midterm Grades as of October 11, 2010:

http://www.unco.edu/aboutursa/resources/helpsheets/Midterm_Grades_Documentation.pdf

Fall 2010: Midterm grades can be entered for ALL students if desired but the grades MUST be entered for students in the Academic Alert category.

Academic Alert

Academic Alert refers to a roster of students who are part of a group to whom UNC provides special support and attention. These students are not designated “at-risk”. This group includes:

- All freshmen fall and spring semesters
- First term undergraduate transfer students
- Student athletes
- Undergraduate students on probation
- Undeclared (seeking) students
- Undergraduates advised through CHE and Cumbres

Email communication to these students is provided by the Assistant Vice-President for Undergraduate Studies.

Dear Student,

You are receiving this because you belong to one of the groups eligible for UNC’s Academic Alert. This feature allows your professors to support your academic success by alerting you to any potential problems or difficulties you may be having in meeting the requirements of your courses. Academic Alert was opened for use last week and will be open through the end of this week. To find out whether you have any alerts posted, just pay a visit to your URSA student tab and look for Academic Alert. If you do receive any academic alerts, I would strongly recommend paying a visit to your instructor and your academic advisor so that you can create a strategy to succeed.

I hope your semester is off to a great start. UNC exists to connect you to your potential for success and a bright academic future.

Final Exams Schedule Fall 2010

http://www.unco.edu/regrec/pdf/final_exam_schedule.pdf

The 2 ½ hours of class time scheduled during exam week is part of the contact time required by the Colorado Department of Higher Education.

If a particular class is not precisely described by one of the listed time periods, the final exam period will be determined by the first class meeting time for the week. It is strongly recommended that all instructors determine early in the semester the appropriate time for each final exam and make an announcement to all students.

- An instructor who considers examination unnecessary, contingent upon approval, may eliminate the final examination in a course.
- **If no final examination is given, instruction shall be continued through the last week of the semester.** In such cases, classes will meet at the times shown on the final examination schedule.
- **The presence of each student registered for credit in a course is mandatory at the final examination,** unless the student has made prior arrangements to be excused by the instructor.
- In extreme instances, the instructor may reschedule a final examination provided it is coordinated with the Office of Academic Affairs and is approved by the department chair.
- **If a student has three or more final examinations scheduled for one day, the student may negotiate a time change with the instructor involved.** The negotiation should take place no less than one week prior to the scheduled examinations. If the parties involved cannot find a mutually agreeable time, the Office of Academic Affairs will indicate courses in which a change must be made.
- Laboratory sessions will not meet during the final examination period. Laboratory examinations should be given prior to the final examination week.
- All examinations are to be two hours and thirty minutes in length.
- **Examinations are to be conducted in the same classroom used throughout the semester** unless previous arrangements are made with the Conference Scheduling Department in the University Center. Faculty should alert students to changes in final examination times or locations prior to the testing date.

SUBMITTING GRADES FOR STUDENTS WHO RECEIVE AN F OR UW BECAUSE THEY STOPPED ATTENDING A COURSE

Beginning with the 2007 spring semester, all faculty should complete the Last Attend Date field in the URSA Final Grades form for any student who is assigned a grade of F or UW (Unauthorized Withdrawal) because they stopped attending the course at any point during the term but did not officially withdraw.

The Last Attend Date is defined as the last date that a student participated in the course in any way, such as handing in an assignment, taking a test or being physically in the classroom. If you can't document a Last Attend Date, leave the field blank.

You do not have to complete the Last Attend Date field for students who participate in the course beyond the midway point of the semester (March 14 for 2007 spring term) and "earn" an F grade based on unsatisfactory performance during that participation.

A grade of UW should be assigned only if a student never attended class at all. If a student officially withdraws from a class, a grade of W is automatically assigned.

The Office of Financial Aid will use URSA-generated Last Attended Date information to comply with federal financial aid reporting regulations related to financial aid recipients who are not making satisfactory academic progress. This will preclude OFA staff sending e-mails to faculty after each semester asking for last dates of attendance affected students.

Attendance (Absence)

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- Only the instructor can approve a student request to be absent from class. The student is responsible for requesting such approval when absence is unavoidable
- Regular attendance in all classes is assumed
- The instructor determines the relationship between class attendance, class objectives, and the student's grade
 - Instructors are responsible for informing students of attendance policies and effect on grade
- Students may need to be excused for a University-sponsored event such as intercollegiate athletics
 - The student is responsible for presenting a **written request** to the instructor asking for permission to be absent
 - Student is responsible for discussing the effect of this absence on the course requirements
 - Instructors should attempt to make accommodations for the student
 - Students should recognize that **not every course can accommodate absences**
 - Neither the absence nor the notification of an absence relieves the student from meeting course requirements
- Students **MAY** request an excused absence for participation in **religious observances**
 - Request for permission to be excused must be submitted in writing
 - Student is to discuss the effect on the grade
 - **Requests should be made before the course drop deadline for the semester**
- Attendance during the first two class sessions is required
 - Instructor may drop a student who does not attend the first two hours during which the class meets
 - Non-attendance does not automatically result in a drop from a class

Academic Standing

(Probation/Suspension)

www.unco.edu/asa

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A student's academic standing is determined by the cumulative grade point average. In order to graduate, the student must earn a minimum of 2.0 on a 4.0 scale at the University of Northern Colorado.

Students are placed on **academic probation** up to the next 24 credit hours at UNC if the cumulative grade point average (GPA) **falls below a 2.0**.

- When the cumulative GPA is raised to 2.0 or higher, the student will return to good academic standing.

Students on academic probation **who do not raise** their cumulative grade point average to 2.0 or higher after completing 24 credit hours at UNC **will be suspended**.

While on probation, if the student's cumulative GPA **falls below a 1.00**, the student will be **automatically suspended**.

Students suspended from UNC may not apply for readmission until the passage of at least one term, Fall or Spring, unless extenuating circumstances exist and are documented.

Suspended students must successfully complete nine semester hours of a 2.0 cumulative grade point average at another accredited institution, or present evidence of potential future academic success in order to be readmitted.

Applications for readmission are available through the Office of Academic Support and Advising.

All applications are reviewed by the University Academic Review Committee. The University Academic Review Committee's decisions are final.

A second academic suspension is considered a permanent suspension from future enrollment at UNC.

Academic Appeal for Readmission

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Students may immediately **appeal their suspensions** if extenuating circumstances exist.

These circumstances include **factors beyond the student's control** (e.g., family emergency, serious illness, death, etc.) and **must be documented**. Appeals due to other circumstances will be reviewed on a case by case basis.

A student who has been suspended may not re-enroll at the University until at least one term, not including summer term, has passed.

A readmission appeal form must be submitted to the Office of Academic Support and Advising at least 60 days prior to the start of the term in which the student wishes to re-enter UNC. The appeal should include the following:

- A detailed account of the reasons the student did not achieve his or her academic potential.
- A description of the circumstances that have changed to allow the student to perform at a satisfactory level.
- A specific plan of action that the student will follow to attain academic success.

A student who has attended other institutions since suspension from UNC must furnish the Office of Academic Support and Advising official transcripts from those institutions.

Readmission forms are available at the Office of Academic Support and Advising, or on our web site at www.unco.edu/aac/scholastic/index.htm.

Goal GPA Calculation Worksheet: <http://www.unco.edu/asa/advising/gpa/gpaPrediction.pdf>

(Used to calculate specific GPA needed in order to raise GPA to a specified level.)

