Logistical FAQs

1) How do I find out my class list?
   Go to [http://www.uc.edu/registrar](http://www.uc.edu/registrar), click on faculty resources, click on class lists. Blackboard is populated with your students after the registrar’s list is complete. Check with UCIT at 556-1602 to find out when Blackboard will be populated for any given quarter.

2) How do I found out the exam schedule so I can plan my syllabus?
   Go to [http://www.uc.edu/registrar](http://www.uc.edu/registrar), click on faculty resources, click on calendars, click on exam calendar.

3) How do I get my ID?
   Go to the security office located in Muntz 134, show your driver’s license, and they will look for you in the The System. If you are not yet in The System, go visit Martha Hart in the business office in Muntz 123. Ms. Hart will know if you are in The System or not, and if not, when you might be.

4) How do I get my UC email?
   When you were added to The System, Blue Ash College Networking Services called University of Cincinnati Instructional Technology (UCIT) to generate your UC email. It will be firstname.lastname@uc.edu.

5) How do I get paid?
   Go to the Employee Self Service Website [https://www.ucflex.uc.edu](https://www.ucflex.uc.edu). Your login is your central login, which is the username and password you have for Blackboard. At this site, you will set up your direct deposit information. UC does not issues paper checks anymore: it is all direct deposit. New faculty are active in the system on October 1.

6) How do I get my Blue Ash College parking pass?
   The Business Office, Muntz 123 has the parking passes. Stop in, pick up an application form, and you will receive your pass.

7) How do I get a parking pass for when I go to meetings downtown?
   If you have a meeting at the “Uptown Campus”, or if you are attending a faculty development event, you can get a parking card for any of the garages in the Business Office, Muntz 123. When you go into the garage, you get a card that has a big numeral 1 on it. When you leave, put that card in the machine, then put in the parking pass card, which has a big numeral 2 on it, into the machine. Look out for putting the card near your phone. It seems like some phones may blank some cards.

8) How do I get reimbursed for conference travel?
   If you are a full-time, tenure track faculty member, the university will reimburse you for conference travel. First, you pay for all your registration, travel, and lodging on your own credit card. Then you submit the receipts using a Travel Authorization Form, located online at [http://www.uc.edu/gsga/images/doc/travauth.pdf](http://www.uc.edu/gsga/images/doc/travauth.pdf), or available from your department administrative assistant, or in the Dean’s Office. Fill out the TA form and have your Chair sign it. Then get a Travel Authorization folder, fill that out, enclose your receipts and your TA form, and submit it all to Sandy Overman in the Dean’s Office.
9) How do I get my photocopy code?
   Go to Muntz 348, and give Debbie Thomayer or Lois Moore the last 5 digits of your Social Security number and they will set it up for you.

10) How do I download new software to my college computer?
   Email netsupport@ucblueash.uc.edu with your request, and they will either push the new software to your computer for you, or they will log into your computer and upload it for you.

11) What do I do when my college computer breaks or crashes?
   Call Network Services at X8308.

12) How do I get office supplies?
   There is a cabinet of office supplies in the photocopy room on the first floor of Walters and in the Administrative Assistants’ office on the third floor of Muntz. If you require something that is not in the general cabinets, speak to the administrative assistant for your department.

13) What do I do when a student hands in a plagiarized assignment?
   You should have a clear plagiarism policy in your syllabus. You can also use SafeAssign, a plagiarism checker, which is found in Blackboard.

   Then you must follow this process:
   a) Speak to the student personally to discuss the situation and the outcome.
   b) If this does not resolve the problem, put your concerns and your policy in writing, and arrange for a meeting for you, the student, and the chair of your department to resolve the issue.
   c) If this does not resolve the problem, you may file a formal complaint with the Office of University Judicial Affairs alleging a violation of the Student Code of Conduct by a student. The form you must file and the protocol are outlined on this website: http://www.uc.edu/conduct/Incident_Reporting.html

14) What should I do if there’s a medical emergency?
   In the event of a medical emergency, your first priority is the safety of the student and then the rest of the class.
   a) Make sure the student who is in distress is not endangering himself. Have the student lie on the floor, if possible, with a clear airway, neck support, and sufficient covering to stay warm.
   b) Designate one student to call campus security at 1111 and 911
   c) Designate another student to stand at the door to direct emergency personnel to the room.
   d) Ask the rest of the students to leave the classroom.
   e) Stay with the student, offering appropriate support, until the emergency personnel arrive.

