Welcome to UC Clermont College!

As Dean of the University of Cincinnati’s Clermont College, it is my honor and pleasure to welcome you to our college and to our beautiful and safe campus. UC Clermont serves almost 3,000 students whose studies encompass nearly 60 certificate, transfer, bachelor’s and associate degree programs across six academic departments.

Our tuition is a great value — about half of the cost of other colleges and universities — which makes earning your college education affordable and within reach. Our economical tuition allows students to graduate on-time and debt free. We are a regional college of the University of Cincinnati located in your community. UC Clermont is accredited by the Higher Learning Commission, and many of our programs are further accredited by organizations representing the various disciplines we offer. Our students enjoy access to all of the same perks available at UC’s Uptown Campus, just 25 miles away, with the advantages of attending a regional college. That means small class sizes with a student-to-faculty ratio of 14:1, expert faculty whose focus is on teaching and who possess doctorate degrees in their disciplines or extensive practical preparation and certification; and a student-centered staff who offer personalized attention.

Our commitment to helping you achieve your goals doesn’t end there. UC Clermont is an open-access college, because we believe everyone should be able to further their education. We meet you where you are on your academic journey and help you to complete your education at your pace. We offer classes at convenient times, including face-to-face, online and hybrid classes, which combine face-to-face instruction with online learning. We also provide substantial financial assistance to our students in the form of scholarships and financial aid. We award more than 200 scholarships totaling more than $400,000 each year through the backing of our generous donors. Support is never far away for a UC Clermont student, whether it’s academic tutoring tailored to individual student needs, quiet study time, research in our 21st century library, or a stop by our veteran’s services or Accessibility Resources offices.

While rigorous academic courses and programs are the heart of the college, our students are its soul. That’s why we offer national championship collegiate athletics like volleyball, baseball, softball, basketball and soccer, along with a wealth of student activities like student government, cheerleading and faith-based and academic clubs.

No matter what your walk in life, UC Clermont is here to help you take your first step toward a better and brighter future. If you’re ready for the challenge of the educational opportunities and rich experiences presented by UC Clermont, I encourage you to schedule a campus visit or apply online today.

Best Wishes,

Jeffrey C. Bauer, DBA
Dean, UC Clermont College
Welcome to Experience UC Clermont!

We are so glad you have chosen UC Clermont College for your higher education! It is our mission to help you achieve your goals. At UC Clermont, there are many opportunities for professional and personal growth, learning and student involvement with the college, the University of Cincinnati and our surrounding communities.

This booklet will help you learn about the exciting resources we have available for you! We want you to make the most of your educational experience by becoming a successful college student.

Finally, we wish you the best as you begin your education at UC Clermont. We want you to know that we are here to help in any way that we can!

Sincerely,

Jennifer M. Radt
Senior Director, Student Affairs and Services, UC Clermont College

Academic Advising Information

Meet with Advisors and OneStop Associates
UC Clermont College has many different resources to support your academic journey.

**Academic Advisors**
Assist you with identifying personal academic goals and exploring course offerings. We serve as a resource for students if you are experiencing difficulty, assist you with educational planning, program prerequisites, course sequencing and monitor progress toward a degree or completion of your educational goals.

**Program (Faculty) Advisors**
Assist you with expressed interest and completion of specific programs. We specialize in providing you with information regarding program requirements, admissions standards (if applicable), transfer options and potential career applications.

**College Success Program Advisors**
Assist students who qualify for the College Success Program or feel under prepared for college-level work. We help by building on fundamental skills and empowering students with attitudes leading to life-long learning. One-on-one assistance is available to help with setting academic goals along with study strategies and professional skills.

**Transition Advisor**
Assists you toward the end of your UC Clermont College program if you are interested in transferring to UC’s Uptown Campus.

*Tip: We encourage you to see an Academic Advisor at least once per semester to make sure you are on track.*
One Stop Center / Catalyst

Handle your registration, financial aid and student accounts business in Catalyst ([catalyst.uc.edu](http://catalyst.uc.edu)). The One Stop Center is your location for assistance in person or online ([ucclermont.edu/students/onestop](http://ucclermont.edu/students/onestop)).

Prior to registering for classes, complete the Bursar Pre-Registration Agreement on My Dashboard in Catalyst.

Registration Steps (My Academics Tab in Catalyst)

**Search**

From the One Stop Center web page, [ucclermont.edu/students/onestop](http://ucclermont.edu/students/onestop), click on “Log in to Catalyst” using your username and password.

Select at least two criteria under “class search” from the drop-down menus. Click “search”.

Click on “class” to find details about the class (e.g. description, prerequisites, etc.)

