



Transfer Student Handbook

University of the Cumberland
2011-2012

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MISSION STATEMENT

University of the Cumberlands has historically served students primarily, but not exclusively, from the beautiful mountain regions of Kentucky, Tennessee, West Virginia, Virginia, Georgia, North Carolina, South Carolina, Ohio, and Alabama, which have traditionally been described as Appalachia. The University's impact can be seen in the achievements of its graduates who have assumed roles of leadership in this region and throughout the nation.

The University continues to offer promising students of all backgrounds a broad-based liberal arts program enriched with Christian values. The University strives for excellence in all of its endeavors and expects from its students a similar dedication to this pursuit. Its commitment to a strong academic program is joined with a commitment to a strong work ethic. UC encourages students to think critically and creatively so that they may better prepare themselves for lives of responsible service and leadership. This focus of its undergraduate programs is extended and extrapolated into its graduate programs. These programs prepare professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making in the pursuit of the life-more-abundant for both the individual and society. At UC, graduate study prepares professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making.

The University Community

University of the Cumberlands seeks to be a place of free inquiry and a community which searches for truth. As the University invites the infusion of student opinion, the University expects students to respect the opinions of others, including fellow students, faculty, and members of the administration. Students are expected to express their opinions and thoughts in ways which are appropriate in this Christian academic community.

The University offers no sanctuary to any individual who condones, advocates, or participates in behavior deemed inappropriate by the University. Any person who engages in such behavior will be

disciplined promptly and sufficiently to the cause, which may include suspension. "Participation in" means being present at gatherings which include activities not sanctioned by the University, whether one is an active participant or not. Failure to obey orders of University officials during any type of situation may result in immediate suspension from school.

The University admits students who come here voluntarily, with a full understanding of the rules and regulations, and presumably to continue their education. Students do not come here to demand or direct. Once having entered this University, students are expected to abide not only by the laws of the campus, but by the laws of this nation. Criticism and suggestions will continue to be welcomed, but threats, disruptions, or force of any kind will not be tolerated.

ACADEMIC POLICIES AND PROCEDURES

The information below highlights important academic policies and procedures that impact all students, including transfer students. Additional information on these and other situations may be obtained from such sources as the Office of Academic Affairs, the Registrar, departmental publications, and the University's Catalogs. A copy of the Undergraduate Catalog may be obtained from the Office of Academic Affairs. In addition, online versions of all current catalogs, along with information on the academic calendar and class schedules, are available on the Academics page of the University's web site at <http://www.ucumberlands.edu/academics/>.

Non-Discrimination Compliance

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the University of the Cumberland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs or activities; its admissions policies; or employment. The University is substantially controlled and substantially supported by a religious body, the Kentucky Baptist

Convention, an association of Baptist churches. University of the Cumberlands therefore enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. Similarly, the University may designate certain positions of employment in which the employee's gender or national origin is a bona fide occupational qualification as permitted under the law. Also, the University holds legal exemptions from certain regulations promulgated under Title IX of the Education Amendments of 1972, which conflict with the University's religious tenets. The University also enjoys first amendment constitutional guarantees which assure the University that it may freely exercise its religion.

The University's policy of nondiscrimination, while consistent with the law, is in fact mandated by the University's religious values. The University's values are rooted in Christian principles which recognize the basic dignity of every person as a creation of God.

Therefore the University carefully and precisely conforms to the legal duties imposed upon the University by the law, while remaining true to its religious standards. The University is committed to a policy of nondiscrimination, one that will be effectuated in practice. Inquiries regarding this policy or complaints by students and faculty should be directed to the Office of the Vice President for Academic Affairs, and by other employees to the Office of Business Services.

Privacy Rights of Students

The University is subject to the provision of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student's education records. These rights are

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate.** Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding the hearing procedures.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may also disclose without the student's consent, "directory information" unless the student has advised the Registrar in writing at least five days following registration that the student does not wish part or all of the directory information to be made public. Once filed, this instruction becomes a permanent part of the student's record

until the student instructs the University, in writing, to have the request removed. The primary purpose of directory information is to allow the University to include this type of information in certain University publications, the media, and outside organizations. The University has designated the following as examples of directory information: The student's name, addresses including electronic mail address, telephone numbers, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, picture, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and denominational preference. The University may disclose education records in certain other circumstances, but shall do so only upon the authorization of the Registrar.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202 4605.

Academic Accommodations for Learning Disabilities

University of the Cumberlands accepts students with learning disabilities and provides reasonable accommodations to help them be successful academically. Students with disabilities may incur additional costs for services not provided by the University in order to be successful in their studies. The Americans with Disabilities Act requires University of the Cumberlands to provide reasonable accommodations that afford an equal opportunity for students with learning disabilities. However, the University is not required to provide accommodations which lower its academic standards. The Associate Dean for Academic Affairs serves as the Disability Services Coordinator. For accommodations to be awarded, a student must complete a Disability Form and provide documentation of the disability. Such documentation may include:

- A “Section 504” report or Individualized Educational Plan from a high school no more than two years old.
- A psychological/educational assessment no more than three years old, performed by a licensed psychologist, educational testing specialist, or appropriately trained physician.
- A psychiatric assessment (DSM-IV or DSM-IV TR) no more than three years old, provided by a board certified psychiatrist.

When all paperwork is on file, a meeting between the student and the Coordinator will be arranged to discuss possible accommodations before accommodations are formally approved by the Special Accommodations Committee. Students must then meet with the Coordinator at the beginning of each semester before any academic accommodations can be certified for that term.

Classification of Students

Full-time - A student who is registered for 12 or more hours of work in a semester.

Part-Time - A student who is registered for less than 12 hours in a semester.

Regular - Any student who has met admission requirements and enrolled for a degree credit and is taking 12 or more hours during a semester.

Special - Students who have received a bachelor’s degree, or non-degree students.

Auditing of Courses - A student who wishes to audit, or take courses without credit, must obtain permission of the instructor of the class which he wishes to audit and from the Vice President for Academic Affairs. The same registration procedure is followed and the same fees charged as for courses bearing credit. Such students will be required to participate in class activities. No examinations will be given or credit granted to the auditor. A student who is registered as an auditor may not change to credit status for that semester.

Class Standing - A student must have completed the following hours and credits to receive the specific classifications:

Sophomore 30 semester hours

Junior 62 semester hours

Senior 96 semester hours

Degrees

University of the Cumberland confers the following undergraduate degrees: the Bachelor of Science, the Bachelor of Arts, the Bachelor of General Studies, and the Bachelor of Music. In addition, at the graduate level the University confers the following degrees: the Master of Arts, the Master of Science, the Master of Arts in Teaching, the Master of Arts in Education, the Master of Business Administration, the Education Specialist, the Doctorate of Education, and the Doctor of Philosophy.

Each student seeking the baccalaureate degree must have scores from an appropriate department examination, on file in the Office of the Registrar prior to completion of the student's degree. Teacher education students will be required to take the appropriate PRAXIS specialty examination prior to doing student teaching. The application for graduation fee is \$50.00 plus the cost of testing. Check with the Office of the Registrar for more information.

Degree Requirements

Believing there is a commonality of learning essential to enable the individual to function intelligently, University of the Cumberland seeks to provide those learning experiences through which the student will gain knowledge and develop skills requisite for abundant living.

The general requirements for graduation from the University of the Cumberland are the completion of at least 128 semester hours including General Education. Each program presented for graduation must include:

- b) a major and 15 semester hours of Restricted Electives; or
- c) a major and a minor; or
- d) two majors; or
- e) three minors; or
- f) an area of concentration; or
- g) a major and professional education coursework for teacher certification program (less student teaching); or
- h) an approved Independent Directions program.

Other Degree Requirements

1. The student must have a 2.0 grade point average on all courses taken.
2. All courses taken in the major or an area of concentration must have a grade of “C” or higher. A student earning a grade of “D” in a course in his/her major must repeat the course or the department head may select a substitute course.
3. Students selecting the three minor option must present grades of “C” or higher for all courses taken in the minors.
4. Grades of “D” in the minor are acceptable provided the average for all courses taken in the minor is 2.00 or better. Grades of “D” are not acceptable in the three minor option.
5. A minimum of 36 semester hours numbered 300 or above are required for graduation.
6. A candidate for graduation must have earned 30 of the last 36 hours in residence at University of the Cumberlands.
7. At least twenty-five percent of the total semester hours in any degree requirement must be completed at University of the Cumberlands.
8. The criteria for selecting courses which may be used in the Restricted Elective area are as follows:
 - a. no course may be selected if that course can be used as a part of the student’s major;
 - b. the courses must be at or above the 300 level;
 - c. no course may be used as part of the General Education Curriculum and as part of the Restricted Electives;
 - d. no more than two courses may be taken from any one department.
9. Students must submit Planned Program prior to completing 79 hours.

