



COLLEGE CREDIT PLUS (CCP): A Registration Guide

▶ CATALYST _____	2
▪ Logging into Catalyst	
▶ SEARCHING and REGISTERING FOR CLASSES _____	4
▪ 8-Step Process	
▪ How to Perform a 'Custom' Search	
▶ SELECTING CLASSES _____	9
▪ Curriculum Guides	
▪ Course Options	
▪ Academic Advising: Dr. Debra Clark debra.clark@uc.edu	
▪ High School Graduation: <i>Course Substitution Crosswalk</i>	
▪ Guidelines for Athletic Eligibility	
▪ Courses that CCP students may NOT take	
▶ PLACEMENT TESTS _____	15
▪ MPT Cut-Off Scores and ACT/SAT Equivalencies	
▶ APPENDIX _____	16
▪ Online Classes vs In Person Classes	
▪ How to Find and Understand Your Grade Report	
▪ How to Make an Appointment at the " Academic Success Center "	
▪ How to Order a UC Transcript	
▪ How to Remove a " Bursar Pre-Registration Hold "	
▪ ' First 15 ' Rule	
▪ ' Over 30 ' Rule	



CATALYST

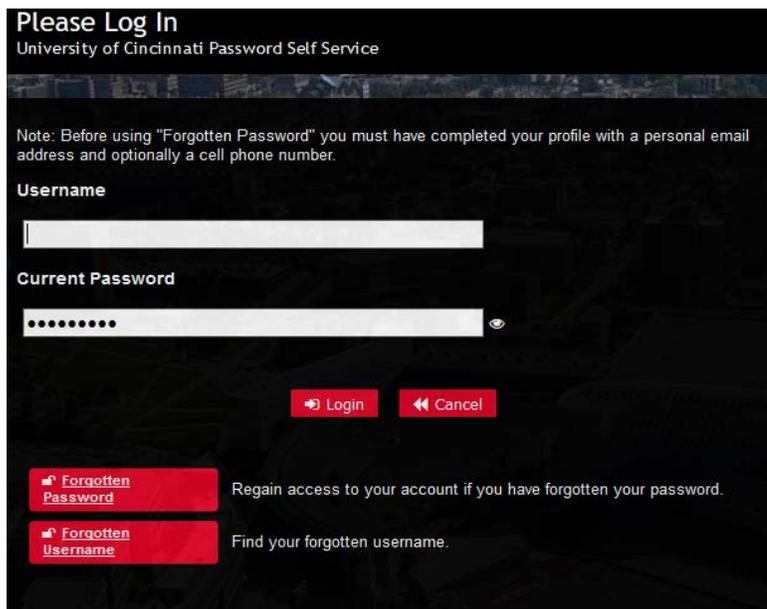
The University of Cincinnati's CATALYST system is your portal to all things UC, including course offerings, registration options, grade reports and transcripts.

Logging into Catalyst

After you've been admitted, you will receive a Catalyst-generated email titled *"Important University of Cincinnati System Access Information."* This email will provide you with your *username*, *UCID/M-Number* and default password. You'll find a sample 'Catalyst' email on page 3.

Next Steps:

- 1) Set up your student account profile at <https://uc.edu/PSS>



The screenshot shows the 'Please Log In' page for the University of Cincinnati Password Self Service. It includes a note about the 'Forgotten Password' feature, input fields for 'Username' and 'Current Password', and buttons for 'Login', 'Cancel', 'Forgotten Password', and 'Forgotten Username'.

Enter your username and default password – **Uc!mmddyyyy** ('mmddyyyy' refers to your full date of birth). The system will immediately prompt you to change your default password as well as answer 'Admin Defined' and "User-Defined" Challenge Questions.

► **If you've taken UC classes 'on campus' or 'in high school' before** and can't remember your username or password, click *Forgotten Username* and/or *Forgotten Password*.

For assistance, contact the **UC Information Technology (UCIT) Service Desk** at helpdesk@uc.edu or 513.556,4357. Have your M-Number at the ready.

- 2) After you've set up your student account profile, log into Catalyst at <https://catalyst.uc.edu>



The screenshot shows the Catalyst login page with fields for 'Username' and 'Password', a 'Log In' button, and a 'Need Help?' link. It also includes a disclaimer about UC computing policies and guidelines.

Note: A short time after receiving your 'Access' email, you will receive another email that will provide you with instructions for activating your **UC student email account**. Please activate your account immediately. If you need assistance, contact the helpdesk@uc.edu or 513.556.4357.

The following is a SAMPLE EMAIL sent to newly admitted students.

Dear Ignatius Thistlewhite,

While a student at UC, you will maintain your account through the Catalyst Student Portal, which can be accessed [here](#).

The Portal serves as your hub and self-service center for information and actions you can take as a current student. In the Portal, you will be able to:

- Search for classes
- Enroll
- Check your student bill

To [login to Catalyst](#), you will need to use your Username below:

Your UCID is: M86058587.

SAMPLE

Your Username is: thistlii.

Your default password is Uclmmddyyyy where mmddyyyy is your full date of birth. You will be prompted to change this password the first time you log in.

If you need technical support, contact the IT@UC Service Desk at helpdesk@uc.edu or by phone at **513-556-4357**. Calling from outside the Cincinnati area? Just dial **866-397-3382**.

For help with registration issues, contact your regional One Stop Student Service Center:

~~Uptown Campus <http://www.onestop.uc.edu>~~

~~UC Blue Ash <http://www.ucblueash.edu/students/one-stop>~~

~~UC Clermont <http://www.ucclermont.edu/students/onestop>~~

Please call or email me with your registration / CCP-related questions. The One Stop Centers work with college not CCP students!!

Sincerely,

University of Cincinnati

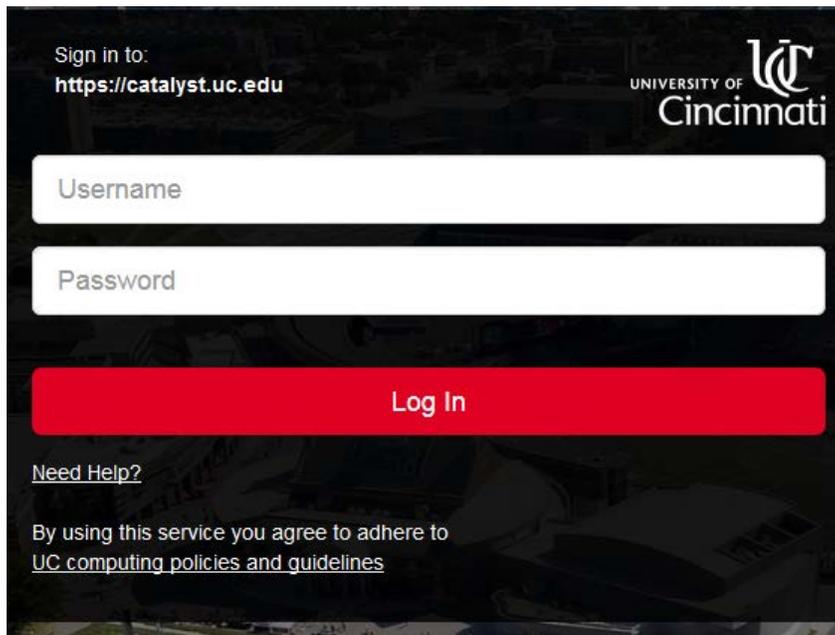
If you previously received this information, please disregard this email. This email was sent from a notification-only address that cannot accept an incoming email. Please do not reply to this message.

