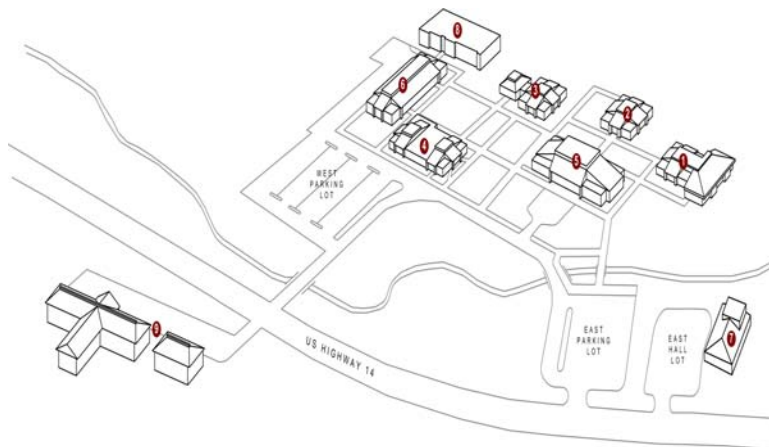


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*The University of Wisconsin Colleges does not discriminate on the basis of age, race, religion, creed, color, handicap, gender, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record or conviction record in employment or in admission to and treatment in education programs and activities as required by state and federal laws and regulations. Inquiries concerning the application of Affirmative Action/Equal Opportunities procedures may be directed to the Affirmative Action Office, UW Colleges, 780 Regent St., POB 8680, Madison, WI 53708-8680.*

### CAMPUS MAP



- 1 Science Hall - rooms numbered 100
- 2 Classroom Building - rooms numbered 200
- 3 Miller Memorial Library - rooms numbered 300
- 4 Melvill Hall - rooms numbered 400
- 5 Wallace Student Center - rooms numbered 500
- Coppertop Theatre, Bookstore, & Roadrunner Café
- 6 Roadrunner Gymnasium - rooms numbered 600
- 7 East Hall (UW-Richland & UW Extension) - rooms numbered 700
- 8 Symons Recreation Complex & swimming pool
- 9 Campus View residence halls

Greetings and welcome to Roadrunner Country!

It is a pleasure for me to welcome you to the UW-Richland campus. Now that I've been a Roadrunner for a year, I can tell you that you've made a great choice. Our campus combines friendliness with academic rigor. We want you to dream your dreams here and go out into the world and realize them.

Beginning an undergraduate education is perhaps the most exciting thing you will do in your life. New things bring with them both fear and excitement. My advice to you is to get involved on campus. Show up at class each day and do your best. Reach out to your instructors and fellow students. Become an active member of the campus community. If you do that, you will feel at home. You will have a meaningful experience. And you will succeed.

If you're reading this, you have the UW-Richland Student Planner and Handbook in your hands. My advice to you is to use this planner. Planning is the first step in managing one's time. Plan your days, set some goals, and find time for recreation, too.

Finally, please remember that as your dean I am always willing to help you. My job is so much more pleasant if I have opportunities to meet with you and get to know you. If I know you, I can be your champion.

Sincerely,  
Dr. Patrick Hagen, CEO/Dean

## EMERGENCY TELEPHONE NUMBERS

**Emergency Response System.....911**

From Campus.....9-911

Fire, Sheriff, Police, Ambulance and Rescue

### **City Police Department**

470 S Main St. Non-emergency Number.....647-2103

### **Office of the Dean**

Melvill Hall.....647-6186 x225

### **Office of the Assistant Campus Dean for Administrative and Financial Services**

Melvill Hall.....647-6186 x234

### **Campus View Housing**

1279 Hwy 14 W Richland Center.....647-6709

After Hours Emergency on Call & Pager Number..... (608)376-4936

### **Building and Grounds Superintendent**

Gymnasium .....647-6186 x255

Home.....647-6895

During the business hours of 7:45am-4:30pm, Monday – Friday, all campus emergency situations should be referred directly to the Office of the Dean and/or the Office of the Assistant Campus Dean for Administrative and Financial Services. During the evenings and weekends, all campus emergency situations should be referred to Patrick Hagen, Campus CEO/Dean. Notification of emergency situations will be sent through campus email to all faculty, staff and students.

## **Student Services**

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The UW-Richland Student Services Office is located in Melvill Hall. Here you'll find a friendly, courteous staff that can assist you and answer your questions about admissions, financial aid, housing, academic programs & advising, transfer and a myriad of other topics. The Student Services Office includes a reception & registration area, as well as offices for staff. In addition, a Resource Center is available for student use. The Center includes materials regarding transfer universities, careers, study skills and more. It's also the location of student-access computers you can use to access the Transfer Information System of the University of Wisconsin and an interactive career guidance program.

Need help? Check with Student Services 608 647-6186.

John Poole     [john.poole@uwc.edu](mailto:john.poole@uwc.edu)     ext. 223  
Associate Dean for Student Services

Lisa Behling     [lisa.behling@uwc.edu](mailto:lisa.behling@uwc.edu)     ext. 239  
St. Activities/High School Relations/Advisor

George Henze     [george.henze@uwc.edu](mailto:george.henze@uwc.edu)     ext. 219  
Returning Adults/Advisor/Veterans

Emery Wontor     [emery.wontor@uwc.edu](mailto:emery.wontor@uwc.edu)     ext. 246  
International Programs/Advisor

Jennifer Foley     [jennifer.foley@uwc.edu](mailto:jennifer.foley@uwc.edu)     ext. 228  
Adult Student Initiative Recruiter

Eric Hoffman     [eric.hoffman@uwc.edu](mailto:eric.hoffman@uwc.edu)     ext. 221  
University Services Program Associate

Kari Bartels     [kari.bartels@uwc.edu](mailto:kari.bartels@uwc.edu)     ext. 264  
University Services Associate/Financial Aid

Melvill Hall Office hours:

Monday	7:45am - 6:00pm
Tuesday – Thursday	7:45am - 5:00pm
Friday	7:45am - 4:30pm

## **Associate of Arts & Science Degree**

As a UW-Richland student, you have the option of pursuing the Associate of Arts & Science Degree prior to transfer. This degree is the foundation for many majors in the UW System and is generally recognized by all UW campuses as fulfilling the university-wide, college and school general education requirements. It's a very useful transfer "tool" and indicates one more milestone in your education.

