Table of Contents

Letter from the Dean ................................................................. 2
CEAS Administration Contacts & Locations ............................. 3
2015-2016 Freshman Advisers .................................................. 4
CEAS Student Organizations ......................................................... 5
General Education Requirements ............................................ 6
CEAS BoK Requirements .............................................................. 7
Possible BoK Electives ................................................................. 8
Office of College Computing ......................................................... 9
CEAS Policies ............................................................................ 11
Freshman Academics ................................................................. 12
Criteria for Academic Actions .................................................. 13
Co-op Certification Requirements ........................................... 14
Help! ......................................................................................... 15
Math Sequence Chart ................................................................. 16
One Stop Registration Online ................................................... 17
UC Speak .................................................................................. 18
Student Survey .......................................................................... 19
Notice of Nondiscrimination .................................................... 20

class of
2020
UNIVERSITY OF CINCINNATI
Dear Class of 2020,

Welcome to UC and the College of Engineering and Applied Science (CEAS).

You are in the right place. CEAS students are exceptionally bright and motivated — CEAS attracts more high achievers than any other college at UC. CEAS is the college where astronaut Neil Armstrong chose to teach from 1971-79. CEAS students already see themselves as innovators and entrepreneurs, capable of working at the very edge where world-changing knowledge unfolds. Are you ready to give Better your best?

Engineering is society’s most powerful generator of economic progress. Touching every aspect of life, engineering can literally redefine prosperity and well-being for people even in the most dire of circumstances — both right here in Cincinnati and around the world. That’s why we will encourage you to make the most of our longstanding partnerships with business and industry as you enroll in the University’s top-ranked co-op program.

You’ll be surrounded by like-minded peers from a diverse background who will push you beyond anything you could have ever imagined. You will gain experience as a co-op and be treated like a professional — with all the expectations that entails — by a top-name employer when you’re barely into your 20s.

We are in the process of hiring 50 new tenure track faculty in the next five years and spending over $1M to upgrade our laboratories and teaching facilities. In addition, in 2012 we opened our Learning Center, a space that will support and enhance your learning process. Here, you will have access to daily peer tutoring, faculty assistance, project rooms, study spaces for both individuals and small groups, state-of-the-art technology to help you learn and plan, and, above all, a place to call home and develop as a scholar and as an individual. Our commitment to you is to give you the best engineering education possible, and the skills that will enhance whatever career you envision for yourself.

As your studies progress, I hope you will consider the many opportunities we offer to gain an international perspective through co-op assignments and other study-abroad programs. With the increasing globalization of the technical workforce, these programs may be very valuable to you in your career.

But there’s more to college than preparing for a career. Joining the community of scholars and students is a big part of the excitement of college life. You will develop friendships with other engineering students. There’s so much to learn — and you will benefit more if you share your time, energy and enthusiasm with friends. Form study groups; work together to learn and grow. You and your classmates will share experiences in the classroom and through community activities that can easily form the basis for life-long friendships. Build a relationship with your professors, too. Engage with them as they work for you and wish to see you succeed.

I look forward to seeing you grow and transform throughout the next five years. I invite you to follow us on Twitter and Facebook.

On Commencement Day, 2020, we will celebrate your success together as you graduate ready to hit the ground engineering. Best wishes for a happy and productive journey!
College Administration Contacts & Locations

The College of Engineering and Applied Science administrators are also available to help you. Please do not hesitate to contact them with your questions or concerns.