SEARCHING and REGISTERING FOR CLASSES

You can both search and register for classes from within your Catalyst portal.

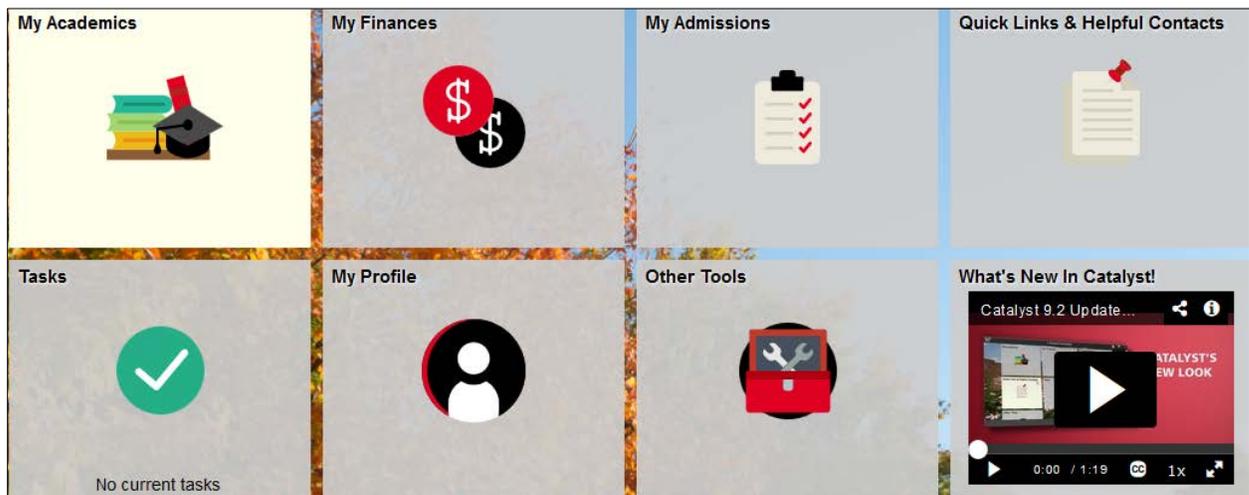
8-Step Process

1. **Log into Catalyst** at <https://catalyst.uc.edu> (a link is also provided at <http://onestop.uc.edu/>)
 - ▶ Enter your username and password [For more information, refer to pages 2-3.]

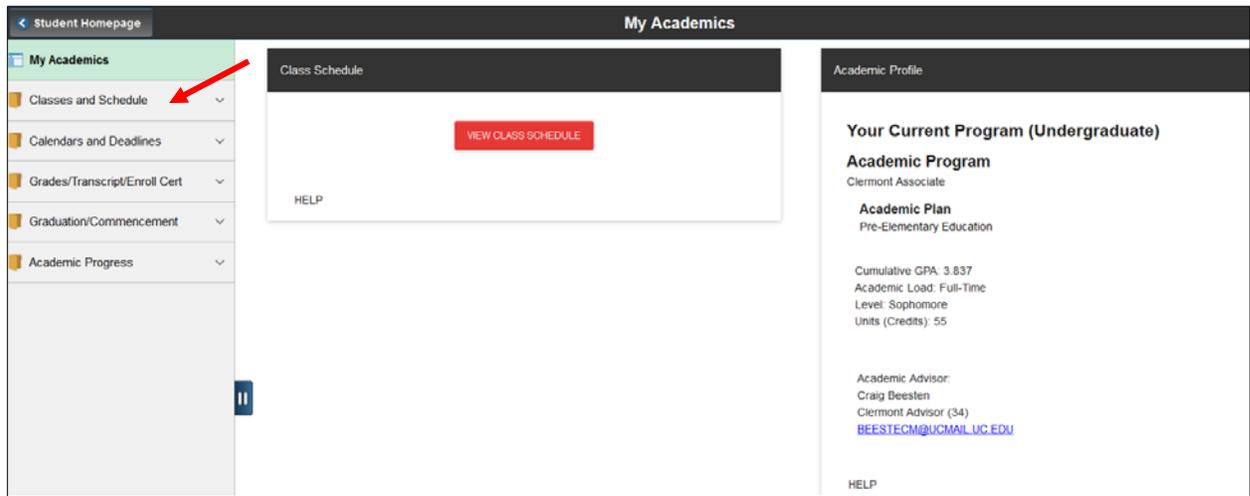


The screenshot shows the Catalyst login interface. At the top left, it says "Sign in to: https://catalyst.uc.edu". To the right is the University of Cincinnati logo. Below the URL are two input fields: "Username" and "Password". A prominent red "Log In" button is centered below the fields. At the bottom left, there is a "Need Help?" link and a statement: "By using this service you agree to adhere to UC computing policies and guidelines".

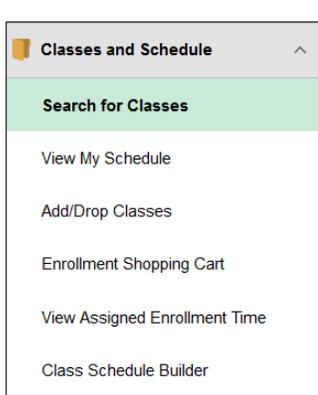
2. If necessary, remove your *Bursar Pre-Registration Hold* (refer to page 24). Otherwise, **click the "My Academics" tile on your homepage.**



3. From the “My Academics” page, click “Classes and Schedules” (left-hand sidebar).

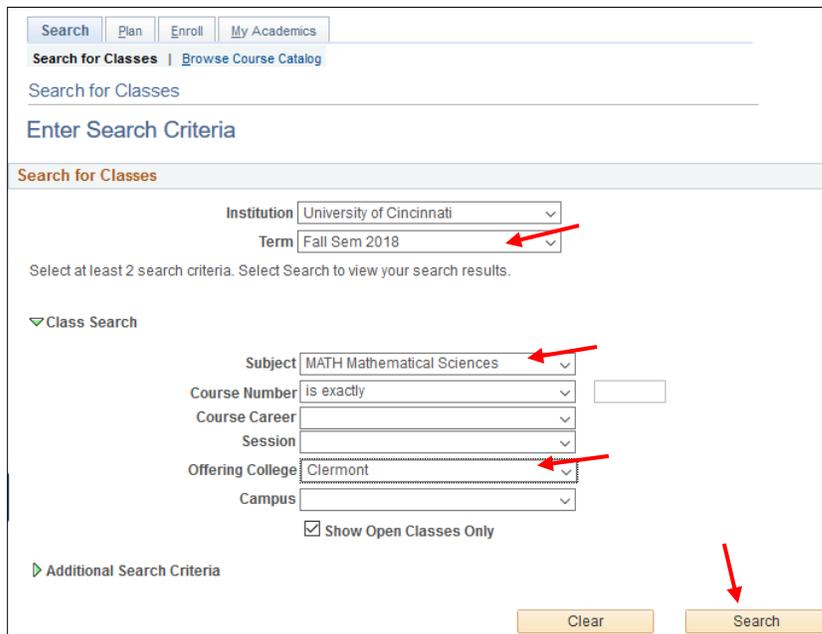


4. And then click “Search for Classes”



IMPORTANT! You must take ALL of your classes through UC Clermont, including your online classes.