Student Class Attendance

Each student is expected to attend classes regularly and punctually. Attendance in the classroom is one of the most vital aspects of a university academic experience. Therefore, the University operates under the following policy: When any student has exceeded 20% of the time prescribed for any class, laboratory or studio, that student will be automatically dropped from that particular class with the grade of “aF ” This grade is placed on the official transcript of the

student and is treated as a failing grade in calculating the grade point average.

In general, 20% of the semester is equal to three weeks of normal class time. Thus, the absence limit for a class meeting three days a week is normally nine absences, while the limit for a class meeting twice a week is normally six absences. There are a limited number of exceptions to this policy that include Convocation and INSIGHTS.

Class attendance policies are contained in course syllabi for all classes. The definition of a class absence is a student's failure to attend class for any reason. Instructors may count three times tardy or leaving early to be equal to one class absence. A student leaving early may be counted as a tardy at the discretion of the faculty member.

There are no excused absences, regardless of the reason for the class having been missed. However, faculty will make reasonable provisions to allow students to make up work if the absence is due to a university-sponsored function or a medical or family emergency that is documented in a timely manner. Allowance for students to make up work for other reasons is at each instructor's discretion. A class absence does not excuse the student from being responsible for course work missed; the student is responsible for contacting the faculty member in order to make up class assignments. Any appeals about the administration of the absence policy in a class should be made the Academic Affairs Office.

Online Courses

Beginning in 2010, nearly all undergraduate summer school classes at University of the Cumberland are offered online. Most of these are courses that may contribute toward General Education requirements. In addition, during the regular academic year, a few online courses are available for students within the parameters defined below.

Students admitted to the online Bachelor of Science program in Business Administration should consult the *Business Online Program Handbook and Course Catalog* for the applicable policies and procedures concerning enrollment in online courses. For all

other undergraduate students, the following policies apply concerning enrollment in online courses offered by University of the Cumberland.

1. No student may complete more than 31 semester credit hours of online courses offered by University of the Cumberland toward a bachelor's degree. Any hours in excess of this limit will not count toward the 128 hours required for graduation nor toward the requirements of a major, a concentration, or a minor.
2. In addition, at least 75% of the coursework taken at the University toward an academic major or concentration must be completed in traditional in-seat courses.
3. During the fall or spring semester, students normally should be enrolled in at least 12 semester hours of in-seat courses to be eligible to register at the University for a maximum 3 semester hours of online coursework per semester.
4. During the summer semester, students may enroll in up to 6 semester hours of coursework at the University each bi-term, for a maximum of 12 semester hours over the summer.
5. The University does not audit the number of transfer credit hours from courses that may have been taken online at another institution.

NOTE: Additional course fees may be applicable for online classes.

Summer Sessions

The summer sessions of University of the Cumberland provide an opportunity for students to earn college credit. Seven semester hours is the maximum load that an undergraduate student may carry during each summer session.

Teacher Certification

Certification of all teacher candidates completing a program of preparation at University of the Cumberland is vested in the State Board of Education and is contingent upon satisfactory completion of state requirements which vary somewhat from state to state. Students completing a teacher preparation program at the University of the Cumberland will meet the requirements for the state of Kentucky; however, each state will evaluate test scores and transcripts before issuing initial certification. Initial certification in

another state under the Interstate Compact Agreement is also contingent upon the availability of a certification area in that state comparable to that of Kentucky. Therefore, a student meeting the requirements for Kentucky may or may not fulfill all requirements for another state. Since the Education Professional Standards Board has the sole authority for official certification, any changes in requirements must be adhered to within the effective dates regardless of the student's entry date or time on the program pursued.

Applications for Kentucky certification and those states contiguous to Kentucky may be obtained from the Director of Certification. Graduates of the University of the Cumberlands who meet the requirements can secure one of the following teaching certificates issued by the Education Professional Standards Board:

- A. Provisional Secondary Certificate 8-12*
 - B. Provisional Early Elementary Certificate P-5
 - C. Provisional Middle School Certificate 5-9
- * Some programs are for grades P-12

Course Planning Regulations

Upon completing 78 semester hours, students are required to file a degree program with the Registrar. The program must be checked by the advisor and major and minor professors. The University will recognize the degree program for a period of seven years computed from the first semester of the student's enrollment, any changes in institutional requirements to the contrary notwithstanding. This does not preclude the addition of requirements of the State of Kentucky or additions which may arise out of undetected errors or omissions in the original degree program. Any subsequent changes made in the program must have the approval of the advisor and major and minor professors and be noted on the student's course planning sheet in the Registrar's Office. The student is expected to be familiar with general and specific requirements of his or her chosen program. The student is in all cases responsible for meeting the requirements for graduation.

Adding or Dropping a Course

The following rules apply:

1. A student may add a course normally during the first week of the term.
2. A student may drop a course during the first four weeks, or its equivalent, without penalty.
3. If a student who is doing satisfactory work drops a course after four weeks, “WP” (withdrew passing) will be entered on his/her record. This carries no penalty. Conversely, if a student who is not doing satisfactory work drops a course after four weeks the grade of “WF” (withdrew failing) will be entered on his/her record.
4. No student may drop a course the last four weeks of a semester without a grade of “WF.”

The specific deadlines for dropping a course are included on the Academic Calendar detailed elsewhere in this handbook.

Withdrawing from the University

A student desiring to withdraw from University of the Cumberland within any semester must procure permission from the Vice President for Academic Affairs and complete required paperwork. The following policies and procedures govern withdrawal from the University for the current term.

1. The permanent record of a student who withdraws from University of the Cumberland during the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of “W” for all courses. A “W” carries no grade point penalty.
2. The permanent record of a student who withdraws after the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of “WP” (withdrew passing) if passing or “WF” if failing. “WP” carries no grade point penalty. However, a “WF” carries a penalty, counting as an “F” in calculating the grade point average.
3. Students withdrawing during the last four weeks of the semester (or the equivalent for bi-term and online schedules) will receive a grade of “F” for all classes except for those classes in which the student has an “aF.” In that case, the grade of “aF” remains on the transcript.

4. For any student who drops out of University of the Cumberlands without permission, the permanent record will show a grade of “aF” in all courses carried, indicating that the student failed because of class absences.
5. No student who withdraws from University of the Cumberlands for whatever reason is entitled to a grade report or transcript of credits until his/her account is cleared in the Bursar’s Office.
6. The official date of withdrawal will be used by the Bursar’s Office and the Office of Financial Planning to determine any adjustments involving financial aid and financial charges.

Medical / Emergency Withdrawal. Students who must withdraw classes for medical reasons or because of dire personal circumstances may submit a written request to the Academic Affairs Office as soon as the student intends to stop attending classes. This request must be supported by a letter from a medical professional or other source supporting the student’s request with specific information on the student’s diagnosis, current condition, and continuing treatment requirements, or on the student’s personal emergency that necessitates the withdrawal request. If the medical / emergency withdrawal is granted, the student will receive grade of a “W” or “WP” in all current classes. NOTE: Normally, partial medical / emergency withdrawals are not permitted (that is, withdrawal from one or two courses while the student continues in others).

Housing: Students wishing to withdraw from a residence hall must follow the procedure outlined below (in the order indicated):

1. Receive permission from the Dean of Student Life to withdraw from University housing.
2. Vacate and clean the room from which the student is withdrawing.
3. Contact a Residence Hall Staff member to have a final room inspection.
4. Turn in key to the Residence Hall Staff member.
5. Complete the Final Sign-Out Form.
6. Make financial arrangements with the Bursar’s Office.
7. Have student ID changed from resident to commuter status. Unofficial withdrawal will result in a disciplinary fine of \$100.00.

Repeating a Course

Students may repeat any course. The grade from the most recent attempt will be the grade of record and is the one used in calculating the GPA. In such a case, the previous grade is replaced.

