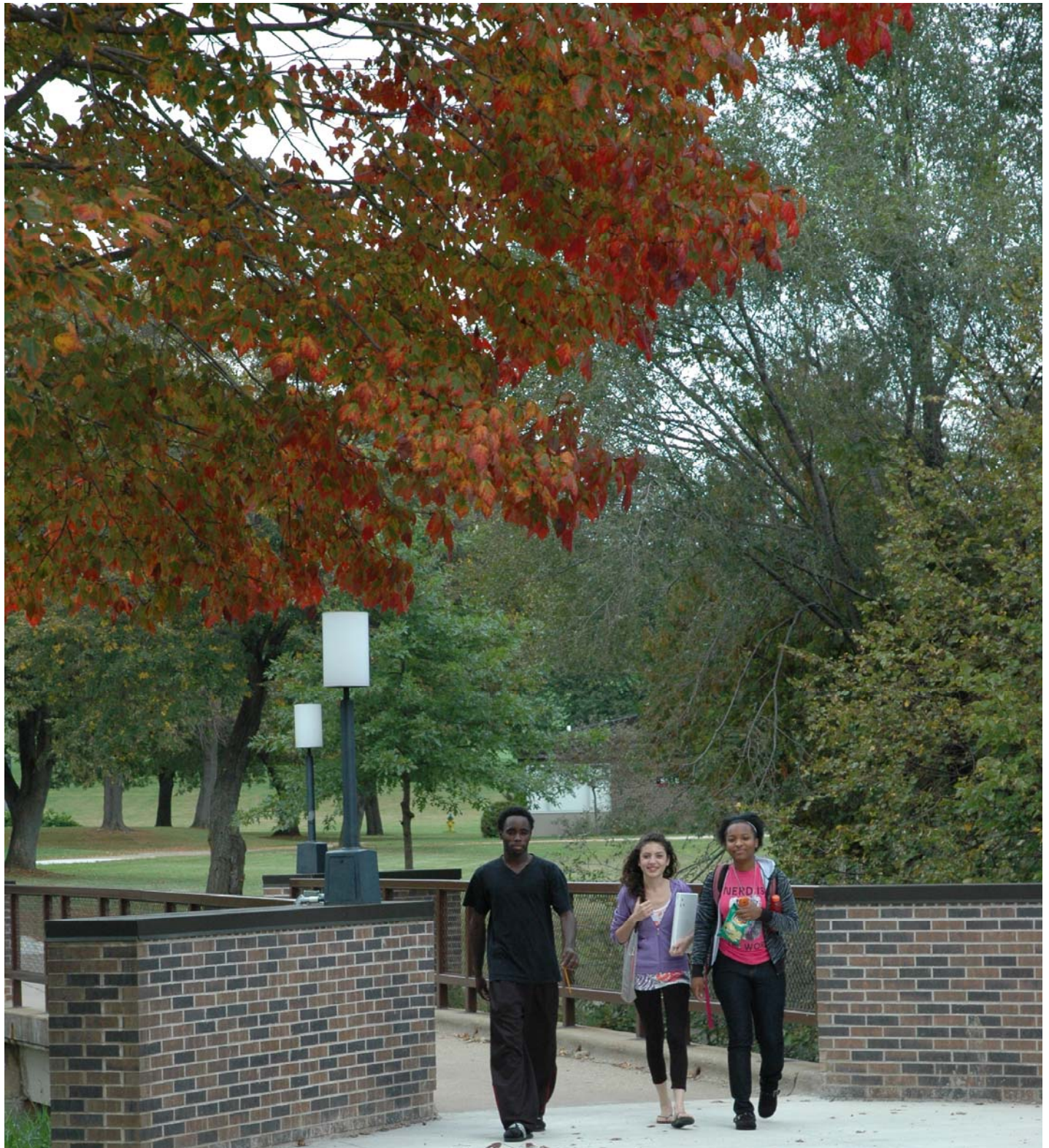


## Campus Information Guide 2011 - 2012





# UNIVERSITY OF WISCONSIN Richland

*A Campus of the University of Wisconsin Colleges*

## The Best Start for the life you want . . .

Office	Staff person	E-mail	Phone	Office
Dean	Dr. Patrick Glenn Hagen	patrick.hagen@uwc.edu	608 647-6186, ext. 225	#421
Business Services	Barbara Wentz	barbara.wentz@uwc.edu	608 647-6186, ext. 234	#407
Continuing Education	TBA	rlnce@uwc.edu	608 647-6641, ext. 227	#436
Library Director	Todd Roll	todd.roll@uwc.edu	608 647-6186, ext. 220	Library
University Relations	Dorothy Thompson	dorothy.thompson@uwc.edu	608 647-6186, ext. 231	#439
Student Services	John Poole	john.poole@uwc.edu	608 647-6186, ext. 223	#402
	Lisa Behling	lisa.behling@uwc.edu	608 647-6186, ext. 239	#412
	Jennifer Foley	jennifer.foley@uwc.edu	608 647-6186, ext. 228	#417
	George Henze	george.henze@uwc.edu	608 647-6186, ext. 219	#404
	International TBA	john.poole@uwc.edu	608 647-6186, ext. 223	#402
Campus View student housing	Glen Brown	glen.brown@uwc.edu	608 647-6709	Campus View

### Welcome to the University of Wisconsin - Richland

At UW-Richland, one of 13 freshman-sophomore UW Colleges in Wisconsin, you'll get the liberal arts or pre-professional freshman/sophomore curriculum needed to transfer anywhere you want to complete your degree.

You'll also get personal attention, small class sizes, easy access to professors and the opportunity to grow intellectually and socially.

### Student Services

The UW-Richland Student Services Office is located in Melvill Hall. Here you'll find a friendly, courteous staff who 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.

Office hours:

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

### Mission Statement

UW-Richland provides an intellectually engaging liberal arts and pre-professional education. With a global perspective in a rural setting, UW-Richland emphasizes scholarship, service, and academic excellence. University of Wisconsin System resources, small class size, a variety of co-curricular opportunities, and a faculty and staff dedicated to teaching lead students to an associate of arts and science degree and seamless transfer to UW baccalaureate institutions. Committed to a positive, collaborative relationship with the community, UW-Richland provides a culturally rich environment for lifelong learners.

UW-R website: [richland.uwc.edu](http://richland.uwc.edu)  
 UW-Richland FAX: (608) 647-2275  
 E-mail for general information: [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu)

## Contents

About UW-Richland	3
Housing	
Jobs	
Health insurance	
Miller Memorial Library	
Meal plans	
Athletics & fitness	
Admission	4
Adult students	9
Associate degree requirements	12
Calendar	back cover
Certificate programs	9
Continuing Education	7
Disciplines	13
Distance education information	10
Financial aid information	9-10
Grade information (GPA)	7-8
Guaranteed Transfer Program	8
Honors Program	7
Interdisciplinary Studies (student-centered)	8
Online course information	10
Orientation	4
Placement testing	4-5
Policies & Regulations/UW Colleges	9-10
Access to Student Records/Privacy	
Excess Credit	
Faculty & Staff	
Final exams	
Financial Aid/Satisfactory Progress	
Non-discrimination	
No-show	
Religious Holidays	
Registration – signing up for classes	6-7
Special Services & Statements	5
Accreditation	
Career Information	
Maximum Credit Load	
Tutorial Services	
Transfer Information System (TIS)	
Students Requiring Accommodations	
Staff Directory	2/inside front cover
Student Services information	2/inside front cover
Study Abroad	12
Transcripts	12
Tuition/Fees/Text Rental	5-6
UW-Milwaukee Connections Program	9



Campus Mascot /The Roadrunner

## About University of Wisconsin-Richland

**Housing Information:** While Campus View Corporation provides the primary source of housing for UW-Richland students, off-campus housing is also available. To learn more about Campus View student housing--apartments and suites-- call their office at (608) 647-6709 or e-mail [cvcinfo@uwc.edu](mailto:cvcinfo@uwc.edu). Contact Student Services for a listing of off-campus housing. See the weekly shoppers' guide, Shopping News, for updated "For Rent" listings; Shopping News is located at 272 N. Main St. in Richland Center or call them at (608) 647-2911.