### Degree Requirements

1. A minimum of 60 credits is required.
2. The UW Colleges General Education Requirements must be fulfilled.
3. At least 24 of the 60 credits must be within the UW Colleges, or at least 12 of the last 24 credits must be earned within the UW Colleges.
4. A student must have a cumulative grade point average of 2.0 earned at the UW Colleges and a 2.0 overall GPA in credits applied to the Associate of Arts and Science degree.
5. Students must be enrolled in the UW Colleges during the semester in which the degree requirements are completed or have earned 60 credits prior to transferring from a UW College to a baccalaureate degree granting institution.

### General Education Requirements

#### I. Core Requirements

Grade of "C" or better in or exemption from the following:

WRITING - ENG 102

MATHEMATICS - MAT 108 or MAT 110

The writing and mathematics requirements and their prerequisites may not be used to satisfy a breadth requirement when used to satisfy a core requirement.

#### II. Breadth Categories

##### FINE ARTS & HUMANITIES

A student must earn a minimum of 9 credits with at least one course designated as Fine Arts and at least one course designated as Humanities.

#### MATHEMATICAL & NATURAL SCIENCES

A student must earn a minimum of 11 credits in this category. A minimum of 8 of these credits must be in at least **two disciplines** of the Natural Sciences and must include one laboratory science course.

#### SOCIAL SCIENCES

A student must earn a minimum of 9 credits in this category. The courses must be selected in at least **two disciplines**.

#### APPLICATION & PERFORMANCE

A student must earn a minimum of 3 credits in courses designated as Application & Performance.

#### ETHNIC STUDIES

A student must earn a minimum of 3 credits in courses designated as Ethnic Studies. Ethnic Studies courses may also be counted toward another breadth category.

#### INTERDISCIPLINARY STUDIES

A student must earn a minimum of 3 credits in courses designated as Interdisciplinary Studies. Interdisciplinary Studies courses may also be counted toward another breadth category.

#### ELECTIVES

A student who has met the core requirements and other breadth category minimums may complete the 60 credit minimum requirement with courses in this category.

#### **ASSOCIATE OF ARTS & SCIENCE DEGREE WITH EMPHASIS:**

Students may opt to earn their AA&S degree with an area of emphasis. See your academic advisor for more information. Areas of emphasis presently available are:

- Anthropology
- Biological Sciences
- Business
- Computer Science
- Education
- Engineering

- Environmental Studies
- Geosciences
- Health Science
- History
- Literature
- Mathematics
- Philosophy
- Pre-Nursing
- Psychology
- Sociology
- Theatre Arts
- Writing

**APPLYING FOR THE ASSOCIATE DEGREE:** If you'll be completing requirements for the AA&S degree during the 2011-2012 academic year (fall/spring/summer sessions), be sure to complete the "Application for Degree Candidacy" form available in Student Services.

December 2012 candidates: file by November 1

May & Summer 2013 candidates: file by February 15

#### What is a discipline?

Because some breadth categories require courses from different **disciplines**, you and your advisor will want to refer to this list as you plan your course of study. Keep in mind that Biological Sciences is a single discipline; any course listed within the Biological Sciences—even though they may have different names (such as biology, zoology, natural resources)—are counted as a single discipline.

American Indian Studies	Geography & Meteorology
Anthropology	Geology
Art	History
Astronomy	Mathematics
Biological Sciences	Music
Business	Philosophy
Chemistry	Physical Education & Athletics
Communication & Theatre Arts	Physics
Computer Science	Political Science
Economics	Psychology
Education	Sociology
Engineering	Women's Studies
English	World Languages

## ***UW-Richland Student Handbook***

**ACADEMIC ADVISING** Students are assigned an academic advisor, usually a faculty member, to assist in selecting classes, discussing career/life options, and providing other valuable insights into the university experience. In addition, the Student Services Office provides academic advising assistance when needed.

**ACADEMIC STANDING** Every student is expected to maintain certain standards of academic achievement in all work at the University. The University has established these standards in terms of the quality of work, as measured by semester and cumulative grade point averages, and the quantity of work satisfactorily completed, as measured by the proportion of the credit load completed each semester. Good standing is the status assigned when your semester and cumulative GPA is 2.0 or higher.

**ACCESSIBILITY** People with accessibility issues will find UW-R buildings are on one level with accessible ground level entrances. Special parking permits can be issued by Business Services to those who need to park closer to campus buildings.

**ACCREDITATION** As part of the University of Wisconsin Colleges, the Richland campus is fully accredited by the Higher Learning Commission and a member of the North Central Association.

**ADDING COURSES** Adding a semester-long course to your class schedule is generally possible during the first two weeks of the semester. For courses meeting less than 12-weeks, the deadline is prorated. Consult Student Services if you have a question. The deadline for adding online courses is strictly limited and precedes the start of any given semester. See the Campus Information Guide available on the campus website for more info. Once classes begin, you must obtain instructor approval to add a class using add forms available in Student Services. Changes to your registered class schedule should be made in consultation with your academic advisor. Once an appropriate change has been determined, just log-on to PRISM.

**ADVANCE TUITION DEPOSIT** Degree-seeking students are required to make a \$100 Advance Tuition Deposit in order to register each semester. The deposit applies to the amount of tuition/fees due. The Advance Tuition Deposit is non-refundable on or after July 1 for fall and on or after December 1 for spring. A \$50 Advance Tuition Deposit per session is required prior to summer and winter registration. The ATD is non-refundable on or after May 1 for summer and Dec. 20 for winter resulting in the forfeiture of the \$50 ATD. For details regarding the ATD, contact Business Services.

**AED LOCATIONS** Automated External Defibrillators (AED) are located in the Roadrunner Café and Roadrunner Gymnasium.

**ALCOHOL AND OTHER DRUG USE** The use and sale of alcohol and/or illegal drugs is prohibited on campus. AODE Campus Coordinator is Tracy Krueger (Melvill Hall)

**ALUMNI ASSOCIATION** When you have completed your UW-R education, you may want to join the Alumni Association. Associate degree recipients receive a free, three-year membership in the Association. As a student, you are welcome at Alumni Association activities. For details, see Alumni Liaison John Poole (Melvill Hall).