Academic Probation and Suspension

Each student is expected to maintain a standing of 2.00, or an average of “C”. At the end of each semester, the records of all students are reviewed to determine their standing. A student with a cumulative standing of less than 2.00 is automatically placed on academic probation. Students on academic probation are limited to enrolling in 15 hours per semester. If any student standing is below the minimum in the following schedule, he or she faces suspension.

<u># Hours Attempted</u>	<u>Minimum GPA</u>
24-45 hrs	1.60
46-61 hrs	1.70
62-77 hrs	1.80
78-95 hrs	1.90
96 hrs or more	2.00

The first time a student is placed on suspension, it is for one semester. The second time a student is placed on suspension, it is for a calendar year. Students who are under suspension from the University of the Cumberlands will not receive credit for any academic work completed at other institutions. During the period of suspension.

Academic Appeals

Both undergraduate and graduate students have the right to challenge a grade. If discussions with the course instructor and department chair do not lead to a satisfactory conclusion, students may file a formal written appeal with the Vice President for Academic Affairs, who will forward the appeal to the chair of the Academic Appeals Committee. This formal written appeal must be filed by the end of the 4th week of classes in the next regular term following the term in which the course in question was taken. The Academic Appeals Committee then gathers information from the student, the instructor, and any other relevant parties. The Committee will deliver its recommendation on the complaint to the Vice President for

Academic Affairs. After reviewing this recommendation and concurring or amending it, the Vice President for Academic Affairs will inform the student and instructor of the disposition of the complaint no later than the last day of classes of the term in which the complaint was filed. Records of all actions regarding academic grade appeals, including their final disposition, are maintained by the Vice President for Academic Affairs and the Academic Appeals Committee.

Official Notices

All students must respond to official notices issued by administrative officers or staff and instructors, whether these notices be posted on official bulletin boards or sent through the mail or e-mail. Failure to comply with this regulation may lead to disciplinary action.

Semester Hours

The term semester hour or credit hour normally means one hour of recitation or lecture for one semester. Thus, a course taken three hours a week for a semester would usually have a credit value of three semester hours. For most laboratory courses, two or more hours of lab time are the equivalent of one hour of recitation.

Student Class Load

The normal class load for a freshman is 16 hours per week. A sophomore, junior, or senior, with a cumulative standing of 3.00 or better, may, after each case has been studied by the Vice President for Academic Affairs, be permitted to carry as many as 21 hours. Seven hours is the maximum load that a student may carry during each summer term.

Grading System and Grade Reports

The following grading system is used:

A-excellent	I-incomplete	S-satisfactory (pass)
B-good	aF-failure due to absences	P-pass
C-average	W-withdrew	U-unsatisfactory (failure)
D-below average	WP-withdrew passing	
E-failure	F-failure	WF-withdrew failing

Midterm grades are reported for all classes. A grade of “Incomplete” is assigned only in instances where a unit of work is not completed

because of verifiable, extenuating circumstances, such as illness, accident, death in the immediate family, etc. This grade may be removed by completion of the specific work missed. Under these conditions an “I” may not be removed by retaking the course. The “I” will be entered on the records upon filing a contract between the instructor and the student in the Office for Academic Affairs, with copies of the contract given to each party. All attempts and grades received are recorded by the registrar on the permanent record (transcript). For purposes of grade point average, only the most recent earned grade is used. Non-punitive grades are not considered earned grades.

Quality Credits

Quality credits are earned in the following manner. A grade of:

- A-results in four quality credits per semester hour in any course;
- B-results in three quality credits per semester hour in any course;
- C-results in two quality credits per semester hour in any course;
- D-results in one quality credit per semester hour in any course.

Thus, a three-hour course taken for a semester, with a grade of A, would give twelve quality credits; with a grade of B, nine quality credits; with a grade of C, six quality credits; and with a grade of D, three quality credits.

GENERAL EDUCATION CURRICULUM

The General Education curriculum outlined below applies to new full-time students enrolling during the 2010-2011 and following academic years. Students previously enrolled full-time will complete the General Education curriculum as defined in earlier catalogs.

Purpose Statement

The foundation of all of our programs at the University of the Cumberlands is our desire to nurture an increased awareness of the pre-eminence of the spiritual dimensions of human life through an appreciation of our historic Christian heritage, as well as through an understanding of Biblical truth and religious values as they apply to daily life. The University’s mission to offer “a broad-based liberal

arts program enriched with Christian values” is evidenced in our General Education curriculum. Along with the University’s other programs, this curriculum attempts to foster in students “a heightened awareness and sensitivity to the search for truth and a deepened responsibility toward humankind.” Collectively, the courses taken to fulfill the requirements of the six sections of the General Education curriculum are intended to provide a breadth of information, an understanding of critical concepts, and a mastery of skills to support a life-long pursuit not only of professional achievement but also of “responsible service and leadership.” These endeavors are rooted in an open exchange of ideas within and among academic disciplines and are framed by a Christian sense of responsibility toward self, toward society, and toward God.

Integrated Studies Courses

As part of the General Education curriculum, students must take one Integrated Studies course in place of the “standard” general education courses listed below, and they have the option of taking a second Integrated Studies course as a substitution in another area of the curriculum. Integrated Studies courses are available in Sections I, III, IV, V, and VI of the General Education curriculum. These courses are special topics upper-level courses open to juniors and seniors. Integrated Studies courses have no prerequisites. Some of these courses are team-taught, crossdisciplinary courses. These newly developed courses reflect the University’s commitment to nurturing critical thinking and problem-solving. In some cases Integrated Studies courses will also count in a major or minor. Integrated Studies courses are designated with a 40X course number (ART 401, BIOL 403, etc.) and the area of the General Education curriculum which each serves is identified in the course descriptions later in this catalog.

I - Christian Faith (6 Hours including RELG 135 or RELG 136)

RELG 133 Church History

RELG 135 Old Testament Survey

RELG 136 New Testament Survey

RELG 233 Introduction to Christian Ethics

RELG 339 World Religions

_____ Integrated Studies Course

II - Writing Competence (6 Hours)

ENGL 131 English Composition I

ENGL 132 English Composition II

III - Mathematical and Scientific Reasoning (7 Hours)

A. Mathematics (3 hours)

Any one of the following five courses:

MATH 131 College Mathematics

MATH 132 College Algebra

MATH 136 Precalculus

MATH 140 Calculus I

MATH 240 Calculus II

_____ Integrated Studies Course

Or both of the following courses

MATH 130 Concepts of Mathematics for the Elementary and Middle School Teacher I

MATH 230 Concepts of Mathematics for the Elementary and Middle School Teacher II

B. Science (4 hours)

BIOL 130 General Biology *and* BIOL 110 General Biology Laboratory

BIOL 133 Introduction to Population Biology *and* BIOL 113 Intro. to Population Biology Laboratory

BIOL 134 Introduction to Cellular Biology *and* BIOL 114 Intro. to Cellular Biology Laboratory

BIOL 231 Environmental Science *and* BIOL 116 Environmental Science Laboratory

CHEM 132 General Chemistry I *and* CHEM 111 General Chemistry Lab I

CHEM 140 Chemistry of Everyday Life

PHYS 137 Physical Science *and* PHYS 117 Physical Science Laboratory

PHYS 140 Astronomy

PHYS 241 Physics I

_____ Integrated Studies Course

IV - Historical and Cultural Understanding (6 Hours)

A. History (3 hours)

HIST 138 World Civilization since 1648

HIST 231 American History to 1877

_____ Integrated Studies Course

B. Culture (3 hours)

BADM 135 Macroeconomics

BADM 136 Microeconomics

FREN 135 French Popular Culture
SPAN 135 Hispanic Popular Culture
POLS 131 Introduction to Political Science
POLS 233 American National Government
POLS 235 Introduction to International Relations
PSYC 131 Basic Psychology
_____ Integrated Studies Course

V - Aesthetic Appreciation (6 hours representing two departments)

ART 131 Art Appreciation
ART 132 Ancient To Gothic Art
ART 133 Renaissance to Modern Art
ART 134 Drawing I
ENGL 330 Literary Studies
ENGL 331 English Literature through 1660
ENGL 332 English Literature 1660-1830
ENGL 333 English Literature since 1830
ENGL 334 American Literature through 1865
ENGL 335 American Literature since 1865
MUPR 109-112, 114-116, 119 Music Ensemble or Band
MUSC 130 Music Appreciation
THTR 130 Introduction to Theatre
_____ Integrated Studies Course

VI - Social and Professional Awareness (6 hours representing two departments)

BMIS 130 Introduction to Application Software
COMM 130 Introduction to Interpersonal Comm *or* 131 Introduction to
Mass Media
or 230 Introduction to Public Speaking
or JOUR 130 Introduction to Journalism & Public Relations
HLTH 236 Health and Wellness
SOC 131 Introduction to Sociology *or* CRJS 131 Introduction to Criminal
Justice
or HSRV 131 Survey of Human Services
_____ Integrated Studies Course

ACADEMIC AFFAIRS OFFICE

Located in GATL 114, the Academic Affairs Office can provide information on all areas of academic life. Here students may find assistance concerning

- Changing advisors or majors
- Permission for enrolling in a course overload (more than 18.5 credit hours)
- Appeals concerning course attendance
- Appeals concerning course grades
- Assistance with academic advising
- Assistance for students with learning disabilities

The Academic Affairs Office also oversees academic support services, advising, as well as the academic calendar and course schedule. Several important academic support services that can provide students with supplemental instruction and other assistance are housed together in the Smiddy Learning Resource Center.