Click on “select” to place the class in your shopping cart.

**Tips**

Click on the “book” icon to find your books for this class.

- = open class
- = closed class
After pressing “select”, the course is added to your “shopping cart”.

**Tips**
- ✔ = eligible to enroll
- ✖ = not eligible to enroll
  (contact your Academic Advisor to resolve any issues).

**Plan and Enroll**
Click on “Plan” to enroll in the course or click “Search” to add additional courses to your “shopping cart”.

From your shopping cart, place a check mark by the class(es) you want, select **Enroll**, then click **Finish Enrolling**.

Error message questions contact One Stop.

**Video tutorials:** [uc.edu/catalyst/resources/catalyst-tips-tricks](uc.edu/catalyst/resources/catalyst-tips-tricks)
Financial Aid Steps

1. Apply
Complete your 2018–2019 FAFSA at fasfa.ed.gov. Make sure you include the University of Cincinnati. Our school code is 003125. Need help with completing your FAFSA? Contact the One Stop Student Services Center at 513-732-5300, or attend a weekly financial aid workshop. Workshops occur at 12 p.m. every Friday in the Student Services Building (check with One Stop for room assignment). Complete your FAFSA as soon as possible after Oct. 1 for maximum award eligibility.

A new FAFSA must be completed each year for the academic year beginning in August.

2. Verify
Approximately one-third of all FAFSAs are selected for verification. If you are selected, don’t panic. You haven’t done anything wrong. Students are randomly selected and will be expected to verify items such as their income, family size, household resources and other items, depending on their situation and information provided on the FAFSA. If you need assistance, please see a One Stop staff member.

3. Accept
In the My Finances section of your Catalyst dashboard, you will find information under Financial Aid Awards about the status of your financial aid application and any awards you have been given. If you do not see awards that you need to accept, check your To Do List for outstanding checklist items.

Note: First-time loan borrowers must complete a Master Promissory Note (MPN) and Loan Entrance Counseling (LEC) at studentloans.gov.

One Stop Center / Catalyst

Our cross-trained professionals provide counseling assistance with: Registration/Records, Student Accounts/Billing Issues and Financial Aid.

Contact Us
Student Services Building, Room 100 | clermontonestop@uc.edu | 513-732-5300
Student Code of Conduct

When students are admitted to and/or attend the university, they accept the rights and responsibilities of membership in the university’s academic and social community. Just as the university has set high standards for membership, the university has established high standards for acceptable and unacceptable behavior for the Bearcat community and its members; thus, university standards of conduct, while falling within the limits of the law, may exceed local, state or federal requirements.

The purpose of the SCOC is to inform students of their rights and responsibilities, identify procedures to address student behavior that conflicts with community values reflected in university policies, and recommend potential sanctions, interventions and measures designed to educate and safeguard the Bearcat community and its members.

To download a copy or for further information please visit uc.edu/conduct/Code_of_Conduct.

UC Clermont College is tobacco free!

Beginning May 1, 2017, the entire University of Cincinnati community is tobacco free. This means that the use of any tobacco products, including, but not limited to, cigarettes, cigarellos, dip, snuff, chew and e-cigarettes (vaping) will be prohibited everywhere on campus. For more information, visit uc.edu/tobaccofree.

Campus Locations

Most of our classes are held on our Batavia campus. However, our allied health, manufacturing engineering technology and bachelor completion courses are held on our UC East campus.

**UC Clermont College (Batavia campus)**
4200 Clermont College Drive
Batavia, OH 45103
513-732-5200

**UC East (former Ford Transmission plant off SR 32)**
1981 James Sauls Sr. Drive
Batavia, OH 45103
513-558-3036

Building Codes

After registering for class, you will be able to print your schedule which will display building codes and room numbers.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCEJONES</td>
<td>Edith Peters-Jones Building</td>
</tr>
<tr>
<td>CCMCDONH</td>
<td>McDonough Hall</td>
</tr>
<tr>
<td>CCSNYDER</td>
<td>Snyder Building</td>
</tr>
<tr>
<td>CCSTUDNT</td>
<td>Student Services Building</td>
</tr>
<tr>
<td>CCWWAC</td>
<td>West Woods Academic Center</td>
</tr>
<tr>
<td>CCUCEST1</td>
<td>UC East, first floor</td>
</tr>
<tr>
<td>UCEAST2</td>
<td>UC East, second floor</td>
</tr>
</tbody>
</table>

To download a copy or for further information please visit uc.edu/conduct/Code_of_Conduct.