**ATHLETICS/INTRAMURALS** Includes women's volleyball, club coed soccer and men's and women's basketball. Intramurals are offered each semester. For game schedules, check the UW-R website, watch campus monitors and the bulletin board in the gym. For more information, see Athletic Director Tracy Krueger (Melvill Hall).

**AUDITING** With instructor consent, you may audit a course. Audited courses carry no degree credit, do not count toward your GPA, and do not count toward full-time attendance. You may change from audit to credit status during the same period allowed for adding a class, and you may change from credit to audit during the period allowed for dropping a course. For further information, contact the Student Service Office.

**BEEP-BEEP** is the weekly campus information sheet available each Monday. To include an announcement, leave your clearly written or typed message with Kari Bartels (Student Services Office). The deadline is Friday for the following Monday issue. Main distribution areas are the Student Center, Classroom and Science Buildings, Library, and Student Services. The Beep-Beep is e-mailed to students, faculty, and staff via university email.

**BOOKSTORE** located in the Student Center, has for sale clothing, school supplies, paperback books, and workbooks required for some of your classes. Bookstore hours will be posted.

**BULLETIN BOARDS** The University of Wisconsin-Richland recognizes the right of freedom of expression, as well as the need to conform to applicable national, state, local and campus regulations. It is expected that students, staff, faculty, and members of the community will exercise good judgment and courtesy in the posting of materials on UW-Richland bulletin boards. Should a problem arise, the dean, and her/his designee has the authority to remove or authorize the removal of items posted on campus bulletin boards. *Approved 5/7/04 by the Collegium.*

**BURLAP OLYMPICS** is a freshman vs. sophomore competition held the first Thursday in October. Begun in 1967, it's the longest continuing traditional Roadrunner activity and includes the egg toss, burlap sack races, and tug-of-war over Brush Creek.

**CAMPUS AMBASSADORS** are UW-R student leaders who provide campus tours to prospective students, help host events and more. For information, contact Ambassadors Advisor Lisa Behling (Melvill Hall).

**CAMPUS DEMOCRATS** provides opportunities for the campus community to learn about political issues, elections, and government. More information, see advisor Todd Roll (Miller Library).

**CAMPUS VIEW CORPORATION** provides housing for UW-R students. Campus View owns and operates Symons Hall (1275 Hwy 14 W) and Meyers/Deans Hall (1279 Hwy 14 W) located across the highway from UW-R. Glen Brown is the Executive Director and can be reached at 647-6709 or by email [glen.brown@uwc.edu](mailto:glen.brown@uwc.edu)

**CANCELLATION OF CLASSES** When the weather is especially bad and you're wondering whether or not classes are being cancelled, check your university e-mail. As the official university communication link, e-mail will be the primary form for notifying you if specific class sections are being impacted by bad weather or in extremely bad weather, if the campus is closed entirely. If all classes are cancelled, you'll be notified by email via e-Alert Richland. If you want to be notified by text message, add your cell phone number to your PRISM account. In addition announcements will be made on radio station WRCO (1450am or 100.9fm) in Richland Center.

**CAREER COUNSELING** Undecided about a major? Not sure which direction your education will take you? The UW-R Resource Center can help you in multiple ways...so check it out. Those "multiple ways" include:

- Self-guided career search via WisCareers, an interactive career guidance website accessible from any computer;
- Printed materials regarding occupations, job outlook, salaries, etc., for thousands of career titles;
- Career counseling services with Student Services Coordinator George Henze (Melvill Hall).

**CATALOG** See UW Colleges website to access the current catalog online. The Catalog contains course descriptions, academic regulations, listing of faculty and staff, and other information of importance to students.

**CATHOLIC STUDENT ASSOCIATION-UWR CHAPTER** is to assist students in the practice of their faith and to encourage them to take an active part in living their faith through spiritual and educational events and social activities, community building and service projects. For more information, contact advisor Aharon Zorea (Melvill Hall).

**CHECK CASHING POLICY** Students, faculty, and staff may cash checks in Business Services during regular business hours. There's a \$1 per check fee. The limit is \$20 per day per person. No two-party or post-dated checks. Proper identification and a current phone number are required. A \$20 per check charge (plus any additional charges made by the bank) will be assessed and collected if you write a check returned from the bank for non-sufficient funds (NSF). You can also cash checks in the cafeteria when you make a purchase there; checks can be written for \$5 over the amount of the purchase.

**CHILD CARE REIMBURSEMENT** is available to students who use state licensed child care while attending UW-Richland. For more information see George Henze (Melvill Hall).

**CLASS ATTENDANCE/CANCELLATIONS** Instructors will inform you of their expectations regarding class attendance. You are responsible for completing all work missed due to absences from class. If you plan to be absent because of field trips or extra-curricular activities sponsored by the campus, the faculty member in charge of the activity will provide that information to instructors whose classes you will miss. If you receive benefits from the Veterans Administration or Social Security Administration, you are expected to attend all classes. Consult the Office of Student Services for complete information. Don't be late for class: Be Early! Individual classes may be cancelled without advance notice due to an instructor's absence. Cancellation notices are posted on the classroom doors and via university e-mail.

**CO-CURRICULAR TRANSCRIPT** The Co-Curricular Transcript (also known as Record of Student Involvement) is an official university document verifying your involvement outside the classroom. Updated after each semester, the Co-Curricular Transcript lists recognized extra-curricular activities in which a student participates. Categories are membership, leadership, and awards/honors. Obtain a copy of your Co-Curricular Transcript from Student Services.

**COLLEGE REPUBLICANS** is for students interested in the political process and the Republican Party. For more information, contact advisor Aharon Zorea (Melvill Hall).

**COLLEGIUM** is the primary governing body at the campus and the primary means for faculty/staff/student participation in campus policy and decision making. Four students (two freshman and two sophomores) are elected to represent students on Collegium.

