



**BARRON
COUNTY**

2015-2016

Campus Information Guide



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Important Dates

Fall Semester, 2015

Final registration:

Orientation & final registration for new students	Wednesday, August 26
Continuing & new students	Thursday, Friday, Monday, August 27, 28, 31

Classes begin

Wednesday, September 2

Labor Day (Closed)

Monday, September 7

Last day to add classes or to receive
100% refund for dropped classes

Wednesday, September 16

Last day to receive
50% refund for dropped classes

Wednesday, September 30

Early semester grade advising begins

Monday, October 19

Last day to drop or withdraw

Wednesday, November 11

Registration for spring courses begins

Thursday, November 12

Thanksgiving vacation

Thurs.-Fri., November 26-27

Last day of classes

Monday, December 14

Study Day

Tuesday, December 15

Final exams

Wed.-Mon., December 16-21

Spring Semester, 2016

Martin Luther King, Jr. Day (Closed)

Monday, January 18

Final registration:

Continuing students	Tuesday, January 19
Orientation, registration, placement testing for new students	Wednesday, January 20
Continuing & new students	Thurs. & Fri., January 21 & 22

Classes begin

Monday, January 25

Last day to add classes or to receive
100% refund for dropped classes

Friday, February 5

Last day to receive
50% refund for dropped courses

Friday, February 19

Early semester grade advising begins

Monday, March 7

Spring vacation

Mon.-Fri., March 21-25

Registration for fall courses begins

Monday, April 4

Last day to drop or withdraw

Friday, April 8

Last day of classes

Thursday, May 12

Study Day

Friday, May 13

Final exams

Mon.-Thurs., May 16-19

Commencement

Thursday, May 19

Campus Contact Information

Office	Staff Person	Email	Phone: 715.234.8176
Student Services	General Information	uwbcinfo@uwc.edu	Ext. 1
	Kelli Coller, BAAS Advisor	kelli.coller@uwc.edu	Ext. 5509
	Dale Fenton, Assistant Dean	dale.fenton@uwc.edu	Ext. 5431
	Kevin Falkenberg, Senior Coordinator	kevin.falkenberg@uwc.edu	Ext. 5433
	Sonya Murrey, Coordinator	sonya.murrey@uwc.edu	Ext. 5432
	Deborah Neuheisel, BAAS Professional Experience Coordinator	deborah.neuheisel@uwc.edu	Ext. 5445
	Liz Owen, Program Manager	equinnow@uwc.edu	Ext. 5436
Business Office	Jaci Sacco, Financial Aid/Veterans	jacqueline.sacco@uwc.edu	Ext. 5464
	Chris Wylie, Associate Coordinator	christopher.wylie@uwc.edu	Ext. 5421
Library	General Information		Ext. 5400
	Front Desk		Ext. 5447

Placement Tests/Registering for Classes

Placement Tests

English and math placement tests and a writing exercise are required prior to registering as a freshman. Students whose scores on the English or math placement test fall below institutional cutoffs will be required to take non-degree refresher courses in their first semester. There is a \$30 fee for the placement tests, which is added to the student's account. Further information regarding placement tests will be sent to students who have been admitted.

Course Registration

In order to select and enroll in all of the classes you want, we recommend that you register for classes each semester as early as possible during the published times.

To complete the registration process, a student must:

1. Develop a course schedule, discuss with an advisor, and have registration hold removed.
2. Go into PRISM to accept the terms and conditions for registering.
3. Register for classes through PRISM.

New freshmen will be assisted in these steps during a summer registration session for fall semester or in December or January for spring semester. Transfer students will meet individually with an advisor.

Priority Registration Appointments

Continuing students will be assigned registration times based on the number of credits already earned.

Spring semester registration begins in mid-November

Fall semester registration begins in early April.

Final Registration

Approximately one week before the start of classes for each term, UW-BC designates four days for final registration. Final registration allows students to finalize financial aid, pay fees, and obtain books for the upcoming term.

The steps to final registration are:

1. At the UW-BC Business Office pay fees or make fee payment arrangements and receive parking permit.
2. At the Student Services Office, receive handbook and receive or have I.D. card validated.

Textbooks can be purchased or rented through the campus bookstore. Students will need to complete the steps above before making bookstore purchases if using a voucher to charge their books.