**Part-time Job Information:** On and off campus work study jobs are provided to eligible students through the financial aid program; see Business Services for details. Students may also want to use job search website <http://www.wisconsinjobcenter.org>.

**Student Health Insurance:** Information regarding student health insurance is available in the Student Services Office or via a link in the Student Life section of the UW-Richland website or see [www.uwc.edu/students/health-insurance](http://www.uwc.edu/students/health-insurance).

**Miller Memorial Library:** Online catalog, periodical databases, interlibrary loan system and Internet research access at the campus library puts the world at your fingertips. The collection offers over 40,000 volumes; thousands of tapes, records & CDs; and more than a hundred newspaper and periodical titles. A student computer lab is located in the library.

Hours for the Miller Memorial Library are:

Monday through Thursday	8:30am - 8:00pm
Friday	8:30am - 4:00pm
Sunday (Oct. 2 – Dec. 18 & Mar. 4 – May 13)	4:00pm – 8:00pm

**Meal Plans:** The Roadrunner Café in the Wallace Student Center is operated by Richland County Food Service. Various meal plans are available and include daily breakfast, lunch and evening specials, homemade soups and desserts, and a friendly social environment. Café hours are Monday - Thursday 7:15am – 7pm and Friday 7:15am - 2pm when classes are in session. For information about meal plans, contact Laurie Allen in the cafeteria.



**Athletics & Fitness:** UW-Richland offers a wide array of health and wellness programming and activities for students, including an active intramural program, club soccer program, and open gym activities. In addition, the Roadrunners compete in the 13-school Wisconsin Collegiate Conference where competitive intercollegiate sports offered are **women's basketball & volleyball** and **men's basketball**. See Athletic Director Tracy Krueger for information.

Varsity sports practices are usually scheduled after 4:00pm and students who intend to participate should plan their class schedules accordingly.

The University does not provide health insurance coverage for injuries and accidents incurred in the gymnasium during instructional, intramural or varsity sports participation. Participants should be covered by a family or personal policy. Information on student health insurance policies is available in Student Services.

Athletes must be cleared by a physician before they practice or participate in varsity sports programs. Forms to be taken to a physician are available from the Athletic Director or online at:

[http://richland.uwc.edu/documents/Forms\\_For\\_Athletes.pdf](http://richland.uwc.edu/documents/Forms_For_Athletes.pdf). This medical certification is good for two years. Students who plan to participate in a fall sport should return the completed form to the coach before practices begin.

In addition to the facilities of the campus gymnasium, UW-Richland students also have a membership in the Symons Recreation Complex on campus. There you'll find a 25-meter indoor pool, whirlpool, sauna, racquetball courts and a fitness center. An additional \$33/semester fee covers use of the weight training area.

A cross-country ski trail is also located on campus.

## Orientation Programs for new students

Getting to know new students, a new college, and understanding the university world can be a challenge. Whether you're coming from across town or across the world, UW-Richland offers orientation programming to help you make the transition.

**New Freshmen:** All students new to UW-Richland this fall will participate in two orientation programs:

- SummerTime Advising & Registration (STAR). See page 6 for details.
- Welcome Week 2011.

STAR Sessions provide an in-depth look at the academic and co-curricular opportunities available at UW-Richland, as well as information regarding special programs and services of your new university. Welcome Week 2011 (September 6 - 13) includes an array of activities and programs designed to help you further understand your new community.

**International Students:** Each fall, UW-Richland offers a program introducing our new international students to our campus, our community and each other. If you're an international student about to begin your UW-Richland studies, we hope you'll join us. Dates for the 2011 orientation are August 18 - 30. For more information, contact Lindsay in the International Programs Office in Melvill Hall, by phone at (608) 647-6186, Ext. 246 or by E-mail at [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu).

## Admission: How to Apply

Anyone who desires a university education will be considered for admission to UW-Richland. Contact Student Services. We'll work closely with you in the admission process and provide information in a timely and effective manner.

### Step One: Apply

The first step is applying for admission. A link to the UW System Application for Admission form is also available at our web site at [www.richland.uwc.edu](http://www.richland.uwc.edu) or see the [www.apply.wisconsin.edu](http://www.apply.wisconsin.edu) site. For a printed application, contact your high school guidance office, or UW-Richland Student Services by E-mail at [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu), or call (608) 647-6186, Extension 221.

### Step Two: Submit Materials

Check out the five categories below. See where you fit. Then follow the steps.

- If you're a high school senior applying for new freshman admission, apply online. Take the completion sheet to your high school guidance counselor or give your application and application fee to your high school guidance counselor who will forward it to UW-Richland with your official high school transcript. ACT or SAT scores are also required.
- If you're a high school student applying for admission as a Youth Options, Academic Alliance or other special status, give your completed application to your school counselor along with any special program application. As a special student, you're exempt from paying the application fee.
- If you're no longer in school, apply online or mail the completed application to: Student Services, UW-Richland, 1200 Highway 14 West, Richland Center, WI 53581-1399. You'll also need to arrange for your former high school official transcripts, GED or high school equivalency diploma information to be sent to UW-Richland.
- If you've previously attended any college(s), you'll need to arrange for your former college(s) and high school to forward your official transcripts.
- If you're applying as a "special student," complete a Special Student Application form. Special students are those not seeking a university degree or those who have a degree and want to study for intellectual enrichment. An application fee is not required of special students. The Special Student Application is available online at [www.apply.wisconsin.edu](http://www.apply.wisconsin.edu) or from a link at [www.richland.uwc.edu](http://www.richland.uwc.edu).

### Step Three: Application Fee

New freshmen applying for admission must pay a nonrefundable application fee of \$44 with each application submitted. The fee is good for one year (two semesters and a summer session). A separate check or money order, payable to UW-Richland, must accompany each paper application; the fee may also be paid electronically via the online computer application process.

Transfer applicants are also required to pay the application fee, unless they are transferring to UW-Richland from another UW Colleges campus or have previously attended UW-Richland as a degree-seeking student.

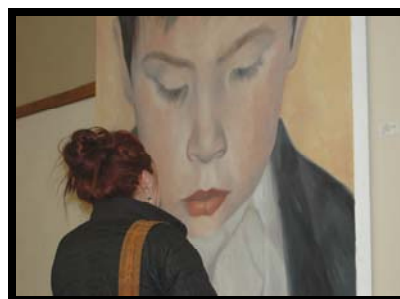
### Step Four: ACT/SAT Requirement

UW System admission offices use standardized tests as one criterion for admission. All new freshmen must submit results of either the American College Test (ACT) or the Scholastic Aptitude Test (SAT I). ACT is the preferred test. Students will not be advantaged in the admission process by taking one test rather than the other. Alternate arrangements can be made for special students and those who are 21 years of age or older prior to the start of the semester.