**COLORS** UW-R colors are royal blue and white with red accent.

**COMPUTERS** for student use are located in the Miller Library and are available Monday-Thursday 8:30 a.m. – 9pm; Friday, 8:30 a.m. - 4pm; Sunday, 4 – 8pm. You need an account name and password to log-on to the system. Student assistants are available; check their schedules posted in the library. Thirty-eight student use computers are available, as well as four laptops which students can check out. Printing to the laser printers in the library is monitored. Students are credited \$10.00 worth of printing pages at the beginning of a semester. Purchase more pages at Business Services, if needed. Also, computers are available in the Student Center from 7am-8pm Monday thru Friday. For more information contact the Network Administrator or Marilyn Peckham, Instructional Technologist.

**CONCERT ASSOCIATION** As a UW-R student, you have a membership in the Richland Concert Association. Show your current Student ID at the door to be admitted at no cost to the 2012-13 concert events.

**CONTINUING EDUCATION (CE)** The UW-R Office of Continuing Education, located on the east end of Melvill Hall (phone x227), offers non-credit courses, including practical computer skills and more.

**COPPERTOP THEATRE** Located on the east side of the Wallace Student Center; the theatre seats 315 people and is named for the distinctive copper roofs of campus buildings. For information on campus theatre productions, usually one play per semester, see Zoie Eva Lutz (Melvill Hall). Other concerts and programs are also held here.

**COUNSELING SERVICES:** Need someone to talk to? UW-Richland offers free and confidential personal counseling on campus for currently enrolled students. For more information about UW-Richland Campus Counseling Services contact: (608) 649-5777. On-Site Counselor hours are Monday and Thursday from 9am-1pm.

**DEAN** The Campus Executive Officer of the campus is Dr. Patrick Hagen. Lori Norman (Melvill Hall, Phone #222) is assistant to the dean; contact her to make an appointment to see the dean.

**DEAN'S LIST** Dean's List Honors will be awarded to full-time students who carry a minimum of 12 semester credits:

Highest Honors: GPA of 4.00

High Honors: GPA of 3.75-3.99

Honors: GPA of 3.5-3.74

Part-time students may also earn honors. See the UW Colleges Catalog.

**DROPPING COURSES** A student may drop a course in the first 10 weeks of the semester without incurring a failing grade. A grade of "W" (withdrawn) is recorded for courses officially dropped after the second week of classes. The drop period of courses 12 weeks or less in length is prorated. Consult the Course Schedule or Student Services. Changes to your registered class schedule should be made in consultation with your academic advisor. Once an appropriate change has been determined, just log-on to PRISM and process the drop.

**E-MAIL** is available to all UW-R students. Electronic mail accounts are established for every student and should be used for all course work e-mailed to instructors. To obtain your log-on and password, go to the UWR website. Look for instructions posted in the library computer lab or ask a lab assistant for more information.

**E-mail is an official mode of communication within the university. Check your e-mail regularly for important messages and information regarding your life as a university student.**

**EDUCATORS OF THE FUTURE** Students considering or planning a career in education may find this organization of interest. Activities include programs, conferences and trips exploring careers in education. For information contact advisor Dr. Dennis Carpenter (Melvill Hall).

**EMERGENCY NOTIFICATION SYSTEM:** UW-Richland has established a campus wide Emergency Notification System to provide warning in case of weather emergency or criminal activity. The system employs both visual and audio warnings, as follows:

- A flashing green strobe accompanied by a steady-tone siren indicates a weather emergency.
- A flashing amber strobe accompanied by a pulsing siren indicates a criminal threat or avenger emergency.
- One or more of the strobe/alarm units is located in the common area of every campus building.
- A presentation explaining and depicting the Emergency Notification System is available on the UWR website.
- In addition to the visual and audio warnings, an **e-Alert Richland** system of Emails and texts can be sent to the campus community for emergencies. Be sure to have your cell phone number listed in your PRISM account.

**\$\$\$EMERGENCY LOAN** Short-term emergency loans of \$10-\$100 may be available. To find out more, contact Assistant Campus Dean for Administrative and Financial Services (Melvill Hall).

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)** Students have the right to inspect and review most education records maintained about them by the University of Wisconsin Colleges and in many cases decide if a third person can obtain information from them. A student may challenge information in his/her records that he/she believes to be inaccurate, misleading or inappropriate. The University has adopted a policy statement implementing all provisions of the Act. A copy of this statement appears in the University of Wisconsin Colleges Catalog. The UW Colleges, in accordance with the Act, has designated the following as "directory information" that is available to anyone unless a student asks to have it withheld: name, address (including e-mail address), telephone number, date of birth, dates of attendance, part-time/full-time status, degrees and awards received, major field of study, participation in officially recognized activities and sports, and previous educational institution attended. If you choose to have directory information restricted, you should file the appropriate request form in the Office of Student Services. A student has the right to file complaints alleging University non-compliance with the Act with the federal agency that endorses the Act: The Family Educational Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, SW, Washington D.C. 20201

**FEE INFORMATION** Registration creates a financial obligation. All tuition and fees must be paid at the time of final registration. (A uniform partial payment plan is available for students enrolled for 3 or more credits). See the UW Colleges Catalog for further information concerning payment of tuition and tuition refunds. Unpaid fees, library fines, parking fines, and failure to return textbooks will result in a hold being placed on your educational records. This may prohibit you from registering in the future and you will not be able to receive a transcript of your academic record.

**FINAL EXAMINATIONS** Final exams will be given during the final examination period designated in the Course Schedule. If you have more than two exams on one day or two exams scheduled at the same time, you should arrange with one of your instructors to take one of the exams at an alternate time. If such arrangements cannot be made, the instructor of the course of lower enrollment will schedule an alternative exam time. These arrangements must be made at least one week prior to the final exam period. You will have the opportunity to review your final exams or discuss your final evaluations with the instructor up to one semester after the course is completed. (Senate policy, No. 4-Final Exam Policy)

**FINANCIAL AID** Financial aid money is intended to help meet college expenses and comes in three main forms: grants, loans, and work-study. You must apply to be considered. The electronic application is available at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and paper applications are available in Student Services. Students receiving financial aid are expected to maintain good academic progress in order to continue eligibility for financial aid. The Satisfactory Academic Progress (SAP) guidelines include both quantifiable and qualitative measures, including a consideration of credit completion rate (you are expected to complete 2/3 of the

credits attempted) cumulative grade point average; and total number of credits attempted. Contact Student Services for the complete SAP policy for the UW Colleges.

