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 Affairs

The UW-Richland Student Affairs 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 Affairs 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 material about transfer universities, careers, study skills and more. There you can also use computers to access the Transfer Information System of the University of Wisconsin and an interactive career guidance program.

Need help? Check with Student Affairs.

Office hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:45am - 6:00pm</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>7:45am - 5:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45am - 4:30pm</td>
</tr>
</tbody>
</table>

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
UW-Richland FAX: (608) 647-2275
E-mail for general information: rlinfo@uwc.edu
Housing Information: While Campus View Corporation provides the primary source of housing for UW-Richland students, on-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. Contact Student Affairs for a listing of off-campus housing. See the weekly shopper's 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 websites such as http://www.wisconsinjobcenter.org.

Student Health Insurance: Information regarding student health insurance is available in the Student Affairs Office or via a link in the Health & Wellness section of the UW-Richland website or see http://www.uwc.edu/students/health-wellness/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 35,000 items and access to more than 100 online databases. A student computer lab, the Woodman Learning Center, and Classroom 315 are located in the library.

Hours for the Miller Memorial Library are:
- Monday through Thursday: 8:30am - 7:00pm
- Friday: 8:30am - 4:00pm

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 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 Angie Arneson 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 Affairs.

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/sites/default/files/imce/uploads/campus/resources/students/health-wellness/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 Symsys Recreation Complex on campus. There you'll find a 25-meter indoor pool, whirlpool, sauna, racquetball courts and a fitness center. An additional $38/semester fee covers use of the weight training area & racquetball courts.

Outdoor basketball and tennis courts as well as a cross-country ski trail are also located on campus.

Athletic Director Tracy Krueger
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 Fall Freshmen: All students new to UW-Richland this fall will participate in orientation programs:

- Summer/Time Advising & Registration (STAR). See page 6 for details.
- Welcome Week 2015

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 2015 (September 2 - 10) 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 Fall 2015 orientation are August 21 – 31. For more information, contact Emery Wontor in the International Programs Office in Melvill Hall, by phone at (608) 647-6186, Ext. 246 or by email at emery.wontor@uwc.edu. Dates for the Spring 2016 orientation are January 18-22.

Admission: How to Apply

Anyone who desires a university education will be considered for admission to UW-Richland. Contact Student Affairs. 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 or see the www.apply.wisconsin.edu site. For a printed application, contact your high school guidance office, or UW-Richland Student Affairs by E-mail at rlninfo@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. We will need your high school transcript, $44 application fee and ACT or SAT scores.
- 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 are exempt from paying the application fee.
- If you’re no longer in school, apply online or mail the completed application to: Student Affairs, UW-Richland, 1200 Highway 14 West, Richland Center, WI 53581-1316. 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 or from a link at 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 II). 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
- Final official high school transcripts
- Prior college official transcripts, if applicable
- ACT/SAT scores, if required
- Application fee, if required

If you have questions about admission or orientation, contact the Office of Student Affairs. Office hours are 7:45am - 6:00pm Mondays, and 7:45am – 5:00am 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.

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 Affairs by E-mail at rlninfo@uwc.edu or by phone at (608) 647-6186, Extension 221. The testing fee of $30 is included in your tuition/fees. New freshmen will be assessed the fee even if they take part in regional testing.

The English placement test includes a 90-minute objective test followed by a 30-minute writing sample. 90 minutes are allowed for the math placement 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 2015

Placement test sessions will be held in either COPPERTOP THEATRE/WALLACE STUDENT CENTER or in the PIPPIN CONFERENCE CENTER/MELVILL HALL. Note starting and ending times. Dates are:
- Saturday April 4, 9am-12:30pm/Coppertop
- Saturday April 25, 8am-2pm/Coppertop
- Wednesday, April 29, 4pm-8:30pm/Pippin
- Saturday, May 2, 9am-12:30pm/Coppertop
- Wednesday, May 20, 4pm-8:30pm/Pippin
- Wednesday, June 10, 4pm-8:30pm/Pippin

*** Regional test date

RESIDUAL TESTING FOR FALL 2015
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. Limited space by advance appointment is available. Contact Student
For Spring 2016
Placement testing for students planning second semester enrollment will be conducted on an individual appointment basis. Advance registration is required. Contact Student Affairs by E-mail at rlninfo@uwc.edu or by phone at (608) 647-6186, Extension 221.