Enter the appropriate ‘Term’, ‘Subject’ and ‘Offering College’ (‘Clermont’) and then click ‘Search.’



5. **“Select” the course for which you want to register and add it to your Shopping Cart.**

Note: The system will prompt you to review course specifics and click “next”.

MATH 1021 - College Algebra														
Class	Section	Credits	Attributes	BOK / BACC	Campus	Days & Times	Instruction Method	Room	Offering College	Instructor	Meeting Dates	Status	Text	
14319	002-LE Full Sess	3		QR / CT	UC Clermont & UC East	MoWeFr 10:10AM - 11:05AM	In Person	CCEJONES 102	Clermont	Thomas Maphet	08/27/2018 - 12/15/2018	●	01	Select

6. Check the box adjacent to the class and then click “Enroll”

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

✓ MATH 1021 has been added to your Shopping Cart.

Fall Semester 2018 | Undergraduate | University of Cincinnati Change Term

● Open ■ Closed ▲ Wait List ● Reserved

Add to Cart

Enter Class Nbr

 Enter

Find Classes

Class Search

Search

Fall Semester 2018 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MATH 1021-002 (14319)	MoWeFr 10:10AM - 11:05AM	CCEJONES 102	T. Maphet	3.00	●

for selected Delete Enroll

7. To confirm your class selection, click “Finish Enrolling.”

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Fall Semester 2018 | Undergraduate | University of Cincinnati

● Open ■ Closed ▲ Wait List ● Reserved

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 1021-002 (14319)	COLLEGE ALGEBRA (Lecture)	MoWeFr 10:10AM - 11:05AM	CCEJONES 102	T. Maphet	3.00	●

Cancel Previous Finish Enrolling

8. **View results.** If you successfully enrolled in the class, a 'green' check will appear in the 'Status' column. If you did not, a red 'X' will appear. The latter will require that you either add another class or keep your schedule as it was previously.

The screenshot shows a 'Shopping Cart' window with a navigation bar (1, 2, 3) and a section titled '3. View results'. Below the title, it says 'View the following status report for enrollment confirmations and errors'. The context is 'Fall Semester 2018 | Undergraduate | University of Cincinnati'. There are two status indicators: a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table below shows the enrollment details for 'MATH 1021', with a message: 'Error: This class requires permission to enroll. This class is scheduled in a session where permission is now required to enroll.' and a red X in the 'Status' column. At the bottom, there are two buttons: 'My Class Schedule' and 'Add Another Class'. A red arrow points from the 'My Class Schedule' button to the 'View Schedule' section below.

View Schedule

After you finish the registration process, click the "My Class Schedule" option above or the "View My Schedule" option below:

The screenshot shows a 'Classes and Schedule' menu with a search bar and several options: 'View My Schedule', 'Add/Drop Classes', 'Enrollment Shopping Cart', 'View Assigned Enrollment Time', and 'Class Schedule Builder'. A red arrow points from the 'View My Schedule' option to the 'View Schedule' section above.

Adding and Dropping Classes

After your initial registration, you may adjust your schedule any way you wish as long as you stop doing so by the first day of classes.

IMPORTANT! If you drop a class after the **14th day** of the term, you will receive a grade of 'W' and your high school will charge you for the cost of the course.

Tips & Tricks

For additional information about the class search and registration process, view the "Tips & Tricks" provided here: <http://www.uc.edu/catalyst/resources/catalyst-tips-tricks.html>

How to Perform a 'Custom' Search

Search Plan Enroll My Academics

Search for Classes | Browse Course Catalog

Search for Classes

Enter Search Criteria

Search for Classes

Institution University of Cincinnati

Term Fall Sem 2018

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject MATH Mathematical Sciences

Course Number exactly

Course Career

Session

Offering College Clermont

Campus

Show Open Classes Only

▶ Additional Search Criteria

Clear Search

Custom Search

To customize your search, click the arrow adjacent to "Additional Search Criteria" so that it points downward. Then select any or all of options listed below.

▼ Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with

Class Nbr ?

Course Keyword ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Mode of Instruction

Course Attribute

Course Attribute Value

Requirement Designation

- **Meeting Start Time:** select option then enter time
- **Meeting End Time:** select option then enter time
- **Days of Week:** select option then check day/s

- **Instructor Last Name:** select option and then enter a letter or last name
- **Class Nbr (Number)** for more info click '?'
- **Course Keyword** For more info click '?'
- **Minimum Units or Maximum Units:** select option then enter number

▪ **Mode of Instruction:** Ignore!

▪ **Course Attribute:** Only 1 attribute is relevant to CCP students: "Breadth of Knowledge" (i.e., general education) If you select BOK, you must also select an **attribute value**, e.g., HU Humanities or SS Social Sciences and so on.

▪ **Requirement Designation:** Ignore!

After you enter your 'additional criteria' click SEARCH. The system will generate both a summary statement and a list of "matching" classes.

SELECTING CLASSES

For CCP students, the course selection process is a function of both the classes required by their secondary schools for high school graduation and the classes required by the University of Cincinnati for the major they plan to pursue after high school graduation. Students must work with their guidance counselor to determine the former and refer to the appropriate UC curriculum guide to determine the latter.

The random completion of college courses does NOT a degree make.
To earn a college degree, students must complete the specific courses required for a particular major -- as detailed by the major's curriculum guide.

Curriculum Guides

Curriculum guides list all of the classes that a student must take in order to complete a particular major at the University of Cincinnati.

► UC Clermont College (UCC)

To find a curriculum guide for a major offered by **UC Clermont**, please do the following:

- 1.) Go to www.ucclermont.edu
- 2.) Click "Academics" (red banner at the top of the page).
- 3.) Select "Majors & Programs" (left-hand sidebar).
- 4.) Choose a program from the alphabetical listing. You'll be directed to an overview page that will include program details and a curriculum guide.

Undecided CCP students typically use the **Liberal Arts** (LART) curriculum guide as their primary touchstone for selecting classes (page 10).

At UC, only the regional campuses confer **associate degrees**. To earn such a degree, students must complete the classes listed on the curriculum guide for the major in which they are interested. **Note:** At UC Clermont, CCP students must graduate from high school before earning an associate's degree.

► ALL Colleges at the University of Cincinnati (UC)

To find curriculum guides for majors offered at UC Blue Ash, UC Clermont and UC Uptown, please do the following:

- 1.) Go to www.uc.edu
- 2.) Click "Menu" (upper left-hand corner)
- 3.) Select "Academics" (banner at top of page).
- 4.) Scroll down to "Turbo-charged" and then click "Undergrad Programs"
- 5.) Search for programs "**By General Interest.**" Click a category and then select a program. **Note:** The overview page for each program includes a link to its curriculum guide.