#### **FINANCIAL AID & "CENSUS DATA"**

The financial aid you may receive for **FALL 2012** will be paid based upon the number of credits for which you are registered at the end of the day on September 17, 2012; this date is applicable if your financial aid application has been received by the UW Colleges on or before that date. Students who add credits after September 17 will not receive additional financial aid for the added credits.

The financial aid you may receive for **SPRING 2013** will be paid based upon the number of credits for which you are registered at the end of the day on February 7, 2013; this date is applicable if your financial aid application has been received by the UW Colleges on or before that date. Students who add credits after February 7 will not receive additional financial aid for the added credits.

Students whose financial aid applications are received *after* the "census dates" indicated will have their financial aid based on the number of credits registered at the time aid is disbursed.

**FOOD SERVICE/ROADRUNNER CAFÉ** is located in the Wallace Student Center and offers breakfast, lunch and dinner. Hours are 7:15am-7pm Monday-Thursday and 7:15am-2pm Friday. The cafeteria is open when classes are in session. A meal ticket plan is available and the cafeteria also accepts cash and checks. For details, see Food Service Director, Laurie Allen or Angie Arneson in the kitchen or phone extension #253.

**FRIENDS OF UWR THEATRE** is for students and community members who wish to increase their appreciation, enjoyment and understanding of the stage and theatre. For more information, contact advisor Zoie Eva Lutz (Melvill Hall).

**GAMERS CLUB** This club is dedicated to bringing people of all kinds together to play games in an environment where they can relax and have fun. For more information, contact club advisor Clif Cavanaugh (Science Hall).

**GOVERNANCE** The Collegium, which consists of faculty, academic staff, and students, is the primary campus governing body, concerned with policy and decision making. Students are selected in the fall to serve on various Collegium committees. All students are eligible to attend Collegium meetings. Collegium meets from September through May.

**GPA** Access a GPA calculator on the UWR campus website.

**GRADING SYSTEM** Your grade point average is determined, whether for the semester or on a cumulative basis, by dividing the total grade points per credit earned by the total number of credits attempted. Semester grades are reported by letter only. Each letter grade carries a specified number of grade points per credit; thus a "B" (3.0 grade points per credit) in a three credit subject yields nine grade points. The scale of grades and grade points is:

<u>GRADE</u>	<u>GRADE POINTS PER CREDIT</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
*F1-F15	.00

\*Note: When reporting a grade of 'F', the instructor will also report a number corresponding to the student's "week of last participation" in the course for financial aid purposes. This is the last week of the term for which there is documented evidence of the student's participation in the course. On official transcripts only the mark 'F' will be reflected. The numeral for "week of last participation" will be reflected on internal, unofficial transcript grade reports only.

The following symbols are used where grade points are not assigned:

CO – Audited course completed

NC – Audited course not completed

I – Incomplete

ND – Used for non-degree credit course

R – Repeat. Used in developmental English and math where the student is making progress but has not mastered the subject and must repeat the course. Is also available as an instructor option in ENG101 and MAT105.

S – Satisfactory. A passing grade for courses taken on a pass/fail basis.

U – Unsatisfactory. A failing grade for courses taken on a pass/fail basis.

W – Withdraw

**GUARANTEED TRANSFER** Yes, your transfer is *guaranteed*, via the GTP. All new freshmen at UW-R are eligible. GTP guarantees you the ability to move from UW-R to a four-year UW campus providing you (1) earn the necessary number of credits required for junior standing at your transfer campus; (2) earn the appropriate gpa (2.0 for all campuses except Madison [2.8]); and, (3) complete a participation form prior to completion of your 30<sup>th</sup> credit. For details see Student Services.

**HOLIDAY CONFLICTS** If a student has a conflict between a religious observance and an academic requirement, they must notify their instructor within the first two weeks of the classes of the specific date or dates. See the Campus Information Guide available on the campus website for details.

**HONORS PROGRAM** Gain additional recognition for academic excellence through the UW-Richland Honors Program. You're eligible for the UW-Richland Honors Program if you:

- graduated in the top 15% of your high school class;
- or earned an ACT score of 27 or higher;
- or have been enrolled in the UW System for at least one semester and earned a minimum grade point average (GPA) of 3.5.

Students will earn an Honors Program certificate when they graduate with an Associate of Arts and Science degree from the UW-Richland and have successfully completed a minimum of four courses designated as "Honors," as well as maintaining a 3.25 GPA.

**HOUSING** Information is available from the Office of Student Services. Student housing is available in the student apartment complexes just across from campus. See Campus View Corporation. Stop by Student Services to see a current listing of off campus housing.

**ID CARD (STUDENT)** UW Colleges photo identification cards will be provided to all students at final registration. These cards are designed to last four semesters (or as long as you continue as a UW-R student). The student ID card identifies you as a UW-R student and helps gain you admission to certain events at no or reduced cost and admits you to the Symons Recreation Complex (SRC) during "free" periods (when SRC classes are not scheduled). The bar code on your ID is used by the automatic check out system when you borrow materials from the campus library. You will be issued a validation sticker each semester at Final Registration; it is proof of your current UW-R student status. The first card is free; the replacement fee is \$5.00 see Lisa Behling (Melvill Hall).

**INCOMPLETES** An incomplete may be requested if the student carried a passing grade until near the end of the semester and then because of substantiated reasons beyond the student's control, was unable to take the final exam or complete a limited amount of work.

You are responsible for consulting with the instructor to request and determine the work to be completed. The instructor will file a detailed report of the work to be completed to allow you to finish the course.

You must remove the incomplete before the next semester. If you and your instructor agree, an exemption to the time limit may be made in writing to the Student Service office. If you do not remove the incomplete within the time limit, it will be replaced by the relative grade reported by the instructor on the final grade sheet. You may remove the incomplete by repeating the course. In that case, the regulations for repeating a course will apply.