### A COMPLETE ADMISSION FILE INCLUDES:

- UW System Application for Admission
- Official high school transcripts
- Prior college official transcripts, if applicable
- ACT/SAT scores, if required
- Application fee, if required

If you have questions about application or admission, contact the Office of Student Services. Office hours are 7:45am - 6:00pm Mondays, and 7:45am - 5:00pm Tuesdays - Thursdays, and 7:45am - 4:30pm Fridays. Once an admission decision is provided, you'll need to arrange for placement testing, class registration and other aspects of the pre-enrollment process.



## UW HELP LINE

1-800-442-6459

Call toll free for answers about all UW System programs.

Visit the HELP site online at:

<http://www.uwhelp.wisconsin.edu>

or from the "UW HELP" link in Student Links on the UW-Richland website [www.richland.uwc.edu](http://www.richland.uwc.edu).

## Placement Testing

UW System requires all new students to participate in English and math placement testing. Test results are used in the advising/registration process.

Advance registration is required. Contact Student Services by E-mail at [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu) or by phone at (608) 647-6186, Extension 221. The testing fee of \$25 is included in your tuition/fees. New freshmen will be assessed the fee even if they take part in regional testing.

English & math placement tests last 90 minutes per test. Use of a non-graphing hand-held calculator is allowed for the math test.

Students desiring to take the foreign language placement test will be assessed an additional \$10 fee. Arrangements for this special testing must be made on an individual appointment basis.

### For Fall 2011

With the exception of the May 11 and June 22 sessions which will be held in the Pippin Conference Center/Melvill Hall, testing will be conducted in the COPPERTOP THEATRE, located in the Wallace Student Center building, unless otherwise indicated. Note starting and ending times. Dates are:

Saturday, April 16	9am - 1pm
Saturday, April 30	9am - 1pm
Saturday, May 7	12noon - 4pm

Wednesday, May 11	4:30 – 8:30pm (Pippin Center)
Saturday, May 21	9am – 1pm
Wednesday, June 22	12noon – 4pm (Pippin Center)

**Students should average  
15 credits a semester  
to be “on time” to degree.**

**RESIDUAL TESTING FOR FALL 2011**

Can't make it to one of the test dates above? While we encourage your participation on one of those group test dates, we realize that may not work for some. We've set several *Residual Testing Dates*, but space is limited on each date.

**Residual Testing Dates/Times:**

Tuesday, July 12	8:30am – 12noon**
Wednesday, July 27	1:30 – 4:30pm
Tuesday, August 9	8:30am – 12noon**
Thursday, August 11	8:30am – 12noon**

Residual testing will be conducted in the Pippin Conference Center/Melville Hall, near the Student Services Office. \*\*indicates a date when there is an afternoon STAR session.

**For Spring 2012**

Placement testing for students planning second semester enrollment will be conducted on the dates listed below. Advance registration is required.

Tuesday, October 25, 2011	8:30am – 12noon
Monday, November 14, 2011	8:30am – 12noon
Friday, December 2, 2011	8:30am – 12noon
Tuesday, December 13, 2011	1-4:30pm
Wednesday, December 28, 2011	8:30am – 12noon
Monday, January 9, 2012	1-4:30pm
Thursday, January 19, 2012	8:30am – 12noon

Spring testing will be conducted in the Pippin Conference Center/Melville Hall, near the Student Services Office.

**Tuition & Fees**

For detailed information on tuition/fees, see the Business Services section of the campus website ([http://richland.uwc.edu/studentlife/business\\_services.asp](http://richland.uwc.edu/studentlife/business_services.asp)) or visit the Business Services office.

2011-2012	Wisconsin residents	Non-residents
<b>Full time (12-18 credits)</b>	\$2506.93	\$5998.81
<b>Part time (1-11 credits) per credit</b>	\$208.91 per credit	\$499.90 per credit

In addition, a \$3 United Council Fee may be collected.

**CREDIT AGREEMENT (PAY PLAN):** You may be able to pay your tuition in installments through CREDIT AGREEMENT. Arrangements need to be made during final registration. Those who have already completed a credit agreement form do not need to complete another form. For details, contact Business Services.

**ASSESSMENT OF LATE PAYMENT FEES AFTER SECOND WEEK:** If payment is not received during Final Registration, a \$100 Administrative Withdrawal Fee will be charged.

For detailed tuition/fee information, see Business Services or check Fee Facts online at: [http://richland.uwc.edu/studentlife/business\\_services.asp](http://richland.uwc.edu/studentlife/business_services.asp)

**Special Services & Statements**

**ACCREDITATION**

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

**TUTORIAL SERVICES**

If you find yourself in need of academic assistance, you are encouraged to contact your instructors. Student-to-student and professional tutoring services are available with particularly well-defined developmental skills offerings in mathematics and English. For more information, contact the Office of Student Services, your instructor or Student Services. The Tutoring center is located in the Miller Library.

**NEED COURSE TRANSFER INFORMATION? - TIS**

The University of Wisconsin System's **Transfer Information System (TIS)** is available online at <http://tis.uwsga.edu/index.html> or from links on the UW-Richland website at [www.richland.uwc.edu](http://www.richland.uwc.edu); click Admission, then locate the link to TIS in the left side menu. TIS provides up-to-date course equivalency information of all UW Colleges courses. By using TIS, you'll be able to see how your courses transfer from UW-Richland to any other UW campus. Contact your advisor or Student Services for details.

**CAREER INFORMATION: WISCareers**

Through UW-Richland all students may log onto WISCareers, an interactive career website that assists students in exploring potential college majors, transfer opportunities and careers. The Web address is <http://wiscareers.wisc.edu/Default.asp>. First time users must login using this student registration code: uwr-c964.

**STUDENTS REQUIRING ACCOMMODATIONS**

UW-Richland makes every effort to accommodate the needs of students with disabilities. We seek your cooperation in informing us of any special needs you may have. Please see UW-Richland's campus contact for students with disabilities John Poole in the Office of Student Services for assistance.

**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.

**TEXTBOOK RENTAL POLICY**

UW-Richland students realize hundreds of dollars in savings each semester as a result of the text rental plan. In a majority of courses, you are not required to purchase text materials. It is important to note, however, that for some courses you may be required to purchase a text or other material. Actual purchase requirements, including cost information, will be available on your course syllabus provided at your first class meeting and in the online course schedule. If you have questions about text or material purchase requirements, feel free to contact Student Services or Business Services. Rental textbooks are due on or before the last day of finals each semester. Students returning textbooks after the deadline or in damaged condition may be fined or charged for full replacement costs. See the textbook librarian for details.

**Online tuition and fees differ from campus tuition. For details, go to [www.online.uwc.edu](http://www.online.uwc.edu).**

**All Distance Education courses require purchase of texts.** Student Services staff can provide an informational brochure when you register for DE courses.

**SPECIAL COURSE FEES:** When a field trip is required as part of a course, information will be included in the course schedule along with other course information. Special course fees, unlike text and material purchases, are included in the tuition/fee invoice you will receive from the university prior to the start of the semester. Special course fees are fully refundable until the expenditures for the stated purpose are actually encumbered.