Orientation

Orientation will be held the week prior to the start of each semester for all new students. At Orientation you will meet with your academic advisor, tour the campus, attend information sessions and complete final registration. There is a \$60 orientation fee for freshmen and a \$25 fee for transfers which is added to the student's account. A detailed schedule will be sent to all registered students.

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 details.

Students With Disabilities/Accessibility

UW policies require that reasonable and appropriate accommodations be made which enable students with disabilities to participate fully in the educational community. If you are a student with a disability and you want accommodations you should:

- Notify the Student Services Office early in the process that you are a student with a disability and are seeking an accommodation plan.
- Submit medical or other diagnostic documentation. These records are kept confidential and separate from your other student records.

Adding/Dropping Courses

Courses may be added during the first 10 days of a semester (or during the first 5 days of any short term course). Please refer to the Academic Calendar in this publication for exact dates. You may drop one or more courses in the first ten weeks of a full semester course without incurring a failing grade. Obtain forms at the Student Services Office and return them there to complete add/drop transactions.

Dropping credits may impact financial aid negatively including the loss of work-study eligibility. It is always best to consult with Student Services staff before dropping courses.

If you add a course during the first 10 days of the semester and it increases the amount of tuition and fees you owe, you have until the end of the next business day to pay the additional amount. If the extra amount is not paid by that date, you may be dropped from that course and/or be subject to a late payment fee. If you add a course anytime after the second week of the semester and it increases the amount of tuition and fees owed, you must pay the additional tuition the same day you add the course. Students are responsible to check their tuition and fee balance online, using PRISM, if any course changes are made after the date of the original invoice.

Administrative Drop Policy

If you do not attend your first class or lab session and haven't contacted your instructor by email, phone or mail, you *may* be dropped from the course. If you do not attend any of your first classes or lab sessions, you *may* be withdrawn from the university and charged a \$100 administrative withdrawal fee. It is important to notify the Student Services Office prior to the first day of classes if you must cancel your registration.

Withdrawal From UW-BC

Withdrawal is the termination of your registration in all courses for the semester. Non-attendance does not constitute official withdrawal. You may officially withdraw from the university via:

- Withdrawal Form - Submit a completed withdrawal form at the Office of Student Services. The effective date of withdrawal will be the date this form is received in the Office of Student Services.
- Email - Send an email using your campus email account stating your desire to withdraw.
- Letter - Write a dated letter with signature to the Office of Student Services stating your desire to withdraw. This letter must be postmarked no later than the day ending the tenth week of classes.
- Telephone - If this option is utilized, the date of the call will be used as the effective date of withdrawal only if the call is followed by a signed letter of authorization postmarked within two days of making the call.

You must complete the official withdrawal process in any of the four ways outlined above no later than the tenth week of classes of any semester, the end of the fifth week of an eight-week session, or proportionate time for shorter sessions. If you do not withdraw in any of the ways stated above, you will receive grades in all courses for which you were registered.

Class Attendance

Instructors may establish class attendance policies. Such policies will be announced in the course syllabus. You are responsible for completing all work missed when you are absent from class. If you plan to be absent because of field trips or extracurricular activities sponsored by the campus, the faculty member in charge of the activity will provide that information to instructors whose classes you will miss. If you are receiving benefits from the Veterans Administration and/or Social Security Administration, you are expected to attend all classes. Consult the Student Services Office for complete information.

Tuition Refund for Dropped Classes/Withdrawals from UW-BC

REFUND SCHEDULE FOR DROPS AND WITHDRAWALS

SESSION LENGTH	WEEK OF SESSION				
	Week 1	Week 2	Week 3	Week 4	Thereafter
12 weeks & over	100%*	100%*	50%	50%	None
8 weeks-11 weeks	100%*	50%	25%	None	
5 weeks-7 weeks	100%*	50%	None	None	

* Less \$50 administrative withdrawal fee.

Students with payment deferments or who are participating in the installment credit agreement (partial payment plan) may still owe fees if they drop/withdraw after the 100% refund period.

The administrative/technology fee charged for online courses is not refundable after the final day of registration for online courses.

Tuition & Fees

Academic tuition is set by the Board of Regents. The new fee schedule for 2015-2016 is listed below:

<u>Associate Degree</u>	<u>Resident</u>	<u>Non-Resident</u>
Full-time (12-18 cr.)	\$2,592.11	\$6,083.99
Part-time (1-11 cr.)	\$216.01/cr.	\$507.00/cr.
<u>Bachelor's Degree</u>	<u>Resident</u>	<u>Non-Resident</u>
Full-time (12 cr.)	\$3,366.12	\$7,152.60
Part-time (1-11 cr.)	\$280.51/cr.	\$596.05/cr.