Hagan Memorial Library

The Hagan Memorial Library is located on the main and upper levels of the Smiddy Learning Resource Center. In addition to its book, periodical, government documents, media, and microform collections, the Library provides access to electronic databases, reference services, bibliographic instruction, and interlibrary loan services. These resources are all available to, and supported for, both on-campus and off-campus students.

The Library currently houses over 205,000 volumes, including 142,000 titles in its print collections. These volumes are cataloged using the Library of Congress Classification System and are accessible through the Library's online catalog, *UCat*. In addition to print titles, the Library provides access to more than 100,000 books in electronic format. These books are cataloged and accessible through the *UCat*.

Besides its print and electronic book resources, Hagan Memorial Library provides access to 807,000 microforms; 3,000 media items; and 24,000 periodical titles. Most of these periodical titles are accessible through online databases. However, the Library

subscribes to over 125 periodicals in paper. These titles primarily support specific academic programs of the University. Access to periodicals in any format is facilitated through the “*Information Resources*” section of the Library’s homepage (<http://www.ucumberlands.edu/library/>). The many electronic and online databases to which the Library subscribes provide scholarly support for all academic programs, including those in criminal justice and related social sciences. Most of these databases include full-text journals and other information resources.

The Library offers reliable interlibrary loan services at no charge to all students. Students normally can obtain materials from other libraries within five days. Currently, students seeking interlibrary loan materials may request them using the online library resource request forms located in the “*Services*” section of the Library’s homepage. These forms may be submitted online. When interlibrary loan materials arrive on campus, the Interlibrary Loan staff notifies the student of their availability for pickup, or the staff mails these resources directly to students who live outside the local area.

The Library employs a full-time Reference and Instruction Librarian to work with students to ensure their access to the full array of library resources and services. Along with the other librarians and professional staff, the Reference and Instruction Librarian is available to answer questions about resources or research from students at any time during the Library’s open hours.

Currently the Library is open nearly 80 hours each week.

Academic Resource Center

The peer tutoring services of the Academic Resource Center (ARC) are located in the basement level of the Smiddy Learning Resource Center. During 2010-2011, the ARC provided 712 hours of tutoring covering more than 85 different courses in 13 different disciplines. Students receiving these services were referred by 32 faculty members. These services were provided by 133 Presidential Scholars, 13 workstudy tutors and 7 tutorial assistants. One-on-one tutoring dominates the ARC’s mode of delivering services, but small group sessions have been offered in some areas.

Teaching and Learning Center

The Teaching and Learning Center (TLC), also located in the basement of the Smiddy Learning Resource Center, provides supplemental instruction for students through a variety of academic success seminars offered throughout the academic year in the late afternoons and evenings. These seminars are offered on campus, in the residence halls, and even in the cafeteria, wherever or whenever seems a good venue to engage students and serve areas of need.

Often these seminars are “just-in-time” programming on such topics as “Preparing for Multiple Choice Tests,” “Surviving Final Exams,” “How to Plan for an In-Class Essay,” “How to Read a Textbook,” or “Developing Critical Thinking Strategies.” The TLC Director also provides one-on-one academic counseling to students referred by the advisors, faculty, or the Academic Affairs Office.

Academic Calendar

Fall 2011

Saturday, August 20	Late Orientation for First-Year Students
Monday, August 22	Confirmation, Registration, Sign Financial Aid Forms, Transfer Student Orientation
Tuesday, August 23	Late Registration, Sign Financial Aid Forms
Wednesday, August 24	Classes Begin
Wednesday, August 31	Last day to register for classes
Monday, September 5	Labor Day, no classes
Wednesday, September 21	Last day to drop a class without a grade
Wednesday, October 12	Midterm
Thurs.-Sun., October 13-16	Fall Break
Wednesday, November 16	Last day to drop a class without a failing grade
Wed.-Sun., November 23-27	Thanksgiving Break
Friday, December 9	Last day of fall semester classes
Mon.-Thurs., December 12-15	Final Examinations

Fall Bi-Term Classes

Fall I Term: August 29 - October 20, 2011

- Monday, August 29 First day of term
- Thursday, September 1 Last day to register
- Monday, September 12 Last day to drop without a grade
- Monday, October 10 Last day to drop without a failing grade

- Thursday, October 20 Last day of term

Fall II Term: October 24 - December 15, 2011

- Monday, October 24 First day of term
- Thursday, October 27 Last day to register
- Monday, November 7 Last day to drop without a grade
- Monday, December 5 Last day to drop without a failing grade
- Thursday, December 15 Last day of term

Spring 2012

Monday, January 9	Confirmation, Registration, Sign Financial Aid
Tuesday, January 10	Late Registration, Sign Financial Aid
Wednesday, January 11	Classes begin
Wednesday, January 18	Last day to register for class
Wednesday, February 8	Last day to drop a class without a grade
Wednesday, February 29	Midterm
Mon.-Fri. March 12-16	Spring Break
Friday, April 6	Good Friday Holiday
Wednesday, April 11	Last day to drop a class without a failing grade
Monday, April 23	Honors Day
Friday, April 27	Last day of spring semester classes
Mon.-Thurs., April 30-May 3	Final Examinations
Saturday, May 5	Graduation

Spring Bi-Term Classes

Spring I Term: January 9 - March 1, 2012

- Monday, January 9 First day of term
- Thursday, January 12 Last day to register
- Monday, January 23 Last day to drop without a grade
- Monday, February 20 Last day to drop without a failing grade
- Thursday, March 1 Last day of term

Spring II Term: March 5 - April 26, 2012

- Monday, March 5 First day of term
- Thursday, March 8 Last day to register
- Monday, March 19 Last day to drop without a grade
- Monday, April 16 Last day to drop without a failing grade
- Thursday, April 26 Last day of term

Summer 2012

First Summer Bi-Term (May 7 - June 28, 2012)

Monday, May 7	First day of classes
Thursday, May 10	Last day to register for classes
Monday, May 21	Last day to drop a class without a grade
Monday, June 18	Last day to drop a class without a failing grade
Thursday, June 28	Last day of classes

Second Summer Bi-Term (July 2 - August 21, 2012)

Monday, July 2	First day of classes
Thursday, July 5	Last day to register for classes
Monday, July 16	Last day to drop a class without a grade
Monday, August 13	Last day to drop a class without a failing grade
Tuesday, August 21	Last day of classes

16-Week Term (May 7 – August 21, 2012)

Monday, May 7	First day of classes
Thursday, May 10	Last day to register for classes
Monday, June 4	Last day to drop a class without a grade
Monday, July 30	Last day to drop a class without a failing grade
Tuesday, August 21	Last day of classes

Advising and Registration Calendar

Advising and Registration Dates for Spring 2012

Seniors	October 24-25, 2011
Juniors	October 26-28, 2011
Sophomores	October 31-November 1, 2011
Freshmen	November 2-4, 2011
Free drop/add 2012	November 7, 2011 – January 10,

Last day to cancel registration
for the spring without a fee: January 3, 2012

Advising/Registration Dates for Summer/Fall Semesters 2012

Seniors	March 19-20, 2012
Juniors	March 21-23, 2012
Sophomores	March 26-27, 2012
Freshmen	March 28-30, 2012
Free drop/add	Summer – April 2 – May 4, 2012 Fall – April 2 – August 21, 2012

Last day to cancel registration for the fall without a fee:

Returning students	July 1, 2012
New Fr/Transfers	August 1, 2012

Final Examinations

Final examinations are only given during the scheduled periods. Students with more than three exams on a given day may request one exam be moved. The request must be approved by the Academic Affairs Office. However, no exams are scheduled prior to finals weeks. Students should make their holiday travel plans with their final examination schedule in mind. Below is the Final Examination Schedule for Fall 2011. The Final Examination for Spring 2012 will be posted by the beginning of that semester
<http://www.ucumberlands.edu/academics/schedules/>.