**TUITION/FEE PAYMENTS:** Payments or fee arrangements must be made prior to the first day of classes. Cash and check payments may be made in person at UW-Richland Business Services. Payments may also be made by web check (free), or with MasterCard or Discover credit cards (\$15 fee applies) via the PRISM website. This site may not be available 24 hours a day, so please take special note of posted hours of system availability. On payment deadline dates, students are responsible for making timely payment during the posted hours. **Students may make credit card payments only via the PRISM website at [www.uwc.edu/prism](http://www.uwc.edu/prism).**

**FEE FOR NON-PAYMENT:** A \$100 late fee will be charged for non-payment of tuition and fees.

**ADVANCE TUITION DEPOSIT POLICY**

**What is ATD?** All students are required to pay a \$100 Advance Tuition Deposit (ATD) each fall and spring semester prior to registration. The ATD is not a fee, but an advance payment applied to your tuition. The ATD is a financial commitment to pay tuition and fees to UW-Richland.

**Can I register without paying the ATD?** PRISM will not allow you to register until you pay the \$100 ATD. (After you pay your \$100 ATD, it may be a few hours before you can actually register in PRISM.)

**What does ATD signify?** When you pay the ATD and register for classes you are considered financially committed to UW-Richland. This means if you want to withdraw from all your classes you must officially withdraw by contacting Student Services or you will owe full tuition and fees. You will not be automatically withdrawn for not paying your tuition.

**Are there any exemptions?** Youth Options Program students, Senior Auditors and Old Age Survivors and Disability Insurance (over 62) students are exempted. In extreme cases students with a financial hardship may request an exemption from paying the ATD. Although these students are exempt from paying the ATD, they are not exempt from withdrawal fees, if applicable. Contact Business Services for more information.

**How do I make a payment?** You may pay your ATD by cash, check or money order at Business Services; by credit card (\$15 fee applies – MasterCard & Discover accepted) or electronic check (free) via PRISM; or by mail.

**Can I get a refund?** The ATD is refundable if you withdraw from classes prior to July 1 for fall term or prior to December 1 for spring term. If you withdraw on or after those dates, you forfeit your \$100 ATD.



## Registration – signing up for classes via PRISM

The PeopleSoft Relational Information System (PRISM) is the student records and registration system for students throughout the UW Colleges. PRISM is a web-based program that allows you access to your university records between the hours of 6am and midnight CST . . . from anywhere in the world.

Once you've completed your initial registration as a UW-Richland student (new freshmen do this at STAR sessions in the summer), you'll have the log-on information that makes possible your important PRISM access. You'll be able to view your unofficial transcript, connect with your advisor, view your final grades . . . and much more.

In short, PRISM is absolutely critical to your life as a UW-Richland student.

**NOTE: All students are encouraged to coordinate class scheduling with the assistance of an academic advisor prior to PRISM registration. Use the academic advising services at UW-Richland to avoid missed opportunities, overlooked requirements, and transfer problems.**

All UW-Richland students will have an assigned academic advisor, a valuable resource, ally, and mentor. Working effectively with your advisor enhances the collegiate experience and helps assure that you are "on track" in meeting requirements, understanding transfer, and gaining an awareness of career options.

**NEW FRESHMEN** for Fall 2011 will register during their SummerTime Advising & Registration (STAR) session in June, July, or August . . . and will get their advisor assignments during "Welcome Week" in September. New Freshmen registering for Spring 2012 will receive an advisor assignment upon admission and should contact the indicated advisor for scheduling assistance.

### Key steps in signing up for classes for continuing students:

- Make an appointment to meet with your advisor.
- During your advising appointment, you and your advisor should review your overall progress to date, considering courses completed and courses needed—for the Associate Degree, for your major, and for your transfer plans.
- Once you have your class schedule in mind, you'll be able to log on to PRISM (instructions provided at a later date and/or available from Student Services) to sign up!

## REGISTRATION/APPOINTMENT CALENDAR – FALL 2011

*Classes Begin Tuesday, September 6*

View your personal appointment time via your PRISM account and maximize your registration opportunities.

### CONTINUING STUDENTS WILL REGISTER

**APRIL 6 – 15, 2011**

**Appointment times viewable via PRISM. Your appointment time is determined on the basis of earned credits.**

Transfer and re-entry students are eligible to register during this time period, as well. Again, earned credits determine registration eligibility; transfer/re-entry students should contact Student Services for assistance.

**Open enrollment begins April 18.**

Reminder to New Freshmen:  
You will register via STAR, see details below.

### SummerTime Advising & Registration – STAR

New freshmen sign up for classes during one of our SummerTime Advising & Registration (STAR) dates held in June, July, and August. STAR is your summer orientation and registration opportunity and, therefore, a very important event. Because of the orientation-to-college aspects of STAR, parents are invited and encouraged to participate.

Students new to UW-Richland and those not qualifying for priority appointments as outlined above should plan to participate in STAR. **Early participation** is encouraged since some classes will fill quickly.

### NEW FRESHMEN & STAR

SummerTime Advising & Registration  
Science Hall – Rooms 102 & 105

#### 1 – 4:30pm sessions

**June 2, 7, 9, 21, 28**

**July 12\***

**August 9\*, 11\***

#### 9am – 12:30pm sessions

**June 23**

**July 14**

(\* indicates a date when morning placement testing is offered)

Call Student Services at (608) 647-6186, Option #3 to make your STAR appointment. Parents are invited/encouraged to participate!

### Registered? Need to make a schedule change?

Changes to your registered class schedule (course adds and drops) should be made in consultation with your academic advisor or a counselor in Student Services. Check the online course schedule to see if your class is open or closed. Once you've determined that the schedule change is appropriate, you simply log-on to PRISM and make the change. If the class is closed because it's reached its enrollment limit, you'll need to either select an alternate course (again, consult with your advisor) . . . or log-off PRISM and check for space availability another day. We recommend use of the "swap courses" feature in PRISM when you desire to switch from one course to another.

**ADDING CLASSES:** 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 13 weeks, the deadline is prorated. Consult with Student Services if you have a question.

Once classes begin, you must obtain instructor approval to ADD a class. While the self-service feature allowing you to drop courses via PRISM will still be available, it will not be possible for you to add a class. You may use the 'Add A Class/Course Change Form' (available in Student Services) to obtain instructor approval. Once approval is obtained, bring the form to Student Services where staff will add the course for you.

The deadline for adding **Online Courses** is strictly limited and precedes the start of any given semester. For details, go to [www.online.uwc.edu](http://www.online.uwc.edu). Once classes begin, you must obtain advisor approval to add a class.

**DROPPING CLASSES:** A student may drop a semester-long 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 for courses less than 13 weeks in length is prorated. Check with Student Services if you have questions. While it is possible to initiate a total withdrawal from the university via your PRISM account, you are strongly advised to consult with Student Services prior to taking such action. Total withdrawal can have negative academic and financial implications for you, so be certain to explore those before attempting to drop your last class.

**REPEATING A CLASS:** Students may repeat courses previously taken at UW-Richland (or in the UW Colleges) to improve the grade point average or to build a better foundation before taking further courses in a discipline. Only the most recent credits attempted and grade awarded will be used in computing the cumulative grade point average. For more detailed information, consult the "Academic Policies & Regulations" section of the UW Colleges Catalog.