Resident Audit Only - \$59.00/cr.

Non-resident Audit Only - \$244.00/cr.

Students registered for both audit and credit courses will pay the same per credit fee for audited courses that is assessed for credit courses.

Online tuition and fees differ from campus tuition and credits are not included in the 12-18 credit plateau. Please go to www.online.uwc.edu for current information.

Minnesota-Wisconsin Reciprocity

This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin university. Arrangements to participate in this program may be made by filing an application with the Minnesota Office of Higher Education Reciprocity Program, 1450 Energy Park Drive Suite 350, St. Paul MN 55108-5227 (telephone: 1-800-657-3866). To apply for reciprocity, go online to www.ohe.state.mn.us

Special Course Fees

UW-Barron County assesses special course fees on certain courses which are noted in the class schedule. Special course fees are fully refundable until the expenditure for the stated purpose is actually made.

Textbooks

All textbooks are available for purchase and some available for rent at the campus bookstore located in the Student Center. Apparel, supplies, and other merchandise is also available. See bookstore staff or uwcbarroncountyshop.com for more information.

Students may be issued a Bookstore Charge Authorization to charge textbooks to their student account prior to the start of the semester. Authorizations can only be used for in-store purchases/rentals.

Payment of Fees

You are expected to pay your fees in full, or to have made satisfactory payment arrangements (see below), by the end of the tenth day of classes. Late registration (after the first day of the semester) must make full payment arrangements by the end of the next business day. Students who have not made payment arrangements by the 10th day of classes will be charged a \$100 late fee and may be subject to administrative withdrawal.

Option 1: Full Payment by cash or check at the Business Office

Option 2: Online Payment in PRISM

www.uwc.edu/prismhome

Credit card (VISA, Discover and MasterCard accepted) or web check payments can be made online. Please note that credit card payments are subject to a 2.5% convenience fee. There is no convenience fee associated with the web check payment option.

Option 3: Partial Payment Plan

A minimum \$200 down payment is required.

All students will be eligible except for:

- Students who owe fees from a previous semester.
- Students who have defaulted in the previous semester.

Students are automatically enrolled in the payment plan when they accept and agree to the Terms and Conditions Agreement in PRISM and pay a minimum of \$200 by the end of the tenth day of classes.

Option 4: Deferred Payment

Payment of fees will be deferred for students whose financial aid has been awarded in an amount sufficient to cover all university charges. If your aid does not cover all charges, you must pay the difference or make a \$200 payment to enroll in the partial payment plan by the 10th day.

Scholarships

The UW-Barron County Foundation provides scholarship opportunities through the generosity of area businesses and individuals, community organizations, alumni, and campus faculty and staff interested in the educational progress of UW-BC students. Each year scholarships are provided to new, continuing and transferring UW-BC students. All interested students can receive application materials and a listing of specific scholarship requirements and dollar amounts from the Student Services Office or by going to the campus website at:

<http://www.barron.uwc.edu/admissions/paying/scholarships>

Scholarship information is updated each February for the upcoming academic year.

Student Financial Aid

The staff in the UW-BC Student Services Office can provide you with appropriate forms, answer your questions, and assist you with every step in the financial aid application/award process.

Financial aid is available to registered, degree-seeking students with demonstrated need. Full-time students carrying at least 12 credits are eligible for maximum aid. You must enroll in at least six credits to be eligible for most aid. Non-degree seeking students are not eligible for financial aid. The UW Colleges Office of Financial Aid (located in Madison) determines the type and amount of financial aid awarded to individual students. The Free Application for Federal Student Aid (FAFSA) must be completed annually by each applicant to determine financial need. Priority application date for 2015-2016 is April 1, 2015. The FAFSA should be filed electronically on the web at www.fafsa.ed.gov. Paper applications are available at the same website but processing paper applications takes substantially more time (3 - 5 weeks).

After submitting the FAFSA you will receive a Student Aid Report (SAR) from the U.S. Department of Education. This document is used by college financial aid offices to determine your eligibility for the Pell Grant and all other forms of federal and state financial aid. Be sure to review the information provided on the SAR. You may be requested to correct information, following the instructions on the SAR.