For more information: prevention.training@uc.edu

AlcoholEdu and Haven are online programs that invite all new Bearcats to join UC’s conversation on consent, healthy relationships, alcohol, drugs, and making responsible choices as a member of our community.

You will receive one email with an invitation for both courses sent to your UC email starting **August 8th** to be completed by **August 27th**. You **do not** have to complete the courses in one sitting.
SERVICE LOCATIONS (all on main level unless otherwise noted)

A. Library
B. Bookstore, Subway (all lower level)
C. Krueger Auditorium
D. Park National Bank Art Gallery
E. Welcome Desk
F. Public Safety Office (IDs, lost & found, etc.)
G. Dean’s Office (upper level)
H. Testing Services, College Success Program
I. Accessibility Resources, Business Office
J. Career Services, UC Foundation Office
K. BYOD Collaboration Center
L. One Stop Services (Financial Aid, Registration, and Student Accounts), Admissions
M. Advising (upper level)
N. Student Life, Student Lounge, Student Government, Veterans Lounge (lower level)

UC Clermont College
4200 Clermont College Drive
Batavia, OH 45103
513-732-5200
ucclermont.edu
Directions to UC Clermont College at UC East*

From the West
Exit I-275 (#63B) to OH Rt 32 East, towards Batavia (9.2 miles)
Take the James E. Sauls Sr. Drive, Batavia Rd. exit (0.2 miles)
Turn left at the stop sign onto James E. Sauls Sr. Drive (0.4 miles)
UC East Campus is on the right
Parking for visitors and students is the first drive on the right.

From the East
Traveling West on OH Rt 32, from Williamsburg (5 miles)
Take the James E. Sauls Sr. Drive, Batavia Rd. exit
Turn left at the stop sign onto Batavia Rd. South (0.2 miles)
Turn left at the traffic light onto James E. Sauls Sr. Drive (0.4 miles)
UC East Campus is on the right
Parking for visitors and students is the first drive on the right.

*UC East (former Ford Transmission Plant in Batavia)
UC Clermont College Technology Services for Students

- **Wireless Internet Access**  
  Clermont College provides an extensive wireless network. The college currently utilizes the WPA2-Enterprise security standard. To access the wireless system, log into the “UC_Secure” network using your UC Credentials.

- **Computer Labs**  
  UC Clermont College has approximately 350 academic computers in 14 computer labs spread across seven buildings including our UC East Campus. This includes our instructional labs as well as the Library. The Library computers are available for all registered Clermont students. Hours are posted online at ucclermont.edu/technology-services.

- **Printing**  
  At the beginning of every semester, all enrolled UC Clermont students will receive $10.50 of subsidized printing (150 free prints) added to their Bearcat ID Card. When this amount has been spent, you can add money to your UC Bearcat Card to use for printing.

  Wireless Printing also available in:
  - Snyder S164 BYOD (Bring Your Own Device)
  - Library
  - UC East Konnect Café

  To access a wireless printer, visit print.ucclermont.edu and log on using your UC Credentials.

- **Email/Office 365**  
  Microsoft Office 365 (also known as UConnect) is the official student email platform, but it is a lot more than just an email. Students have access to Microsoft Office tools, including:
  - A free download of the Microsoft Office Suite on up to 5 devices.
  - Centrally managed email and calendars powered by Microsoft Exchange, easily accessible from mobile devices.
  - Instant messaging and web conferencing with Microsoft Lync, including online meetings and desktop sharing.
  - Microsoft Office Web Apps that allow you to create and edit Microsoft documents using your favorite web browser.
  - Up to 25 GB of cloud-based storage with SkyDrive Pro so you can store, organize and share your important documents in the cloud.

- **Anti-virus Software**  
  McAfee anti-virus suite & anti-spyware for home and personal use can be downloaded by UC students, faculty and staff at no cost.

- **Box at UC**  
  Box at UC is an online cloud storage system that allows users to securely store their documents and files. Each student gets unlimited storage when they activate their UC Box account. There is however a file size limit of 5 GB per file on Box.

- **Campus Technology Support Desk**  
  For help with items on this list and other UC Clermont technology needs:
  Room 118 Peter Jones Building  
  Phone: 513-732-5216  
  Email: clermont.support@uc.edu
UC Clermont College Terms

**Academic Plan/Major**
The program of study a student has chosen (example: Biological Sciences).

**Academic Advisor**
A staff or faculty member who assists students with planning their curriculum, selecting courses and staying on track to reach their goals.

**Associate Degree**
A degree awarded upon completion of a program of study traditionally completed in two years with full-time enrollment (60 credit hour minimum).