### REGISTRATION/APPOINTMENT CALENDAR – SPRING 2012

*Classes Begin Monday, January 23, 2012*

View your personal appointment time via your PRISM account and maximize your registration opportunities. The exact appointment calendar was not known at the time of publication, but continuing students will register in the November 9 – 18 period.

### CONTINUING STUDENTS WILL REGISTER NOVEMBER 9 – 18, 2011

**Appointment times viewable via PRISM. Your appointment time is determined on the basis of earned credits.**

Transfer and re-entry students are eligible to register during this time period, as well. Again, earned credits determine registration eligibility; transfer/re-entry students should contact Student Services for assistance.

#### Open enrollment begins November 21.

New Freshmen: You will need to obtain advisor approval for your class schedule before obtaining access to your PRISM account.

**IMPORTANT NOTICE:** Failure to finalize registration and/or credit load by the end of the first week of classes can result in loss of financial aid eligibility. See page 10 for detailed information in the "Financial Aid & Census Data" section.

### UW-Richland 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.

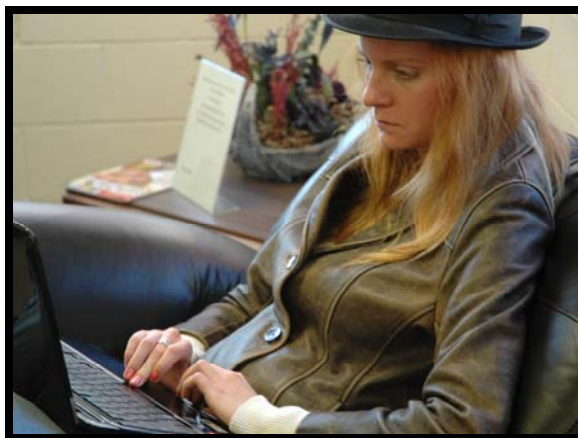
Students will earn an Honors Program certificate when they graduate with an Associate of Arts and Science degree from the UW-Richland and have successfully completed a minimum of four courses designated as "Honors," as well as maintaining a 3.25 GPA.

Honors courses are provided in a variety of ways at UW-Richland. If a course is designated "Honors," please consult with the professor about requirements and logistics.

### Continuing Education Opportunities

The UW-Richland Continuing Education Office offers a variety of non-credit courses that may be of interest to students. For example, short-term computer courses on specific programs or skills are offered each semester as are online courses. The CE office also offers a free lecture series and summer programming for youth. The UW-Richland CE Office is located just inside the east entrance to Melvill Hall. For details, stop by or contact them:

Website: [www.richland.uwc.edu/ce](http://www.richland.uwc.edu/ce)  
By phone (608) 647-6186 ext. 227  
By e-mail at [rlnce@uwc.edu](mailto:rlnce@uwc.edu)



### Grade Information

**ACADEMIC STANDING:** All students are expected to maintain quality standards of academic achievement. Quality is measured by both semester and cumulative grade point averages. Please consult the UW COLLEGES CATALOG for details regarding UW-Richland's policies and procedures for the Dean's List (Honors), as well as criteria determining probation, final probation and academic suspension.

#### Grading System

Semester grades are recorded by letter only. Each letter grade equals a certain number of grade points per credit. A grade of B in a three-credit subject equals nine grade points as illustrated by the following scale of grades and grade points:

Grade	Grade Points Per Credit
A (excellent)	4.00
A-	3.67
B+	3.33
B (good)	3.00
B-	2.67
C+	2.33
C (average)	2.00
C-	1.67
D+	1.33
D (poor)	1.00
D-	0.67
F (fail)	0.00

#### How to compute grade point average

Your grade point average is determined by dividing the total number of grade points earned by the total number of credits attempted. Each letter grade equals a certain number of grade points per credit...for example a grade of B in a three-credit course equals nine grade points...3 credits multiplied by 3 grade points.

Grade Point Average Example:

Class	Credits	Grade	Grade points
English 101	(3 credits)	A	12
Chemistry 145	(5 credits)	D	5
Sociology 234	(3 credits)	B-	8.01
Physical Ed 116	(1 credit)	C	2
Art 187	(3 credits)	A-	11.01
Total	15 credits		38.02

GPA= Grade points divided by the number of credits attempted, so 38.02 divided by 15 equals a grade point average (gpa) of 2.53.

Or do it electronically. Access a GPA calculator on the campus website at: [http://richland.uwc.edu/academics/gpa\\_calc.asp](http://richland.uwc.edu/academics/gpa_calc.asp).

#### Grade point requirements and actions

Action will be withheld until at least 6 GPA credits have been attempted in the UW Colleges. A student admitted to the UW Colleges on probation or final probation must earn a 2.0 GPA on a minimum of 15 GPA credits attempted in the UW Colleges in order to attain good standing.

1. When a student is in good standing at the beginning of the semester:
  - 1.5 to 1.999 semester GPA will result in probation.
  - 1.499 semester GPA or below will result in a final probation.

2. When a student is on probation at the beginning of the semester:
  - 2.0 or higher semester and cumulative GPA will result in a return to good standing.
  - 2.0 or higher semester GPA but less than a 2.0 cumulative GPA will result in continuation of probation.
  - 1.5 to 1.999 semester GPA will result in final probation status.
  - A semester GPA lower than 1.5 will result in a suspension status.
3. When a student is on final probation at the beginning of the semester:
  - 2.0 or higher semester and cumulative GPA will result in a return to good standing.
  - 2.0 or higher semester GPA, but less than a 2.0 cumulative GPA, will result in continuation of final probation.
  - Lower than 2.0 semester GPA will result in suspension status.

## Guaranteed Transfer Program

A smooth transfer after your freshman & sophomore years at UW-Richland is extremely important to you. Guaranteed Transfer was designed to help. It enables you to begin your education as a freshman at UW-Richland and be guaranteed admission to a UW System institution as a junior. After fulfilling certain credit and grade point average requirements, you will transfer with the same rights and privileges as those who begin their education at the baccalaureate institution.

### Program Requirements

To be eligible to participate you must:

- Begin as a new freshman at one of the 13 UW Colleges.
- Submit a *Declaration of Intent* to participate in the Guaranteed Transfer Program prior to the start of your sophomore year (30 credits) in the UW Colleges. Forms are available in the Student Services Office.
- Complete, within three years, the number of credits required for junior status at the baccalaureate institution to which you intend to transfer. The baccalaureate institution may make exceptions to the required number of credits for those majors/programs for which early transfer is recommended.
- Maintain a 2.0 minimum grade point average (2.8 for UW-Madison) and a 2.0 in the term prior to transfer. UW Colleges students participating in the Guaranteed Transfer Program must meet the same criteria (G.P.A., course requirements, etc.) for admission into specific majors/programs as continuing students. The guarantee of admission applies only to the institution and not to the specific program or major.

Students are allowed to participate in the Guaranteed Transfer Program with only one receiving institution.



## Meeting the Interdisciplinary Studies Requirement

There are two ways to satisfy the Interdisciplinary Studies requirement if you wish to complete the Associate of Arts & Science Degree.

### A course designated IS

The first way is to register in a course specifically designated as Interdisciplinary Studies (IS).

### Student-Centered Model

The second is to participate in UW-Richland's unique, student-centered learning community model that links two of your classes through the completion of an independent project. In the Student Centered Learning Community Model of Interdisciplinary Studies, students enroll in a one credit independent project (INT 290) that helps them integrate information from the paired courses listed below in which they are simultaneously enrolled. If courses you would like to link are not listed, contact Student Services for discussion and approval.