Semester GPA Calculation Worksheet:

<http://www.unco.edu/asa/advising/gpa/HOW%20TO%20CALCULATE%20A%20SEMESTER%20GPA%20plus%20minus.pdf>

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

[us%20minus.pdf](http://www.unco.edu/asa/advising/gpa/HOW%20TO%20CALCULATE%20A%20SEMESTER%20GPA%20plus%20minus.pdf)

CLASS NAME	CREDITS	X	GRADE	=	QUALITY POINTS
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
TOTAL CREDITS			TOTAL QUALITY POINTS		

GPA = QUALITY POINTS _____ / CREDITS _____ SEMESTER GPA = _____

Grade Forgiveness

(Course Repeat Policy)

Comparison of Grade Forgiveness versus Fresh Start:

<http://www.unco.edu/asa/advising/scholastic/GF%20vs.%20FS.pdf>

Grade Forgiveness Application: http://www.unco.edu/regrec/pdf/Grade_Forgiveness.pdf

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Repeated courses are recorded on the transcript for every individual registration; all letter grades count towards the cumulative grade point average. Repeated courses will be counted one time only in the total credits towards graduation. For more information contact the Registrar's Office, (970) 351- 2231.

Only fully admitted UNC undergraduate students may repeat a UNC course using **grade forgiveness** in an effort to increase their UNC GPA. Repeating a course under grade forgiveness is subject to the following conditions.

- A course may only be applied to the grade forgiveness if the **previous grade was "C-" or lower**. A course is not eligible if it was previously retaken and a grade of "C" or better is earned.
- Course substitutions are not eligible for Grade Forgiveness (ex: Math 124 for Math 175).
- Only undergraduate UNC courses numbered 100-499 are eligible for grade forgiveness.
- Grade forgiveness can only be applied **once per course for a maximum of four (4) courses, not to exceed 12 credits** during the student's undergraduate academic career.
- Both the original and the second attempt at an individual course will be recorded on the student's transcript, but only the more recent grade will be calculated into the cumulative grade point average.
- If a student enrolls and receives a mark of "W" or "UW" in the second attempt of a course, that enrollment counts as the grade forgiveness opportunity and the original grade will stand.
- Credits earned are used only once to fulfill graduation requirements.
- A student receiving a letter grade can only replace such a grade in the cumulative GPA with another letter grade.
- Applications will not be accepted after the course drop deadline.
- **Approved, repeatable courses, such as SES activity courses, clinicals, research seminars and selected topics, are not eligible for grade forgiveness.**
- **At the discretion of the instructor, a student who received a grade of "C-" or lower in a course due to academic dishonesty may not qualify for grade forgiveness** in that course.
- A student who has been granted "fresh start" is not eligible for Grade Forgiveness.

Effective Fall 2002, undergraduate students must submit an application to the Registrar's Office by the last day to drop the class to be eligible for grade forgiveness. **You will be notified through your UNC email account if the application is denied.**

If you are receiving financial aid, please be aware the Standards of Satisfactory Academic Progress Policy is separate from the Grade Forgiveness Policy. Changes in your cumulative GPA and/or deficient hours due to grade forgiveness will not be taken into account in your financial suspension appeal until you have completed the class. If you have questions, please contact Student Financial Resources at (970) 351-2502.

Your academic standing with UNC remains probationary until grades are processed at the end of the semester. If you have questions in regard to your academic standing, please contact the Office of Academic Support and Advising at (970) 351-1391.

Fresh Start

FRESH START PROGRAMS FOR FRESHMEN & RETURNING STUDENTS

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Comparison of Grade Forgiveness versus Fresh Start:

<http://www.unco.edu/asa/advising/scholastic/GF%20vs.%20FS.pdf>

Fresh Start for Freshmen: <http://www.unco.edu/asa/advising/scholastic/FS-Finfosheet.pdf>

The **Fresh Start Program for Freshmen** is for students who have completed fewer than 30 credits towards graduation with a cumulative GPA of less than a 2.0

Fresh Start for Freshmen Application: <http://www.unco.edu/asa/advising/scholastic/FS-FAPPL.pdf>

Fresh Start for Returning Students: <http://www.unco.edu/asa/advising/scholastic/FS-Rinfosheet.pdf>

This program is designed for students who have not attended UNC for a minimum of five years and got off to a poor start academically, grades of “C-“, “D+”, “D”, “D-“, and “F”.

Fresh Start for Returning Students Application: <http://www.unco.edu/asa/advising/scholastic/FS-RAPPL.pdf>

Schedule Builder

Schedule Builder

Time		Days of the Week				
MWF	TR	Monday	Tuesday	Wednesday	Thursday	Friday
8:00a - 8:50a	8:00a - 9:15a					
9:00a - 9:50a	9:30a - 10:45a					
10:10a - 11:00a						
11:15a - 12:05p	11:00a - 12:15p					
12:20p - 1:10p						
1:25p - 2:15p	12:30p - 1:45p					
2:30p - 3:20p	2:00p - 3:10p					
3:35p - 4:25p	3:30p - 4:40p					
Evening	Evening					

Graduation Requirements

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- 120 semester credit hours
 - Minimum of 30 credits must be UNC courses
 - 20 or the last 30 credit hours of a degree program must be UNC courses
- Cumulative GPA of at least 2.0 unless the major requires a higher GPA
- 40 credit hours of designated LAC
- Meet all requirements in the student's major as listed in the Catalog when the student declared that major
 - A change in major or emphasis area moves the student to the catalog that is in effect when the major was changed (Example: student entered UNC as a Music major in Fall 2006, catalog year 06-07, then changed major to Biology in Fall 2008. The student is now responsible for all requirements in the 08-09 catalog. If the student decides to return to Music in Spring 09, the student is not allowed to go back to the 06-07 catalog; the student moves to the 08-09 catalog.)
 -

Undergraduate students **must apply for graduation** upon completion of 90 semester hours of credit applicable to the degree program.

The student **may move forward into a new catalog** up to and including the current one, provided the student was in attendance at the university during that academic year. Once a move to a new catalog occurs, students may not move back to the previous catalog.

30-Credit Policy for Undeclared Students

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Students who have earned 30-credits MUST declare a major. This policy illustrates UNC's commitment to student success.

Credits include all of the following:

- All applied transfer credit
- College credit earned in high school
- Northern Colorado credit hours

Upon completion of 30 credits, undeclared students get a **"No-Major Hold"** applied to their accounts.

Once a student has completed the appropriate paperwork and met any admission requirements for declaring a chosen major, the No-Major Hold is removed from the student's account.

Course Designations

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Numbers. Five groups are identified by course numbers, generally to indicate the difficulty of a course and its location on a continuum of study that leads to general mastery of the content and methodology of a discipline:

- **Basic skills courses** - 001 through 099 range are not counted in cumulative credits, total credits toward graduation, grade-point-average, nor for financial aid purposes.
- **Lower division courses** - the 100 range for freshmen and the 200 range for sophomores.
- **Upper division courses** - the 300 range for juniors and the 400 range for seniors.
- **Master's level courses** - the 500 and 600 ranges. **Juniors and seniors with a cumulative grade-point-average of 3.00 or higher may be admitted to 500-level courses but no undergraduates may be admitted to course numbers above the 500 range.**
- **Doctoral and Specialist level courses** - the 700 range.

Occasionally, courses that do not appear in the Catalog may appear in the Schedule of Classes

(www.unco.edu/sched/). These **course numbers end in "98" and are considered experimental**. For example, an experimental course in geology might be GEOL 398. Courses ending in "98" cannot be used to meet Liberal Arts Core requirements.