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 Affairs or your instructor. 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.uwsys.edu/ or from links in the Transfer section of the UW-Richland website at www.richland.uwc.edu. 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 Affairs 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 Annette Hackbarth-Onson in the Office of Student Affairs 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.

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

Tuition & Fees
For detailed information on tuition/fees, see the Business Services section of the campus website (http://richland.uwc.edu/admissions/paying/tuition/business-office) or visit the Business Services office. Tuition figures below are per semester.

<table>
<thead>
<tr>
<th></th>
<th>Wisconsin residents</th>
<th>Non-residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(12-18 credits)</td>
<td>$2664.95</td>
<td>$6156.83</td>
</tr>
<tr>
<td>Part time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1-11 credits)</td>
<td>$222.08 per credit</td>
<td>$51.37 per credit</td>
</tr>
</tbody>
</table>

CREDIT AGREEMENT (PAY PLAN): Read the UW Colleges Terms and Conditions for details. If you have questions, contact UW-Richland Business Services.

ASSESSMENT OF LATE PAYMENT FEES AFTER SECOND WEEK: If payment is not received during the first two weeks of classes, a $100 Late Fee will be charged by the mid-September due date.

For detailed tuition/fee information, see Business Services or check Fee Facts online at: http://richland.uwc.edu/admissions/paying/tuition/business-office.

TEXTBOOKS
UW-Richland students have an array of options for obtaining their textbooks. They may opt to rent new or used texts, or purchase new or used texts. Costs will vary depending on which course(s) a student is taking and the options selected. Students will need to plan their budgets accordingly. Details available at: http://www.neebo.com/uwr

Online tuition and fees differ from campus tuition. For details, go to www.online.uwc.edu.

All Distance Education courses require purchase of texts. Student Affairs staff can provide an informational brochure when you register for DE courses. For online courses, see: http://www.neebo.com/uw-colleges-online

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 Visa, MasterCard, or Discover credit cards (2.5% of the payment amount 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.
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 know how to access PRISM. 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. 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 2015 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 2016 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 Affairs) to sign up!
- Agree to Terms & Conditions.
classes. The drop period for courses less than 13 weeks in length is prorated. Check with Student Affairs 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 Affairs 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 2016
Classes Begin Monday, January 25, 2016

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 12 – 18 period.

CONTINUING STUDENTS WILL REGISTER
NOVEMBER 12 – 18, 2015
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 Affairs for assistance.

Open enrollment begins November 18.
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.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>(3 credits)</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>Chemistry 145</td>
<td>(5 credits)</td>
<td>D</td>
<td>5</td>
</tr>
<tr>
<td>Sociology 234</td>
<td>(3 credits)</td>
<td>B-</td>
<td>8.01</td>
</tr>
<tr>
<td>Physical Ed 116</td>
<td>(1 credit)</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Art 187</td>
<td>(3 credits)</td>
<td>A</td>
<td>11.01</td>
</tr>
<tr>
<td>Total</td>
<td>15 credits</td>
<td></td>
<td>38.02</td>
</tr>
</tbody>
</table>

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 via the campus website at: http://uw.edu/archive/gpa-calculator.

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.