15) How do I check voicemail from home?
   To access voicemail from any phone, dial 936-1515. From your campus phone, you only need to dial 1515
16) How do I check ucmail from my mobile device?
On your mobile device, you will need to set up your exchange account email. Network Support can help you: http://www.ucblueash.edu/it/index.html

From any web-connected computer or mobile device, you can check your mail through a browser using http://ucmail.uc.edu

17) How do I get wireless access for my laptop when I use it on campus?
You will have access to the Secure wireless network. Go to:

http://www.ucblueash.edu/it/index.html for directions on how to set up your employee account. If you have difficulties connecting, go to Network Support, and they will be able to help get your computer configured.

18) How do I find the online faculty handbook to know about committees, department structure, and college policies?

The online faculty handbook is located at:

http://www.libraries.uc.edu/ucba/faculty/committees/index.html This is the library site, with the menu option under “Faculty/Staff” on the link labeled “Committee Minutes” then go to the link labeled “Faculty Handbook.”

19) How do I join the American Association of University Professors (AAUP)?

The general AAUP website is:

http://www.aaupuc.org/

Contact the Blue Ash College AAUP representative, John McNay at 792-8631. To sign up go to http://www.aaupuc.org/membership-form/
Here’s the website with information about UC’s collective bargaining agreement:
http://www.uc.edu/hr/lrpd/collective_bargaining.html
20) What do I do if a student asks about accommodations for a disability?
You must send the person to the UC|Blue Ash College Disability Services office, located at http://www.ucblueash.edu/disability_services/index.html online, and in person,
Muntz Hall • Room 112 J
Phone: (513) 792-8625
Fax: (513) 792-8624

The student should receive letter from Disability Services, and there should be a line where you sign that you are aware of the specific services that this student will be able to use.

Encourage them to do this early by putting information about this office in your syllabus. Here’s the suggested statement that was approved by faculty senate below.

Disability Services provides assistance to students with all types of disabilities. Students may be eligible for classroom note takers, adapted testing, audio books, enlarged print, sign language interpreters, and other services as needed. The Disability Services Office is also an information and referral center for all students, faculty and staff who have disability concerns or questions. Information can be obtained on a number of issues including; community services and resources, types of adaptive equipment, accessibility modifications for home or office, adapted sports & recreation and more.

21) Is there on campus counseling for students?
There are mental health resources available at the uptown campus for our students: http://www.uc.edu/counseling.html
At this time, there is not a counselor on campus for our students. However, in case of an emergency, please refer the student to the Associate Dean of Student Affairs, Pam Lineback at 756-5670 or Mary Lou Ellison in Disabilities Services 792-8625 who are both trained in counseling.
If a student would like to take advantage of any psychological services, they may go to http://www.uc.edu/uhs/mental_health.html
UC Mental Health services is located at:
Location: 316 Dyer Hall

Emergency walk-in services for urgent care are immediately available during regular business hours.

Telephone: 513-556-0648

22) Where can I send students for writing help?
23) Where can I send ESL students who have trouble with English?  
ESL students can get support in the Writing Center.  
The UC|Blue Ash Writing Center is located at  
http://www.ucblueash.edu/writingcenter/index.html  
The Writing Center can be found in the computer concourse, in room 112 K.  
The phone number is 745-5733, and appointments can also be made through Starfish.

24) Where can I send students who need help with Math?  
The Math Lab is located in Muntz Hall Room 348.  
http://www.ucblueash.edu/math/math_lab.html  
The phone number is (513) 745-5760  
No appointment is necessary to get help from the academic tutors and the selected student tutors, or to use the supplementary materials available in the lab.