Course Contact Hours

Course Types

Colorado Department of Higher Education (CDHE) course descriptions and related contacted hours:

[\\uncsrv2\regrec\Curriculum\2010 Curriculum Documents\LIBRARY\WEBSITE FILES\DOCUMENTS 2010\Intruction Course Types Approved 9-15-08.pdf](http://uncsrv2/regrec/Curriculum/2010%20Curriculum%20Documents/LIBRARY/WEBSITE%20FILES/DOCUMENTS/2010/In%20struction%20Course%20Types%20Approved%209-15-08.pdf)

A contact hour is no less than 50 minutes and no more than 60 minutes.

Contact Ratios vary by course type.

Examples:

Lecture has a 1:1 ratio so the course meets a minimum of 50 minutes per credit hour for 15 weeks

Lab has a minimum 2:1 ratio so the course meets a minimum of 100 minutes per credit hour for 15 wks

Audit a Course

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Students may **audit** a course for “no credit” but must pay the same tuition and fees as those taking the course for credit. No audit or visitor cards are issued. Students auditing a course **must enroll through the Registrar’s Office before the add deadline**. Students need not complete assignments or exams but are expected to attend classes when auditing a course.

Major and Minor Requirements

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MAJORS

Majors are recorded on the student's permanent record. The requirements for a major are specified in the Catalog of the academic year in which the student declares a major.

A student must meet the Liberal Arts Core requirements as designated in the Catalog of the academic year in which his or her primary major is declared.

Undergraduate students may transfer from one major to another by filing a Change of Major/Minor form as long as they meet the requirements of the new program. **Please note: a change of emphasis area constitutes a change of major.** Emphasis areas for majors are recorded on the student's academic record.

To complete a major from UNC, a student is required to earn a **minimum of nine** upper-division UNC credits (300-400) in that major.

Students are required to declare a major by the time they have completed 30 credit hours toward graduation.

MINORS

In contrast with a major, an academic minor involves less extensive concentration in a discipline but still imposes specific requirements.

A minor does not alone lead to an academic degree, but **may be required by some majors**. A minor differs from an emphasis area in that **a minor is not a focus within the student's major**. **The requirements for a minor are specified in the Catalog of the academic year in which the student declares a first major. If a minor did not exist the year of the major, the major moves into the current catalog year of the minor and the student must take any possible new requirements.**

To complete a minor, a student is required to earn a **minimum of six** upper-division UNC credits (300-400) in that minor.

Correspondence Credit (Continuing Education)

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A **maximum of 30 semester hours** of credit in correspondence and/or continuing education courses will be accepted toward graduation.

All correspondence courses and/or transfer work must be completed, received, graded and recorded **before the semester of graduation**.

Multiple Majors

Concurrent Degrees/Double Major

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Multiple Baccalaureate Degrees

Students who complete multiple majors can be **awarded multiple degrees if they complete an additional 30 credits** (above and beyond the 120 credits required for the first degree) for each additional major. For example:

- Students who complete two majors and 150 or more credits can receive two degrees.
- Students who complete three majors and 180 or more credits can receive three degrees.

See page 16 for transcript and diploma display when the additional 30 hours are completed

To seek a second baccalaureate, the student must complete a Change of Major form and submit the approved form to **the Registrar's Office by Wednesday of the third full week of the first semester the student is enrolled in courses** to count toward the second baccalaureate degree.

Double Major

Students who complete **two majors but have fewer than 150 credits** earn one degree with two majors.

One Major with Multiple Emphases

Students who complete **one major with multiple emphases** (in selected majors where allowed) earn one major and one degree regardless of the number of credits completed.

All credits acquired during pursuit of a degree are incorporated in that degree and may not be used to satisfy any future degree.

Students **may not pursue both an undergraduate and a graduate degree program simultaneously without prior approval** from both the Registrar's Office and the Graduate School. Questions regarding multiple majors and concurrent degrees should be directed to the Registrar's Office.

If a student begins a first major in a specific catalog year then decides to declare a second degree/major, the student's first major will move into the catalog year declared for the second major. (Example, the student declared Music in 06-07 then decided to get an additional degree in Biology in 08-09; the student's Music degree will also move into the 08-09 catalog.)

Grade Submissions and Corrections

(Grade Changes)

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Faculty must submit grades via the Web to the Registrar's Office **by 5 pm of the third working day after the end of a course.**

Grade **changes or corrections** must be submitted **within the first two weeks of the following semester.**

Spring term grade changes are also due the first two weeks of Summer term.

Grade change requests are submitted on special grade report forms signed by the instructor and school director. Forms are available from program offices. No grade change request forms delivered by students will be accepted.

Instructions for Grade Changes: <http://www.registrar.unco.edu/faculty/grades/changes.html>

Directed Studies Non-Scheduled Courses

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

Page 8

Directed Study/Non-Scheduled Course Form: http://www.unco.edu/regrec/pdf/Directed_Study.pdf

A Directed Study is “The investigation must be on a specific topic that is **not duplicated by an existing course within the University's curriculum.** The nature of the study must involve intensive use of relevant literature, materials, or techniques, and the study report must reflect a synthesis of the information or techniques acquired.”

A **Non-Scheduled Course** is an approved course within the University's curriculum that is not offered during a particular semester. A faculty member may decide to offer that course to a student as a “non-scheduled course”. The course will show up in the schedule with the exact course title. Students will only be able to enroll in the course with instructor consent and signature on the non-scheduled course form. These courses are recognized by section numbers in the 800's.

Courses numbered 422 and 622 are **Directed Study** courses. The Directed Study course provides a vehicle to allow a qualified student to receive University credit for an individualized investigation under the direct supervision of a UNC faculty member. **Directed studies cannot be used for Liberal Arts Core credit.** For more information, refer to the UNC Catalog or contact the Registrar's Office, (970) 351-2231.

Because Directed Studies with the number 622 are at the graduate level, the faculty member providing the supervision must be approved to teach graduate-level courses. **No faculty member will be authorized to supervise a directed study during a semester that he/she is not actually employed on campus at UNC.**

The following policies apply for registration in Directed Studies courses:

1. A Directed Study course may be for no more than four semester hours of credit per academic semester, with **no more than six credits of Directed Studies taken in any semester**. A study may be further limited to the maximum number of credits listed in this catalog.

2. The student should apply through the program in which he or she is doing the study.

Permission to engage in a directed study for credit must be approved by the student's program advisor, the faculty member supervising the study, and the school director of the major program. The **Directed Study/Non-Scheduled Course form** to be presented at the Registrar's Office at the time of enrollment must bear the signatures of the supervising faculty member and the school director. A rationale for course credit form should be completed and filed in the academic program. Forms are available only through the school in which the study is supervised. Separate policies exist for distribution of critiqued and graded copies of a completed Directed Study, based on whether the study was completed at the graduate or undergraduate level.

Incompletes

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An "I" is assigned **due to unanticipated circumstances the last week of the term** that make the student unable to complete course requirements within the allotted time (e.g. he/she missed the final examination due to sickness, an emergency in the family).

The instructor must submit to the school director, a **written notice** of the specific coursework to be completed before the final grade is determined; a copy is kept in the school and one is provided to the student.

To amend a grade of "I" with an earned grade on a student's transcript, the student must complete all incomplete course work **by the last day of the next semester, including summer term.**

To submit the grade once the work has been completed by the student, go to URSA (<https://ursa.unco.edu/cp/home/displaylogin>), Faculty Tab, Important Links box, "Special Grade Report".

If the course requirements are **not completed** within the time limitation and the grade received in the Registrar's Office, the grade will be recorded on the academic record as a **failing or unsatisfactory grade.**

Student **may petition for a one-term extension** through the Registrar's Office if extenuating circumstances are warranted. For more information contact the Registrar's office (970) 351-2231.