**INTERNATIONAL CLUB (I-Club)** Here's a great chance to meet and get to know students from around the world. Activities may include trips, programs, and other opportunities to explore the international nature of our campus and our state. For more information, contact Emery Wontor (Melvill Hall).

**INTERNATIONAL RESEARCH AND EXCHANGES BOARD (IREX)** is the sponsoring organization for an international student program that brings students from countries in Eastern Europe and Central Asia to study at UW-R.

**INTERNET** On campus Internet access is available to all UW-R students. Internet Explorer web browser is available in the General Access Lab in the Library or in the Student Center. Wireless is available across campus for students with their own laptops/tablets. See "computers."

**INTERVARSITY CHRISTIAN FELLOWSHIP** Meets weekly to establish and advance witnessing communities of students and faculty who follow Jesus as Savior and Lord. For more information contact Brandon Fetterly (Science Hall) or Sheryl Skibba (Melvill Hall).

**JOBS** Information regarding part-time jobs in the Richland Center area is available in the Resource Center of the Student Services Office. More info see Work-Study.

**LIBRARY SERVICES** Miller Memorial Library holdings include over 35,000 books, LPs, CDs, audio and video cassettes, plus 150 periodical subscriptions. The Library's catalog, periodical indexing, and circulation system are automated with online access to other catalogs throughout the UW system. Interloans from other UW Colleges and UW System Libraries expand students' research possibilities.

**MAXIMUM CREDIT LOAD** As a freshman or sophomore you may enroll in up to 18 credits during the fall or spring semester. High School special students are generally limited to six credits per semester. Credit restrictions may also be imposed on students designated as high risk. Students requesting more than 18 credits need advisor approval and will be assessed additional per-credit tuition costs over the 18-credit level.

**MESSAGES** UW-R does not have a message delivery system; however, in case of an emergency, we will do our best to deliver a message to you. Students should arrange other means for getting non-emergency messages.

**MUSIC DEPARTMENT** Groups include campus/community band, vocal and instrumental ensembles and choir. See James Aagaard (Melvill Hall, Phone#240).

**NATURAL RESOURCES CLUB** is for students interested in majoring in Natural Resources and providing activities and events to heighten awareness of environmental concerns, concepts and projects. For more information, contact Lisa Behling (Melvill Hall).

**NON-DEGREE CREDIT** Some courses are offered for non-degree credit. Such courses will not be counted toward the Associate Degree and are not used in determining a grade point average. However, non-degree credits will count in determining whether you have completed sufficient course work to maintain satisfactory academic standing and in determining financial aid eligibility.

**NO-SHOW POLICY/ADMINISTRATIVE DROP** If you do not attend your first class session and haven't contacted Student Services or your instructor by email, phone or mail, you will be dropped from the course. If you do not attend your first class session, you will be withdrawn and forfeit your \$100 Advanced Tuition Deposit. Please contact Student Services for further information.

**"ON-TIME" TO DEGREE** Students should average 15 credits a semester to be "on-time" to degree.

**OWL** Is the Online Writing Lab, providing writing assistance to UW Colleges students. E-mail the draft of your papers to OWL for a response from a student writing tutor. Information about OWL and how to submit an essay is located at: <http://www.waukesha.uwc.edu/Current-Students/Quick-Links/Online-Writing-Lab.aspx>

**PARKING REGULATIONS** All students, staff, faculty, and visitors are encouraged to read these regulations. Violators will be fined at a rate of \$50 for non-authorized use of spaces reserved for people who need accessible parking and \$20 per other offence. Vehicles parked in the Student Center "Tow-Away Zone" will be towed at violator's expense.

Registration of Vehicles is to be completed at the time of final registration prior to fall/spring semesters. Registration cards may be obtained in the Business Office, Melvill Hall.

1. All vehicles driven to the UW-Richland by students, faculty, and staff should be registered in the Business Services. This includes all motor driven vehicles (cars, trucks, mini-bikes, and motor bikes).
2. If a vehicle is found in violation and a ticket is issued, an additional \$1.00 will be added if the vehicle is not properly registered.
3. Parking is permitted ONLY in the three parking lots. No parking is permitted on the service road through the campus or around the perimeter and along the divider strip ends of both parking lots. The east or west parking lots usually have ample parking stalls if the central lot is filled.
4. The use of loading zones (circle areas in front of the Wallace Student Center and the inset area in front of Melvill Hall) shall be as follows:
  - a. No Parking in the Wallace Student Center circle area, except for loading or unloading. This is a Richland Center Fire Department Tow Away Zone.
  - b. Parking in the inset area in front of Melvill Hall is 15 minutes ONLY.
5. Accessible Parking: Stalls are available in the central parking lot and are reserved exclusively for the use of those needing accessible parking. Parking in the inset area of Melvill Hall will be permitted for those students. For temporary accessible parking permits, please contact the Business Office.
6. There shall be no overnight parking between November 1 and April 15 (to allow for possible snow removal), except when students/staff are involved with overnight trips. If cars must be left overnight during this period, please park in one area and notify maintenance or the Business Office.
7. No motorized vehicle of any type (including snowmobiles, all-terrain vehicles, mini-bikes, motor-bikes) other than official campus vehicles shall at any time be operated on service walks, lawns, playing fields, courts, patio area, ski/toboggan slopes, or outdoor wooded areas.
8. Campus speed limits are: Roadways through campus = 15 mph and Parking lots & loading zones = 5 mph

**PARKING VIOLATION: PROCEDURES FOR PAYMENT**

If you receive a "warning" ticket, no action will be necessary on your part, other than future compliance with parking regulations. If you receive a parking ticket, you will need to take that ticket to the Business Services in Melvill Hall and pay your fine within (5) days. Failure to pay will result in the withholding of your official transcript and may lead to further enforcement of the fine collection.

**PARKING TICKET: \$50 PER VIOLATION FOR DISABLED PARKING SPACES AND \$20 PER OTHER OFFENSE (\$1.00 ADDITIONAL CHARGE FOR NON-REGISTERED VEHICLES)**

The above regulations are necessary to facilitate campus operational procedures as well as to provide for health, safety, and welfare of the UW-Richland faculty, staff and students.