**Blackboard**
UC’s Learning Management System that connects you to your courses. Stay in the loop with Announcements, track due dates with the active Calendar, check grades, review instructor feedback and communicate directly with teachers and classmates.

**Catalyst**
UC’s online student portal where students can search for classes, add/drop classes, view class schedules, check final grades, monitor progress against a degree plan, view account balances & pay bills, manage financial aid and much more. For terms specific to Catalyst, visit uc.edu/catalyst/glossary.

**Certificate**
A non-degree option for students who want to enter the job market following the completion of the academic course of study.

**Co-requisite**
Co-requisites are courses that must be taken at the same time.

**Credit hour**
The number of hours each course is worth. Each major requires a certain number of hours for graduation.

**Degree Audit/Academic Requirements**
A computer-generated analysis that lists all of the requirements for a degree. The degree audit will note if a requirement has or has not been fulfilled, or if it is in progress. This is a useful tool to track progress toward degree completion.

**FAFSA (Free Application for Federal Student Aid)**
The application students complete to apply for financial aid to assist with college bills.

**Grade Point Average (GPA)**
At the end of each semester, your GPA will be determined for the semester. Additionally, all semester GPAs are combined to make a “University GPA.” To be in good academic standing and/or graduate a student must have a University GPA of 2.0 or higher.

**Prerequisite**
Prerequisites are courses that must be taken before another course.

**Probation**
Academic probation is a warning that a student’s performance falls below the UC’s requirement for “good academic standing.”

**Satisfactory Academic Progress (SAP)**
A standard used to measure a student’s successful completion of coursework toward a degree in order to maintain eligibility for student financial aid.

**Semester**
Approximately 16 weeks of instruction offered two times a year during the fall and spring. Summer semester has varied options and weeks of instruction.

**Syllabus**
A document created by instructors and given to students detailing each course’s objectives, goals, contact information and areas of study for a semester.

**Transcript**
A list of all courses taken at the University showing the earned grade for each course.

**Transfer**
Going from one college to another.

**Transition**
Going from UC Clermont to another UC college.
**What is Title IX?**

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in the university’s programs and activities.

**Title IX Prohibits:**
- Discrimination on the basis of sex, gender, sexual orientation, gender identity, and gender expression including:
- Discrimination against pregnant & parenting students, faculty, staff and visitors | Sex/Gender-Based Harassment |
  - Sex/Gender-Based Violence | Stalking | Dating & Domestic Violence
- Retaliation against anyone participating in the process

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**Who is covered under Title IX**

Title IX covers students, employees and third parties.

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**Who has a duty to report?**

All university employees (including student workers), except those specifically designated as confidential resources, must report to the Title IX Coordinator any incidents of possible sexual harassment, sex discrimination, or retaliation on campus.

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**How to make a report:**

- Call (513) 556-3349
- Send an email (titleix@uc.edu)
- Online (www.uc.edu/titleix)
- Walk over to the Title IX Office
- Ask the Title IX Coordinator to come to you

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**Anonymous Reporting**

To make an anonymous report of sexual harassment involving a university student, employee, or visitor contact the Ethics Point Hotline at (800) 889-1547 or go to:

www.ethicspoint.com

Type in “University of Cincinnati” under “Enter Organization Name” and select “University of Cincinnati”

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**Interim Measures**

Interim measures are available upon receipt of a Title IX report. Available support and interim measures include, but are not limited to: academic support, work schedules, class schedules, housing arrangements, escort services, and assistance in receiving health and counseling services.

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**Confidential Resources:**

- Counseling & Psychological Services (CAPS)
- Counseling Services at UC Blue Ash
- Compass Counseling Center at UC Clermont
- Women Helping Women (WHW) On-Campus Advocates

**Non-Confidential Resources:**

- Title IX Office
- Crime Victim Services Coordinator
- UC Police & Public Safety

*For more information on resources available, please go to www.uc.edu/titleix

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**Notice of Non-Discrimination**

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities. The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provide appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community. UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.
Counseling Services

Student mental health is very important to UC. COMPASS Counseling Center is open Monday–Friday, 8:30 a.m.–5:30 p.m. and is located in Student Services Room 201. COMPASS provides students assistance in helping to deal with life's stressors and adjustment to college life. All services provided to UC Clermont students are free and confidential. Students are welcome and encouraged to walk into the COMPASS Counseling Center!