Form to petition an extension to the incomplete deadline:

http://www.unco.edu/regrec/pdf/Incomplete_Extension_Request.pdf

NR (No Report) GRADING

The grade of “NR” is used for honors courses, theses, dissertations, and other courses that have been granted approval for “NR” grading. The “NR” is assigned when the coursework requires longer than a semester to complete. The “NR” will be replaced by the appropriate grade when the work is completed.

COLLEGE OF NATURAL & HEALTH SCIENCES CURRICULUM COMMITTEE COURSE SYLLABUS GUIDELINES

Regular Font = University Course Syllabus Format Checklist (website below)

<http://www.unco.edu/provost/publications/CurriculumSyllabusFormat.pdf>

Italics = NHS Curriculum Committee additions

Course Number and Prefix

Title (Credits)

Co-Requisites/Prerequisites – *Reminder: Banner will check for prerequisite or co-requisite courses and students will be blocked from registration unless they have either completed or are enrolled in the required prerequisite(s)/co-requisite(s).*

Course Description – *Reminder: The course description should be in agreement with the catalog course description.*

Course Objectives

Outline of Course Content (major content topics with main subdivisions)

Course Requirements (exams, papers, etc.) – *Curriculum Committee note: Other examples of course requirements can include: participation, presentations, lab technique, skill performance, and projects. The version of syllabus given to students must have grading systems (e.g., percentages, points) listed. It is advisable to have sample percentages assigned to various requirements on proposed syllabus.*

Method of Evaluation (letter graded or S/U graded; S/U graded must be stated in the course description on New Course Modification memo) *Committee note: Grade level breakdown must be on syllabus given to students.*

Required Texts and/or Required Reading List

Disability Support Services - Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Other suggested/optional wording:

Honor Code - All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC's Policies - UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student's website, Student Handbook link <http://www.unco.edu/dos/communityStandards/policies/index.html>

Portable Electronic Devices - Please extend courtesy to your instructor and fellow students by turning off your portable electronic devices such as: cell phones, pagers, and iPods. Although not an audio issue, text-messaging is a distraction to other students and prevents you from full participation in class. You should keep your portable electronic devices in your backpack or purse during class. Your personal electronic devices should not be on your desks. If you know that you may need to accept an emergency phone call during class or if you have children in childcare or school, please let the instructor know. If you need to take a phone call during class, please step out of the classroom while you complete your call. Thank you for your cooperation.

Other Syllabus Guidelines

The syllabus for a course proposed for general education (*Liberal Arts Core*) must contain a complete bibliography.

The syllabus for a course proposed for PTEP should contain objectives and evaluations needed for State Standards. The syllabus must contain objectives, assessment, knowledge, and skills aligned with the applicable state standards for accreditation.

A double-numbered course must have appropriate required coursework for both undergraduate and graduate students. *Reminder: the syllabus must clearly distinguish the qualitative differences between the graduate and undergraduate components of the course.*

Student Absence Policy

University Regulations

Page 5-6

3-2-109(2) Absence Policy. Regular attendance in all classes is assumed. Each instructor determines the relationship between class attendance, the objectives of the class and the student's grade. The instructor is responsible for informing students of attendance policies and the effect of attendance on their grade. The student is responsible for knowing the policy of each course in which he or she enrolls.

Only the instructor can approve a student request to be absent from class. The student is responsible for requesting such approval when absence is unavoidable.

Students involved in University-sponsored activities, including intercollegiate athletics, may need to be excused from a class, lab, or studio meeting. In all instances it is the student's responsibility to present a written request for permission for the absence from the instructor. The student must also discuss how the absence will affect his/her ability to meet the course requirements. Students should do this as early in the semester as possible. While instructors should seek to the greatest extent possible, consistent with course requirements, to make reasonable accommodations for a student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.

In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, in writing, that the instructor permit the absence. The student must also discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests before the course drop deadline for the semester.

Attendance during the first two class sessions is required. The instructor has the option to drop a student from class if he or she does not attend the first two hours during which the class meets, in order to allow other students to enroll. Not all instructors will exercise this option; therefore, a student should not assume that non-attendance will automatically drop him or her from class.

Grading

Standard Grading	Quality Points
A = superior	4.00
A- = A minus	3.67
B+ = B plus	3.34
B = above average	3.00
B- = B minus	2.67
C+ = C plus	2.34
C = average	2.00
C- = C minus	1.67
D+ = D plus	1.34
D = poor, passing	1.00
D- = D minus, passing	0.67
F = failure	0.00
S = satisfactory – credit granted	++
U = unsatisfactory – no credit	+
IP = in progress	+
I = incomplete	+
UW = unauthorized withdrawal	+
W = approved withdrawal	+
NC = no credit (audit)	+
NR = no report	+
NG = no grade	+
CR = credit granted	++
Grade* = basic skills, fresh-start, and grade forgiveness	+
Grade** = fresh-start prior to March 1993	++
Grade(.) = basic skills	+

+Credits not used to compute grade point average (GPA) and not counted toward graduation.

++Credits not used to compute GPA but are counted toward graduation.

Course for which “D”, “F”, “U”, “W”, “UW”, “NR”, or “I” grades are awarded will not count in graduate degree programs and will not satisfy program deficiency requirements.

A “W” indicates an approved withdrawal from the course and is assigned only when the student has completed the official withdrawal processes.

A “UW” indicates an unauthorized withdrawal and is assigned only when the student has **never** attended the class for which he/she enrolled.

An “I” is assigned due to unanticipated circumstances the **last week** of the term that makes the student unable to complete course requirements within the allotted time (e.g. he/she missed the final examination due to sickness, an emergency in the family).

Credit by Examination

AP, CLEP, CHALLENGE, FOREIGN LANGUAGE PROFICIENCY

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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AP and International Baccalaureate: A student may qualify for University credit or may exempt a specific course by demonstrating superior performance on the subject matter. Examinations administered through the **Advanced Placement (AP)** program of the Educational Testing Service. These are usually taken when the student is still in high school. Generally, an AP test score of 3, 4, or 5 will result in college credit being awarded. An **International Baccalaureate (IB)** test score of 4 or 5 may result in college credit being awarded. Please consult the Office of Admissions for specific AP test score requirements.

Tests Offered by Career Services are:

The **College-Level Examination Program (CLEP)** offers another opportunity to earn credit through demonstration of superior performance in subject matter examinations. CLEP credit is offered for certain courses. Arrangements are made at **Career Services**.

<http://www.unco.edu/careers/pdf/Testing/CLEPTestingInformation.pdf>

Challenge Exams: Students who judge their current academic ability in a specific course to be sufficiently high to earn credit may take rigorous subject matter examinations. Students interested in challenging a UNC course should contact the appropriate school or program to determine the availability of a challenge examination.

Proficiency Examinations: Certain required courses in some majors and minors offer proficiency examinations to determine whether or not a student may be excused from a requirement.

Retroactive Credit in Modern Languages courses: The Modern Languages Program does not offer proficiency examinations to establish advanced placement or retroactive credits in language classes. Instead, a student may receive retroactive credits, provided a grade of “B” (3.0) is earned in the student’s first UNC course above the 101 level in a particular language (**Chinese, French, German, Japanese**). Students must petition the Registrar’s office after receiving a ‘B’ or higher grade in order to be awarded the retroactive credits. Petition forms are available in the Modern Languages Program office.