There may be other forms required of you by the UW Colleges central Financial Aid Office. You will be informed by campus email of any additional forms or information needed.

Note: UW Colleges students who complete the Associate of Arts and Science (AAS) Degree, have attempted 90 credits or more, or students who already have a bachelor's degree or other advanced degree upon admission to UW Colleges are not eligible to receive financial aid at UW Colleges. The exception to these stipulations is for students admitted to the Bachelor of Applied Arts and Sciences (BAAS) degree program. UW Colleges is authorized by the U.S. Department of Education to provide financial aid only to undergraduate students seeking the AAS or BAAS degree.

A complete explanation of the UW Colleges Financial Aid program can be found in a brochure available from the Student Services Office or online at www.uwc.edu/money-matters.

When To Apply For Financial Aid

Some aid sources are limited, therefore, you should apply early. All application materials should be submitted as soon after January 1 as possible for the academic year beginning the following September. Applicants who have submitted all necessary forms by April 1 will be given funding priority and will be the first to receive their financial aid award notification. If you miss the April 1 priority date, you are still encouraged to apply for financial aid as soon as possible.

Work-Study

Students eligible for Federal Work-Study funds work at a variety of on-campus and community service jobs earning an hourly wage. Many students like Work-Study positions because they are on campus and can often fit work hours into open blocks of time around their classes. A minimum enrollment of 6 credits is required to maintain eligibility for work-study employment.

Note: Eligibility is based on need as demonstrated in the FAFSA form. Not all eligible students receive the funding, however, as job placements are limited and are generally handled on a first-come, first-served basis. A few positions also require prior work experience or course study in a particular field.

Financial Aid Census Date

Financial aid will be disbursed based upon the number of credits for which you are registered at the end of the 10th day of each semester. Students who add credits after the 10th day of the semester will not receive additional financial aid for these credits.

10th day of the Fall Semester 2015 is September 16, 2015
10th day of the Spring Semester 2016 is February 5, 2016

Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require all institutions to establish academic standards that ensure students are progressing toward the completion of a degree. Students who receive financial aid are therefore required to meet the UW Colleges Satisfactory Academic Progress Policy standards. To remain eligible to receive financial aid, you are required to meet the following four conditions:

- Maintain a minimum cumulative grade point average (GPA) of 2.0 after completing 48 or more credits. (There is a graduated scale for less than 48 credits).
- Successfully complete a minimum of two-thirds of the credits you attempt.
- Attempt a maximum of 30 non-degree/remedial credits.
- Attempt a maximum of 90 credits, including transfer credits and non-degree/remedial credits. The credit maximum increases to 180 credits for the BAAS degree.

Students' academic progress is verified at the end of each term. If you fail to meet SAP standards, you will be notified by campus email, and you will lose your eligibility for financial aid. You may appeal the loss of eligibility under extenuating and documented circumstances only.

The SAP policy for the UW Colleges can be found at www.uwc.edu. Click on "Money Matters," "Financial Aid," and then "Academic Progress and Withdrawal."

Withdrawal From Courses

Students who stop attending classes or otherwise unofficially or officially withdraw from all classes prior to completing 60% of the term may owe a repayment to UW Colleges and/or the U.S. Department of Education for unearned financial aid.

Academic Information

Academic Standing

Students are expected to maintain at least a C average (2.0 GPA) on all credits and coursework. Failure to maintain the minimum GPA in any semester will result in probation, final probation, or suspension at the end of the semester. While academic standing actions are not assessed during summer sessions, credits attempted and grade points earned are included in the cumulative GPA and will be used in determining subsequent actions.

Students who are on final probation may be required to limit their course credits and/or participate in special programming. Special programming may include, but is not limited to, mandatory advising, and course load restriction normally not to exceed 12 credits.

Grade Point Requirements and Actions

When a student is in good academic standing at the beginning of a semester:

- A semester GPA of 1.5 to 1.999 will result in probation.
- A semester GPA of less than 1.5 will result in final probation.

When a student is on probation at the beginning of a semester:

- A semester GPA of 1.5 to 1.999 will result in final probation.
- A semester GPA of less than 1.5 will result in suspension.

When a student is on final probation at the beginning of a semester:

- A GPA of less than 2.0 will result in suspension.

A student on probation or final probation who obtains a semester GPA of 2.0 or greater and a cumulative GPA of 2.0 or greater returns to good academic standing.