You must take ALL of your classes through UC Clermont, including your online classes.

Credit Hour Equivalencies and Maximums

According to CCP guidelines, a college course transcribing three (3) or more semester hours must count as one full Carnegie unit of credit at the high school. A college course transcribing less than three (3) semester hours must count as a proportional fraction of a Carnegie unit.

3+ Semester Hours (1 college course) = **1 Carnegie Unit** (1 year of the subject at the high school)

CCP participants may take a maximum of **30 semester hours** per academic year.

LIBERAL ARTS Curriculum Guide (Year 1)**SAMPLE****Fall Semester: 15-17 credit hours**

- ENGL1001: English Composition, EC (3)
- INTR1010: Introduction to the Liberal Arts (3)
- _____ Any Statistics or college-level math, QR (3)
- _____ History, HP (3)
- _____ Foreign Language, DC (3 – 5)

Spring Semester: 15-17 credit hours

- _____ Any QR, QR (3)
- _____ Historical Perspective, HP (3)
- _____ Foreign Language, DC (3 – 5)
- _____ Any "HU" or "FA", HU, FA (3)
- _____ Elective (3) / to include EVST 1011, FIN 2081, MGMT 1050

KEY**DC** Diversity & Culture**EC** English Composition**FA** Fine Arts**HP** Historical Perspectives**HU** Humanities & Literature**NS** Natural Sciences**QR** Quantitative Reasoning
(**Math**-oriented classes)**SE** Social & Ethical Issues**BIOLOGY Curriculum Guide (Year 1)****SAMPLE****Fall Semester: 16 credit hours**

- BIOL1081: Biology I: Molecules, Cells, and the Foundation of Life, NS (3)
- BIOL1081L: Biology I Laboratory, NS (1)
- CHEM1040: General Chemistry I, NS (4)
- CHEM1040L: General Chemistry Laboratory I, NS (1)
- STAT1034: Elementary Statistics I, QR (3)
- ENGL1001: English Composition, EC (3)
- INTRxxxx: INTR 1020 Intro Science Professions (1)

Spring Semester: 15 credit hours

- BIOL1082: Biology II: Evolution, Physiology, and Ecology, NS (3)
- BIOL1082L: Biology II Laboratory, NS (1)
- CHEM1041: General Chemistry II, NS (4)
- CHEM1041L: General Chemistry Laboratory II, NS (1)
- MATH1044: Applied Calculus I, QR (3)
- _____ Humanities elective, HU (3)

Course Options

UC Clermont offers hundreds of courses each academic year. The following is a list of courses that seem to be of particular interest to CCP students.

English Composition

English 1001 and 2089 are the only courses required for ALL majors at the University of Cincinnati.

- ▶ **ENGL 1001** *English Composition* -- a 1st first year foundations course
- ▶ **ENGL 2089** *Intermediate Composition* – a 2nd year capstone course (pre-req: 30 credit hours)

CCP students may NOT take remedial composition courses, e.g., ENGL 0097, 0099 or 1000.

Foreign Language

UCC offers the following foreign language courses: American Sign Language, French, German, and Spanish. Students may take these courses in either an extended or basic format:

- ▶ **extended:** 3 semester hours per course: 12 semester hours total (preferred by most students)
- ▶ **basic:** 5 semester hours per course: 10 semester hours total (intense)

Mathematics & Science

The Math and Science courses that students take at UC Clermont are a function of both their major and their ACT/SAT Math sub scores. For specifics, students should refer to the curriculum guide for the major they plan to pursue on the college level.

CCP students may NOT take remedial Mathematics courses, e.g., MATH 0030, 0031 or 0034.

Personal Finance

The following course should satisfy the personal finance requirement for high school graduation. However, before registering for the course, students should discuss this option with their high school guidance counselor.

FIN 2081 *Personal Finance*

Political Science (American Government)

The following course should satisfy the American Government requirement for high school graduation. However, before registering for the course, students should discuss this option with their high school guidance counselor.

POL 1010 *Introduction to American Politics*

Academic Advising

High School

For advising related to high school policies and procedures (to include high school graduation requirements), CCP students must contact their high school guidance counselor.

College

For advising related to college policies and procedures (to include course requirements for specific college majors), CCP students should contact Dr. Debra Clark.

Dr. Debra Clark

Director of College Credit Plus

UC Clermont College

debra.clark@uc.edu

High School Graduation: COURSE SUBSTITUTION CROSSWALK

This information includes general guidelines about college courses that can be substitutions for high school requirements. The list does not include all possible examples of courses. All course substitutions must be nonremedial and nonreligious. Students must earn passing grades in the courses. The required credits noted within this document are the minimum required for high school graduation. Some school districts might have additional credit requirements for graduation. This document describes College Credit Plus as one option for satisfying high school graduation requirements; refer to Ohio Department of Education (ODE) guidance for other options (e.g., credit flex, physical education waiver). Note: All honors diploma questions should be addressed by reviewing the ODE website or contacting the appropriate ODE staff. –

[High School Course Substitution Crosswalk](#)

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
English language arts (4 high school credits)	Courses in literature, composition, journalism, speech, applied communication	Students may use English language arts CCP/Advanced Placement (AP)/International Baccalaureate (IB) courses to satisfy the curriculum requirements but schools must administer the end of course (EOC) tests to students to earn graduation points and to satisfy testing requirements of state and federal law. ¹ ¹ Schools must administer state tests and students are expected to take them. If a student does not participate in state testing, there may be consequences for the student, the student's teacher, and the school and district. In particular, students at eSchools who do not participate in state testing in the spring for any required assessment for two consecutive years will be unenrolled in the school of attendance. (See Ohio Department of Education website for additional testing details.)
Health (1/2 high school credit)	Any health courses	
Mathematics (4 high school credits)	Any math courses	Students must earn one unit of Algebra II or the equivalent of Algebra II. State law allows for the substitution of an advanced computer science course for Algebra II. A student should be aware that a computer science course is not necessarily preparing the student for a mathematics degree pathway in college and remedial coursework may be needed depending on assessment results. Some institutions may require Algebra II for college admission. If a student takes a College Credit Plus course in advanced computer science, the course must meet the Computer Science Standards . Seek guidance about NCAA division requirements from school's athletic director, OHSAA , or NCAA . Students may use math CCP/AP/IB courses to satisfy the curriculum requirements but schools must administer the EOC tests (in algebra I or integrated math I and geometry or integrated math II) to students to earn graduation points and to satisfy testing requirements of state and federal law.
Physical Education (1/2 high school credit)	Not applicable	Pursuant to Ohio Administrative Code 3333-1-65.12 , physical education courses are no longer permitted as part of the College Credit Plus program (effective February 15, 2018). Secondary school and college representatives should read the entire rule (OAC 3333-1-65.12) for all Course Eligibility details.