**PASSAGES** A Program for Survivors of Domestic Violence & Sexual Assault is offered on campus as a free and confidential program. See BEEP-BEEP for days/times. For more information, contact the shelter at 647-6317.

**PHI THETA KAPPA (PTK)** is a national honor society for students at two-year colleges. Membership is open by invitation to students qualified by grade point average. For more information, contact advisor Aharon Zorea (Melvill Hall).

**PRISM** The PeopleSoft Relational Information System is the student records and registration system for UW-Richland and other UW campuses. With your PRISM logon information (user name and password) you can access your student records, view your grades, view financial aid information...and much more. PRISM is a critical part of your life as a UW-R student.

**PROBATION/SUSPENSION** You are expected to maintain at least a 2.0 GPA in all work. If you fail to maintain this minimum GPA in any semester, you may be put on probation, final probation, or suspended at the end of the semester. See the UW Colleges Catalog for complete information on academic standing.

You may appeal suspension status to the Academic Actions Committee. Any appeal must include a clear explanation of the problems that resulted in your inadequate achievement and how you propose to resolve those problems.

Be sure to check the UW Colleges Catalog for grade point requirements and actions regarding probation and suspension.

**QUINTESSENCE** is an annual publication of the best in student writing and other creative work. Faculty nominates the outstanding work of students in their courses. Copies are available in the Miller Library.

**REFUNDS** In the event that you drop classes or withdraw from school, refunds may be due to you. For details, see Business Services.

**RENTAL TEXTS** See Textbook Library.

**REPEATING COURSES** You may elect to repeat courses to improve your grade point average or to build better foundations before taking succeeding courses in a discipline. There is no limit to the number of times a course may be repeated; all attempted courses and all grades earned will appear on your record or transcript, including all times that a repeated course was taken.

**RESOURCE CENTER** is your drop-in information center located in Student Services for career/major planning, transfer information, financial aid, and more.

**RETURNING ADULT STUDENT ADVISOR** is George Henze (Melvill Hall)

**RIGHT TO LIFE – UWR CHAPTER** is for students interested in a pro-life group that upholds the sanctity of life through education and activities. For more information, contact advisor Brandon Fetterly (Science Hall)

**ROADRUNNER** is the UW-R mascot.

**SATISFACTORY ACADEMIC PROGRESS & FINANCIAL AID** See Financial Aid.

**SCHOLARSHIP PROGRAM** Over \$100,000 was awarded to UW-R students for 2011-2012. Scholarships generally recognize academic excellence (a 3.0 or higher grade point average, with the exception of some scholarships for returning adults and in the fine arts where goals or auditions/portfolios may be considered). You must apply to be considered. The application deadline is April 1st. Information is available in Student Services (Melvill Hall).

**SHARPS CONTAINERS** for disposal of sharp medical waste are located in the maintenance area of the gym (near the time clock), the Wallace Student Center (receiving room), Miller Library (workroom), Melvill Hall and the Classroom Building (#202).

**SHELTER** In the event of severe weather, tornado, or other need to take shelter, the restrooms in each building are designed as primary shelter areas. See bulletin boards in campus buildings for more information.

**SMOKING POLICY** Smoking is not permitted on the UW-R campus except at designated locations outside each building on campus. Ash trays are located at these designated locations: GYMNASIUM-outside south door; MELVILL HALL-east door; MILLER MEMORIAL LIBRARY-east door; CLASSROOM BUILDING-north door; WALLACE STUDENT CENTER-northwest patio door; SCIENCE HALL-north door.

**STUDENT ACCESSIBILITY SERVICES** UW-Richland provides services and/or accommodations for students with physical, learning, or other disabilities. If you have a documented disability and would like to request certain accommodations or services, contact John Poole, Student Services (Melvill Hall). Early notification is important.

**STUDENT ACTIVITIES** Coordinator is Lisa Behling (Melvill Hall).

**STUDENT HEALTH 101** is an electronic newsletter sent monthly to current students with various health-related topics.

**STUDENTS RIGHTS AND REGULATIONS** Information can be found online in the publication, Student Rights and Regulations: 2012-2013 available via links on the UW-Richland website.

**STUDENT SENATE** UW-R student government is called Student Senate. Elected Representatives serve as officers and as members of all campus committees. Meetings are held during free hour once a week and are open to all students. In addition to governing, Student Senate sets the social calendar. For information about Student Senate, see advisor Lisa Behling (Melvill Hall)

**SYMONS RECREATION COMPLEX** (SRC) is located north of the campus gym. There you will find a 25-meter swimming pool, whirlpool, racquetball courts, weight training equipment, sauna, and more. Your student ID permits free use of the indoor pool, sauna, and whirlpool. A \$36 per semester charge allows you to use the fitness room. Check with the SRC regarding schedules; phone 647-8522.

**TELEPHONES (PAY)** are located at Symons Recreation Complex and the Mobile Station on Hwy 14. Emergency telephones are located in each building to dial 9-911 only and internally on campus.

**TEXTBOOK LIBRARY** located in the Miller Memorial Library provides most of the books which students will need. Textbooks are rented for the semester, through student fees. (Some books may need to be purchased at the campus bookstore.) *Textbooks will NOT be accepted for return two weeks after the last day of finals. After this date, full replacement costs will be charged.*

**THEATER** All students are encouraged to audition for roles and work on the technical aspects of campus productions. No prior experience in theater is necessary. You may participate in theater activities through a credit course or as a volunteer. Zoie Eva Lutz (UW-R Faculty) is the director (Melvill Hall).

**TRANSCRIPTS** are official records of your course work at UW-R. You will need them when you transfer. You may obtain your official UW Colleges transcript by visiting our website. (Note: Transcripts will not be sent out if you have outstanding loans or obligations, such as parking or library fines due to UW-R.)

**TRANSFER** If you plan to continue your studies at a baccalaureate institution, you will be involved in the transfer process. We encourage you to make your transfer decisions early and work closely with Student Services and your advisor to determine your requirements and equivalencies.

If you plan on transferring to a UW baccalaureate institution and have a question regarding the UW System, you may call the help line 1-800-442-6459 or visit their website at [uwhelp.wisconsin.edu](http://uwhelp.wisconsin.edu). Also, the TIS (transfer information system) provides course equivalence and program information for UW campuses and is found at [www.uwsa.edu/tis](http://www.uwsa.edu/tis). Your academic advisor can help acquaint you with these recourses.