A student on probation or final probation who obtains a semester GPA of 2.0 or greater but retains a cumulative GPA of less than 2.0 continues on the probationary status in place at the beginning of the semester.

For a detailed explanation of academic standing policies consult the UW Colleges Catalog.

Suspension Status

A first suspension results in a suspension from taking classes at the university for one semester. A subsequent suspension results in a suspension from taking classes at the university for two semesters. Summer session enrollment is allowed. Students are eligible to be readmitted on a final probationary basis after their suspension time has lapsed.

Appeals

Any academic action may be appealed to the campus Academic Actions Committee. Appeals are reviewed on an individual basis. Exceptions to academic policies are granted only in those cases where mitigating circumstances support the decision. For more information contact the Assistant Campus Dean for Student Affairs.

Grading System

Semester grades are recorded by letter only (eg. A, A-, B+). Each letter grade equals a certain number of grade points per credit:

Grade	Grade Points Per Credit	Grade	Grade Points Per Credit
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Courses taken on a pass/fail basis are assigned either a grade of S (Satisfactory) or U (Unsatisfactory).

Courses taken for audit are assigned either CO (Completed) or IA (Not Completed).

Grade Appeals

Students who wish to appeal a grade should follow the policy found in the UW Colleges Catalog.

Credit Load

The maximum credit load for freshmen and sophomores is 18 credits per semester. Credit overloads require permission from the Assistant Campus Dean for Student Affairs.

Repeating Courses

There is no limit to the number of times that you may repeat courses to improve your grade point average or to build better foundations before taking succeeding courses in a discipline. All attempted courses and all grades earned will appear on your record or transcript, but only the most recent grade earned will be calculated into your grade point average. Financial aid will not pay for repeated courses after the second attempt of a course in which a passing grade was earned.

Non-Degree Credit

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

Dean's List

Dean's List Honors will be awarded to students earning or keeping a 3.5 GPA or higher and who are either full-time students or to those who carry a minimum of 3 semester credits and who have earned at least 15 credits.

Final Exam Schedule

Final Exam Policy

1. Final exams must be given at designated times. If you have more than two exams on one day or two exams scheduled at the same time, you should make arrangements with one of your instructors to take one exam at an alternate time. (If arrangements cannot be made, the instructor in the class with the smaller enrollment will schedule an alternate time.)
2. Students are expected to be in attendance at the scheduled final examination of each of their courses. Failure to attend an examination may result in automatic failure in that course.
3. Exams for courses not listed will be held at a time announced by the course instructor.

Finding Your Exam Period

Check your classes in the timetable. Note the exam code. If the code is C16-1, that means your exam is on December 16 - first period (or 8:00-10:00 a.m.) Exams will be held in the same classroom that your course meets.

FINAL EXAM SCHEDULE: ON-CAMPUS COURSES

<u>Fall, 2015</u>	<u>Spring, 2016</u>
Wednesday, December 16 C16-1 8:00 a.m. - 10:00 a.m. C16-2 11:00 a.m. - 1:00 p.m. C16-3 2:00 p.m. - 4:00 p.m. C16-4 5:00 p.m. - 7:00 p.m.	Monday, May 16 C16-1 8:00 a.m. - 10:00 a.m. C16-2 11:00 a.m. - 1:00 p.m. C16-3 2:00 p.m. - 4:00 p.m. C16-4 5:00 p.m. - 7:00 p.m. C16-5 7:30 p.m. - 9:30 p.m.
Thursday, December 17 C17-1 8:00 a.m. - 10:00 a.m. C17-2 11:00 a.m. - 1:00 p.m. C17-3 2:00 p.m. - 4:00 p.m. C17-4 5:00 p.m. - 7:00 p.m. C17-5 7:30 p.m. - 9:30 p.m.	Tuesday, May 17 C17-1 8:00 a.m. - 10:00 a.m. C17-2 11:00 a.m. - 1:00 p.m. C17-3 2:00 p.m. - 4:00 p.m. C17-4 5:00 p.m. - 7:00 p.m. C17-5 7:30 p.m. - 9:30 p.m.
Friday, December 18 C18-1 8:00 a.m. - 10:00 a.m. C18-2 11:00 a.m. - 1:00 p.m. C18-3 2:00 p.m. - 4:00 p.m. C18-4 5:00 p.m. - 7:00 p.m. C18-5 7:30 p.m. - 9:30 p.m.	Wednesday, May 18 C18-1 8:00 a.m. - 10:00 a.m. C18-2 11:00 a.m. - 1:00 p.m. C18-3 2:00 p.m. - 4:00 p.m. C18-4 5:00 p.m. - 7:00 p.m. C18-5 7:30 p.m. - 9:30 p.m.
Monday, December 21 C21-1 8:00 a.m. - 10:00 a.m. C21-2 11:00 a.m. - 1:00 p.m.	Thursday, May 19 C19-1 8:00 a.m. - 10:00 a.m. C19-2 11:00 a.m. - 1:00 p.m. C19-3 2:00 p.m. - 4:00 p.m. C19-4 5:00 p.m. - 7:00 p.m. C19-5 7:30 p.m. - 9:30 p.m.