### Using the Student-Centered method, how does a student meet the Interdisciplinary Studies requirement?

Simply by:

- Enrolling in and successfully completing two paired courses for either the Fall 2011 or Spring 2012 semester AND
- Enrolling in and successfully completing a one-credit independent project (INT 290) that integrates information from the paired courses.

At UW-Richland, INT 290 is used to create an Interdisciplinary Studies "link" for associate degree purposes; the IS designation is applied to each of the courses being linked. A student will earn one credit for INT 290 plus the total number of credits for the linked courses, all with the IS designation.

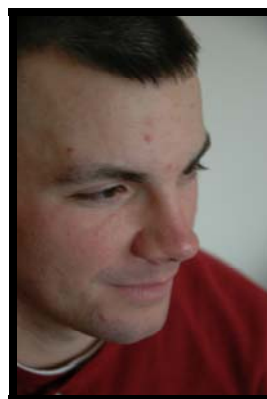
### Using the Student-Centered method, what does a student need to do?

- Select an appropriate combination of courses.
- Obtain the Interdisciplinary Studies Form from Student Services.
- Meet with the instructors regarding your ideas for the IS project.
- Together with the instructors, complete the IS form and return it to Student Services within the first two weeks of the semester.
- Student Services will make certain everyone involved has a copy of the completed IS form.
- Complete the IS project as specified on the IS form.

You may wish to combine any two of your courses. For example . . .

- Art & Music
- Business & Computer Science
- Economics & Math
- History & Sociology
- Philosophy & Literature
- Zoology & Psychology
- Other possibilities . . .

**Almost any two courses could be combined.**



## UW-Milwaukee Connection: Complete your bachelor's degree locally

The UW-Milwaukee College Connection is a collaborative bachelor's degree program between UW-Milwaukee and UW-Richland. The program is designed so that you can earn your bachelor's degree from UW-Milwaukee without ever leaving UW-Richland. The first half (or more) of the degree is completed at UW-Richland. Students then apply to UW-Milwaukee and take the upper level courses leading to the bachelor's degree through UW-Milwaukee. Junior/Senior UW-Milwaukee courses are online or web-based classes. Currently students are able to complete majors in Art History, Communication, Information Science & Technology, Organizational Administration, Political Science, Psychology, or Sociology. Minors are also available in Business Administration, Communication, Economics, Information Science & Technology, and Sociology.

For more information about the program, see the UW-Milwaukee website Connections section at <http://www4.uwm.edu/collegeconnection/>, or from a link on the Student Services page of the UW-Richland website at [http://richland.uwc.edu/admissions/student\\_services.asp](http://richland.uwc.edu/admissions/student_services.asp), or contact UW-Milwaukee advisor Richard Church by phone at (414) 229-4654 or by E-mail at [churcr@uwm.edu](mailto:churcr@uwm.edu) or see UW-Richland contact person:

**George Henze**

**UW-R Student Services**

**Melvill Hall**

**Phone: (608) 647-6186, Ext. 219**

**E-mail: [george.henze@uwc.edu](mailto:george.henze@uwc.edu)**

## UW-Richland: For adult students

Are you an adult who is considering returning to school? Whether you want to begin your university education, continue from where you left your studies, or take a course or courses related to a particular interest, UW-Richland can help you achieve your goals.

- A community of other adult learners
- Advisors who specialize in working with adults
- Academic and career advising
- Child care reimbursement program
- Scholarships and financial aid
- "UW-Richland Your Way" program flexibility

Adult student advisors can work with you one-to-one. Contact:

Jennifer Foley: (608) 647-6186, Ext. 228, or [jennifer.foley@uwc.edu](mailto:jennifer.foley@uwc.edu)  
or

George Henze: (608) 647-6186, Ext. 219, or [george.henze@uwc.edu](mailto:george.henze@uwc.edu)



## Certificate Programs

UW-Richland students have the option of earning a certificate in business or environmental studies. Certificate programs help students bundle their electives effectively, lead to a specialization or support a major, and serve to highlight educational achievements on a resume. For more information about UW-Richland Certificate Programs, contact:

**UW-Richland Office of Student Services**

**Phone: (608) 647-6186, Option #3**

**E-mail: [rlinfo@uwc.edu](mailto:rlinfo@uwc.edu)**

## UW Colleges Policies & Regulations

Information regarding policies and procedures that govern the University of Wisconsin Colleges is in the UW Colleges Catalog, via a link from the UW-Richland website— [www.richland.uwc.edu](http://www.richland.uwc.edu). Some policies are reprinted here.

### NO SHOW / ADMINISTRATIVE DROP-WITHDRAW POLICY

If you do not attend the first class session of a course and haven't provided prior notice to the instructor by email, phone or mail, you will be dropped from the course. Further, if you fail to attend the first class session in ALL classes, you will be withdrawn from UW-Richland and will forfeit your \$100 Advance Tuition Deposit. Please contact Student Services for further information.

### TOTAL WITHDRAWAL FROM THE UNIVERSITY

Complete withdrawal means terminating registration in all courses for the semester. Non-attendance does not constitute official withdrawal, although UW-Richland's drop/withdrawal policy (above) does allow faculty the option of withdrawing students who fail to attend the first class session. Within the allowable period for withdrawal, students may officially withdraw by:

- 1) Using the official withdrawal form available from Student Services
- 2) E-mail notification
- 3) Mailed letter
- 4) Faxed letter
- 5) Using your PRISM account

While it is possible to initiate your withdrawal using your PRISM account, the withdrawal does not become official until approved by Student Services. We encourage you to consult a Student Services counselor prior to initiating withdrawal so that you understand the options available to you and the possible negative financial and/or academic consequences that may result from your total withdrawal. Your withdrawal is not considered total until you have returned textbooks and resolved any/all financial and other obligations due UW-Richland.

### NOTICE REGARDING FACULTY & STAFF

Individuals teaching in the UW Colleges have various job titles, for example, faculty and academic staff. The name "Staff" indicates the individual teaching the course or section is not yet decided. Because of retirements, medical leaves, etc., there may be changes in the listing of who is teaching which course.

### RELIGIOUS HOLIDAYS ACCOMMODATION

It is the University's policy that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. In order to meet this policy, faculty have been discouraged from scheduling such events on commonly recognized holidays such as Rosh Hashanah, Yom Kippur, Christmas Eve and the first day of Ramadan. Students requiring religious accommodations must notify the instructor of a conflict within the first three weeks of class. Instructors are not obliged to schedule make-ups before the regularly scheduled requirements. Students who believe they have been treated unfairly may file complaints in accordance with the complaint and grievance procedures adopted pursuant to Chapters 6 and 9 of the UW Colleges Constitution.

### NON-DISCRIMINATION STATEMENT

The University of Wisconsin Colleges does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, disability, national origin, marital status, arrest or conviction record, or veteran's status in employment or in admission to and treatment in its educational programs and activities as required by state and federal laws and regulations including Title IX and Sections 503 and 504 of the Rehabilitation Act of 1976. Inquiries concerning the application of AA/EEO procedures may be directed to the Human Resources/Affirmative Action Office, 432 N. Lake Street, Madison, Wisconsin, 53706-1498, 608/890-1066 or e-mail [diversity@uwex.edu](mailto:diversity@uwex.edu).

### FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS

Federal financial aid regulations require that the UW Colleges establish, publish, and apply reasonable standards for measuring students' satisfactory academic progress in their educational programs. Included in these standards are a qualitative measure, a quantitative measure, and a maximum timeframe requirement. The qualitative and quantitative standards used to monitor academic progress must be cumulative and must include all periods of a student's enrollment, including periods for which the student did not receive financial aid. UW Colleges assesses the following information for all students at the end of each fall and spring term:

1. Cumulative GPA (minimum GPA of 2.0 after completing 48 or more credits; graduated scale for less than 48 credits)
2. Number of credits attempted (the maximum allowable is 90 credit hours for financial aid eligibility)
3. Rate of completion (two-thirds of credits attempted must be successfully completed).

Failure to meet the UW Colleges SAP guidelines may result in loss of financial aid eligibility. UW Colleges students who complete the AA&S degree and students who already have a bachelor's or other advanced degree upon

admission to the UW Colleges are not eligible to receive financial aid at the UW Colleges. For additional details regarding the UW Colleges SAP policy, contact the Office of Student Services, or visit the UW Colleges web site [www.uwc.edu](http://www.uwc.edu).

#### FINANCIAL AID & "CENSUS DATA"

The financial aid you may receive for **FALL 2011** will be paid based upon the number of credits for which you are registered at the end of the day on September 19, 2011; 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 19 will not receive additional financial aid for the added credits.

The financial aid you may receive for **SPRING 2012** will be paid based upon the number of credits for which you are registered at the end of the day on February 3, 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 February 3 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.

#### NOT A CONTRACT

The information, policies and rules contained herein are subject to change. No part of this publication is intended to be nor shall be construed as a contract or offer to contract.

#### 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 can do this through your PRISM account. 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

#### EXCESS CREDIT POLICY

Per UW Board of Regents policy, students who have accumulated more than 165 credits within the UW System may be subject to a tuition surcharge. Please contact the UW Colleges Registrar for more detail.

#### ADDITIONAL INFORMATION

Additional information can be found online in the publication, "Student Rights and Regulations: 2011-2012" available via links on the UW-Richland website or at <http://www.uwc.edu/students/uwc-student-rights-regulations-booklet.pdf>.

#### FINAL EXAM POLICIES

If you have more than two exams on one day or two exams scheduled at the same time, you must make arrangements **AT LEAST ONE WEEK IN ADVANCE** with one of your instructors to take one exam at an alternate time. If informal arrangements cannot be made, the instructor in the class with the lower enrollment will provide the alternate exam time. Final exams take place in the usual class location, unless otherwise noted in the online course schedule or by the instructor.

FALL FINAL EXAM SNOW DATE: December 23, 2011

### About Distance Education Courses

Course modes available to UW Colleges students are:

**Compressed Video (CV)** : CV utilizes audio, computer, and video connections simultaneously. This enables faculty and students to converse and interact with each other's coursework while viewing each other in a real time classroom setting. Note: There is a per credit technology fee for all CV courses.

**Online (OL)**: In UWC Online courses, students and faculty interact with each other as class members totally over the Internet. Instructional courseware utilizes web pages, discussion groups, and UWC e-mail. Online courses do not meet at a particular time or place, but they are structured within the academic semester time frame and require class participation several times each week. These courses have different tuition, fees, and payment requirements; information is available at [www.online.uwc.edu](http://www.online.uwc.edu).

**Streaming Video (SV)**: courses feature recorded, multimedia lectures which are accessed via the web using streaming video technology. Courses may not meet on campus and lectures can be viewed asynchronously via the web. Additional course content and interaction with instructor and classmates takes place in D2L, the UW Colleges Course Management System. A personal computer (minimum technical specifications apply) and broadband internet connection are required for SV courses.

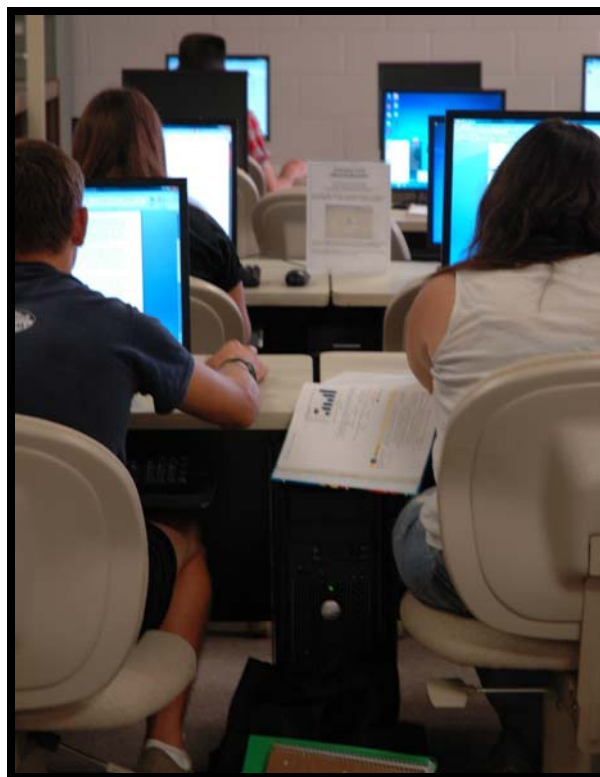
**Wisline Web (WLW)**: WLW links an audio connection with common web-based courseware. This enables faculty and students to converse while interacting with each other's documents and graphics in a real time classroom setting. Note: There is a per credit technology fee for all WLW courses.

#### Textbooks

Textbooks for ALL Distance Education (DE) Courses (including all modes above) are available through MBS Direct Online Bookstore. To order your textbooks link to <http://bookstore.mbsdirect.net/uwcolleges.htm> or call toll free 1-800-325-3252.

### UW Colleges Online Information

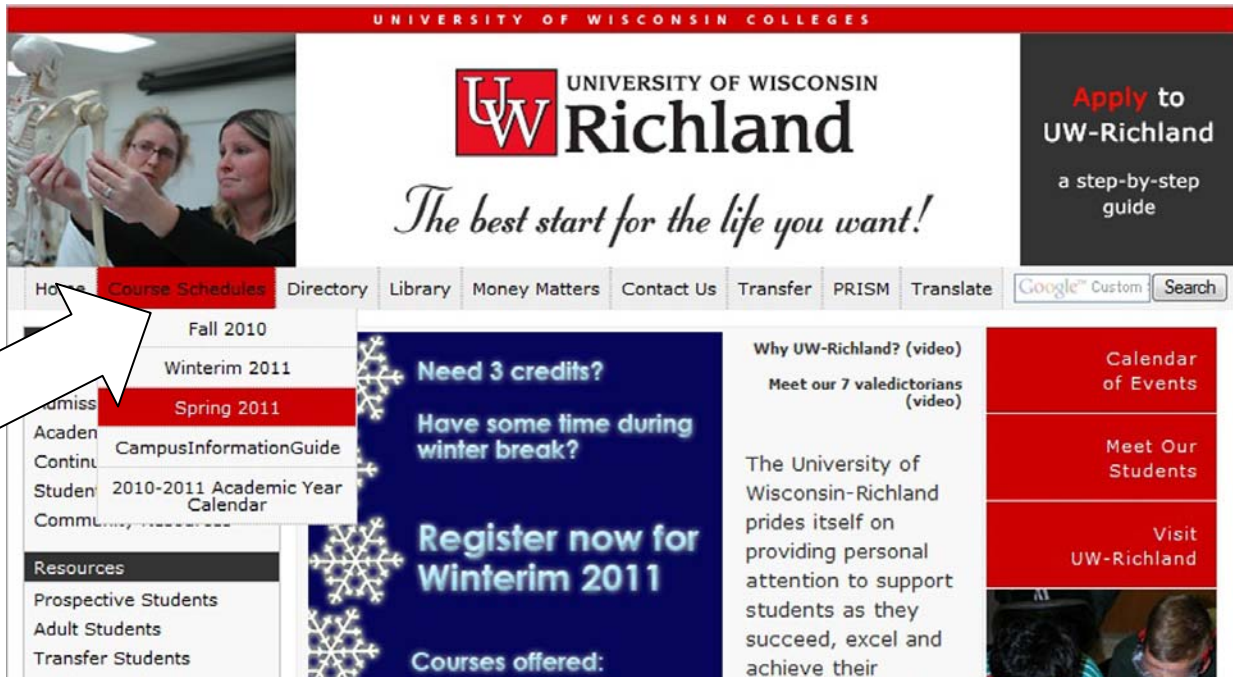
Everything you need to know regarding UWC Online courses is available at [www.online.uwc.edu](http://www.online.uwc.edu). This resource is updated regularly. It is the student's responsibility to access this website for specific information including all Online course schedules, deadlines, and payment information.