• **Academic Administration**

  **Teik C. Lim**, Dean  
  801 ERC

  **Frank Gerner**, Senior Associate Dean  
  816 ERC

  **Allen Arthur**, Associate Dean  
  655 Baldwin Hall

• **Office of Undergraduate Academic Affairs**

  **Joseph Nevin**, Assistant Dean  
  665 Baldwin Hall, 513-556-3465

  **Stephanie Fromhold**, Staff  
  665 Baldwin Hall, 513-556-3465

  **Mark Bowers**, Assistant Dean  
  665 Baldwin Hall, 513-556-5427

  **Tresha Lewis**, Staff  
  665 Baldwin Hall, 513-556-5427

  **Anne Hoehn**, Academic Director  
  633 Rhodes Hall, 513-556-5341

• **Minority Programs & Community Outreach**

  **Cheryll Dunn**, Director  
  665 Baldwin Hall, 513-556-6561

• **Emerging Ethnic Engineers (E³) Program**

  **Ken Simonson**, Director  
  665 Baldwin Hall, 513-556-1164

• **Office of College Computing**

  **Megan Pfaltzgraff**, Director  
  636 ERC, 513-556-1243
<table>
<thead>
<tr>
<th>Adviser</th>
<th>Office</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aerospace Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Arnett Glassco</td>
<td>620H Old Chem</td>
<td><a href="mailto:arnett.glassco@uc.edu">arnett.glassco@uc.edu</a></td>
<td>556-1665</td>
</tr>
<tr>
<td><strong>Architectural Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
</tr>
<tr>
<td><strong>Biomedical Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
</tr>
<tr>
<td><strong>Chemical Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
</tr>
<tr>
<td><strong>Civil Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
</tr>
<tr>
<td><strong>Computer Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Teresa Hamad</td>
<td>812 Rhodes</td>
<td><a href="mailto:teresa.hamad@uc.edu">teresa.hamad@uc.edu</a></td>
<td>556-2833</td>
</tr>
<tr>
<td><strong>Computer Engineering Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Darryl Daniels</td>
<td>810D Old Chem</td>
<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
<td>556-1569</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Darryl Daniels</td>
<td>810D Old Chem</td>
<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
<td>556-1569</td>
</tr>
<tr>
<td><strong>Construction Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
</tr>
<tr>
<td><strong>EASE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Rodney Roseman</td>
<td>891 Rhodes</td>
<td><a href="mailto:rodney.roseman@uc.edu">rodney.roseman@uc.edu</a></td>
<td>556-3187</td>
</tr>
<tr>
<td><strong>Electrical Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Teresa Hamad</td>
<td>812 Rhodes</td>
<td><a href="mailto:teresa.hamad@uc.edu">teresa.hamad@uc.edu</a></td>
<td>556-2833</td>
</tr>
<tr>
<td><strong>Electrical Engineering Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Darryl Daniels</td>
<td>810D Old Chem</td>
<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
<td>556-1569</td>
</tr>
<tr>
<td><strong>Environmental Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
</tr>
<tr>
<td><strong>Fire Science Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Kathy Angne</td>
<td>201Adm (Victory Pkwy)</td>
<td><a href="mailto:kathleen.angne@uc.edu">kathleen.angne@uc.edu</a></td>
<td>556-6583</td>
</tr>
<tr>
<td><strong>Freshman Engineering Program</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Rodney Roseman</td>
<td>891 Rhodes</td>
<td><a href="mailto:rodney.roseman@uc.edu">rodney.roseman@uc.edu</a></td>
<td>556-3187</td>
</tr>
<tr>
<td><strong>Mechanical Engineering</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Aimee Frame</td>
<td>589 Rhodes</td>
<td><a href="mailto:aimee.frame@uc.edu">aimee.frame@uc.edu</a></td>
<td>556-4380</td>
</tr>
<tr>
<td><strong>Mechanical Engineering Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Aimee Frame</td>
<td>589 Rhodes</td>
<td><a href="mailto:aimee.frame@uc.edu">aimee.frame@uc.edu</a></td>
<td>556-4380</td>
</tr>
</tbody>
</table>
Student Organizations

The following is a list of some, but not all, of the student organizations in CEAS.

For more information go to the CEAS website, [http://ceas.uc.edu](http://ceas.uc.edu), click on “Current Students” then “Student Organizations”

- American Institute of Aeronautics and Astronautics – AIAA
- American Institute of Chemical Engineers – AIChE
- American Society of Mechanical Engineers – ASME
- Architectural Engineering Institute – AEI
- Association for Computing Machinery – ACM
- Association of Builders & Contractors – ABC
- Biomedical Engineering Society – BMES
- CEAS Ambassadors – Office 676 Rhodes Hall
- Chi Epsilon – Civil Engineering
- Construction Student Association – CSA
- Design Build Institute of America – DBIA
- Engineering and Applied Science Tribunal – Office 652 Baldwin Hall
- Engineers Without Borders
- Eta Kappa Nu – Electrical Engineering
- Institute of Electrical and Electronics Engineers – IEEE
- National Society of Black Engineers (NSBE) – Office 646 Baldwin Hall
- Phi Lambda Upsilon – Chemistry and Chemical Engineering
- Sigma Lambda Chi – Construction Management
- Society of Women Engineers (SWE) – Office 653 Baldwin Hall
- Student Women in Construction – SWIC
- Tau Alpha Pi – National Honor Society Engineering Technologies
- Theta Tau – Professional Engineering Fraternity (*welcomes men & women*)
General Education Core: from Great Beginnings to Graduation and Beyond