When not busy with other students, the tutors will be glad to help students over the telephone with problems from textbooks used in UCBA classes.

25) Where can I send students who have difficulty with study skills?  
The Writing, Reading, Study Skills Center is located at:  
http://www.ucblueash.edu/writingcenter/index.html  
The lab can be found in Muntz Hall, 112 K.  
The phone number is (513) 745-5733.

26) What am I required to include in my syllabus?  
Here are syllabus recommendations for Gen Ed course syllabi:  
http://www.uc.edu/content/dam/uc/provost/docs/undergraduate_affairs/syllabus_recommendations_for_general_education_courses.pdf

Here is a list of items suggested by faculty senate:  
http://www.uc.edu/content/dam/uc/facultysenate/ senate/docs/resolutions/Resolution%20on%20Course%20Syllabi%202001.pdf

In addition, faculty senate also passed a resolution last year stating that faculty would include language explaining how in the rare case of emergency cancellation of a class, such cancellation will be communicated to students.

27) How do I get help with Blackboard?  
Check out the on-demand videos here for quick answers to questions:  
http://ondemand.blackboard.com/r9/index.htm
Be on the lookout for workshops here: http://webcentral.uc.edu/cetlws/calendar/

There are student assistants in the computer concourse who may be able to answer your questions.
If you have specific problems, you might want to contact the Bb help desk:
blackboard@uc.edu
Or you can telephone:
(513) 556-1602

28) What do I do if my students need extra help on Blackboard?
Students can ask for help from the student assistants in the computer concourse.

Students can call Blackboard support at 556-1602

You could also make a Jing video tutorial (http://www.techsmith.com/learn/jing/)
and show them how to use BB functions. There are some Blackboard on-demand videos for

29) How do I find out about benefits?
The UC Benefits office is located at: http://www.uc.edu/hr/benefits.html
Do not hesitate to call the HR office at this site for specific questions. They are very
helpful. Phone: 513-556-6381

If you need to visit Human Resources, you need to go to
Human Resources | 340 University Hall, 51 Goodman Drive | PO Box 210039 |
Cincinnati OH 45221-0039 |

30) Is there a fitness center available to faculty?

Blue Ash College faculty and students can join the Blue Ash Recreational Center for the local
business membership fee of $260 for a family and $130 for a single person. You must show a
current printout of your paycheck from UCFLEX to verify employment. The Blue Ash Recreation
Center website is:
http://www.blueash.com/content/87/195/2639/2794/279/default.aspx
It is located two minutes from campus on 4433 Cooper Road (45242)
Telephone: (513) 745-8550

University of Cincinnati employees also get a discounted membership at the Blue Ash YMCA.
The Blue Ash YMCA website is: http://www.cincinnatiymca.org/our-ys/branches/blue-ash
It is located 10 minutes from campus at 5000 YMCA Drive Cincinnati, OH 45242

Telephone: (513) 791-500
You may join the fitness center at the uptown campus for a fee.  
http://www.uc.edu/reccenter/facilities/crc.html

31) How do I find out if school cancelled due to weather?  
The college rarely closes due to weather. If it does, Blackboard will have an institutional announcement posted that indicates the closing. You can also sign up for a text to be delivered to your phone by going to http://www.uc.edu/ucit/phone/emergencytextmsg.html and signing up for emergency text messaging.

If UC is open during inclement weather, but you cannot get to the college and so must cancel class, you should call the switchboard “class cancellation” line. Call (513) 792-8633 and follow instructions on the recording; a cancellation notice should be posted on Blackboard as well as emailed to all students in the class.

32) What do I do if I need to cancel class?  
Call your departmental secretary. (*Note: Keep this number in your phone.) Email your department chair. Post an announcement on Blackboard, and email it to students in the class. Give students an alternative assignment over the material from that day. Specific policies vary depending on your department. You may not cancel a class for personal appointments. If you must miss a class due to conference attendance, you must consult with your department chair well before the event to make appropriate arrangements. If you are ill, and you must cancel class, call the department administrative assistant to put up a class cancellation sign for you, email all your students, and post an announcement on your BB site. Consult with your department chair about what kind of make-up arrangements will be appropriate.