Fall Semester 2011

Monday, December 12

Classes meeting 12:00-12:50 MWF	8:00-9:55 a.m.
Classes meeting 11:00-11:50 MWF	10:00-11:55 a.m.
Classes meeting 8:00-8:50 MWF	1:00-2:55 p.m.
All sections of HIST 137, 138, 231 & 232	3:00-4:55 p.m.

Tuesday, December 13

Classes meeting 9:25-10:40 TH	8:00-9:55 a.m.
Classes meeting 1:40-2:55 TH	10:00-11:55 a.m.
Classes meeting 10:50-12:05 TH	1:00-2:55 p.m.
All sections of BIOL 133	3:00-4:55 p.m.

Wednesday, December 14

Classes meeting 9:00-9:50 MWF	8:00-9:55 a.m.
Classes meeting 8:00-915 TH	10:00-11:55 a.m.
Classes meeting 1:00-1:50 MWF	1:00-2:55 p.m.
All sections of CHEM 111, 211, 321, & 411	3:00-4:55p.m.
Classes meeting 10:50 MWF	6-7:55 p.m.

Thursday, December 15

Classes meeting 12:15-1:30 TH	8:00-9:55 a.m.
Classes meeting 2:00-2:50 MWF	10:00-11:55 a.m.
Classes meeting 3:00-3:50 MWF	1:00-2:55 p.m.
Classes meeting 3:05-4:20 TH	3:00-4:55 p.m.

Evening Class Examination Schedule

Monday evening classes	Monday, December 12
Tuesday evening classes	Tuesday, December 13
Wednesday evening classes	Wednesday, December 14
Thursday evening classes	Thursday, December 8

Freshman Advising

Early in the fall semester following the freshman year, students are assigned a permanent advisor at the Annual Advising Fair. At this time students will see the department head of their chosen major for assignment to the new advisor. Students who remain undecided about a major may choose a general advisor.

Students classified as first-year students (<30 credit hours earned) must be authorized for registration by their advisor prior to submitting course requests for their advisor's approval through the MyUC Portal.

Basic instructions concerning use of the MyUC Portal to register for classes, or to access course grades, online transcripts and other academic information, is available through the Office of Information Technology website (<http://www.ucumberlands.edu/it/>).

Upperclassman Advising

Upperclassmen may change majors and advisors at the Annual Advising Fair, held early in the fall semester, or at any other time by picking up a Change of Major/Advisor form in the Academic Affairs

Office (GATL 114) and submitting the completed form to the Registrar's Office.

Undergraduate Advising Handbook

The *Undergraduate Advising Handbook* is available online at http://www.ucumberlands.edu/faculty/downloads/ADV_HANDBOOK.pdf. This handbook provides advisors and students guidelines for courses to take for any major on campus as a freshman and sophomore. It can assist transfer students in identifying their course needs as well. The *Advising Handbook* also provides information on General Education requirements for graduation that apply to all students.

REGISTRAR'S OFFICE

The Registrar's Office, located in the Gatliff Building across from the Academic Affairs Office, is the repository for academic records. Students go to the Registrar to

- Drop/Add classes using a hardcopy request
- Update Confidentiality Release information
- Complete Change of Advisor/Major paperwork
- Submit appeal of Academic Standing issues
- Arrange/Confirm transfer credit earned elsewhere
- Request an official transcript
- Apply for graduation
- Submit Planned Programs
- Meet with the Registrar for a transcript audit

Transfer Credit Policies

- Students will generally receive credit for all college-level work in which a passing grade is earned, provided such credit is earned from an institution which is fully accredited by one of the six regional accrediting associations. Remedial or vocational courses are not transferable. Grades lower than 'C' will not be accepted in courses which apply toward the student's major.
- University of the Cumberlands reserves the right to evaluate and accept or reject college credit earned prior to high school

graduation. This evaluation will be done course by course in consultation with the appropriate department.

- To be eligible for admission to the University of the Cumberlands, all transfer students must not be currently on academic or social suspension and must be eligible to return to their previous institution.
- Transfer students admitted with junior or senior standing must complete a minimum of one-third of the course requirements in the major or minor at the University of the Cumberlands (CLEP and departmental bypass exams will not meet this requirement). Specific requirements for each major, or minor may vary with department policies. Please contact the Registrar for specific information.
- At least twenty-five percent of the total semester hours in any degree requirement must be completed at the University of the Cumberlands (CLEP and departmental bypass exams will not meet this requirement).
- Credit by examination (AP, CLEP, IB) recorded for a specific course on an official transcript, must meet the University of the Cumberlands standards in order to be accepted as transfer credit. Students must present official score reports (AP, CLEP, IB Diploma), and pay required fees and tuition (CLEP) in order to receive credit. Departmental bypass challenge/exams from other institutions are not transferable.
- Courses, which carry less credit, than is required by University of the Cumberlands General Education Program or any other specific college or departmental requirement, may not be substituted for that requirement.
- Only grades earned at University of the Cumberlands will be used in calculating student grade point averages.
- All terms taken at any institution will be counted in calculating full-time terms of attendance.
- A total of thirty-six (36) semester hours or more in courses numbered 300 or above must be presented for graduation from University of the Cumberlands.
- Thirty (30) of the last thirty-six (36) hours must be taken at University of the Cumberlands. If the student is seeking

teacher certification, the student teaching course hours do NOT count toward these thirty (30) hours.

- All full-time students with less than senior standing must be enrolled in Convocation. Students may request exemption in the following situations: 1) Enrollment as a commuting student with Tuesday and Thursday only classes, 2) Valid, off campus employment obligation verified by an employer, or 3) Some other special circumstance. Students who are 25 or more years of age at the time of initial enrollment at the University of the Cumberlands are exempt from Convocation. Credit for convocation is Pass/Fail with 0.50 hours each semester.

Transcript Evaluations

With the assistance of department chairs, the Registrar determines what coursework completed elsewhere will be accepted as transfer credits and what degree requirements will be served by transfer credits.

Planned Programs

With the assistance of their advisors, students must submit a Planned Program after completion of 78 credit hours. Normally the student will not be able to register for the next term of classes until the Planned Program has been submitted.

Application for Graduation

Students normally apply for graduation the semester prior to their intended completion date. At this time the Registrar reviews the Planned Program and details the work yet to be completed, as well as other graduation requirements (such as exit examinations, completion of the Graduating Student Survey, etc.)

Holds or Stops

Students may be unable to register, attend class, check in to the residence halls, order transcripts, etc., because of a hold or stop placed upon their account by an administrative office. These holds are called to the student's attention when logging on to MyUC. These notifications will indicate the nature of the hold, but students confronting holds or stops may seek assistance

from their advisor or from any administrative office to determine the problem and how to remediate the issue.

STUDENT SERVICES OFFICE

The Student Services Office, located in the Boswell Campus Center, provides information and access for many services on campus. Any questions or concerns regarding on-campus and off-campus house and Residence Life may be directed here to the Dean of Student Life. The Student Services Office also handles all issues regarding Convocation attendance. This office also maintains the campus Lost and Found. If all else fails, the Student Services Office staff can direct students to the appropriate office or individual on campus to serve their needs.

Convocation

Meeting on Mondays or Wednesdays at 10:00 a.m., Convocation is a time for students to come together for worship or some other special program. Convocation is an important part of life at the University of the Cumberlands. As such, all full-time students with less than senior standing must be enrolled. Students may request exemption in the following situations: 1) Enrollment as a commuting student with Tuesday and Thursday only classes, 2) Valid, off campus employment obligation verified by an employer, or 3) Some other special circumstance. Students who are 25 or more years of age at the time of initial enrollment at the University of the Cumberlands are exempt from Convocation. Students who receive an “E” in Convocation are not eligible for Dean’s List, President’s List, or Graduation Honors. Credit: 0.50 hours each semester.