High School Requirement	College Credit Plus (CCP) Example Course Substitutions	Other Information
Science (3 high school credits)	Any science courses	<p>Students must earn:</p> <ol style="list-style-type: none"> 1) one unit of a physical science, 2) one unit of a life science and 3) one unit of an advanced study ^{2,3} in one or more of the following sciences: <ul style="list-style-type: none"> • chemistry, physics or other physical science; • advanced biology or other life science; • astronomy, physical geology or other earth or space science <p>² A CCP science course will satisfy the advanced study requirement. ³ An advanced computer science course may satisfy an advanced study science requirement; however, this does not include a substitution for biology or life science.</p> <p>Schools must administer the biology EOC test to all students in order to satisfy federal testing requirements. CCP students may use their course grades and AP/IB students may use their test scores OR the biology end-of-course test score to earn graduation points, whichever is higher.</p>
Social studies (3 high school credits)	<p>Courses in social science, humanities, psychology, western civilization, political science</p> <p>American History substitutions must include the study of history of the Americas or western civilization and must include U.S. History).</p> <p>American Government substitutions must include the study of the American political system.</p>	<p>For the class of 2019, students must earn credits in American history and American government (one-half credit each).</p> <p>Students completing CCP courses in American History or American Government will not need to sit for the EOC tests in the subject area and may earn graduation points based on the letter grade in the course.</p> <p>For the class of 2021, students must earn one-half credit in world history and civilizations (in addition to American history and American government). World History substitutions must be history courses that include the study of multiple civilizations outside the U.S. with an element of historical examination. Human geography, world issues, world history and other world studies courses may meet the requirement.</p>
Electives (5 high school credits)	<p>Various courses will satisfy elective requirements</p> <p>Foreign language: Any foreign language course (including American Sign Language)</p> <p>Fine Arts: Courses in drama/theater, dance, visual art, or music</p>	<p>Students must earn credit in one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.</p> <p>Students must complete at least two semesters of fine arts taken at any time in grades 7 through 12.</p>
Financial literacy	Various economics, financial, social science, or humanities courses which include the concepts of economics and financial literacy	All students must receive instruction in economics and financial literacy during grades 9-12. Districts must verify that students have received these concepts in a specific course or the district may provide the concepts in an alternative format.
Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)	CPR/AED courses	Schools must provide training for students in CPR and AED beginning in 2017-2018.

Guidelines for Athletic Eligibility:

Please refer to the guidelines provided here: [CCP Athletic Eligibility](#)

PLACEMENT TESTS

► 'In High School' CCP students must take UC Clermont's Math and/or English placement tests OR submit comparable ACT / SAT scores. For more information, please contact your high school guidance counselor.

English

- English 1001 (ENPT 5) *English Composition* – college level
- English 1000 (ENPT 4) *Introduction to English Composition* -- remedial
- English 0099 (ENPT 3) *Preparatory Composition* -- remedial
- English 0097 (ENPT 2) *Introduction to Academic Literacies* -- remedial

Of these four (4) classes, only **English 1001** is a *college level* course and as such is the only composition class that you may take as a CCP student. Conversely, **English 0097, 0099** and **1000** are *remedial* courses and as such may NOT be taken by CCP students.

Mathematics

To identify the Math course in which you tested, refer to the *UC Clermont Math Placement (MPT) Cutoff Scores* form on page 15. Equivalent ACT / SAT scores are also provided.

► You must take Math courses for which you may earn college credit. You may NOT take remedial Math courses, e.g., *Math 0029, 0030, 0031* or *0034*.

► On the college level, the Math classes students take are a function of the degree program in which they're enrolled. Some degrees require calculus, others require college algebra or statistics and still others require nothing more than a basic Math course above the remedial level. For specifics, refer to the curriculum guide associated with your prospective college major.

ACT / SAT

► 'On Campus' CCP applicants must submit ACT or SAT test results* that meet or exceed the following thresholds in English and Math.*

•English:

ACT: English sub score – 18+

SAT: English sub score – 480+

•Math:

ACT: Math sub score – 22+

SAT: Math sub score – 530+

* UC will accept only those test scores sent directly to the university from the testing service!
Note: There is only one ACT / SAT code for all of UC's campuses – Blue Ash, Clermont and Uptown.

*The minimum test scores identified above are required for **CCP admission purposes only**. Students must still satisfy the test score **pre-requisites** for each course in which they plan to enroll – many of which are **MUCH** higher than the test scores required for CCP admission.*

UC Clermont Math Placement Test (MPT) Cutoff Scores / ACT Equivalencies

subject to change – last updated on 3/1/18

Score Range	Course	Cutoff
COLLEGE COURSES		
≥750	MATH1061 Calculus I (ACT 29 or SAT 710)	750
≥570	MATH1044 Applied Calculus I (ACT 26 or SAT 670)	570
≥550	MATH1022 Trigonometry MATH 1026 Pre-Calculus (ACT 26 or SAT 670)	550
≥430	MATH1021 College Algebra I (ACT 25 or SAT 650)	430
	MATH1008 Fundamentals of QR (ACT 22 or SAT 520)	420
≥420	STAT1034 Elementary Statistics I (ACT 22 or SAT 520)	420
≥420	STAT1031 Introduction to Statistics (ACT 22 or SAT 520)	420
REMEDIAL COURSES: CCP students may NOT take remedial courses!!		
≥370	MATH0034 Intermediate Algebra	370
≥290	MATH0031 Introductory Algebra	290
0-289	MATH0030 Fundamentals of Algebra	-

REMINDER: As a CCP student, you may NOT take remedial Math courses, e.g., 0029, 0030, 0031 or 0034. If you ignore this warning and register for a remedial course anyway, you may be charged for the cost of the remedial course.

APPENDIX

How Online Classes Differ From In-Person Classes

- Comparison..... 17

How to Find Your ‘Grade Report’

- Directions..... 18

How to Understand Your ‘Grade Report’

- Undergraduate Grades..... 19

How to Make an Appointment at the “Academic Success Center”

- Overview..... 22

How to Order a UC Transcript

- Instructions..... 23

How to Remove a *Bursar Pre-Registration Hold*

- Instructions 25

The Ohio Department of Higher Education’s **“First 15” Rule** 26

The Ohio Department of Higher Education’s **‘Over 30’ Rule** 27

How Online Classes Differ from In-Person Classes

How Online Classes Differ from In-Person Classes

Before you enroll in online classes, consider how they differ from in-person classes.

In-Person Class

- ▶ Class time is set on a fixed schedule every week.
- ▶ Lectures dominate the class experience.
- ▶ Faculty and peers chat during class and study periods.
- ▶ Office hours are the mainstay to obtain extra help.
- ▶ Assignments submitted both in and outside class.
- ▶ Course assessments are often during class.