# Course Offerings – schedules & course descriptions

See UW-Richland course schedules online.

- Go to: [www.richland.uwc.edu](http://www.richland.uwc.edu)
- On the navigation bar on any page, select the semester you want to view.



There you have an array of searching and sorting options as well as the most up-to-date information.

- Select “Show All Courses” to get the complete schedule which you can print.

Your search options there include those to sort

- for a specific course
- by academic department (English, math, etc.)
- by mode of instruction (face-to-face, online, etc.)
- by instructor
- by day of the week
- by meeting time (morning, afternoon, evening)
- by AA&S degree requirement
- . . . and more.

You will also find Winterim & Summer schedules there.

For more information about courses, policies and procedures, check the printable UW Colleges Catalog online at: <http://www.uwc.edu/academics/catalog/courses.pdf>



## UW Colleges Study Abroad Programs

Register early. Space is limited and deadlines for most programs are more than three months prior to travel. For details, registration forms and the most up-to-date information, please visit: [www.uwc.edu/academics/abroad/](http://www.uwc.edu/academics/abroad/)



### Transcripts: Academic & Co-Curricular

UW-Richland issues two kinds of transcripts.

The most common is the **Academic Transcript**, a record of classes taken, as well as grades and credits earned. The University of Wisconsin Colleges has partnered with Credentials Inc. to accept transcript orders over the Internet using TranscriptPlus®. The regular transcript fee is now \$8.00 per transcript. Both the Date of Birth and a Student ID number or a Social Security Number are required in the request in order to locate your transcript information on our database. Please go online to <http://www.uwc.edu/transcripts>, which will direct you to more information on ordering your UW Colleges official transcript using TranscriptPlus along with a current pricing schedule.

The **Co-Curricular Transcript** is unique to this campus. It is an official university record of your out-of-classroom involvement as a UW-Richland student. The Co-curricular Transcript includes notations of activities, awards and special certifications. It is a voluntary record and is not required as a part of your transfer. There is no charge for this transcript; request forms are available in Student Services.



### 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.

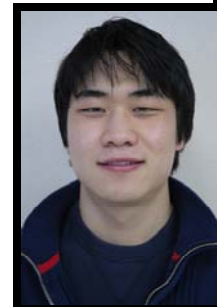
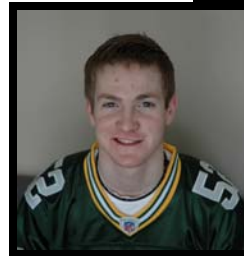
December 2011 candidates: file by November 1  
May & Summer 2012 candidates: file by February 15

## 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 courses 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  
Anthropology  
Art  
Astronomy  
Biological Sciences  
Business  
Chemistry  
Communication & Theatre Arts  
Computer Science  
Economics  
Education  
Engineering  
English

Geography & Meteorology  
Geology  
Health & Exercise Science  
History  
Mathematics  
Music  
Philosophy  
Physics  
Political Science  
Psychology  
Sociology  
Women's Studies  
World Languages



# 2011 – 2012 Academic Year Calendar

## Fall 2011

### Placement Test Dates

See page 4-5 for details.

Saturday, April 16  
Saturday, April 30  
Saturday, May 7  
Wednesday, May 11  
Saturday, May 21  
Wednesday, June 22

### STAR advising & orientation for New Freshmen

See page 6 for details.

June 2, 7, 9, 21, 23, 28  
July 12, 14  
August 9, 11

International Student Orientation: August 18 - 30

Final Registration Week: August 26 – September 2

### Final Registration/Payment Dates

Wednesday, August 31  
All continuing students  
9 - 11:30am & 1:30 - 4pm

Friday, September 2  
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.

### Classes Begin Tuesday, September 6

Labor Day holiday: Monday, September 5 (no classes)

UW-Richland Fall Convocation: Friday, September 9

Last Day For . . .

Registration/enrollment: Friday, September 16

Adding a class: Friday, September 16

Changing audit to credit: Friday, September 16

Dropping a class: Monday, November 14

Changing credit to audit: Monday, November 14

Total withdrawal: Monday, November 14

*Dates indicated are for semester-long classes.*

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

45th annual Burlap Olympic Games: Thursday, October 6

Mid-term Week: October 18 - 24

Faculty submit grades by noon Friday, October 28

Thanksgiving break: November 24 – 25

Last Day of Classes: Friday, December 16

Final Exam Week: December 17 - 22 (Snow date: December 23)

Winterim January 3 - 20 – Winterim registration begins October 1

## Spring 2012

### Placement Test Dates

See page 4-5 for details.

Tuesday, October 25, 2011  
Monday, November 14, 2011  
Friday, December 2, 2011  
Tuesday, December 13, 2011  
Wednesday, December 28, 2011  
Monday, January 9, 2012  
Thursday, January 19, 2012

Dr. Martin Luther King holiday: Monday, January 16 (campus closed)

Final Registration Week: January 10 - 20

### Final Registration/Payment Dates

Thursday, January 19  
9 – 11:30am & 1:30 – 4pm

Friday, January 20  
9 – 11:30am & 1:30 – 4pm

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

### Classes Begin Monday, January 23

Last Day For . . .

Registration/enrollment: Friday, February 3

Adding a class: Friday, February 3

Changing audit to credit: Friday, February 3

Dropping a class: Friday, April 6

Changing credit to audit: Friday, April 6

Total withdrawal: Friday, April 6

*Dates indicated are for semester-long classes.*

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

Alumni Homecoming 2012: Saturday, March 3

Mid-term Week: March 5 - 9

Faculty submit grades by noon Wednesday, March 14

Spring Break: March 19 – 23

Classes resume Monday, March 26

Scholarship Application deadline: April 1

Richland Rocks Week 2012: April 16 - 20

Roadrunner Road Rallye: Friday, April 27

Graduation & Awards Night 2012: Friday, May 4

Last Day of Classes: Wednesday, May 9

Study Day: Thursday, May 10

Final Exam Week: May 11 – 17

Summer Session 2012: Starts late May