Residence Requirements

All full-time students must live in University housing unless the student is exempt from the policy or is individually excused.

Housing Exemptions

A student who meets one of the following criterion is exempt from this policy:

- The student is married;
- The student lives locally with a parent or guardian;

- The student is a disabled person as defined by Section 504 of the Rehabilitation Act of 1973 and requires, as an accommodation, exemption from this policy.

The University recognizes the student to be exempt only after the student completes a housing excuse form and it is approved by the University.

A married student must complete only one housing excuse form. If a married student's marital status changes, the student shall immediately notify the Office of Student Services. Married couples are not permitted to live in University housing when both are enrolled as students.

Any student who meets the second or third criterion for exemption must complete a housing excuse form and secure the University's recognition of exemption each semester. The University may make an exception to this semester-by-semester requirement in the case of a disabled student.

Any student who fails to meet one of the exemption criterion, but wishes to be excused from this policy must complete a housing excuse form and secure the original and renewed permission of the University to live off campus on a semester-by-semester basis. Students will be excused only in remarkable situations. A student claiming a need to be excused because of a medical condition, which does not cause the student to be a disabled person, will be required to submit a current medical substantiation of their position. Students who have completed a minimum of 96 hours may receive an approved housing excuse. **However, all students excused and granted the privilege to live off campus, except those meeting the housing exemption criterion above, will forfeit eligibility for, and will forfeit any previously awarded but not received, private funds from the University. Additionally, students registered as resident students, but not physically living in a residence hall, will forfeit any awarded private funds from the University.**

Housing excuse forms may be obtained from the Office of Student Services or by accessing the University of the Cumberland's Home Page on the Internet.

Students who are enrolled less than full-time (12 hours) or drop below full-time must obtain permission from the Dean of Student Life to live in University housing.

Students who live in off-campus housing are responsible for knowing and abiding by all University policies. Failure to follow University policy/policies may result in off-campus housing permission being revoked.

Any student on academic probation, except those covered by conditions 1, 2 or 3 above, will be asked to move into University housing and continue living in University housing until probation is lifted.

Students participating in mixed group visitation in off-campus housing are subject to all rules and regulations of University of the Cumberlands or its assigns. Acceptable moral and social propriety as interpreted by the University must be maintained by all students visiting or being visited off campus.

Changes of address involving students must be made in writing to the Dean of Student Life within three days of such change. Violation of this procedure may result in disciplinary action.

Moving into University Housing

Students wishing to move into University housing must follow the procedure outlined below:

- Receive permission from the Dean of Student Life to move into University housing.
- Receive a room assignment from the Dean of Student Life.
- Make financial arrangements through the Bursar's Office.
- Have student ID changed from commuter to resident status.
- Contact a Residence Hall Staff member to be checked into housing.
- Unauthorized moves will result in a disciplinary fine of \$100.00.

Withdrawing from University Housing

See the information earlier in this Handbook on Withdrawal from the University.

BURSAR'S OFFICE

Located on the first floor of the Gatliff Building, the Bursar's Office is responsible for maintaining the financial accounts for students and providing related financial services. Students may visit the Bursar's Office to

- Check on their account balances
- Make financial payments
- Cash a check

The Bursar's Office can also provide students information on Workstudy and loan disbursements, and the tuition refund schedule.

FINANCIAL PLANNING OFFICE

The Financial Planning Office is located on the upper level of the Gatliff Building. Any questions concerning financial aid, whether institutional aid, government loans or grants, or personal loans, should be directed to this office. All students who need financial assistance should complete a FAFSA (Free Application for Federal Student Aid). Ideally this form should be completed online at <http://www.fafsa.gov/>

INFORMATION TECHNOLOGY

The Department of Information Technology provides a wide variety of computing services including network access, access to the Internet, email services, web development, technology helpdesk, and access to student records via the administrative computing system. It is the goal of Information Technology to provide and support the technology used to assist academic and administrative endeavors in

the institution's pursuit of excellence. The department is located in room 007 of the Gatliff Building, extension 4197, and is open Monday - Friday, 8:00 a.m. to 5:00 p.m.

Technical Support Services

Students are responsible for their own computers and equipment including maintenance and repairs. Information Technology **DOES NOT** repair student computers/equipment due to liability issues. Because of this, it is important for students to take notice of the warranties provided by the manufacturer when purchasing a computer.

Email Accounts

Students who do not already have a University email account must go online and complete the required form to receive their user name and password. This username and password is to be used for the entire duration of their time at University of the Cumberland. The University Mail Account form can be found by going to the website <http://www.ucumberlands.edu/it> and clicking the link "Sign up for a Mail Account" located on the left hand side of the webpage.

On-Campus Access to the Network

Information Technology has issued these *minimum* requirements in order to access the network:

- **University Email Account** - Each user is required to register his/her computer by entering his/her email account username and password. Users will be prompted to enter this information upon connecting to the University Internet browser. Registration is required before the user will be granted Internet access. This is a one time process.
- **Network Cable (if not using wireless)** – Information Technology does not provide Ethernet cables; however, one can be purchased from the campus bookstore.
- **Antivirus Software** - Each personal computer on the network needs antivirus software that will periodically update itself. Information Technology does not supply this software but will provide insight on good products.

Wireless Internet is available in all residence halls, as well as across campus in academic buildings and outside. In order to use this feature, you must have a wireless card installed on your computer.

Hub Leasing

In the event that two or more residents are assigned to a residence hall room with only one network port, a hub may be leased from the Office of Information Technology at no charge. All residents of the residence hall room must come by the Information Technology Office and fill out the appropriate paperwork before a hub will be issued. The lease is valid for the duration of the current academic year. The hub and included accessories must be returned to the Office of Information Technology by the *last day of classes for the spring semester of the given academic year*. If the hub and its accessories are not returned by this deadline, each member of the residence hall room will be charged a fee of \$25.00 to cover the damages.

Responsible Use of Information Technology

All members of the University of the Cumberland's community who use the University's computing, information, or communication resources must act responsibly. Every user is responsible for the integrity of those resources under their control. All users of University-owned or University-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of University of the Cumberland that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information Technology provides important means of communication, both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and images (graphics and video).

Access to the University's information technology facilities, from both remote and campus sites, is a privilege granted to the University's students, faculty, and staff. Access to University information resources may be granted, limited, or withdrawn by the University based on the following factors: observance of relevant contractual obligations, the requester's need to know, the information's sensitivity, system load, availability of training, risk of

damage to or loss by the University, and the person's previous history of use. The University reserves the right to extend, limit, restrict, or deny privileges and access to its information resources.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the University.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the University and those on networks to which the University's systems are connected or accessible. Abuses include the use of equipment such as wireless access points, wireless routers, cable routers, etc.

Access to information resources without proper authorization from data owners, unauthorized use of University facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as a Christian institution. Consequently, the system is continually monitored to evaluate system usage. Individuals using University systems without authority or in excess of their authority are subject to having all of their activities on the systems monitored and recorded by system personnel in conjunction with appropriate University personnel or local, state, and/or federal authorities.

The University is not responsible for user data lost or erased from University equipment. Any and all data stored on a University system is the property of University of the Cumberland.

System drives will be cleaned periodically, and any data files erased at the discretion of the network administration. **It is the responsibility of the user** to make disk copies, or download to his own equipment, any data files he has created or stored on University of the Cumberland's systems, including email messages and addresses stored in the user's Web mail account.

University of the Cumberland treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. The University will pursue

criminal and civil prosecution of violators when appropriate. Alleged violations of this policy will be reported to the appropriate Vice President.

For a complete listing of all Information Technology policies, please visit <http://www.ucumberlands.edu/it/>.

Using MyUC and iLearn

MyUC is the University's online portal used by students and faculty to access student and course information. A link to this portal is available on all pages of the University's website. Students typically use the MyUC portal to register for classes, to check midterm and final courses grades, to review their transcript, and to review planned programs.

A link is also available on all University webpages to **iLearn**, the learning management portal used by all university courses, both traditional in-seat courses online courses. Students may be asked to use the iLearn portal access course materials, submit papers, take online quizzes and examinations, or review course activity assessments or grades.