<http://www.unco.edu/careers/testing/services/index.html>

Military Veterans Services

Tuition Exemption: <http://www.unco.edu/regrec/Tuition%20Classification/military.html>

Veteran Services Webpage: http://www.unco.edu/regrec/Veterans/veterans_services.html

Site includes information about

- GI Bill Benefits
- Post 9/11 GI Bill
- Payment of Benefits
- Guide for applying for GI Bill benefits
- FAQ

Missing Class for Duty: <http://www.unco.edu/regrec/pdf/Instructions%20for%20Military%20Activation.pdf>

UNC Veterans Services

Lucus DeKinder
Assistant Registrar for Veterans Services
Carter Hall 3002, Campus Box 50
Greeley, CO 80639
(970) 351-1403
lucus.dekinder@unco.edu

Reserve Officer Training Corps (ROTC)

<http://www.colostate.edu/Depts/AFROTC>

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Minors in Two Areas

- 1) Military Science (Army)
- 2) Aerospace Studies (Air Force)

Scholarships are available
Contracted cadets receive a monthly, tax-free allowance

These students often need an advisor to work with them to complete paperwork required to maintain their scholarships. Often they need a 4-year plan.

Courses are required every semester, which can cause a scheduling challenge.

College Opportunity Fund (COF)

<http://www.unco.edu/cof/index.shtml>

Financial Aid

<http://www.unco.edu/ofa/index.asp>

TYPES OF AID

- **Grants** are awarded based on financial need and do not have to be repaid.
- **Scholarships** are awarded on merit or talent and do not have to be paid back.
- **Student employment and work-study** programs provide financial aid in exchange for work.
- **Loans** are funds that you and/or your parent(s) can borrow to help pay for college expenses. Loans must be repaid, usually with interest.

To receive any form of financial aid the student **MUST** complete the Free Application for Federal Student Aid (**FAFSA**), <http://www.fafsa.ed.gov/>, by March 1st.

Scholarship Application Checklist: <http://www.unco.edu/ofa/scholarships/>

- Be admitted to UNC prior to March 1, 2010.
- Complete and submit the 2010-2011 **UNC Universal Scholarship Application** before March 1, 2010.
- Students are encouraged to apply for admission by February 1 to receive maximum consideration.

Honors

Center for Honors, Scholars and Leadership HONORS PROGRAM

<http://www.unco.edu/hsl/honors/>

10-11 Undergraduate Catalog: <http://catalog.unco.edu/10-11Undergradcatalog.pdf>

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Qualifications

- Students are urged to join the program as freshmen but they may enter up to the second semester of junior year
- Entering freshmen should have a 3.5 high school GPA AND be in the top 10% academically or have a minimum ACT of 27 or SAT of 1170
- Must maintain at least a 3.25 cumulative GPA to graduate with University Honors Program distinction

Academic Foundations

- 12 credits
- A given course or option may only be taken once
- No more than three total MIND-designated courses may be taken
- The Honors Experiential Learning Option (Group 3) requires advanced approval from Honors Office

Group 1 – MIND-designated course OR BA 150

Group 2 – ONE course from the following

- MIND-designated course
- PLP200: The Entrepreneur in America
- HON 100: Honors Connections Seminar I
- HON 200: Honors Connections Seminar II

Group 3 – TWO from the following

Course Selections:	Honors Experiential Learning Options:
MIND-designated course	Graduate Course by Contract
PLP 200: The Entrepreneur in America	Upper Division Course by Contract
HON 100: Honors Connections Seminar I	Internship/Field Experience/Student Teaching
HON 200: Honors Connections Seminar II	International or National Student Exchange

MIND Courses:

- MIND 100 The First Year Preceptorial (3)
- MIND 180 Great Ideas of the Western Tradition (3)
- MIND 181 Great Traditions of Asia: India, China and Japan (3)
- MIND 182 Confluence of Cultures (3)
- MIND 286 Value Issues in Political Economy (3)
- MIND 288 Contemporary Arts Connections (3)
- MIND 289 Coming of Age in the Twentieth Century (3)
- MIND 290 Search for Meaning (3)
- MIND 292 Ideas in Conflict (3)
- MIND 294 Revolutions in Science (3)
- MIND 295 Global Systems (3)
- MIND 297 Creativity in the Arts (3)

Application of Academic Inquiry

May be a traditional research-based experience, applied research project, creative arts or performance project, author or co-authorship of an article for publication, or grant project management.

- **Junior Honors Seminar**
 - 3 credits in HON 351 OR 4 credits in HESA 431/432 if student is also McNair Scholar
 - Thesis Advisor Agreement
 - Thesis Proposal Approval
- **Senior Honors Research Thesis**
 - 3 credits in HON 451
 - Advisor completes a UNC Course Credit Agreement Form
 - Requires verification of Thesis Presentation (UNC Research Day)
- Credits may be taken in any incremental combination across one or several semesters

Community or Professional Engagement

MUST be satisfied by all students admitted to the Honors Program beginning academic year 2006-2007

Must provide evidence of participation in one of the following while enrolled at UNC:

- Leadership role in a campus student organization
- Peer mentor role for Honors or another campus organization
- Volunteer coordinator for a campus-wide or community-wide event/activity
- Participation in NCHC or another professional organization conference
- Membership or affiliation with a discipline-based professional organization

Students who choose to leave the Honors Program must submit a formal letter of withdrawal to the Honors Office.

TIPS FOR HONORS THESIS ADVISORS

To pursue Honors Distinction at graduation, students undertake extra courses and independent research. Not all Honors students finish their thesis.

Problems Students May Encounter

- Overachievers who may experience above average levels of stress
- Senior year has additional obligations that pushes the thesis to the back burner: graduate school applications, entrance exams, job interviews, student teaching

Ways the Advisor can help the Student

- Help student approach the thesis in incremental stages
 - HON 351: student should meet with advisor weekly or bi-weekly to discuss progress
 - Ask student to break down the project into manageable pieces, such as chapters and establish deadlines
- Do not assume students know how to use reference aids, are familiar with the documentation style for their discipline, or know how to structure a thesis
 - Encourage student to attend the spring Honors Library Workshop
 - Help student become familiar with the discipline's preferred documentation style before they begin the research process
 - Insist that the student read the Honors Thesis Handbook at <http://www.unco.edu/hsl/honors/>
- Encourage them throughout the process
- Remind them that their work will help them gain valuable knowledge, research, and writing skills that will help them in grad school and beyond

Center for Honors, Scholars and Leadership

Michener L-98

Campus Box 13

351-2940

<http://www.unco.edu/honors>

MCNAIR SCHOLARS PROGRAM

<http://www.unco.edu/mcnair/index.htm>

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Ronald E. McNair was the second African American to fly in space. McNair was aboard the space shuttle Challenger in 1986 when it exploded and crashed into the ocean. After his death, Congress approved funding for the Ronald E. McNair Post-Baccalaureate Achievement Program, which supports and promotes the high standards of achievement exemplified by McNair.

The program is designed to prepare high-achieving first generation/low income students and students from underrepresented populations for graduate study.

Eligibility:

- First generation/low income or from underrepresented populations
- Have completed sophomore year
- Cumulative GPA of at least a 3.0
- Have a desire and commitment to complete a doctoral degree

Program:

- A part of UNC since 1995
- Serves 30 students per year, 15 continuing, 15 new
- Year One: students work on a faculty-guided research project
- Culminates in oral presentation at a national conference
- Mentors must be available during the academic year and first six-week summer session

HESA 431: McNair Scholars Research Seminar I (2 credits) Fall Semester

HESA 432: McNair Scholars Research Seminar II (2 credits) Spring Semester

Additionally, students complete a six-week funded McNair Summer Research Internship.

The McNair Program provides a Mentor Manual for all advisors.

McNair Scholars Program website: <http://www.unco.edu/mcnair/>

Michener L-75 (970) 351-2744.

The McNair Scholars Program is funded 100% through a U.S. Department of Education grant, PR/Award Number P217A040110.