Transfer Information

Guaranteed Transfer Program

You may begin your education as a freshman at UW-Barron County and be guaranteed admission to another UW System institution as a junior by participating in the Guaranteed Transfer Program. After fulfilling certain credit and grade point average requirements, you will transfer with the same rights and privileges as those who began their education at the baccalaureate institutions. A participation form must be completed prior to earning 30 credits. For more information about this program, consult an advisor in the Student Services Office.

Planning for Transfer

Credits earned at UW-Barron County are widely accepted by other universities and colleges. The UW Colleges Associate of Arts & Science Degree is accepted by all University of Wisconsin institutions as fulfilling the university-wide, general education breadth requirements. However, this degree may not fulfill certain proficiency, major and/or program-specific requirements.

You are urged to make transfer decisions early and to consult catalogs and other pertinent information from the institution of your choice to determine general and specific major requirements. Your advisor can also provide information regarding transfer requirements and procedures.

Several four-year public and private college representatives visit UW-BC regularly to talk with students about transferring to their institutions. The exact times for these visits will be announced each semester.

Transfer Information System (TIS)

TIS is a user-friendly web site (www.uwsa.edu/tis) designed to provide current and accurate information on how courses offered at University of Wisconsin System institutions and Wisconsin Technical College System institutions transfer. TIS also contains Program Transfer Guides for a number of UW majors.



Find answers to questions about:

- Admission
- Paying for College
- Living on Campus
- Choosing a Major
- Preparing for College
- Credit Transfer

**uwhelp.wisconsin.edu
1-800-442-6459**

Associate of Arts & Science Degree

Most students at UW-BC plan to earn the UW Colleges Associate of Arts & Science Degree prior to transferring. An associate degree fulfills university-wide general education requirements at all UW institutions. In order to earn an associate degree, a UW-BC student must complete the following requirements:

1. A minimum of 60 credits is required.
2. The UW Colleges General Education requirements must be fulfilled as part of the 60 credits completed.
3. At least 36 of the 60 credits must be completed within the UW Colleges, or at least 12 of the last 24 credits must be earned within the UW Colleges.
4. The cumulative grade point average (GPA) must be 2.0 from all courses earned at a UW Colleges campus and a 2.0 GPA in the credits applied to the associate degree.

An application for the AAS degree should be completed one semester prior to graduation.

WHO BENEFITS FROM EARNING AN ASSOCIATE OF ARTS & SCIENCE DEGREE?

- Any UW-BC student who is undecided about a college major.
- Any UW-BC student who wants to take a variety of courses in many disciplines and wants a well-rounded educational experience.
- Most UW-BC students planning to complete a bachelors degree at a UW System university.

For complete information on the Associate of Arts & Science Degree, please stop by the Student Services Office or contact your advisor.

General Information

Housing - Glenwood Commons

Apartment-style residences have four, single bedrooms per unit and are located on South Street within easy walking distance to the campus. The student residence is managed by West CAP, a non-profit development agency, and is also available to students attending WITC Rice Lake. See full brochure at www.barron.uwc.edu/students/housing or contact West CAP at 800-606-9227 for more information.

Library

The campus library welcomes students, faculty, staff and the public. Professional staff are ready to help with information and technology. Library hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Fridays during regular semesters. Current hours are posted on the Library doors and are subject to change. The book drop on the outside of the building (to the left as you enter) is never closed. Students have access to the general access computer lab, the student video editing station, and view rooms for DVDs. There is a reserve collection of all assigned textbooks. (The computer lab closes 10 minutes before the library.) Group study rooms are also available for student use. You must have your valid ID to check out materials. Students may access a wide range of online research databases and electronic resources, including Films on Demand, which offers streaming video collections in a number of different subjects. The Library Lounge has vending machines with drinks and snacks, as well as a microwave, refrigerator, pizza oven and coffee maker for student use. Food and drink are permitted throughout the library except at the computer where only drinks with closable lids are allowed.