The General Education Core has a firm foundation in UC’s Academic Plan, to reaffirm liberal education as the core to preparing students as life-long learners. Our General Education course requirements are purposefully designed to strengthen four important learning outcomes or competencies throughout the student’s progress toward their degree.

Undergraduate Core Competencies
Undergraduate courses at UC promote development of four Baccalaureate Competencies.

- **Critical Thinking**
  Analysis, synthesis, and evaluation of information and ideas from multiple perspectives

- **Effective Communication**
  Competence in oral, visual, and written language; use of resources and technology for communication

- **Knowledge Integration**
  Fusion of information and concepts from multiple disciplines

- **Social Responsibility**
  Application of knowledge and skills gained from the undergraduate experience for the advancement of a diverse society

Information Literacy
Information Literacy is an essential skill that supports each of the competencies and must permeate every component of the General Education Core. Information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and effectively use the information. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their learning.

**General Education at the University of Cincinnati:**
- emphasizes critical thinking
- develops effective verbal, written, oral, and visual communication
- includes familiarity with multiple areas of traditional knowledge
- supports intellectual excellence and openness
- integrates study among disciplines
- encourages commitment to personal social accountability and responsibility
- promotes awareness of the world at large
- fosters information literacy
- values lifelong learning
- encourage contextual linkages
**GenEd Breadth of Knowledge Requirements (BoK)**

To satisfy the BOK requirements of the University as well as the spirit of the traditional Humanities and Social Science requirements mandated by ABET (the Accreditation Board for Engineering and Technology), CEAS students must choose BoK courses with the following constraints applied:

I. Take at least 2 BoK courses - one in 2 of the following 4 areas for a total of at least 6 semester credits (most course are 3 semester hours)

   - Fine Arts (FA)
   - Historical Perspectives (HP)
   - Humanities & Literature (HU)
   - Social Sciences (SS)

II. Take at least 2 BoK courses, one in each of these 2 areas for a total of at least 6 semester credits:

   - Diversity & Culture (DC)
   - Social & Ethical Issues (SE)

III. The above courses must total at least 12 [18 for CS] equivalent semester credits.

IV. No courses required specifically on your Curriculum Sheet may be counted in the 12 [18 for CS] semester credits of Gen Ed BoK courses unless so indicated on that sheet.

   Your Curriculum Sheet for your program contains course slots listed as BoK. Those slots are to be filled using the courses described above. The BoK code is listed online for each course at “onestop.uc.edu” by clicking on the Course Title

Some BoK courses have fewer than 3 semester credits and must be combined with related or sequential courses for a total of at least 3 semester credits to receive a BoK course credit in a given area. For example, Bearcat Marching Band - ENSM 2071 and ENSM 2073 may be taken for 1 semester credit each, multiple times, to accumulate 3 semester credits of Fine Arts (FA).

The remaining requirements of the Gen Ed program - English Composition (EC) Quantitative Reasoning (QR) and Natural Science (NS) are automatically met by the requirements of your CEAS program and therefore are not discussed here.

General Education Breadth of Knowledge rules:

- Gen Ed BoK courses may be taken from any college of UC if the course has an appropriate BoK
- Gen Ed credit will only be allowed for a course with an applicable code as shown in “view class offerings” – DC, FA, HP, HU, SE, SS
- BoK coding for each course is viewed by clicking on the Course Title in “view class offerings”
- No credit will be allowed for a BoK course that is a duplicate of a course that you have already taken even if the course number is different
## Some Possible BoK Electives