Online Class

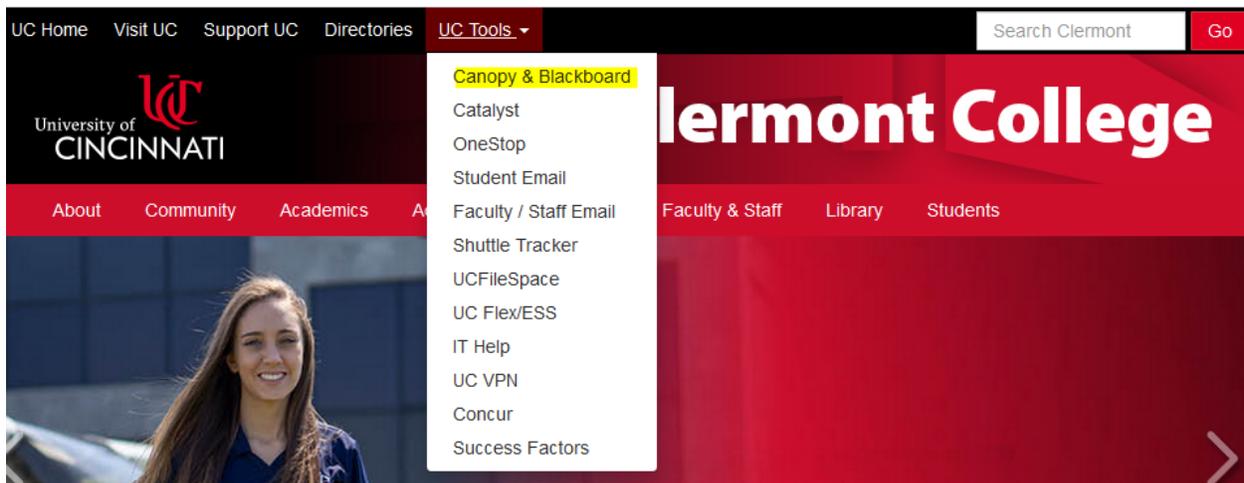
- ▶ Learning driven by the student with checkpoints.
- ▶ Faculty lecturettes made available online.
- ▶ Student engagement facilitated through discussion boards.
- ▶ Assignments are uploaded to **Blackboard**.
- ▶ Chat, email and other collaboration tools offer more help.
- ▶ Assessments are online or are proctored in person.

These differences have an effect on the pace and rhythm of a class. Taking online classes require you to exhibit more initiative to stay on task. Although classes online do not take place in a classroom, they require as much or more discipline to stay abreast of the course materials.

However, online classes allow more flexibility and let you work through each week's content at times and in places that better fit your active schedule.



Online classes are taught via **Blackboard**. Log into the site with the same username and password that you use for Catalyst.



How to find your “grade report”

Grade Report Breadcrumbs:

log into Catalyst → click “My Academics” → select “Grades/Transcript/Enroll Cert” → click “View My Grades”

Student Homepage My Academics

My Academics

- Classes and Schedule
- Calendars and Deadlines
- Grades/Transcript/Enroll Cert
 - View My Grades
 - View My Milestones
 - View My Course History
 - Request Official Transcript
 - View my Unofficial Record
 - Print Enrollment/Degree Letter
 - Request Med Transcript
- Graduation/Commencement
- Academic Progress

Class Schedule

VIEW CLASS SCHEDULE

HELP

Select a term and then click ‘continue’.

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Learning Community | Edit | Term Information

View My Grades

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall Semester 2018	Undergraduate	University of Cincinnati
<input type="radio"/> Summer Sem 2018	Undergraduate	University of Cincinnati
<input type="radio"/> Spring Semester 2018	Undergraduate	University of Cincinnati
<input type="radio"/> Fall Semester 2017	Undergraduate	University of Cincinnati
<input type="radio"/> Spring Semester 2017	Undergraduate	University of Cincinnati
<input type="radio"/> Fall Semester 2016	Undergraduate	University of Cincinnati

Continue

How to understand your “grade report”

Undergraduate Grades (effective Fall Semester 2012)

- Grades at the University of Cincinnati will be determined using the following considerations:
- Each instructor is responsible for the maintenance of high standards. The instructor’s evaluation of the performance of each individual student is the final basis for assigning grades.
- Students have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by instructors must be made clear to students, and instructors may be required to justify disputed grades. At the same time, students are responsible for maintaining those reasonable standards of academic performance and classroom conduct conducive to the learning process, as established in each course in which they are enrolled.
- Pluses (+) and minuses (-) as appropriate to the grading scale are optional.
- The University Registrar uses grades to compute both term and cumulative grade point averages (GPA) based upon the credit level of the courses taken.

Undergraduate Grades

Grade	Description	Quality Points
A	Work of excellent quality	4.0000
A-		3.6667
B+		3.3333
B	Work of good quality	3.0000
B-		2.6667
C+		2.3333
C	Work of satisfactory quality	2.0000
C-		1.6667
D+		1.3333
D	Work of poor, but passing quality	1.0000
D-	Work of minimum passing quality	0.6667
F	Failure to meet the minimum standards for passing the course - with full term academic attendance	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000
I/F	Failure	0.0000
W	Withdrawal (Official) - With academic attendance	N/A
WX	Withdrawal (Official) - No academic attendance	N/A
UW	Unofficial Withdrawal - With academic attendance	0.0000
X	Unofficial Withdrawal - No academic attendance	0.0000
SP	In Progress - Satisfactory progress	N/A
UP	In Progress - Unsatisfactory progress	N/A
NP	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

With the introduction of the “X” and “WX” grades specifically to denote non-attendance, by definition **all other grades can be awarded only to students who have academically attended the class in some way.** (i.e., “A” through “F”, “P”, “U”, “T”, “I”, “I/F”, “W”, “UW”, “IP”, “IP/F”, “NP”, “NG” mark).

Comments

"I" (Incomplete) and "I/F" (Incomplete/Failure)

The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed. The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. Completion of the remaining course work does not include attending course sessions in a subsequent term.

The instructor who assigns the incomplete grade may set a specific date (up to 350 calendar days or less) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the exact date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the full 350 days to complete the remaining course, but the date must be within the 350 days after the end of the term in which the "I" grade was assigned. Once the instructor receives the completed work, the final grade must be **changed online through the Catalyst Faculty Center**. If no specific time for completion is set by the instructor, the student has 350 days (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the 350 day period (i.e., 350 days from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade. The "I/F" grade cannot be changed online and will require college approval.

Beginning Fall Semester 2016, the incomplete grade incurs no grade quality points (none) in the 350 days following the assignment of the incomplete grade and is not calculated into the grade point average (GPA). After the 350 day period, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F". (Prior to Fall Semester 2016, the incomplete grade incurred no grade quality points in the term following the assignment of the incomplete grade. Thereafter, zero (0.00) grade quality points were assigned and calculated into the GPA).

"T" (Audit)

Students may elect to audit a course instead of receiving academic credit for a course up to the 7th calendar day of the term. Prior to the 7th calendar day of the term, a student may elect to take the course for credit. However, after the 7th calendar day of the term, the student will not be permitted to take the course for credit during that specific term.

The student must discuss the course-work expectations with the instructor (e.g., attendance only) prior to auditing the course. Students who audit a course will be designated with an "A" grade type on the class and grade lists. A passing audit grade ("T") should not be awarded automatically by the course instructor, but rather only if the student has academically attended the course to the level of faculty expectation for passing the course. It is possible, and at times appropriate, for the instructor to assign a grade of "F" to a student who has failed the course by not meeting faculty expectations for academic attendance. The "F" grade carries 0.000 quality points and is averaged into the grade point average if the course being audited carries credit hours.