The following resources are available for students in need of mental health or suicide prevention counseling outside of normal operating hours:

- 24-hour CAPS Consultation and Crisis Helpline: 513-556-0648 and press 1
- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
- Crisis Text Line: crisistextline.org or Text HOME to 741-741
- UC Psychiatric Emergency Services: 513-584-8577
- You can also call 911 or go to your nearest hospital emergency room

Concerns for Yourself or a Friend

Please be aware of the following signs of distress and seek help or consultation if you have concerns:

- Feeling sad/tearful
- Losing interest in activities, isolation, withdrawal from others
- Missing classes, failing to turn in assignments
- Rapid weight loss or gain
- Sleeping too little or too much
- Feeling angry, restless or on edge
- Fatigue, loss of energy
- Feeling worthless, hopeless or having excessive guilt
- Inability to concentrate
- Excessive use of alcohol or other drugs
- Thoughts of death, thoughts of suicide

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The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

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The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age and veteran status:

Section 504, ADA, Age Act Coordinator
340 University Hall, 51 Goodman Drive
Cincinnati, OH 45221-0039
513-556-6381; HRONESTP@ucmail.uc.edu

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression:

Title IX Coordinator
3115 Edwards 1, 45 Corry Blvd.
Cincinnati, OH 45221
513-556-3349; title9@ucmail.uc.edu
Campus Services and Resources

Accessibility Resources
We strive to make all aspects of college life accessible and rewarding for students who face educational barriers. Our mission includes providing services to maximize students’ abilities. For more information, please contact our office at 513-732-5327 or email clermontdso@uc.edu.

Career Development
College is an exciting journey that will guide and prepare you for your career, but picking a major and a career path can be overwhelming. UC Clermont’s career advisor is here to help you navigate the career exploration process! Meet with an advisor to make a plan for reaching your goals; use assessments and coaching to select the best major for you; and learn about what you can do while in school that will enhance your ability to land the job you want! Contact us at 513-732-5277 to schedule an appointment.

Veterans Programs & Services
All military veterans, reservists, National Guard and active duty personnel are welcome on our campus. Visit ucclermont.edu/veterans or call 513-732-8964 for information on using your G.I. benefits.

Student Life
UC Clermont’s office of Student Life is here to help you get the most out of college by fostering a sense of community, providing leadership opportunities and hosting a lot of fun events! Contact us at 513-732-5221.

Athletics
The Cougars participate in the United States Collegiate Athletic Association. Home games for volleyball and basketball (men & women) are played in the Student Activities Center located on our Batavia campus. For additional information about our athletic program, contact Brian Sullivan at 513-558-1559.

Subway
Subway serves our students during the academic year. They are open from breakfast until early evening. They are located on the lower level of the Edith Peters Jones Building, adjacent to the student lounge. Vending machines are available throughout campus.

Graduate.
On time.
With less debt.

Learn more at uc.edu/15tofinish

See your advisor. Make a plan. Graduate on time.
FERPA and the Student's Right to Review Records

The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 — commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review your education records within forty-five (45) days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed. Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student’s permanent academic record for which the University’s transcript policy and fee will apply.

The right to request an amendment of the student's education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University official responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University's Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar.

The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

University Rules 10.43.11 and 10.43.13 establish University of Cincinnati procedures for FERPA compliance.

Directory Information

At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

Category I: student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study

Category II: student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by completing an online “Directory Information Hold-Release Authorization Form”.

Please consider carefully the consequences of a decision to withhold directory information.

A non-disclosure block will call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar’s Office.
Campus Resources

Academic Advising
Student Services, Suite 235
513-732-5205
ucclermont.edu/students/advising

Athletics
Student Services, Room 100
513-558-1559
ucclermont.edu/athletics

Bookstore
Edith Peters-Jones, Lower Level
513-732-5203
clermont@bkstr.com
bkstr.com/clermontstore/home

Career Development
Snyder, Room 141C
513-732-5277
ucclermont.edu/students/careers

College Success Program
Edith Peters-Jones, Room 104A
513-732-5316
ucclermont.edu/students/college_success

COMPASS Counseling Center
Student Services, Room 201
513-732-5263
ucclermont.edu/students/compass

Department of Public Safety
Snyder, Room 170
513-732-5295
clc-pubsafety@ucmail.uc.edu
ucclermont.edu/students/public_safety

Accessibility Resources
Edith Peters-Jones, Room 105
513-732-5327
cldso@uc.edu
ucclermont.edu/students/dso

Library
Edith Peters-Jones, Room 120
513-732-5233
clermontlibrary@uc.edu
ucclermont.edu/library

One Stop Student Services
Student Services, Suite 100
513-732-5300
clermontonestop@uc.edu
ucclermont.edu/students/onestop

Student Life & Activities
Edith Peters-Jones, Room 018
513-732-5221
ucclermont.edu/students/student-life

Technology Services
Edith Peters-Jones, Room 118
513-732-5216
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