(there are many more)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>BoK Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to African-American Studies</td>
<td>AFST 1001</td>
<td>DC</td>
</tr>
<tr>
<td>Cultural Anthropology</td>
<td>ANTH 1001</td>
<td>SS, DC</td>
</tr>
<tr>
<td>Greek Civilization</td>
<td>CLAS 1001</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Introduction to Public Speaking</td>
<td>COMM 1071</td>
<td>HU</td>
</tr>
<tr>
<td>Intro to Microeconomics</td>
<td>ECON 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Electronic Media Survey</td>
<td>EMDT 1070</td>
<td>SE</td>
</tr>
<tr>
<td>Intro Science Fiction</td>
<td>ENGL 2020</td>
<td>HU</td>
</tr>
<tr>
<td>Environmental Studies I</td>
<td>EVST 1011</td>
<td>SE</td>
</tr>
<tr>
<td>Music Heroes and Heroines</td>
<td>FAM 1090</td>
<td>FA</td>
</tr>
<tr>
<td>Jazz Appreciation</td>
<td>FAM 2051</td>
<td>FA, DC</td>
</tr>
<tr>
<td>Extended Basic French I</td>
<td>FREN 1011</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Intro to Human Geography</td>
<td>GEOG 1004</td>
<td>SS, DC</td>
</tr>
<tr>
<td>German Folklore I</td>
<td>GRMN 2041</td>
<td>DC, HU</td>
</tr>
<tr>
<td>Global Environmental History</td>
<td>EVST 2024</td>
<td>HP, SE</td>
</tr>
<tr>
<td>United States History I</td>
<td>HIST 1001</td>
<td>HP, DC</td>
</tr>
<tr>
<td>European History I</td>
<td>HIST 1005</td>
<td>HP, DC</td>
</tr>
<tr>
<td>Intro to Philosophy: Ethics</td>
<td>PHIL 1003</td>
<td>HU, SE</td>
</tr>
<tr>
<td>Intro American Politics</td>
<td>POL 1010</td>
<td>HP, SS</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>PSYC 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Extended Basic Russian I</td>
<td>RUSS 1011</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Intro to Sociology</td>
<td>SOC 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Extended Spanish I</td>
<td>SPAN 1011</td>
<td>HU, DC</td>
</tr>
</tbody>
</table>

**NOTE:** The BoK area is given for each course in “view class offerings” by clicking on the course title.
The OCC is responsible for the operation of College of Engineering and Applied Science (CEAS) instructional computing facilities and services used by CEAS undergraduate and graduate students. The selection of engineering, applied science, math and science application software used in college computing labs is determined by requests from faculty for software that will be used in engineering and applied science courses and projects. It is a requirement of the College that all incoming freshmen and transfer students own a laptop computer meeting predefined minimum specifications at the start of their freshman year or at time of transfer into the college.  
http://ceas.uc.edu/about/CollegeComputing.html

**Minimum Laptop Specifications 2015 - 2016**

The following laptop configuration was developed by the Office of College Computing (OCC) for CEAS. These are recommended minimum configurations. Certain academic programs may require a different configuration, so please check with your specific program for any additional requirements. Students may also want to consider a 1TB or larger USB external hard drive for backing up their computer system.

**Minimum Recommended Laptop Specifications**
- Intel® Core™ i5 Processor or higher
- 8GB DDR3 SDRAM or higher
- Dedicated video card with minimum 1GB of video memory
- HDMI port for external monitor/projector
- HDMI cable
- 500GB (5400rpm) hard drive
- DVD±RW (internal or external)
- Audio
- 10/100/1000 Network interface
  - Wireless 802.11g/n (minimum)
  - Wireless 802.11 ac dual band (recommended see note below)
  - USB 2.0 ports/3.0 ports
  - OS: Windows 7 or 8.1 Home Premium or higher, 64-bit

**Departmental Requirements** - For students entering or considering entering the following departmental programs, the following laptop requirements would apply:

Department of Civil and Architectural Engineering and Construction Management

**Additional Considerations**
- Due to the nature of how laptops are used, an extended warranty may be an option to consider.
- CEAS OCC does not officially support Mac OS X. If the student chooses to purchase an Apple laptop, it should meet the similar specifications listed above, in addition to running Apple Bootcamp with Windows 7 Professional 64-bit for software that may require a Windows platform. Additionally, a Mini DisplayPort to HDMI adapter will be needed, if applicable.

See http://www.uc.edu/content/dam/uc/ucit/docs/helpdesk/InstallingWindows7UltimateOnAMac.pdf
Note: UCIT is implementing the Aruba 220 wireless access points (802.11ac) on campus. These APs deliver gigabit Wi-Fi performance to 802.11ac mobile devices, are three-times faster than 802.11n devices, and provide performance similar to a wired connection.