Students who audit a course must pay regular fees for the audited course. At the end of the term, the instructor should enter a grade of "T" for those students who have met course attendance expectations.

"P" (Pass)

Given to those students who earned the equivalent "D-" grade or better in a designated Pass/Fail course.

"U" (Unsatisfactory)

Given to those students who did not earn the equivalent "D-" grade or better in a designated Pass/Fail course taken for zero credit hours.

"SP" (In Progress-Satisfactory Progress) and

"UP" (In Progress-Unsatisfactory Progress)

The "SP" and "UP" grades are used only in designated courses approved by College committees to have an extended grading period. Students have one year to complete the course. If the "SP" or "UP" grade remains on the student's record at the end of one year after the SP/UP is submitted, these grades will change to the "I/F" (Failure) grade. The "I/F" grade is calculated into the GPA like the "F" grade.

"NP" (Not Proficient)

The "NP" grade is used only for 1001-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

"NG" (No Grade Reported)

Online Class Grading requires instructors to enter either a valid grade or the "NG" mark for all students officially enrolled in the class by the close of Online Class Grading. For classes not graded by the close of Online Class Grading for the term, the Registrar's Office will record the "NG" mark for all students. Until the instructor submits a valid grade to replace the "NG", the "NG" mark will be associated with the class on the online grade report available to the student through the One Stop Student Services web site and will be printed on the student's official transcript. Students given a "NG" mark should contact the instructor for resolution.

"WX" (Official withdrawal, Non-attendance)

Given to those students who did not officially complete the withdrawal process but who did not academically attend any classes and did not submit any assigned work.

Appears in the Online Class Grading roster as either "EW" or "W." The instructor may replace a "W" appearing on the Online Class Grading roster with a "WX" by clicking "no" attendance for that student. An assignment of "WX" has no impact on the student's GPA. A "W" will appear on the student's online grade report and on the transcript. The "WX" recognizes the student's official withdrawal from the class and only records the fact of non-attendance.

Students who wish to withdraw from a course must officially complete the process per University guidelines; doing so is solely the student's responsibility. In doing so, the student should refer to the appropriate term's academic calendar posted at the Registrar's Office website, as the withdrawal process will vary according to the chosen withdrawal date.

"UW" (Unofficial Withdrawal, partial Academic Attendance)

Given to those students who did not officially complete the withdrawal process; the lack of academic attendance is the basis for a failing grade. The "UW" carries zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

Students who cease academically attending at some point in the course or who never academically attend the course are considered to be "unofficially withdrawn students." These students will receive a "UW" or "X" grade. Both carry zero (0.00) quality points and are calculated into the GPA like the "F" grade.

"X" (Unofficial Withdrawal, No Attendance)

Given to those students who did not officially complete the withdrawal process and did not academically attend any classes or submit any assigned work. The "X" will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

Students who are considering an official or unofficial withdrawal from a course should consult the university's policies and procedures and consider the implications of these actions with respect to financial planning including but not limited to financial aid, alternative loans and other sources of tuition funding.

Federal funds are awarded to the student with the expectation that the student will complete the course(s) for which he or she has registered in a given term. When a student does not complete the course(s), then it is necessary for the University to review the aid amount awarded to the student based on the courses that the student has dropped or withdrawn. Students who completely withdraw from courses for any term are subject to the Return of Title IV (R2T4) refund calculation as dictated by federal regulations. Instructors approached by a student wishing to discuss withdrawal from one or more courses should refer the student to the One Stop Student Service Center for information related to the student's specific financial circumstances. Instructors are reminded that their final grade assignments must be based upon the student's academic performance in the course and must not take into account the financial aid and/or personal financial consequences of that grade assignment on the student.

How to Make an Appointment at the “Academic Success Center”

The Academic Success Center offers free tutoring services for all UC Clermont students, including CCP students.

Location: Peters-Jones 104

Appointments

You may make an appointment in one of three ways:

- Walk-in
- Email: Clermont_tutoring@uc.edu
- Telephone: [513.732.5339](tel:513.732.5339)

Mission

The ASC is committed to helping students become successful, independent learners through partnerships that promote individual interests and abilities. We encourage and support opportunities for self-discovery in an informal environment that promote academic skill development.

The best students recognize that they can sometimes use a little extra help to achieve their academic goals. Seeking tutoring is a responsible choice, demonstrating that students care about their academics enough to go the extra mile to succeed. Stop by the ASC in Jones 104 and meet our highly trained team of tutors who are ready and willing to assist you.

What happens in a tutoring session?

When a student sits down with a tutor, the tutor works with the student to improve his or her understanding of the subject. This happens in many ways.

Many students only have quick questions regarding an assignment. In these situations, a tutor can work with a student to help discover answers.

Other students require more in-depth help with an essay, assignment or concept. In these situations, tutoring sessions can last between 30 and 60 minutes.

Group sessions are also available.

Hours (subject to change)

Monday – Thursday: 8 a.m. – 6:30 p.m.

Friday: 8 a.m. – 4 p.m.

<https://ucclermont.edu/students/academicsuccess.html>

How to Order a University of Cincinnati Transcript

Follow these steps to get your official transcript in Catalyst

- 1) From the Catalyst Student Homepage, select the *My Academics* Tile and then open the **Grades/Transcript/Enroll Cert** listed on the Navigation Collection.
- 2) Select **Request Official Transcript**. A new window tab will open directing you to Parchment. The first time you request a transcript through Parchment, you will be asked to provide a current mailing address. **Note: This will not update your information in Catalyst.**
- 3) Next, **select the institution, location or email address** of your intended recipient. If you wish to send your transcript to yourself, another individual, company, or to an institution that isn't identified in the search function, click the blue link underneath the text field.
 - **eTranscript:** Will generate a PDF that will be sent almost immediately. This PDF can be opened by the recipient up to three times in a 30 day period. This is the fastest, most secure, and environmentally-friendly method to request your transcript.
 - **Paper Transcript:** Will print your transcript and mail it through the US Postal Services. An estimated 7-10 business days may be required to complete a paper transcript request.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

[SEARCH](#)

[Or Send to Yourself, Another Individual, or Third Party](#)

NOTE: Many institutions prefer that your transcript be sent to them electronically.

- 4) **Verify the destination** is correct for your transcript, and **select the delivery mode** (electronic or mail delivery). You can also provide the Purpose for Transcript (employment, graduate school, internship, etc.) and attach other documents if needed.

The screenshot shows a web form for ordering a transcript. It is divided into two main sections: 'Destination' and 'Document Name' at the top, and 'Order Options' below. In the 'Destination' section, the text reads 'University of Cincinnati - Main Campus' and 'Cincinnati, OH 45221-0091' with a 'Continue' button. The 'Document Name' section shows 'eTranscript - \$8.50' and a link to 'Switch to Mail Delivery'. The 'Order Options' section includes: 'Delivery Mode' with a green 'Electronic' button; 'Processing Time' with a green 'Now' button; 'Purpose for Transcript (Optional)' with a dropdown menu set to 'Graduate/Professional School'; and 'Attachment (Optional)' with a 'Browse...' button and the text 'No file selected.'. A note at the bottom states: 'Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).'