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, drawing classes, and online classes are offered every semester. The CE office also offers a free lecture series and summer programming for youth. The summer programs offer a variety of job opportunities for students. The UW-Richland CE Office is located just inside the east entrance of Melvill Hall, Office #428. For details, stop by or contact them:

Website: http://www.richland.uwc.edu/community/continuing-ed
By phone (608) 647-6186 ext. 227
By e-mail at rlnce@uwc.edu
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 Affairs 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 Affairs 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 2015 or Spring 2016 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 Affairs.
• Meet with the instructors regarding your ideas for the IS project.
• Together with the instructors, complete the IS Form and return it to Student Affairs within the first two weeks of the semester.
• Student Affairs 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.
**BAAS – Bachelor of Applied Arts & Sciences**

The Bachelor of Applied Arts and Sciences degree completion program is a bachelor’s degree that can be earned right here at UW-Richland. To enroll, you must have an Associate of Arts and Science degree from UW-Richland, an equivalent liberal arts associate degree, or an associate degree from a technical college. Get details at: [http://richland.uwc.edu/academics/majors-degrees/bachelors/baas](http://richland.uwc.edu/academics/majors-degrees/bachelors/baas)

For more info, see: BAA advisor Joanna Muller, #417 Melvill Hall Phone: (608) 647-6186, Ext. 228 Email: joanna.muller@uwec.edu

**UW-Milwaukee Connection**

The UW-Milwaukee Connection is a collaborative bachelor’s degree program between UW-Milwaukee and UW-Richland. Currently students are able to complete majors in Art History, Communication, Community Engagement & Education, History, Information Science & Technology, Political Science, and Sociology. For more information about the program, see the UW-Milwaukee website Connections section at [http://www4.uwm.edu/collegeconnection/](http://www4.uwm.edu/collegeconnection/), or from a link on the Student Affairs page of the UW-Richland website at [http://richland.uwc.edu/academics/majors-degrees/bachelors](http://richland.uwc.edu/academics/majors-degrees/bachelors), or contact UW-Milwaukee advisor Richard Church by phone at (414) 229-4654 or by E-mail at churcr@uwm.edu or contact UW-Richland: UW-R Student Affairs, Melvill Hall Phone: (608) 647-6186, Option 3 E-mail: rlninfo@uwec.edu

Another degree completion option is via the UW Colleges/UW-Platteville Collaborative Engineering Program, offering place-bound students and working adults the opportunity to earn a bachelor’s degree in electrical or mechanical engineering from UW-Platteville.

**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 understand the needs of adults
- Academic and career advising
- Child care reimbursement program
- Scholarships and financial aid

Student Affairs advisors can work with you one-to-one. Contact: (608) 647-6186, Option 3, or rlninfo@uwec.edu.

**Certificate Programs**

UW-Richland students have the option of earning a certificate in art, business or environmental studies, or International 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 Affairs**

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

E-mail: rlninfo@uwec.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. Please contact Student Affairs 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 Affairs
2. E-mail notification
3. Mailed letter
4. Faxed letter
5. Using your PRISM account

We encourage you to consult a Student Affairs 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.

**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**

Faculty are strongly encouraged not to schedule mandatory academic exercises (examinations, field trips, assigned class presentations, etc.) or require class attendance on such religious occasions as Rosh Hashanah, Yom Kippur, Christmas Eve and Christmas Day, Good Friday, Passover Eve, the first day of Passover, Easter, the first day of Ramadan, Eid-al-Fitr “Festival of Breaking the Fast” and Eid-al-Adha “Festival of Sacrifice.” A student with a conflict between an academic requirement and a religious observance must be given alternative means of meeting the academic requirement subject to the following: (a) Students must notify their instructors, within the first three weeks of class and within the first week of summer session, of the specific days or dates on which they will request relief from an academic requirement. (b) Instructors are not obligated to schedule make-ups before the regularly scheduled requirements.

**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.

**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. Pace of progression (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 AAS & 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 Affairs, 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 2015 will be paid based upon the number of credits for which you are registered at the end of the day on September 16, 2015; 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 16 will not receive additional financial aid for the added credits.

The financial aid you may receive for SPRING 2016 will be paid based upon the number of credits for which you are registered at the end of the day on February 5, 2016; 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 5 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 available via links on the UW-Richland website or at

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.