PRESIDENT'S LEADERSHIP PROGRAM

<http://www.unco.edu/hsl/PLP/>

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Requirements

The President's Leadership Program (PLP) is **open to selected freshmen** with demonstrated leadership experience and potential who are also accomplished scholars. PLP has courses of its own, in which scholars are engaged with leadership theory, and Liberal Arts Core choices where leadership dimensions are suggested. The program also sponsors guests to campus who are distinguished leaders in their own fields. The leadership mentor network is accessed through internship opportunities, and students are encouraged to study for a semester abroad.

The PLP program **can be taken with any major**.

In PLP 100 the Contract Learning Guide, the scholar's agreed PLP learning contract, is first introduced.

Semester 1

- ID 108 Freshman Workshop (1-3) Take one hour

Semester 2

- PLP 100 Contemporary Leadership In Theory (3)
- HIST 100 Survey of American History from Its Beginnings to 1877 (3)*

Semester 3

- PSY 265 Social Psychology (3)
- ENG 225 Communications on a Theme (3)

Semester 4

- PLP 200 The Entrepreneur in America (2)*

Semester 5

- BAMG 354 Organizational Behavior (3) (BAMG 350 prerequisite waived for PLP scholars by Management program)

Semester 6

- PLP 492 Internship/Study Abroad (1-3)

Semester 7

- PLP 499 Capstone (2)

Though none is required, students are invited to consider other University classes which bear on leadership. A partial list of these includes:

- PHIL 110 Figures in Western Philosophy (3)*
- PSCI 220 Introduction to International Relations (3)
- MUS 241 Perceiving the Arts (3)
- HIST 260 History of Science and Technology of the West (3)
- PHIL 150 Ethics in Theory and Practice (3)
- PSCI 100 United States National Government (3)
- BAMG 350 Management of Organizations (3)
- PSY 366 Industrial Psychology (3)
- AFS 456 The Black Church and Religious Traditions (3)

*Carries Liberal Arts Core Credit.

Extended Studies/Study Abroad

<http://www.unco.edu/extendedstudies/>

OES will NEVER create a new catalog course.

Three Major Areas of Extended Studies:

1. **Independent Study**
2. **Extended Degree Programs**
3. **Professional Development**

Independent Study

- Not a closed group of students, not a single cohort
- Cash-funded, tuition is lower as faculty are paid per student enrolled in course
- No difference in tuition for in-state or out-of-state students
- Students can register at any time
- From the time of registration, the student have one year to complete the course
 - Learning is self-paced
 - Students can pay for two 6-month extensions
 - The course can be found in the catalog
 - The faculty member gets paid extra to teach those courses (never considered part of an in-load assignment)
 - A faculty member seeks approval of OFFER the course in the Independent Study format from the School Director
- Section numbers in the 500's indicates that a course is paper correspondence
- Section numbers in the 900's indicates that the course is online
- For first time approval:
 - Faculty receives verbal or email approval from their Director
 - Syllabus plus University Review and Renewed Approval Form mailed for signatures to Instructor, Director, College Curriculum Committee, Dean, Extended Studies
- Independent Study courses have to be reviewed every three years (CDHE requirement)
 - Faculty member gets verbal or email approval from their Director to offer course again
 - Revised syllabus plus University Review and Renewed Approval Form mailed for signatures to Instructor, Director, Dean, Extended Studies

Extended Degrees

- Cash-funded
- Courses and programs are found in the catalog (a new graduate program may not be in the catalog until the next catalog year)
- Curriculum committee will never get a course form from OES
- The minimum number of students in a program depends on the expense of operation
 - Currently the desired minimum is 15, which will likely rise to 20
- Once accepted into a program, the students are typically assigned cohorts....some cohorts have firm start/end dates while others are ongoing. SES has cohorts assigned with numbers (Cohort IX, etc) while Nursing, Phd has ongoing cohort and no number is assigned.

- No difference in tuition for in-state or out-of-state students
- Students residing in another state or country can get a UNC degree through this program
- These courses can be in-load or out-of-load for an instructor
 - Generally, if in-load, OES transfers the funds they would have paid the instructor to teach the course to the School
 - These circumstances may change

Professional Development

- Cash-funded. No difference in tuition for in-state or out-of-state students
 - Tuition is lower but faculty are paid less than Extended Degree and on-campus programs
 - Considered an overload for faculty
 - NOT part of base contract
- Types of courses offered:
 - Workshops are professionals renewal courses such as Advances Placement courses and faculty-led Study Abroad courses must be offered through professional development
 - Faculty will work with Center of International Education and Extended Studies
- May be contract or a regular class
 - Contract courses can be offered to CDE, schools, school districts from a grant funds or other
 - Some courses are in the catalog, but most are 508 or 513 courses
 - Syllabus gets routed through the curriculum committee like any other professional development course
 - Faculty member may or may not be UNC faculty
 - Instructor is not paid out of course revenues so tuition is very low
 - Dual credit courses (offered in high schools) are contract courses
 - Only dual credit courses in NHS are currently Math
 - School include Windsor HS, Northridge HS, Central HS, West HS
- OES can “quick admit” a student into a professional development or independent study course
 - If a student has a records of a felony, OES must get permission for this student to take a class
 - If a student is in prison, OES must get approval from Admissions and then the student is only permitted to take a paper correspondence class, which prevents contact with other UNC students.
- Students cannot go through “quick admit” for an Extended Degree program because they must go through the UNC application process.

Center for International Education

STUDY ABROAD

<http://www.unco.edu/cie/abroad/outgoing.htm>

Study abroad may fulfill credits for the major, minor, elective, of liberal arts core. Students have optimal flexibility in choosing a program location if they plan to fulfill liberal arts core requirements while abroad.

Students should plan to study abroad during sophomore year. To effectively study abroad during sophomore year, certain Liberal Arts Core Areas are recommended during Freshman Year.

Liberal Arts during Freshman Year

- | | | |
|----------------|----------------------------|-----------|
| • Area 1 | Composition | 6 credits |
| • Area 2 | Mathematics | 3 credits |
| • Area 6 | Physical and Life Sciences | 7 credits |
| • Area 3A* | Arts | 3 credits |
| • Area 3B/3C * | Humanities | 3 credits |
| • Area 8* | Multicultural Studies | 3 credits |

Liberal Arts while Studying Abroad

- | | | |
|---------------|------------------------------|-----------|
| • Area 7 | International Studies | 3 credits |
| • Area 3D | Foreign Language | 3 credits |
| • Area 4 | History | 3 credits |
| • Area 5A,B,C | Social & Behavioral Sciences | 6 credits |

*Categories 3A, 3B, 3C, and 8 can also be fulfilled in most study abroad programs

University Center Room 2205

351-2396

<http://www.unco.edu/cie/>

Joe Tort 351-1333

Athletics

<http://www.uncbears.com/landing/index>

The Big Sky Conference

The Big Sky Conference has nine member institutions, spanning eight states. The Big Sky is an **NCAA Division I** member in all sports, with member institutions **classified as I-AA in football**. The league has become one of the strongest Division I conferences in the West and is a national leader in I-AA football. The Big Sky Conference membership includes:

- University of Northern Colorado
- Eastern Washington University
- Idaho State University
- University of Montana
- Montana State University
- Northern Arizona University
- Portland State University
- Sacramento State University
- Weber State University

Western Wrestling Conference

In Spring 2006, the Western Wrestling Conference was officially formed by eight Division I institutions. The membership spans across seven states and three time zones. The Western Wrestling Conference membership includes:

- University of Northern Colorado
- Fresno State University
- North Dakota State University
- University of Northern Iowa
- South Dakota State University
- United States Air Force Academy
- Utah Valley State College
- University of Wyoming