Both MyUC and iLearn are accessed using the same username and password used for the campus email system. The Information Technology Office provides technical support for both of these portals. This support includes online training videos available at <http://www.ucumberlands.edu/it/videos/>. Topics included there include

- How to Login to the MyUC Portal for the First Time.
- How to Register for Classes
- iLearn Tutorial Videos
- IT Helpdesk Portal Tutorial

Emergency Notification System

The University utilizes an automated Emergency Notification System (ENS) to notify all University stakeholders that have opted for the service in the event of an emergency. The service allows approved University officials the ability to send ENS alerts

simultaneously via SMS text, e-mail and voice messages. University officials sending ENS alerts are able to access an online internet portal to type messages or they may call a 24-hour/7 day-a-week telephone support line to have an attendant create and send alerts.

The University allows any person interested in enrolling in the ENS program, to do so on the University's website at <http://www.ucumberlands.edu/alerts/> at no cost to the enrollee. Beginning in July of each year, the enrollment process is reset and faculty, staff, students, parents, campus vendor employees and local emergency support personnel are asked to re-enroll in the system to ensure current contact information. Upon enrolling in the ENS a confirmation message is sent to the e-mail and SMS text accounts provided by the enrollee to ensure accuracy.

ENS alerts are sent to communicate dangerous conditions which require the immediate attention of all people on campus. Scenarios presenting immediate danger may include severe weather incidents such as tornado warnings and community or campus emergencies requiring evacuation or confinement. ENS messages will be kept brief, and will contain short commands that give the recipient an idea of the action required. A contact telephone number will be provided in each ENS as a way for recipients to get additional information.

Then ENS program is voluntary, meaning no user is required to enroll. This program is one of several tools used by University officials to communicate in a rapid, concise manner to those that may be affected by an emergency. Although the ENS is designed with many redundant factors to ensure a high probability that accurate messages will be being sent and received, the University does not guarantee that this system will work 100% of the time.

STUDENT SUPPORT SERVICES

Career Services

The Career Services Office, located on the top level of the Boswell Campus Center, provides a variety of services for students. Individual appointments, seminars, and class presentations are conducted to assist with: Career Interest and Assessment, Résumé

Writing, Interview Skills, and Job Search Tactics, A current Career Library, is maintained which includes the posting of full-time, part-time and internship job opportunities via Internet and bulletin boards. The director also makes referrals as needed to local mental health agencies.

Leadership/Community Service Program

The Leadership/Community Service Program illustrates the University's deep commitment to leadership and community service as a moral task and ethical responsibility. The goal of this program is to empower students to become compassionate agents of change, to use their knowledge and abilities to help others, to inspire responsibility, and to stimulate service as a life-long commitment. **As a requirement for graduation**, all students must participate in the Leadership/Community Service Program. Contact the Program Director for specific details.

Workstudy Program

The Workstudy Program is and has always been an integral part of the operation of the University and the University's objective to prepare students to become well-rounded and educated individuals. Students are awarded work-study by the Financial Planning Office and once the award is made, it is the student's responsibility to seek an available work-study position. Students may access job postings from the University of the Cumberland's web page at www.ucumberlands.edu/humanresources/students/.

This web page also includes Policies and Procedures for students who participate in the Workstudy Program. Time and attendance is managed by an electronic time clock whenever possible. When use of the time clock is not feasible, students will be permitted to utilize web time by entering time worked on a computer. It is the student's responsibility to ensure that time is reported accurately by clocking in and out when they work. Students will not be paid for time that is not recorded as worked.

All questions regarding student housing should be directed to the Dean of Student Life in the Office of Student Services at 539-4230. Student Services is located on the upper level of the Boswell Campus Center.

Bookstore

Many bookstore services – including identification and purchase of textbooks for course – can be completed through the bookstore's website at <http://cumber.bncollege.com/>.

The Bookstore carries textbooks for all courses offered by the University, including reference books. Textbooks may be purchased or rented depending upon the course. It also carries school supplies, art supplies, sporting items, health and beauty aids, souvenirs, and gift items.

The Bookstore accepts Master Card, Visa, Discover, American Express credit cards, debit cards, and gift cards. Students may also charge purchases to their student account by presenting their student I.D. Charging is a service offered to students to aid them in acquiring books and supplies for classes. Periodically throughout the semester, unpaid balances will be transferred to the student's permanent financial record in the Bursar's Office. These balances are payable upon receipt of billing.

At the end of each semester the Bookstore offers to purchase books back from students for up to 50% of the purchase price. The buyback price paid by the Bookstore depends on whether or not the book will be used on campus the following semester, the national demand for the used book, and the condition of the book.

Because of the value of university textbooks on the used book market, all students are encouraged to treat their textbooks as they would any other valuable property. Students should permanently write their name in each textbook. Any lost or stolen textbooks should be reported immediately to the Bookstore and to the Office of Student Services. Writing the textbook owner's name in each book in no way decreases the value of the book at buyback and helps in identification of the book if it is lost or stolen.

Check Cashing

Checks written up to \$100.00 may be cashed in the Bursar's Office *upon presentation of a valid University ID and Driver's License*. Any person who knowingly writes a bad check is subject to disciplinary action. Checks returned by banks will be charged to the

student's account in the Bursar's Office, and the student will be assessed a \$20.00 service charge for each check returned because of "Insufficient Funds" or "Closed Account." **PLEASE OBSERVE** - Checks made payable to a student must be endorsed by the same name.

Personal Loans

Upon presentation of a valid University of the Cumberlands ID, the Financial Planning Office will allow any student to borrow up to \$100.00 for personal expenses. This is an interest-free short term loan, which must be repaid in the Financial Planning Office within 30 days.

Shuttle Service

For students needing airport shuttle service, a discounted rate is available from Venture Cabs, a licensed taxi service based in Corbin, KY. Venture Cabs' dispatch office is open 24 hours a day, 365 days a year, weather permitting. Discounted rates are available for trips to or from airports in Knoxville, TN, Lexington, KY, Louisville, KY, and Cincinnati, OH. Venture Cabs accepts major credit cards and cash at the time of the trip. Students needing to arrange travel to or from an airport may make reservations with Venture Cabs by calling 1-888-526-1211 or (606) 526-1211.

Parking

Parking Control enforcement will begin on August 15, 2011.

Registration of Motorized Vehicles. All motorized vehicles driven or ridden on campus must be registered annually with the Bursar's Office. The undergraduate annual parking permit is valid from August 15 until August 14 of the following year. Graduate program parking permits are valid from January 1 to December 31. Vehicle registration permits are available for purchase at the Bursar's Office.

Resident / Commuter Permit. Annual Cost-\$15.00, Additional Vehicle-\$15.00, Lost or Altered Permit-\$15.00. No unregistered student vehicle may be parked in campus parking lots or city streets within the campus. When driving an unregistered vehicle for a period of up to two weeks, drivers must secure a temporary permit at the Business Services Office.

Vehicle Permit Regulations

1. The possession of a valid vehicle permit sticker does not insure a parking space at all times, but rather grants permission to park on university property.
2. Vehicle permits **must** be placed permanently on the inside, passenger side of the windshield of four-wheeled vehicles. Scooter or motorcycle permits must be attached by security strip somewhere around the handlebars. Any other motorized vehicle types must be registered through the Office of Business Services to ensure proper placement of the permit. A “No-Permit” violation will be issued if the permit is not permanently attached in the correct location.
3. A vehicle may only have one commuter or one resident sticker, not one of each. A “Non-Valid Permit” violation will be issued for having two permits.
4. Vehicle permits are not transferable. They are valid from August 15 – August 14. The permit becomes invalid and must be removed when the registrant withdraws from or otherwise terminates his or her association with the University of the Cumberlands.
5. No vehicle may be registered in the name of more than one person. It is the responsibility of the registrant to destroy stickers prior to the sale or transfer of the vehicle. Responsibility for any violation will reside solely with the registrant.
6. No refunds will be made on parking permits.
7. If a permit comes loose and is removed, a new one must be obtained without delay. Failure to replace a lost or invalid permit shall constitute a “No-Permit” violation. Permits that have been lost or accidentally destroyed may be replaced at the Bursar’s Office.
8. University of the Cumberlands does not assume liability for theft or vandalism that occurs while vehicles are parked on university property.
9. Cars parked in the “No-Parking,” “Reserved,” “Handicapped,” “Visitors,” “Loading,” “Tow-Away Zone,” “Bus Zone,” or sidewalk areas may be ticketed or towed at the owner’s expense.

