2015 Orientation Resource Book

Your guide to becoming a successful UC Blue Ash Bearcat.
Welcome to UC Blue Ash College
We are excited that you have made the decision to attend the University of Cincinnati Blue Ash College (UCBA). In order to prepare for orientation and get the most out of your experience, be sure to read the information in this resource book thoroughly. In an effort to make your transition smooth and successful, we have designed an orientation program for all new students and their parents/family members. **Orientation is required for all new UCBA students.**

**Why Orientation is Required**
We require that all new students attend an orientation to:

- Learn how to navigate the responsibilities of college (e.g., college academics, financial obligations, personal development)
- Develop relationships with peers, faculty and staff in your new community
- Meet your academic advisor and prepare the best academic plan for your higher education
- Register for classes

**Your Pre-Orientation Checklist**
In order to prepare for your orientation session, you must complete the following tasks:

- **Create your username and password**
  
  Go to [www.onestop.uc.edu](http://www.onestop.uc.edu), select **Personal Information**, and select **Get my Username**. Follow the instructions. Then, go to [www.uc.edu/pss](http://www.uc.edu/pss) to set-up your password. Your default password is `UcMMDDYYYY` (MMDDYYYY represents your birthdate.) NOTE: You must create your username/password in order to register for orientation. Contact the UCIT department for username and password support at (513) 556-4357.

- **Take your placement tests**
  
  Find more information on the next page of this resource book. Placement tests must be completed two weeks before orientation. Register for tests at [www.ucblueash.edu/placement](http://www.ucblueash.edu/placement); call (513) 745-5783 with additional questions.

- **Register for an orientation session**
  
  You must **REGISTER** for an orientation session; have your central login username and password ready. Visit [www.ucblueash.edu/orientation](http://www.ucblueash.edu/orientation) to find orientation dates and registration information. **REGISTER NOW!** Students who attend orientation **EARLY** typically have more flexibility and options when registering for courses. **The final date for orientation is August 13, 2015.**

- **Send in final high school and/or college transcripts to:**
  
  University of Cincinnati—Office of Admissions
  PO Box 210091, Cincinnati, OH 45221-0091

- **File the FAFSA**
  
  If applying for financial aid, complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) as soon as you can.

**Make and Change your Orientation Reservation**
- Register for orientation online at [www.ucblueash.edu/orientation](http://www.ucblueash.edu/orientation).
- You will need to log into the reservation site using your username and password.
- Once logged in, select the link in the top right corner to “Register Now” and you will see a list of orientation dates that offer academic advising for your major/program track.
- A warning message about placement test completion will likely be on your registration page. You must complete your required placement test by the deadline (approximately 2 weeks prior) for your orientation session. You can still register for orientation without completing placement tests.
- You can make changes to your reservation (e.g., change the date, add and remove guests) up to **one week** before you attend the session. You will need to log in to the reservation system again to make changes.

**A Note for Parents & Family Members**
- There will be a Parent & Guest program that family members are welcome, but not required to, attend during orientation.
- Parents and guests will not be with students when they meet with academic advisors and register for classes.
- The Parent & Guest Program will run simultaneously with the Student Program (3.5 hours)
Next Steps

How to Complete Placement Tests

Complete your placement testing NOW. Don’t delay. You must complete your placement tests by the deadline associated with your orientation session. Deadlines are typically two weeks or more before your orientation session. See specific deadlines on the orientation website.

Online Math and English placement tests:
Both online tests are accessed through Blackboard. In order to take the test, you will need to activate your Blackboard account. Your Central Login username and password are also your Blackboard username and password. If you already have that information, you can go directly to Blackboard: http://canopy.uc.edu. Once you login, under the “Courses” tab, locate the UC Blue Ash Math Placement and UC Blue Ash English Placement links. You may take either or both online. The online English Test is scheduled at specific times. The math test is available on demand. The use of calculators is not permitted for this test. For details regarding online testing, including English online testing dates, please access the UC Blue Ash web page: www.ucblueash.edu/placement. Contact LuAnna Schwaeble at (513) 745-5783 or placementtesting@ucblueash.edu with questions or concerns.

On Campus Math and English placement tests:
English and math placement tests are offered on campus. For details, dates, and registration, please access www.ucblueash.edu/placement. You may take both the English and math tests during the same testing session. Contact the Placement Testing Office: (513) 745-5783 with questions or concerns.

English Placement Test Information
The English Placement Test is designed to measure your reading and writing skills to determine the best beginning English course for you where you will experience academic success. The English placement test consists of four parts: (1) reading an assigned article, (2) writing a brief summary of the article, (3) writing a multi-paragraph essay responding to a specific prompt, and (4) writing a reflective paragraph about your writing. English Placement scores establish pre-requisites for the English Composition requirement.