About Distance Education Courses
Course modes available to UW Colleges students are:
- **Blended/Accelerated Hybrid (AH):** Also called Blended Accelerated. In these courses, part of the learning activity is moved online and time spent in the classroom is reduced accordingly. While course content remains the same, the course is completed in 7 or 8 weeks instead of 15. Accelerated Blended Courses provide opportunities for interaction, discussion, and group work with classmates and faculty.
- **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 email. 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.
- **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.
- **Wline 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: http://www.neebio.com/

UW Colleges Online Information
Everything you need to know regarding UWC Online courses is available at 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
- Under Academics, select “Courses” or click the “Course Schedules” button
- 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.

Your search options 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 UW Colleges Catalog online at: http://www.uwc.edu/catalog.
Your Academic Transcript is 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 TranscriptsPlus®. The regular transcript fee is now $9.00 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://richland.uwc.edu/academics/transcripts, which will direct you to more information on ordering your UW Colleges official transcript using TranscriptsPlus along with a current pricing schedule.

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 36 of the 60 credits must be within the UW Colleges, or at least 12 of the final 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.

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
A. 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.

B. 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
- Chemistry
- Communication Arts
- Computer Science
- Education
- Engineering
- Environmental Studies
- Geosciences
- Geography
- Health Science
- History
- Literature
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Pre-Nursing
- Psychology
- Sociology
- Theatre Arts
- Women’s Studies
- Writing

Applying for the Associate Degree: If you’ll be completing requirements for the AA&S degree during the 2015-2016 academic year (fall/spring/summer sessions), be sure to complete the “Application for Degree Candidacy” form available in Student Affairs.

December 2015 candidates: file by November 1
May & Summer 2016 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.

<table>
<thead>
<tr>
<th>American Indian Studies</th>
<th>Geography &amp; Meteorology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>Geology</td>
</tr>
<tr>
<td>Art</td>
<td>Health &amp; Exercise Science</td>
</tr>
<tr>
<td>Astronomy</td>
<td>History</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Business</td>
<td>Music</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Communication &amp; Theatre Arts</td>
<td>Physics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Political Science</td>
</tr>
<tr>
<td>Economics</td>
<td>Psychology</td>
</tr>
<tr>
<td>Education</td>
<td>Sociology</td>
</tr>
<tr>
<td>Engineering</td>
<td>Women’s Studies</td>
</tr>
<tr>
<td>English</td>
<td>World Languages</td>
</tr>
</tbody>
</table>

Final Exam Schedule

FINAL EXAM SCHEDULE: FALL 2015

Tuesday, December 15
STUDY DAY: No Classes-No Exams-No Activities

Wednesday, December 16
16-1 8:00-10:00
16-2 10:15-12:15
16-3 12:30-2:30
16-4 2:45-4:45
16-5 5:00-7:00
16-6 7:15-9:15

Thursday, December 17
17-1 8:00-10:00
17-2 10:15-12:15
17-3 12:30-2:30
17-4 2:45-4:45
17-5 5:00-7:00
17-6 7:15-9:15

Friday, December 18
18-1 8:00-10:00
18-2 10:15-12:15
18-3 12:30-2:30
18-4 2:45-4:45
18-5 5:00-7:00
18-6 7:15-9:15

Monday, December 21
21-1 8:00-10:00
21-2 10:15-12:15
21-3 12:30-2:30
21-4 2:45-4:45
21-5 5:00-7:00
21-6 7:15-9:15

Tuesday, December 22
22-1 8:00-10:00
22-2 10:15-12:15
22-3 12:30-2:30
22-4 2:45-4:45
22-5 5:00-7:00
22-6 7:15-9:15

Wednesday, December 23
STUDY DAY SNOW DATE

FINAL EXAM SCHEDULE: SPRING 2016

Friday, May 13
STUDY DAY: No classes-No Exams-No Activities

Monday, May 16
16-1 8:00-10:00
16-2 10:15-12:15
16-3 12:30-2:30
16-4 2:45-4:45
16-5 5:00-7:00
16-6 7:15-9:15