Technical Assistance
For help with general computing software, hardware problems, website related issues send an email to CEAS-USERHELP@listserv.uc.edu. Help with getting connected to the UC wireless network is available weekdays 8:00 AM to 5:00 PM - Room 636 ERC. For self-help, use the link below to find instructions to set up your wireless network card for access to the University-wide wireless network.

http://www.uc.edu/ucit/students/get-online.html

For immediate assistance for production support issues, call the Office of College Computing at (513) 556-9117. For assistance needed in the Baldwin Labs 533, 537, 548, 550, ERC 617, Old Chem 614, 615A, 803, 805 and 825 call the Lab Consultant desk at (513) 556-4745.
Important Rules

1. Deviating from your program curriculum sheet; taking a substitute course, or taking a course at another college or university, requires a signed petition.

2. All courses required by name and number on your program curriculum sheet, such as MATH 1061, are subject to the “Double Deficiency Rule.” The rule states that if a student fails to pass a required course after two attempts they will be dismissed.

3. Deadlines, such as drop/add, pass/fail and credit/audit changes are strictly enforced. Deadlines and other important dates are found on One Stop – www.onestop.uc.edu

4. Taking any course during a co-op semester requires approval in advance, even if the course is taken at night after working hours and even if it is a Gen Ed BoK course with an applicable coding.

5. Approval is required to start following the curriculum of a major other than the one to which you have been admitted.

6. Testing out of a course such as CHEM 1040 does not mean that the credit hours do not have to be replaced – they do! You must see your advisor to discuss an appropriate replacement course. However credits earned through AP do not have to be replaced.

See your academic adviser!!

UC Email — UConnect

Use your student email to connect with your adviser, professors, family and friends…

UConnect is the official student email service at the university. It is a Microsoft Exchange service, which means you can access it anywhere you have Internet access. And UConnect is more than just email; you can manage and share your calendar, contacts, files, etc. – all within one product.

Your UConnect account is created when you are officially admitted into the university. Go to http://mail.uc.edu and follow the instructions for a first time login. You should receive a welcome message and further instructions. If this doesn’t happen or you still have questions, please call the Help Desk at 513-556-HELP (4357).
Freshmen Academics

All freshmen are encouraged to see their academic adviser for assistance in pursuing their goal of a degree in engineering or engineering technology. **Please do not hesitate** to seek the advising that is available to you (questions concerning academic status, program, registration, professional practice eligibility, etc.).

**Academic Requirements**

Students’ records are reviewed after each academic semester. Students who have passed* all course work required to that point in their curriculum AND who maintain a cumulative Quality Point Average (typically referred to as GPA — Grade Point Average) equal to or greater than 2.0 overall, AND in their major departmental courses) are in Good Academic Standing.

*Minimum passing grade is D–, except for math and physics where C– is required IF additional courses in a sequence are required.

**I or NG grade.** If a grade of “I” (Incomplete) is received the student must contact the course instructor at the earliest possible opportunity to determine what must be done to convert the “I” to a passing grade. An NG (no grade is reported) on the grade report is an indication that the grade has not been posted. Keep checking and it should appear.

**Grades of F, W, WX, UW, X or NP in Required Courses.** Students whose grade report shows any course deficiencies – F-failure, W-withdrawal, WX-withdrawal-never attended, UW-unofficial withdrawal, X-unofficial withdrawal-never attended, or NP-not proficient - in a required course; or a semester or cumulative GPA less than 2.000 will receive a warning letter by email, and possibly be put on Probation, be Suspended or Dismissed. The student must repeat the course(s) during their next study semester and thus follow a modified program. Students experiencing academic difficulty should see their academic adviser as soon as possible. A student who is required to repeat a course will be dismissed from the College if his/her grade report again shows a grade of F, W, WX, UW or X (i.e., a second deficiency) in the same course.