Counseling Services

Students can meet with a professional counselor to discuss a variety of concerns in a positive, confidential setting. The counseling process is individualized and focuses on helping students meet challenges, find solutions to problems, and reach their goals. Appointments can be scheduled at Student Services.

Policy Statements

Rights of Access to Student Records

You are entitled to review any records, files, documents, and other materials defined as "education records" that are maintained by the UW Colleges and related directly to you. This is in accordance with the federal Family Educational Rights and Privacy Act of 1974. The UW Colleges policy statement implementing this Act appears in the UW Colleges Catalog and online at http://www.uwc.edu/academics/uwc_info.pdf.

If you choose to have directory information restricted, you should file the appropriate request form in the Student Services Office.

Non-Discrimination Statement

The University of Wisconsin Colleges do not discriminate on the basis of age, race, religion, creed, color, handicap, gender, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, or conviction record in employment or in admission to and treatment in 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 Affirmative Action Office, 780 Regent Street, Madison, WI 53708, (608) 262-2578.

Hazardous Waste Statement

Warning: Any woman who is pregnant or who becomes pregnant must be aware of the effect chemicals used in ceramics, biology and chemistry courses may have on her or her baby during pregnancy. People with contact lenses (especially soft or extended wear lenses) should be aware that these materials pose a hazard wherever chemical fumes are present. Students should wear glasses rather than contact lenses in laboratories. The instructor will provide a list of chemicals used in each course upon request.

Parking

UW-BC has ample parking areas for students and staff. **Student parking is permitted only in non-reserved stalls within UW-BC's north, south and west campus parking lots.** Students are not permitted to park on the grass, behind the Fine Arts Building, behind the Student Center, or along the service roads. Valid parking permits are required. UW-BC students are not to park in WITC parking lots with the exception of the shared west lot. Violators are subject to a \$20.00 fine and/or towing. Unpaid parking fines (including those issued by WITC) will result in a hold being placed on the student's transcripts.

Handicapped parking spaces are available in each parking lot. State law reads that no person may park, stop, or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, upon any portion of a street, highway or public parking facility reserved for handicapped persons by official traffic signs, markers or parking meters indicating the restriction.

Student Center/Riverside Cafe

The Student Center is open from 7:00 a.m. to 4:30 p.m., Monday through Friday. A TV lounge and a student meeting space are available. In season, there are canoes and snowshoes available upon request and all this with a spectacular view of the Cedarside Trail and Red Cedar River.

The Riverside Cafe is open 9:00 a.m. to 1:30 p.m., Monday through Thursday, on the main level of the Student Center serving breakfast, lunch, daily specials and short orders. Cash, check, and credit cards are accepted. Meal Deal Food Cards are available from the cashiers.

Student Handbook & Policies

This resource can be found online at www.uwc.edu/students. It contains information on alcohol and drug use, sexual assault and harassment, student disciplinary procedures and many other important topics and policies.

Safety and Health Policy

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

Religious Holiday Accommodation

It is the University's policy that students' sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic requirements. In order to meet this policy, faculty have been encouraged not to schedule such events on commonly recognized holidays such as Rosh Hashanah, Yom Kippur, Christmas Eve and Christmas Day, Good Friday, Passover Eve and the first day of Passover, Easter and the first day of Ramadan.

Students requiring religious accommodations must notify the instructor of a conflict within the first three weeks of class. Instructors are not obliged to schedule make-ups before the regularly scheduled requirements.

Students who believe they have been treated unfairly may file complaints in accordance with the complaint and grievance procedures adopted pursuant to Chapters 6 and 9 of the UW Colleges constitution.

Campus Information Guide 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.

Distance Education Courses

The UW Colleges Distance Education program offers courses to students using four different modes: Wisline web, compressed video, streaming video and online (see descriptions below). Students should understand that computer proficiency especially in the use of email and the Internet are strongly recommended.