Tuesday, May 17
17-1 8:00-10:00
17-2 10:15-12:15
17-3 12:30-2:30
17-4 2:45-4:45
17-5 5:00-7:00
17-6 7:15-9:15

Wednesday, May 18
18-1 8:00-10:00
18-2 10:15-12:15
18-3 12:30-2:30
18-4 2:45-4:45
18-5 5:00-7:00
18-6 7:15-9:15

Thursday, May 19
19-1 8:00-10:00
19-2 10:15-12:15
19-3 12:30-2:30
19-4 2:45-4:45
19-5 5:00-7:00
19-6 7:15-9:15

Friday, May 20
20-1 8:00-10:00
20-2 10:15-12:15
20-3 12:30-2:30
20-4 2:45-4:45
20-5 5:00-7:00
20-6 7:15-9:15

This is a list of the final exam periods. To find the exam time for your course(s), check the course schedule http://richland.uwc.edu/academics/courses, click on your course(s), and read the section titled “Final Exam.”
Fall 2015

Placement Test Dates
See page 4-5 for details.
- Saturday April 4, 9am-12:30pm/Coppertop
- Saturday. April 25, 8am-2pm/Coppertop ***
- Wednesday. April 29, 4pm-8:30pm/Pippin
- Saturday. May 2, 9am-12:30pm/Coppertop
- Wednesday. May 20, 4pm-8:30pm/Pippin
- Wednesday. June 10, 4pm-8:30pm/Pippin

STAR advising & orientation for New Freshmen
See page 6 for details.
- June 2, 5, 9, 11, 16, 18
- July 21
- August 6, 20

International Student Orientation: August 21 – 31

Classes Begin Wednesday, September 2

Labor Day holiday: Monday, September 7 (no classes)

Welcome Week 2015: September 2 - 10

Last Day For . . .
Registration/enrollment: Wednesday, September 16
Adding a class: Wednesday, September 16
Changing audit to credit: Wednesday, September 16
Dropping a class: Wednesday, November 11
Changing credit to audit: Wednesday, November 11
Total withdrawal: Wednesday, November 11

Dates indicated are for semester-long classes.
Deadlines for classes of less than 12 weeks are prorated.

49th annual Burlap Olympic Games: Thursday, October 1
Fall Alumni Brunch: Saturday, October 3
Mid-term Week: October 12 - 16
Faculty submit grades by noon Friday, October 23
Thanksgiving break: November 26 – 27

Last Day of Classes: Monday, December 14
Study Day: Tuesday, December 15
Final Exam Week: December 16-18 & 21-22
(Snow date: December 23)

Winterim early January–Winterim registration begins October 1

Spring 2016

Placement Test Dates
See page 4-5 for details.
Individual appointment basis

Dr. Martin Luther King holiday: Monday, January 18 (campus closed)

International Student Orientation: January 18 - 22

Classes Begin Monday, January 25

Last Day For . . .
Registration/enrollment: Friday, February 5
Adding a class: Friday, February 5
Changing audit to credit: Friday, February 5
Dropping a class: Friday, April 8
Changing credit to audit: Friday, April 8
Total withdrawal: Friday, April 8

Dates indicated are for semester-long classes.
Deadlines for classes of less than 12 weeks are prorated.

Scholarship Application deadline: March 1
Alumni Homecoming 2016: Saturday, March 5
Mid-term Week: March 14 - 18
Faculty submit grades by noon Friday, March 18
Spring Break: March 21 – 25
Classes resume Monday, March 28

Richland Rocks Week 2016: April 4 - 8
Roadrunner Road Rallye: Friday, April 29
Graduation & Awards Night 2016: Friday, May 6

Last Day of Classes: Wednesday, May 12
Study Day: Friday, May 13
Final Exam Week: May 16-20

Summer Session 2016: Starts late May