If UC is open during inclement weather, but you cannot get to the college and so must cancel class, you should call the switchboard “class cancellation” line. Call (513) 792-8633 and follow instructions on the recording; a cancellation notice should be posted on Blackboard as well as emailed to all students in the class.

Blackboard will have a system announcement if the college has closed. You can also receive an emergency text to your phone about emergency closures: sign up through the UC Directory: http://www.uc.edu/ucit/phone/emergencytextmsg.html

33) What are the X and W grades?  
For more information about grades at UC, consult this website:  
http://www.uc.edu/registrar/faculty_resources/grading_scales.html

“WX” (Official withdrawal, Non-attendance/participation).  
Instructors will record a “WX” for those students who officially withdrew from the class (as denoted on the Online Class Grading roster by either “EW” or “W”) but who never attended any classes and did not submit any assigned work.  
The instructor may replace a “W” appearing on the Online Class Grading roster with a "WX" by clicking "no" participation for that student. An assignment of “WX” has no impact on the student’s GPA. A “W” will appear on the student’s online grade report and on the transcript. The “WX” recognizes the student’s official withdrawal from the class and only records the fact of non-participation.
"UW" (Unofficial Withdrawal, Attendance/participation)
Instructors will record a "UW" (unofficial withdrawal) only for students who cease to attend a class following some attendance or participation. The "UW" carries zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

“X” (Unofficial Withdrawal, Non-attendance/participation)
Instructors will record an “X” on the final grade roster for students who never attended any classes and did not submit any assigned work. The “X” will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

"I" (Incomplete).
No grade quality points (none) during first quarter after the "I" is incurred; thereafter, zero (0.0000) grade quality points. Instructors use the "I" when students fail to submit all of required coursework by the end of the quarter. Only award the "I" if it is possible for students to complete the work without class attendance.

In undergraduate courses, the "I" does not factor into the grade point averages during the quarter immediately after it is awarded. Following that subsequent quarter, the "I" carries zero (0.00) quality points and is calculated into the GPA like the "F" grade. After one (1) year, any "I" grade remaining on the student's record automatically changes to the "I/F," which carries zero (0.00) quality points and affects the student's GPA like the "F" grade.

34) Do I give an F to someone who never shows up in the class?
No, do not give an F to someone who has never shown up for class. For this, you give an “X” (Unofficial Withdrawal, Non-attendance/participation)
Instructors will record an “X” on the final grade roster for students who never attended any classes and did not submit any assigned work. The “X” will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

35) How do I post my grades?
To submit your grades, go to

http://www.uc.edu/registrar/faculty_resources/online_class_grading.html

Use your central login to log into the grading area.

36) How do I order textbooks?
First, you should check with your department chair because some sequenced courses share a textbook. If you are ordering textbooks for yourself, you can go online at http://www.rwc.uc.edu/bookstore/ for information about ordering online.
You can also visit the bookstore for an order form in Muntz 126. You can also phone in an order at 513-745-5610

37) How do I get into my office when the buildings are closed?
Use your ID card on the key-card entry. Swiping your ID will get you into the building where your office is located after-hours, but not any other building.
38) Wireless and cell phone coverage
   Wireless access is available in all rooms on campus, although the signal may be weaker in some rooms than others. In many rooms of Muntz and Walters Hall there is no cell phone reception.

39) My computer is old. How do I know when I get a new one?
   New faculty should be issued a new computer. Then it gets replaced according to your department’s replacement schedule. Check with your chair to find out where you are on that schedule.

40) How do I book a room for a meeting or a computer lab for my class?
   Call registration at 745-5650 or email Abbi.Sennet@uc.edu

41) How do I find out what room my class will be held in?
   Go to http://uc.edu/registrar, then faculty resources, then class lists, then login to get your class list and your room location.