**UC Grade Replacement Policy for Repeated Courses.** Undergraduates may repeat four (4) courses, not to exceed ten (10) semester credit hours under the grade replacement policy. When students complete the repeated class, the most recent grade (not the original class grade) is computed in the GPA. Both the original course and repeated course are marked on the student transcript as “approved grade replacement” but only the last grade is calculated in the cumulative grade point average. To replace a grade, students must complete a Grade Replacement form and submit it to the College office responsible for the current class no later than the fifteenth (15th) calendar day of the semester.  
[http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html](http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html)

**Forms needed for registration adjustments/issues (drop/add, withdrawal, grade replacement), are available in the College Office – 665 Baldwin Hall.**

**Adding a class using an Add/Drop form after the first week of the term.**

Three signatures are required: yours, the professor’s and the college offering the course. If the college is Arts & Sciences (non-CEAS courses, e.g. – MATH, PHYS, CHEM, ENGL, PSYC, COMM…), go to the second floor of French Hall-West to get the college signature and then take your Add/Drop to One Stop to process. If you need assistance from the department offering the course, here are the locations:

**Calculus - Math Department**  
4199 French Hall, 556-4050  

**Physics - Physics Department**  
400 Geology-Physics Bldg., 556-0501  

**Chemistry - Chemistry Department**  
404 Crosley, 556-9200  

**Office of Freshman Engineering & Technology**  
665 Baldwin Hall-Dean Nevin, 556-3465  

**Freshman English Office**  
245 McMicken, 556-6173
Criteria for Academic Action

Academic Good Standing

- GPA 2.00 or above and staying on track with the curriculum for your academic major.

Probation – (one or more of the following conditions)

- Semester GPA of less than 2.00 – First Instance
- University cumulative GPA of less than 2.00 – First Instance
- Quality Point Deficiency (QPD) — The number of credit hours of B’s a student needs to bring the GPA up to 2.00. It can be easily figured using the GPA Calculator - [http://www.uc.edu/cat/GPACalculator.aspx](http://www.uc.edu/cat/GPACalculator.aspx)
  - Freshmen More than 8
  - Sophomores More than 6
  - Pre-Junior More than 4
  - Junior/Senior More than 2
- Behind in the curriculum of your academic major by six (6) semester hours or more
- First Grade Deficiency in a required course – F, W, UW, I/F, X, WX, or C- in a pre-requisite MATH or PHYS course.
  *When repeating a course, be sure to complete and submit a Grade Replacement form – [http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html](http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html)*
- ACCEND Students – First instance of GPA below 3.00

Suspension – (one or more of the following conditions)

- Semester GPA of less than 2.00 – Two consecutive semesters
- University cumulative GPA of less than 2.00 – Two consecutive semesters
- Quality Point Deficiency – (see explanation above)
  - Freshmen More than 12
  - Sophomores More than 10
  - Pre-Junior More than 8
  - Junior/Senior More than 6
- Suspension from Co-op Program
- ACCEND Students – REMOVAL from ACCEND Program for second consecutive
- instance of GPA below 3.00. Will be put in regular degree program and cannot return to ACCEND

Dismissal – (one or more of the following conditions)

- Semester GPA of less than 2.00 – Three Consecutive Semesters
- University cumulative GPA of less than 2.00 – Three Consecutive Semesters
- Quality Point Deficiency – (see explanation above)
  - Freshmen More than 20
  - Sophomores More than 17
  - Pre-Junior More than 13
  - Junior/Senior More than 10
- Second Grade Deficiency in a repeated required course – F, W, UW, I/F, X, or C- in a pre-requisite MATH or PHYS course.
- Dismissal from Co-op Program

*Please see your adviser if you have concerns regarding your academic standing*
Co-op Certification Requirements

After the Spring Semester of the freshman year, each student’s cumulative record is reviewed.

A student whose record satisfies the following conditions will be certified to participate in the Professional Practice (Co-op) program.

**Conditions:**

(1) Completed all course work (with the possible exception of one BoK elective or one English Composition course) required for the freshman year in their degree program with grades of A through D-, (C- in the case of Calculus and Physics courses);

(2) Earned a cumulative QPA of 2.000 or higher

Successful students will follow the program below:

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall/Spring Semesters</th>
<th>Summer/Fall Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>No Classes</em></td>
<td><em>In Class/Co-op or Co-op/In Class</em></td>
<td><em>In Class/Co-op or Co-op/In Class</em></td>
</tr>
</tbody>
</table>

If a student does not satisfy the conditions stated above, they may:
1. be permitted to continue into the sophomore year but be required to delay participation in the Professional Practice program;
2. delay their year of graduation;
3. be suspended from the College; or
4. be dismissed from the College.