Distance Education Course Modes

Wisline Web (WLW)

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

Online (ONL)

In UWC Online courses, students and faculty interact with each other as class members totally over the Internet. Instructional courseware utilizes web pages, discussion groups, and UWC e-mail. Online courses do not meet at a particular time or place, but they are structured within the academic semester time frame and require class participation several times each week. These courses have different tuition, fees, and payment requirements.

Compressed Video (CV)

Compressed Video 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.

Streaming Video (SV)

Streaming Video 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.

Textbooks

Textbooks for all distance education courses except online courses are available through the campus bookstore.

UW Colleges Online Course Information: www.online.uwc.edu

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. Please visit this website and speak with an advisor before registering for an online course.

Online Registration

You will register for UWC Online courses through UW Colleges P•R•I•S•M self service system just as you would for on-campus courses. Note: UWC Online has different registration dates and requirements than UWC campuses. Check www.online.uwc.edu for current information.

Tuition & Fees for Online Courses

UWC Online course tuition, fees, and payment requirements, differ from requirements at UWC campuses.

Tuition is charged on a per credit basis regardless of how many on-campus credits are taken.

Additionally, an administrative/technology fee is charged for each online course credit. This fee is refundable until the semester begins.

Check www.online.uwc.edu for tuition postings and payment information. You will NOT receive an invoice; please follow payment instructions carefully.

Once the semester begins, UWC Online tuition is refundable according to the institution-wide UWC tuition refund policy and calendar.

Dropping Online Courses

Once the semester begins, UWC Online follows the institution-wide UWC drop policy and calendar. Complete information, including the administrative withdrawal policy, is available at www.online.uwc.edu.

Please note: non-participation does not constitute a drop for online courses. You **must** complete the drop process.

Textbooks for online courses

Textbooks for online courses are available through the online bookstore.

To order your textbooks link to <http://online.uwc.edu/student-services/textbooks>.

Important Dates

Fall Semester, 2015

Final registration:

Orientation & final registration
for new students Wednesday, August 26
Continuing & new students Thursday, Friday, Monday,
August 27, 28, 31

Classes begin Wednesday, September 2
Labor Day (Closed) Monday, September 7

Last day to add classes or to receive
100% refund for dropped classes Wednesday, September 16
Last day to receive

50% refund for dropped classes Wednesday, September 30
Early semester grade advising begins Monday, October 19

Last day to drop or withdraw Wednesday, November 11

Registration for spring courses begins Thursday, November 12

Thanksgiving vacation Thurs.-Fri., November 26-27

Last day of classes Monday, December 14

Study Day Tuesday, December 15

Final exams Wed.-Mon., December 16-21

Spring Semester, 2016

Martin Luther King, Jr. Day (Closed) Monday, January 18

Final registration:

Continuing students Tuesday, January 19
Orientation, registration, placement

testing for new students Wednesday, January 20

Continuing & new students Thurs. & Fri., January 21 & 22

Classes begin Monday, January 25

Last day to add classes or to receive

100% refund for dropped classes Friday, February 5

Last day to receive

50% refund for dropped courses Friday, February 19

Early semester grade advising begins Monday, March 7

Spring vacation Mon.-Fri., March 21-25

Registration for fall courses begins Monday, April 4

Last day to drop or withdraw Friday, April 8

Last day of classes Thursday, May 12

Study Day Friday, May 13

Final exams Mon.-Thurs., May 16-19

Commencement Thursday, May 19

Associate of Arts & Science Degree with Emphasis

An Emphasis is a concentration of coursework in a given discipline or area of study. Completing an Emphasis is not a requirement, but rather an opportunity to add focus to your overall associate degree program.

Areas of Emphasis available at UW-Barron County:

Anthropology	Health Science	Psychology
Biological Sciences	History	Sociology
Business	Mathematics	Sustainability
Chemistry	Music	Theatre Arts
Communication Arts	Philosophy	Women's Studies
Computer Science	Physics	Writing
Engineering	Political Science	
Geography	Pre-Nursing	

Specific course requirements for each Emphasis is available on the UW-BC website under Academics.



B.A.A.S. degree

Complete your Bachelor Degree right here at UW-Barron County!

The new Bachelor of Applied Arts & Sciences Degree builds on the Associate of Arts & Science degree and offers a combination of on-campus and online courses in collaboration with a number of four-year UW campuses. The degree features service-learning, internships and a capstone project that can be tailored to meet your unique goals.

See Student Services for more information.