Pacific Collegiate Swimming & Diving Conference

The Pacific Collegiate Swimming and Diving Conference (PCSC) is a conference developed to provide championships for NCAA student-athletes in the sport of swimming and diving. The conference holds championships each February. Northern Colorado officially joined the conference in Fall 2005. The PCSC membership includes:

- University of Northern Colorado
- University of North Florida
- Loyola Marymount University
- Pepperdine University
- Cal State Bakersfield
- University of California – San Diego

Student-Athlete Code of Conduct

If a student-athlete violates the University of Northern Colorado policy regarding academics, residence life and general conduct, it is handled in the same manner as for the general student body. In addition, the Department of Athletics and respective coaches reserve the right to implement additional sanctions. The Department of Athletics at the University of Northern Colorado prohibits the unlawful possession, use or distribution of drugs and/or alcohol by all student-athletes. The Department of Athletics discourages the use of alcoholic beverages due to the detrimental effect such use may have on the athletic and academic performance of student-athletes. Neither the department nor the institution condones the use of alcohol and/or drugs by prospective student-athletes or their hosts during campus visits. Prohibited conduct by student-athletes includes but is not limited to:

- Possession or consumption of drugs or alcoholic beverages by any person under the age of 21.
- Furnishing false identification for the purpose of obtaining beverages with alcoholic content.
- Providing drugs or alcoholic beverages to those under the age of 21.
- Misconduct in connection with drugs and/or alcoholic beverages.
- Public intoxication, including at scheduled social events or informal unscheduled social events.
- Possession and/or consumption of alcoholic beverages and/or illegal drugs on University property including athletic facilities or at athletic events.
- Operation of a motor vehicle while under the influence of drugs or alcohol.

Practice & Competition Limitations

To ensure that student-athletes are not required to devote an unreasonable amount of time to their sports, NCAA regulations limit how much time an athlete can be required to participate in athletically-related activities.

Further, each sport has a designated number of days that may comprise a playing season. During a playing season, a student-athlete cannot be required to participate in practice activities (practice, weights, meetings, video/film, etc.) for more than 20 hours per week, 4 hours a day and must have at least one day off each week. During the off-season, a student-athlete cannot be required to participate (weight training and conditioning) for more than 8 hours per week, which for most sports includes up to 2 hours of skill instruction with a coach.

For a complete explanation of practice/playing season limitations, you may stop by the Compliance Office or talk to your coach. If you think these limits are being exceeded in your sport, see the Compliance Office. The time limits for practice and competition activities are strictly regulated by the Department of Athletics. Each sport submits weekly records of all countable hours. These records include the head coach's signature and a senior/captain's signature.

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

The Department of Athletics and the Student-Athlete Academic Success Center places the utmost importance on academics during your college career. As a representative of the department and your team at Northern Colorado, you are expected to fulfill the following requirements:

- Attend every class.
- Arrive to class on time and do not leave early.
- Be prepared for each class and take notes.
- Notify professors well in advance when athletic competition requires you to be absent from class.
- Treat professors and other university faculty/staff with respect.
- Be attentive in each class and participate in class discussions.

Note: It is not permissible to miss class because of practice activities

Five-Year Clock – Five-Year Rule

You have five calendar years to complete a maximum of four athletic seasons in any one sport. The five-year clock runs continuously from the first day of school in which you are initially enrolled as a full-time student (12 units) at any collegiate institution. Some exceptions that may be granted are for church missions, military service, pregnancy or a medical situation that would prevent you from attending school.

Four Years of Eligibility

You may be granted a maximum of four years of eligibility in each sport. Competition in any part of a season counts as a year of eligibility. If you are injured early during the season, your head coach may request that the Department of Athletics apply for a hardship waiver to regain that season. A nonqualifier (someone who was not certified by the NCAA Clearinghouse) or partial qualifier has three years of eligibility at the Division I level, but may earn a fourth year if at least 80% of the student-athlete's degree has been completed prior to the beginning of the fifth academic year after initial, full-time collegiate enrollment.

Academic Eligibility Requirements

To remain eligible to practice and compete in Division I intercollegiate athletics, the NCAA requires that the criteria specified below be met:

Freshman Student-Athletes

Freshman student-athletes (who enrolled in Fall 2003 or later) must be certified through the NCAA Clearinghouse prior to practice and/or competition. The NCAA Clearinghouse determines a student athletes' eligibility from high school coursework and the ACT/SAT test score. A freshman must also meet the following academic requirements during his/her first year of full-time collegiate enrollment at the University of Northern Colorado:

- Must have 2.00 cumulative grade-point average at the end of each semester.
- Must complete 24 credit hours before the start of the third semester (at least 18 must be earned in Fall and Spring semesters). If a student has declared a degree, the hours must be degree applicable.
- Must complete six credit hours each semester. If a student has declared a degree, the hours must be degree applicable.
- Must be making progress toward a degree.

Continuing Student-Athletes (Sophomore, Junior, Senior, Fifth-Year)

The following academic requirements are for student-athletes who enrolled in Fall 2003 or later, and are entering their sophomore, junior, senior, or fifth year:

- Must have 2.00 cumulative grade-point average at the end of each semester.
- Must complete 18 credit hours each academic year (excluding summer). If a student has declared a degree, the hours must be degree applicable.
- Must declare a major by the start of the fifth semester (junior year).
- Must complete six credit hours each semester. If a student has declared a degree, the hours must be degree applicable.
- Must be making progress toward a degree and meet the following degree percentages:
 - By the start of the fifth semester (junior year), must have completed 40% of degree.
 - By the start of the seventh semester (senior year), must have completed 60% of degree.
 - By the start of the ninth semester (fifth-year), must have completed 80% of degree.

Declaring a Major

Every student at the University of Northern Colorado must declare a major once they have earned 30 credit hours regardless of where those hours have been completed. Student-athletes who have earned 30 credit hours or more will not be allowed to compete or practice if they have not declared a major. Once a major has been declared, you must start making satisfactory progress toward that degree. Therefore, **the 24 academic credit hours required each year for athletic eligibility must be work toward your designated degree program.** If

you change majors, you must make satisfactory progress toward the new degree. **Student-athletes can only change majors in-between semesters or during the summer; you cannot change your major once a semester starts. Pre-major programs (i.e., nursing, visual arts, business, journalism) are not encouraged** due to the limitations of course offerings each semester. Preferably a student-athlete must be admitted into a degree program by the 30th credit hour.

Dropping/Withdrawing From Classes

Please be cautious during the add/drop period as **student-athletes must be enrolled in 12 credit hours at all times** during a semester to be able to practice or compete. In order to ensure that student-athletes do not drop below the mandatory 12 credit hours, the **Department of Athletics has a special procedure for student-athletes for dropping a class.** Once the University drop/add deadline has passed, a student-athlete must obtain written approval through the Class Withdrawal Authorization form. The Registrar's Office will not authorize any withdrawals without all required signatures on the form. At Northern Colorado, a student is required to attend the first two class sessions for all courses. Instructors have the option to drop a student from class if he/she does not attend the first two sessions.

Off-Campus Summer Course Prior Approval

If a student-athlete is taking off-campus summer courses and would like to use the course for eligibility purposes, the course(s) first must be approved by the Office of Admissions and the Compliance Office. You must complete the Summer Course Prior Approval form and obtain the appropriate signatures. If prior approval is not obtained, the course is not permissible to use for meeting academic eligibility requirements.

Student-Athlete Priority Registration

Student-athletes have the opportunity to pre-register with the first group during the registration process.