After professional practice is initiated, a student **must** continue alternate work and study semesters through the summer semester prior to the beginning of the senior year.

Students will be assigned to a co-op adviser in the Division of Professional Practice, Joseph A. Steger Student Life Center – 7th Level

http://www.uc.edu/propractice.html
CEAS Learning Center — 801 Rhodes Hall,

The Learning Center provides state-of-the-art facilities for individual and group study, and tutoring (provided by engineering students), advising, and mentoring for undergraduates, especially first-year students. The Center provides an academic home for first-year CEAS students who typically take several required courses outside the College. The Learning Center enables new students to develop a sense of belonging to the College; this is especially important for students who live off campus.

Mathematics and Science Support (MASS) Center — 2133 French Hall - West

Tutors are available throughout the day to help with questions on any introductory level math classes. The MLC offers a space to study mathematics with classmates in a quiet environment where help is available when needed. A number of tables and computers, equipped with Mathematica and other software, are available for small group study. [http://www.artsci.uc.edu/departments/math/learning_center.html](http://www.artsci.uc.edu/departments/math/learning_center.html)

The Learning Assistance Center — 2441 French Hall

Tutoring, Academic Coaching & Supplemental Instruction

There are two possibilities for free UC sponsored tutoring. One is a face-to-face in-person tutor and the other is an online one-on-one tutoring session. You may sign up for tutoring either way by going to the Learning Assistance Center web site: [http://www.artsci.uc.edu/departments/math/learning_center.html](http://www.artsci.uc.edu/departments/math/learning_center.html)

The LAC also offers academic coaching and supplemental instruction.

Counseling and Psychological Services — 225 Calhoun Street, Suite 200

A professional counseling office within Student Affairs and Services, providing counseling, outreach programs, and related services for UC students and those concerned about their welfare. Students are assisted as they address and resolve personal issues so that they can make the most of their educational opportunities at the University. 24 hour phone consultation 513-556-0648.

[http://www.uc.edu/counseling.html](http://www.uc.edu/counseling.html)

Disability Services — 210 University Pavilion

Students with disabilities who need academic accommodations or other specialized services while attending UC will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities. [http://www.uc.edu/aess/disability.html](http://www.uc.edu/aess/disability.html)
Math Sequence

Math Placement Test

>=550
MATH 1026
Pre-Calculus
5 Cr Hrs

>=700
MATH 1060
Calc I & Pre-Calc
5 Cr Hrs

>=750
MATH 1061
Calculus I
4 Cr Hrs

MATH 1061
Calculus I
4 Cr Hrs

MATH 1062
Calculus II
4 Cr Hrs

MATH 1062
Calculus II
4 Cr Hrs
One Stop On Line Registration

The One Stop site is your link to the Offices of the Registrar, Student Records, Student Accounts, Financial Aid and Collections. The One Stop website is a central location where you can take care of your registration, billing, financial aid and personal records business. http://onestop.uc.edu/ – Go to registration information.

Registration Process

Finding my classes. Go to view class offerings to find the courses in which you want to enroll for a particular term. You can select the term, location, college offering the course, list of courses with times, location, days offered, location, and instructor. Clicking on the course number, MATH 1061, will show you the open sections of the course. Clicking on the course name, CALCULUS I, will give you a course description and the BoK code, if there is one. To register for the course, you will need the 6 digit “Call Number.” Write down the call number for each course you select.

Registering for my classes. Once you have written down the call number for each course, you are ready to register.

1. Go to http://www.onestop.uc.edu/ and click on registration information, select register/add/drop classes.
2. Enter your Student ID number and password. First time login PASSWORD is UC!mmddyyyy (UC! and your full date of birth). You will be forced to create a new password (DO NOT lose your new password! You will need it whenever you register online.)
3. Click Log In.
4. If the login was unsuccessful or the server is busy, you will see an error message.
   or
If the logon was successful, a message will appear saying Registration Login Successful. Click Proceed to Register to continue.