English Placement Test Exemption
Some ACT and SAT scores replace the English Placement Test. Note: ACT/SAT scores must have been sent to the University of Cincinnati directly from College Board. You must take the English placement test if we do not have official copies of your score. Students with transfer credit for English Composition or a score of 3 or higher on the AP English Language or Literature exam do not take the English placement test, regardless of ACT/SAT English/Writing Score. You must have AP scores sent to the University of Cincinnati directly from College Board to earn credit. Scores on your high school transcript will not be accepted as official scores.

You are not required to take the English placement test if you have an ACT Combined English & Writing score of 18 or higher, or an SAT Writing score of 430 or higher. Official copies of the ACT and SAT must be sent from the issuing agency and attached to your academic record to be honored.

Math Placement Test Information
The Math Placement Test is designed to be taken without the use of calculators or other aids. The test covers material traditionally covered in high school courses like algebra, geometry, trigonometry, and pre-calculus. The computer-based test consists of multiple choice questions that are presented one at a time and have only one correct answer. The selection of each new question is determined by your previous responses, so persons with different levels of preparation will see different kinds of questions. Once the program determines your level of mathematical preparation, it displays a placement score on your monitor. Print or record this score since it indicates the math courses at UC that are appropriate for a person with your skill level.

Math Placement Test Exemption
Some ACT and SAT scores replace the math placement test. Exemptions will be granted only when official scores are submitted to the University of Cincinnati directly from College Board. Copies submitted by students or printed on the high school transcript will not be considered for exemption.

You are not required to take the math placement test if you have an ACT math score of 25 or higher, or an SAT Math score of 650 or higher. Official copies of the ACT and SAT must be sent from the issuing agency and attached to your academic record to be honored.

If you have college credit, AP or IB scores, or believe your ACT/SAT scores exceed the minimum requirements, please verify that it has been added to your academic record by calling the Placement Test office at 513-745-5783.

Turn to the back page for information about attending orientation.
## Attending Orientation

### Getting Here

**Driving directions:**
UC Blue Ash College is located at 9555 Plainfield Rd., Cincinnati, OH, 45236 for GPS users. We are easily accessible from I-71, I-75, and I-275. Find detailed directions at www.ucblueash.edu/resources/getting-around/directions.html

**Parking:**
During Summer Orientation you can park between the white lines in any of the parking lots on the UCBA campus. You will need to obtain a parking permit for the academic year. Spaces on campus with white lines indicate student parking.

### Taking the bus:
Queen City Metro’s Route 4/Montgomery Road bus stops in front of Muntz Hall Monday through Friday. During the academic year there are also UC Blue Ash College/Uptown Campus shuttle buses that operate from 7:30 am-9:30 pm Monday-Thursday and 7:30 am-5:00 pm on Friday.

### Checking In:
Check-in will take place in the main lobby of Muntz Hall outside the OneStop Office (Room 150). Follow the signs once you enter Muntz Hall. Check your orientation reservation for the check-in times as they vary by session. You will have the opportunity to ask questions of faculty and staff, get your student ID and parking permit, verify your major and attend a resource fair during check-in. See below for “What to Bring.”

### Sample Schedule

*Note: Check your orientation reservation for the exact time of check-in. Not all sessions begin at 12:30 p.m.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Sample Student Schedule</th>
<th>Sample Parent/Guest Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30–1:30 p.m.</td>
<td>Check-in, Resource Fair and Campus Tour</td>
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</tr>
<tr>
<td>1:30–2:15 p.m.</td>
<td>Welcome Session</td>
<td>Welcome Session</td>
</tr>
<tr>
<td>2:15–3:30 p.m.</td>
<td>Peer Group and Campus Tour</td>
<td>Parent/Family sessions:</td>
</tr>
<tr>
<td>3:30–4:00 p.m.</td>
<td>Academic Advising Presentation</td>
<td>*Financing Options</td>
</tr>
<tr>
<td>4:00–6:00 p.m.</td>
<td>Academic Advising and Registration</td>
<td>*Academic Advising Overview</td>
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<td></td>
<td></td>
<td>*Supporting Student Transition</td>
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<tr>
<td></td>
<td></td>
<td>*Letters from Students</td>
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<tr>
<td></td>
<td></td>
<td>*Reflection Reception</td>
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</tbody>
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### What to Bring

Please bring the following with you to orientation:
- Snacks—we will not provide a meal during the program
- Central login username and password — to register for classes
- Photo ID — acceptable forms of ID include a driver’s license, state ID, military ID or passport
- This brochure with completed Pre-Orientation checklist — so you have all the necessary orientation information at your fingertips
- Pen/Pencil and paper — come prepared to learn
- Extra copies of your AP, PSEOP, or IB transcripts — to earn credit from AP, PSEOP, or IB, have official copies of your score reports or transcripts sent directly to UC

### What to Expect

During Summer Orientation you will:
- Familiarize yourself with campus
- Make connections with faculty/staff and other students
- Meet with an academic advisor
- Register for classes
- Get all your UCBA “stuff” (e.g., student ID, parking permit, class schedule)