10. University officials have the authority to tow any vehicle that is illegally parked, blocking access to a building or have three or more tickets violations of vehicle regulations, or that is otherwise deemed a nuisance. The cost of vehicle removal and impounding is considered a lien against the motor vehicle until paid by the owner or the owner's representative. The University has permission from the City of Williamsburg to tow any unregistered vehicle from any city street within campus. The City of Williamsburg has permission from the University to patrol campus, parking lots and issue parking and speeding violations.

Additional information on parking regulations and location of parking areas for commuters and resident students may be found in the *Student Handbook* on pages 150-52.

Student Medical Insurance

All on-campus students registered for twelve or more credit hours, all international students, all students that are participating in intercollegiate athletics, and all athletic team graduate assistants are required to have adequate medical insurance during their time of enrollment at UC. Students that do not submit an approved online waiver with proof of their own medical insurance coverage that meets UC's minimum insurance coverage requirements by September 2, 2011 will be enrolled in a student accident and sickness insurance plan, and the insurance premium will be billed to the student's tuition account.

In submitting the online waiver form for approval, students must provide proof of current coverage that meets the minimum insurance requirements as follows:

- Offers at least 60% coverage for inpatient and outpatient medical services in the Williamsburg, KY area.
- If a deductible is in place, it must not exceed \$5,000 per year
- Offers medical benefits of at least \$25,000 per accident or illness (plans that provide emergent care only are not acceptable).
- Provides coverage for inpatient and outpatient medical services for injuries or illnesses sustained in intercollegiate sporting events (if participating in any intercollegiate sporting activities).

Questions about the waiver process or the student accident and sickness insurance plan should be directed to the Business Services Office at (606) 539-4209.

Health Services

Dr. David Williams, M.D., serves as the Medical Director for the University of the Cumberlands. His office is located in downtown Williamsburg at 403 East Sycamore Street in the Williamsburg Professional Building.

Dr. Williams' office will hold clinics every Monday, Wednesday and Thursday from 12:00 noon until 2:00 p.m. This time is available for students to be seen either by walk-in or appointment. To make appointments for clinic hours or other times more convenient to the student's schedule, please contact the office at 606-549-8244. If a student requires after hours care, the student should contact his/her residence hall staff for assistance.

Dr. Williams' office files all participating insurance claims. The student is responsible for providing insurance information at the time of the visit. All co-pays and deductibles are due at the time of the appointment. The student voucher system, which charges the co-pays and deductibles to the student's University account, may be used. They also accept Visa and Mastercard debit and credit cards. Non-participating insurance claims require payment at the time of the service, and the required documentation for self-filing is given to the patient.

Allergy shots can be given at Dr. Williams' office until 30 minutes prior to office closing. An initial consultation with Dr. Williams and his staff is required.

If emergency medical treatment is needed after hours, Emergency Rooms are located at Jellico Community Hospital in Jellico, Tennessee (606-784-7252, 15 miles); and at Baptist Regional Medical Center in Corbin, Kentucky (606-528-1212, 20 miles).

CAMPUS ACTIVITIES

Intramural Sports

The purpose of the Intramural Sports program at University of the Cumberland is to provide a wide variety of activities to meet the recreational and competitive needs of the University's student body (regularly enrolled graduate, undergraduate students, faculty, and staff members). Flag football, basketball (5 on 5) and basketball (3 on 3), slam dunk, 3 point and free throw contests are provided for both men and women. Volleyball, softball, and ultimate Frisbee are provided for men and women on the same team (coed). These are the core sports that are provided throughout the year, but feedback from the student body may result in additional sports being added. The length of the season will be determined by how many teams sign up for a particular sport. At the conclusion of the season there will be a tournament to determine a championship team or individual champion. Each team or individual winner will receive a championship T-shirt. Schedules and sign-up sheets for each sport are posted on the Intramural Sports board located in the lobby of the Boswell Campus Center. We also offer a one-day golf scramble and one-day tournaments for badminton, corn-hole, putt-putt, bowling, and 9-hole golf scramble.

How to Join a Team

- A student may join a team by putting their name on a roster, which may be found on the intramural sports web site.
- Participants must abide by the rules of each sport.
- The rules and regulations for each sport can be found on the intramural sports web site.
- Varsity or professional athletes cannot participate in the sport of their expertise.
- Schedules and rosters may be found on the intramural sports web site.
- All rosters may be sent to the intramural director via email.

Aquatic Center

The Aquatic Center is available to students, staff, and faculty upon presentation of a current University of the Cumberland ID. Off-campus patrons pay \$2.00 per visit. Please contact the Aquatic Center at extension 4487 or 4485 for more information.

Pool hours will be posted at the pool. During open hours, the pool will be used for recreational and lap swimming. The Pool Regulations are posted at the pool and will be enforced. When crossing campus, swimming attire must be covered by shorts and a T-shirt and shoes must be worn.

Special events, such as birthday parties or club/organization events may be booked through the Aquatic Director at extension 4485.

Campus Activity Board

The purpose of the Campus Activity Board (CAB) is to provide a wide range of activities for the University community and to encourage student involvement in the total spectrum of college life. Major programs of emphasis include Welcome Week, Homecoming, and Spring Fever. CAB also sponsors films, dances, concerts, comedy nights, novelty shows, and tournaments. CAB is made up of students who are selected for their organizational, leadership, and creative abilities. Applications for membership are available each year during the fall and spring semesters. The Director of Student Activities serves as sponsor and advisor to the Board.

Any comments, questions, or suggestions a student may have concerning the projects of the Campus Activity Board may be directed to the Director of Student Activities.

Game Room

The Game Room offers free pool, ping pong, and fooseball for the students' enjoyment. The Game Room is located on the bottom level of the Boswell Campus Center and is supervised by the Director of Intramurals. The Office of Student Services reserves the right to make revisions in the Game Room regulations as deemed necessary. The Game Room regulations are posted and will be strictly enforced. **Use of tobacco products is strictly prohibited.**

Student Media

University of the Cumberland's actively supports and takes full responsibility for its student publications and other media projects. The University administration and/or faculty play(s) a supervisory/advisory role in the publication of The Patriot (the student

newspaper) and the programming of UC TV Channel 19 and WCCR (campus radio station). Relevant information and instruction, ample financial assistance through designated budget allowances and student workstudy positions, and appropriate and adequate space and equipment are provided to help ensure the quality of the University's student publications and other media projects. The University of the Columbians assumes editorial responsibility for all publications and productions in keeping with the values and mission of the University. Final editorial responsibility is retained by the University President.

Baptist Campus Ministries

BCM Vision Statement:

- "Growing as (Christ's) disciples by making more disciples through authentic relationships"

Office Information:

- Office located in Angel-Dale House down Main Street past Hutton Townhouses; phone: 606-539-4343; *MO Office is located behind Angel-Dale House with Marc Hensley as director; phone: 606-539-4346

Specific Organizations:

- Appalachian Ministries (AM), phone: 539-4343
- Baptist Campus Ministries (BCM), phone: 539-4343
- Fellowship of Christian Athletes (FCA), phone: 539-4343
- *Mountain Outreach (MO), phone: 539-4346

Ministry Opportunities:

- UC AM: Monday, Tuesday or Wednesday ministry with local children and youth, Youth Lock-in, Summer VBS Team
- UC BCM: Fuse Campus Worship, LIFE Groups, Prayer Services, Nursing Home Ministry, Homeless Shelter Ministry Team, Cedaridge Ministry Team, Campus Outreach Team, Publicity Team, Mission Fundraising Team, Coffeehouse Ministry Team, Media Ministry Team, Winter, Spring and Summer Mission Projects
- UC FCA: Weekly Meetings, Sports Team Gatorade Outreach and First Priority Groups
- *UC MO: Weekly Warehouse Team, Construction Projects, Spring Break Mission Project, Summer Construction Team
- KY BCM: Fall Retreat, Engage International Student Retreat
- and Leadership Training Conference

- KY FCA: Huddle Groups and FCA Convention
- Other—If you feel called to minister in some way other than what is listed, contact the Office of Campus Ministries at bcm@ucumberlands.edu or 606-539-4343 to pray and discuss how we might be able to help you facilitate that ministry.