This important opportunity to register for classes assists student-athletes in meeting graduation and eligibility requirements, as well as leave practice times open as much as possible. **If a student-athlete does not register on the first day, he/she must wait until their regularly schedule date.**

Student Support Services

ACADEMIC SUPPORT AND ADVISING (catalog page 24) 351-1391

<http://www.unco.edu/asa/index.htm>

Services

- **Advising for undeclared students** and assistance in their transition to selecting an academic major
- Academic support for individuals experiencing **academic difficulties**
- Administration of the **Fresh Start** Programs for freshman and returning students
- Provides students, faculty and staff with information regarding Liberal Arts Core requirements, academic policies and procedures, and referral assistance
- Assists new students and their family members with their transition to the University of Northern Colorado. All new freshmen and their family members attend a two-day **New Student Orientation** held during the summer. During the New Student Orientation program, new students are advised and register for Fall Semester classes. Transfer students can choose to attend a one day orientation program held in June and July. For more information, explore the New Student Orientation UNC website, www.unco.edu/orientation or call (970) 351-1391.
- Coordinates the **Tutoring Center** and Supplemental Instruction programs. These academic assistance services are designed to facilitate academic success at the college level. Nationally certified tutors provide free individual and group tutoring sessions in approximately 130 different courses encompassed by the major subject areas.
- Coordinates several Academic **Learning Communities** for entering students. These programs are designed to help new students with their transition into the university community by connecting them with faculty, peers, academic areas, and/or pre-professional fields.
- Student Support Services at the **Center for Human Enrichment**. The Student Support Services program is a federally sponsored TRIO program. Student Support Services provides supplemental advising and instruction to program participants throughout their undergraduate academic career. Program eligibility is determined by federally mandated guidelines. For further information please access the website at <http://www.unco.edu/che>

ASSAULT SURVIVORS ADVOCACY PROGRAM (catalog page 20)

<http://www.unco.edu/asap/>

Provides sexual assault prevention education as well as comprehensive advocacy services to student survivors of sexual assault. This includes emotional support, information, referral, and advocacy through the medical, legal, judicial and administrative systems.

CAREER AND TESTING SERVICES (catalog page 18) (2nd floor UC) 351-2127

<http://www.unco.edu/careers/>

Career Planning and Counseling (appointment or drop in T-Th 3-5PM)

Help choosing a major, resume, interview skills, internship and job searches

Testing Services

Credit by Exam (CLEP, National League for Nursing)

College Entrance Exams (ACT, SAT)

Career Planning Assessments (Myers-Briggs, Strong Interest Inventory)

Course Exams (Extended Studies, Independent Study)

Certification Exams (GED, Health Education Specialist, Praxis II)

Graduate entrance Exams (GRE, LSAT, MAT)

COUNSELING CENTER (Cassidy Hall) 351-2496

<http://www.unco.edu/counseling/>

Individual, Couples and Group Counseling

Psychiatric and Medication Evaluations

Consultation to faculty, staff and parents who are concerned about students

Workshops such as anxiety reduction, coping with change, time management

DISABILITY SUPPORT SERVICES (DSS) (catalog page 19) (Harrison Hall 159A) 351-2289

<http://www.unco.edu/dss/>

Interpreters

Test Accommodations

Textbook Conversions

Assistive Technology and Training

Learning Strategy Workshops

TTY

Volunteer Note Takers

This office provides equal opportunities for students with documented disabilities to pursue their educational goals through access, accommodations and advocacy.

Students must submit disability documentation to DSS, meet with the director to discuss eligibility and services, and request disability accommodations in a timely manner. Call (970) 351- 2289 (voice and TTY) or e-mail ann.murphy@unco.edu

GAY, LESBIAN, BISEXUAL AND TRANSGENDER RESOURCE CENTER

<http://www.unco.edu/glb/>

Within the Office of Student Activities, located in the University Center. It is staffed by a graduate assistant and operates to “ensure unrestricted access and full involvement of GLBT students in all aspects of the University. The GLBT Resource Office works to create a positive healthy student life through educational, cultural, social and recreational programs. Through these programs the GLBT Resource office will foster opportunities for student intellectual growth, personal growth, leadership and social responsibility. The contact number for GLBT is 351-2906.

LIBRARY

<http://library.unco.edu/index.asp>

Archives 351-2854

Circulation 351-2671

Instruction 351-1529

Reference 351-2562

UNC Library Catalog <http://source.unco.edu>

OFFICE OF MULTICULTURAL AFFAIRS (Carter Hall 3005) 351-2266

<http://www.unco.edu/multicultural/>

This office coordinates the programs of UNC's cultural centers:

Center for Human Enrichment and Cumbres

Centers and services include:

- **Asian/Pacific American Student Services** provides academic and cultural programs/events, advising, a resource room, computer labs, and support with emphasis on Asian/Pacific American students but is open to all students. (Kohl House 1-1909)
- **Cesar Chavez Cultural Center** provides cultural, social and academic support to all students, with a focused emphasis on the Hispanic/Latino student, as well as programs, cultural events, a resource room, and support to students in cultural, social and academic areas. (Patton House 1-2424)
- **Marcus Garvey Cultural Center** provides academic, cultural and social support to African-American students, as well as programs, cultural events and resources for all students throughout the year. (David House 1-2351)
- **Native American Student Services** enhances the diversity of the University through cultural programming and events. Academic, cultural and social support is also provided to all students with an emphasis on Native American students. (Kohl House)

STUDENT HEALTH CENTER (Cassidy Hall) 351-2412

<http://www.unco.edu/shc/>

Can use existing health insurance coverage

In partnership with the North Colorado Medical Center

Health Education Programs

Walk-ins welcome

WOMEN'S RESOURCE CENTER (catalog page 20) (Scott-Wilcox Hall)

<http://www.unco.edu/wrc/>

Provides educational programs, speakers, performers, resources and opportunities for students interested in women's initiatives and women's leadership. The Scott-Wilcox Hall also houses the Stryker Institute for Leadership Development.

Contacts

Admissions 351-2881 Carter 3006
Toll-free from Denver (303) 637-3061, toll-free nationwide (888) 700-4UNC
<http://www.unco.edu/admissions/index.asp>

Academic Support and Advising 351-1391 Michener L149
<http://www.unco.edu/asa/>

Athletics 351-2534 208 Butler-Hancock Athletic Center
<http://www.uncbears.com/landing/index>

Career Services 351-2127 University Center, 2nd Floor
<http://www.unco.edu/careers/>

Center for Human Enrichment 351-1905 Michener L87
<http://cheweb.unco.edu/che/index.php>

Be a first-generation college student.

Meet low-income guidelines established by the federal government.

Goal: to support students' academic and personal success throughout undergrad career

Center for International Education 351-2396 University Center, Spruce A, 2nd floor
<http://www.unco.edu/cie/>

Joe Tort – Study Abroad Coordinator

Counseling Center 351-2496 Cassidy Hall
<http://www.unco.edu/counseling/>

Disability Support Services 351-2289 Harrison Hall Lobby
<http://www.unco.edu/dss/>

Ann Murphy – Director

Financial Aid 351-2502 Carter Hall 1005
<http://www.unco.edu/ofa/index.asp>

Health Center 351-2412 Cassidy Hall
<http://www.unco.edu/shc/>

Honors, Scholars & Leadership 351-2940 Michener L98
<http://www.unco.edu/hsl/>

Math Tutoring Lab 351-1406 Ross 1250A

Parking 351-1971 Gray Hall

<http://www.unco.edu/parking/index.htm>

Registrar and Records 351-2231 Carter Hall 3002

<http://www.unco.edu/regrec/>

ROTC Air Force (Aerospace Studies) 970-491-6476

<http://www.colostate.edu/Depts/AFROTC>

ROTC Army (Military Science) 351-2296 Young House

<http://www.unco.edu/rotc>

Visitors Center 351-2097

<http://www.unco.edu/future/visit/index.asp>