**TUITION POLICY** It's your responsibility to make tuition payment arrangements by August 31, 2012 for fall semester or January 24, 2013 for spring semester, or officially withdraw from UW-R. If you do not officially withdraw, it is possible that you will owe the full tuition plus fees amount. If you are unable to make tuition arrangements (pay, partial pay or financial aid) please contact the Business Services. If you want to withdraw from school, please contact the Student Services Office and officially withdraw.

**TUTORING SERVICES** are offered at no cost. Student tutors are available to help with English, mathematics and other subjects as well as with coaching in study skills, time management and other proficiencies necessary for success in college. Tutoring services and schedule information are located in the Tutoring Center, Miller Library. Emery Wontor is the developmental skills/tutoring coordinator (Melvill Hall).

**UNIVERSITY POLICY STATEMENTS** The University of Wisconsin Policy Statements include: Accommodating a Student's Religious Belief, Alcohol and Other Drug Abuse, Campus Security Act, Hazardous Materials, Non-Discrimination, Racial Harassment & Prohibited Conduct, Sexual Harassment, and Family Educational Rights and Privacy Act of 1974 (student's right to review records). These policy statements are in the UW-R Campus Information Guide, UW Colleges Catalog, the Dean's office, and in the registration materials you receive at the beginning of each semester.

**UW COLLEGES** UW-R is one of the 13 campuses that make up the UW Colleges. The UW Colleges are freshman-sophomore campuses offering a transfer curriculum for the baccalaureate degree. Other UW Colleges are located in Sauk County (Baraboo), Barron County (Rice Lake), Fond du Lac, Fox Valley (Menasha), Manitowoc, Marathon County (Wausau), Marinette, Wood County (Marshfield), Rock County (Janesville), Sheboygan, Washington County (West Bend), and Waukesha.

**VENDING MACHINES** for snacks and beverages are located in the Student Center and Miller Library. Generally, the Student Center is open until 8:00 p.m. Monday-Thursday and until 3:00 p.m. Friday.

**VOTER ID** The University of Wisconsin-Richland will join other UW campuses in issuing voter identification cards to students on request. Students may request the documentation from the Student Services Office. Documentation will include both a verification of enrollment document and a laminated photo ID that is approved for voting. The documents will be available without charge. Students using a student Voter ID will need both documents in order to vote. Regular student ID cards are not acceptable at the polls.

**WEATHER RELATED ANNOUNCEMENT** See Cancellation of classes.

**WIRELESS NETWORKING ACCESS** is a free service to all enrolled students. When you connect, a web browser page will request your campus username and password, after which you'll enjoy full access to your student email account, PRISM, D2L, and the Internet. The wireless network supports IEEE 802.11b- and IEEE 802.11g-compatible wireless devices.

**WITHDRAWAL FROM SCHOOL** If the need arises for you to officially withdraw from the university, you'll need to provide notification to Student Services. You cannot withdraw from the university via your PRISM account. See the UW Colleges Catalog, or consult Student Services.

**WORK-STUDY/WORK-PERMITS** Information about jobs on campus can be obtained from Assistant Dean for Administrative Services Barb Wentz (Melvill Hall).

**YOUTH FOR UNDERSTANDING (YFU)** is the sponsoring organization for an international student program that brings students from countries around the world to study at UW-R.

## **Fall 2012 Academic Calendar**

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International Student Orientation: August 21 - 24 & 27 - 31

Final Registration Week: August 27 – 31

### **Final Registration/Payment Dates**

Wednesday, August 29

All continuing students

9 - 11:30am & 1:30 - 4pm

Friday, August 31

Focus on Freshmen – Final registration day for new freshmen

9 - 11:30am & 1:30 - 4pm

Students not participating in assigned registration times cannot be guaranteed their class schedules.

Labor Day holiday: Monday, September 3 (no classes)

### **Classes Begin Tuesday, September 4**

UW-Richland Fall Convocation: Monday, September 7

Last Day For . . . Registration/enrollment: Monday, September 17

Adding a class: Monday, September 17

Changing audit to credit: Monday, September 17

Dropping a class: Monday, November 12

Changing credit to audit: Monday, November 12

Total withdrawal: Monday, November 12

*Dates indicated are for semester-long classes.*

*Deadlines for classes of less than 12 weeks are prorated.*

46th annual Burlap Olympic Games: Thursday, October 4

Mid-term Week: October 16 - 22

Faculty submit grades by noon Friday, October 26

Thanksgiving break: November 22 – 23

Last Day of Classes: Friday, December 14

Final Exam Week: December 15 – 21 (Snow date: December 22)

Winterim January 2 - 18 – Winterim registration begins October 1

## **Spring 2013 Academic Calendar**

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Dr. Martin Luther King holiday: Monday, January 21 (campus closed)

Final Registration Week: January 14 – 24

### **Final Registration/Payment Dates**

Wednesday, January 23

9 – 11:30am & 1:30 – 4pm

Thursday, January 24

9 – 11:30am & 1:30 – 4pm

Students not participating in assigned registration times cannot be guaranteed their class schedules.

### **Classes Begin Friday, January 25**

Last Day For . . . Registration/enrollment: Thursday, February 7

Adding a class: Thursday, February 7

Changing audit to credit: Thursday, February 7

Dropping a class: Wednesday, April 10

Changing credit to audit: Wednesday, April 10

Total withdrawal: Wednesday, April 10

*Dates indicated are for semester-long classes.*

*Deadlines for classes of less than 12 weeks are prorated.*

Alumni Homecoming 2013: Saturday, March 2

Mid-term Week: March 8 – 14

Faculty submit grades by noon Thursday, March 21

Spring Break: March 18 – 22

Classes resume Monday, March 25

Scholarship Application deadline: April 1

Richland Rocks Week 2013: April 8 – 12

Roadrunner Road Rallye: Friday, May 3

Graduation & Awards Night 2013: Friday, May 10

Last Day of Classes: Tuesday, May 14

Study Day: Wednesday, May 15

Final Exam Week: May 16 – 21