THIRD PARTY: You will be prompted to provide the address information needed if you are sending your transcript to yourself or a third party.

- 5) The first time you request a transcript, you will need to provide consent. Future orders will recognize that you have provided consent.
- 6) Review the order and enter your billing and credit card information to purchase your transcript. Please note that the charge will appear as Parchment on your credit card statement.
- 7) Once your order is complete, you will receive an email confirming your purchase. You will also be emailed once your transcript has been electronically delivered and when your transcript has been downloaded.

[Requesting Your Official Transcript](#)

Updated: 10/15/18

How to Remove a Bursar Pre-Registration Hold

Must Watch Video:

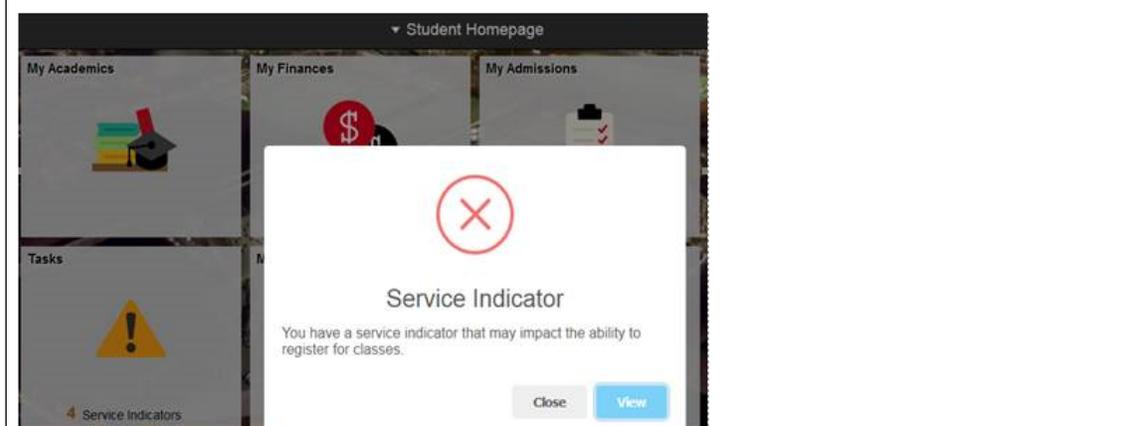
https://uc.mediaspace.kaltura.com/media/CatalystA+Bursar+Pre-Registration+Agreement/1_4u7zydza

In this video, you will learn about the Bursar's Pre-Registration Agreement – an agreement that all students must complete prior to registering for classes... First step: Go to <https://catalyst.uc.edu> and log in with your username and password. From your 'Student Homepage', select the "Tasks" tile to view specific service indicators and action items.

Negative service indicators identified to Display in Self Service will be brought to the student's attention when they log in to Catalyst.

This popup only displays if a negative service indicator exists for the student and only at the time of sign-on.

The count of service indicators displays on the Tasks tile and includes both positive and negative service indicators.



Service indicators that are overdue and resulting in a hold being placed on your registration or other service will be indicated here. Under the to do list table, select the Bursar Pre-registration Agreement. There are two parts to the pre-registration agreement. Agreement one states that you agree to pay all charges due to the University of Cincinnati.

Check the box by I understand and agree if you agree with the terms. Before selecting save it is recommended to click printable page to print a copy for your records. This is very important because you will not be able to return to this document and print a copy once the agreement is finalized.

Once you've printed a copy for your records choose save and select next to act on agreement two which authorizes the university to contact you by email, phone, or text regarding your account or for any other general information. Check the box I understand and agree if you agree with the terms.

Again, be sure to print a copy for your records before saving the page. Once you've printed a copy select save. To continue select the next button found on the top right hand corner of the screen, then select finish followed by the exit option also found in the top right of the screen within the three stacked dots icon.

Please note that this task is not complete until you click on the finish button. On the student home page the service indicator and to-do list item for the pre-registration agreement should be removed from the task tile. Now that you've completed the Bursar pre-registration to-do item and assuming you have no other to-do list items or service indicators that block registering for classes you should be able to register.

[How to Remove a Bursar Pre-Registration Hold](#)

“First 15” Rule

CCP students must complete 15 credit hours in Level I before progressing to Level II. Of course, the key to this rule lies in its details and exceptions NOT in a forever-changing list of courses.

Level I Courses

Details (eligible courses):

1. Courses with one or more of the following ‘tags’: Career-Technical Assurance Guide (CTAG), Transfer Assurance Guides (TAG), or Ohio Transfer Module (OTM).
2. Courses in computer science, information technology, anatomy, physiology, or foreign language, including American Sign Language.
3. Courses required for a technical certificate.
(at the University of Cincinnati only UC Clermont and UC Blue Ash offer technical certificates).
4. Courses listed on a high school / college’s 15-credit hour or 30-credit hour model pathway.
UCC’s model pathways are located on page 10 of this document. Additionally, high schools and colleges may work together to design custom pathways for individual students (e.g., students interested in Aviation).
5. Courses that focus on study skills and academic or career success.
6. Internships
7. Courses approved by the Chancellor on an annual basis.

Exceptions:

High schools / colleges may make an exception to the “First 15” rule if ...

1. a student wishes to continue with a course in the same subject.
2. a student tests directly into a Level II course – a situation that applies to almost all CCP students at UC Clermont.
3. a student has earned the requisite scores on **AP** or **IB** course examinations.

Level II Courses

Any college course that is not a Level I course.

Non-Allowable Courses

- Courses that involve one-on-one private instruction
- Courses with fees that exceed maximums established by the Chancellor
- Study abroad courses
- Physical education courses
- P/F or S/U grades (unless the course is an internship or is transferable for all students)
- Remedial and sectarian religion courses

For more information...

Ohio Revised Code Chapter 3365: 3333-1-65.12 Course Eligibility:

<http://codes.ohio.gov/oac/3333-1-65.12>

'Over 30' Rule

FAQ Response by the Ohio Department of Higher Education:

23. I want to take a three-credit-hour class, but I already have completed 28 credits this year. Can College Credit Plus pay for two credit hours and my family pay for one credit hour?

No, courses must be paid entirely by either College Credit Plus or by the student/family. Students are provided with the opportunity to enroll in a *maximum* number of hours for which payment under College Credit Plus is made.

- **Public school students** are funded up to 30 hours per year (including high school only courses and college courses). Courses that exceed or cause the student to exceed the maximum number of hours are outside of College Credit Plus and, therefore, are not funded through the state College Credit Plus program.
- **Nonpublic/private and homeschooled students** who have applied for College Credit Plus funding and are awarded a specific number of credits cannot exceed those credits. Courses that exceed or cause the student to exceed the maximum number of hours awarded are outside of College Credit Plus and, therefore, are not funded through the state College Credit Plus program.

In the question posed, the student does not have sufficient funding to enroll in the three credit hour course under College Credit Plus and must pay for the entire course at the college's standard tuition rate.

<https://www.ohiohighered.org/ccp/faqs#a>

Campus Map