5. Web Registration works better with only one add, drop or change at a time.
   a. To add a class, enter the Call Number on the form in the area labeled “Add a Class,” then press the Submit button. Only the call number needs to be entered.
   b. To drop a class, mark the Drop button and then press the Submit button.
   c. Section changes should be handled as drop and add transactions submitted at the same time.
   d. Messages will be appear if your request(s) cannot be processed as submitted.
   e. All error messages must be resolved before “Not Added” classes are processed.
6. Viewing my schedule. When you have finished registering for all of your classes, click on the view schedule button. There are two views: one is a list with course name, days of the week, building and room number (when the information is available); the other view is a weekly grid so you can see your weekly schedule.
7. When finished, press the Logoff button to exit from Web Registration.

If a class is closed, and it is the only section that will fit your schedule, you will need to fill out an Add/Drop form at the beginning of the semester. Attend the first day of class and obtain the signature from the professor. (Admission to a closed class is at the discretion of the professor.) Submit approved form to the One Stop Center – 2nd Floor – University Pavilion.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Associated Builders and Contractors</td>
</tr>
<tr>
<td>ACCEND</td>
<td>Dual Enrollment in UG &amp; Grad Program</td>
</tr>
<tr>
<td>AUDIT</td>
<td>Degree Audit</td>
</tr>
<tr>
<td>BALDWIN</td>
<td>Baldwin Hall</td>
</tr>
<tr>
<td>BLACKBOARD</td>
<td>On Line Site for Courses</td>
</tr>
<tr>
<td>CATALYST</td>
<td>On Line “One Stop” Center – 16FS</td>
</tr>
<tr>
<td>CEAS</td>
<td>College of Engineering and Applied Science</td>
</tr>
<tr>
<td>CES</td>
<td>Center for Exploratory Studies</td>
</tr>
<tr>
<td>COOP</td>
<td>Job/Work Term</td>
</tr>
<tr>
<td>DARS</td>
<td>Degree Audit Reports</td>
</tr>
<tr>
<td>E3</td>
<td>Emerging Ethnic Engineers</td>
</tr>
<tr>
<td>ERC</td>
<td>Engineering Resource Center</td>
</tr>
<tr>
<td>FYE</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>IEEE</td>
<td>International Electronics and Electronic Engineers</td>
</tr>
<tr>
<td>LAC</td>
<td>Learning Assistance Center</td>
</tr>
<tr>
<td>LC</td>
<td>Learning Community</td>
</tr>
<tr>
<td>LUCY</td>
<td>The live bearcat – she lives at the zoo and visits campus every now and then</td>
</tr>
<tr>
<td>NSBE</td>
<td>National Society of Black Engineers</td>
</tr>
</tbody>
</table>

ONE STOP Registration, Records, Financial Aid and Student Accounts
PPAC Pre Professional Advising Center
ProPEL Professional Practice and Experiential Learning
QUAD Area between Baldwin, Old Chem, & Swift Halls
RALLY CATS Student Pep Club
REU Research Experience for Undergraduates
RHODES Rhodes Hall
ROAR Student Tour Leaders
SANTA President Ono’s first name
SWE Society of Women Engineers
TRIBUNAL Student Government
U CONNECT UC Email
WISE Women in Science and Engineering

Course Info:
CALL NUMBER ENGL 1001 001 501928
COURSE NUMBER ENGL 1001 001 501928
SECTION NUMBER ENGL 1001 001 501928
DEPARTMENT ENGL 1001 001 501928
Incoming Student Survey

The College Marketing Team wants to hear from you. Please take a few minutes to complete a brief survey. The results will tell us about you and how you came to a decision to attend UC's College of Engineering and Applied Science.

http://ceas.uc.edu/future_students/survey.html
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 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.

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.

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:

<table>
<thead>
<tr>
<th>Section 504, ADA, Age Act Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>340 University Hall, 51 Goodman Drive</td>
</tr>
<tr>
<td>Cincinnati, OH 45221-0039</td>
</tr>
<tr>
<td>Phone: (513) 556-6381; Email: <a href="mailto:HRONESTP@ucmail.uc.edu">HRONESTP@ucmail.uc.edu</a></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>3115 Edwards 1, 45 Corry Blvd.</td>
</tr>
<tr>
<td>Cincinnati, OH 45221</td>
</tr>
<tr>
<td>Phone: (513) 556-3349; Email: <a href="mailto:title9@ucmail.uc.edu">title9@ucmail.uc.edu</a></td>
</tr>
</tbody>
</table>