General Information

Certain University policies and regulations affecting most students are included in this Catalog. Other regulations are set forth in various materials provided to all new students. In general, students are expected to meet the University’s academic requirements, attend classes regularly, conduct themselves as responsible members of the community, and meet their financial obligations to the University and to the residence groups to which they are assigned.

Support for Academic Success

The University provides many services to support the academic success of its students. Several of those programs are described below.

Academic Advising. The deans of the schools and colleges assign advisors to help students meet their academic goals and complete degree requirements. Although the advisor is responsible for making appropriate academic recommendations, students are responsible for their own academic progress.

Meeting regularly with an advisor helps students anticipate and solve problems before they become serious. Advising includes:

• Describing the goals of higher education, the aims of disciplinary and interdisciplinary study, and the reasons for academic requirements including minimum scholastic standards;
• Describing registration procedures, courses, faculty interests, educational opportunities and degree programs;
• Helping the student plan semester by semester registration including tentative and final plans of study;
• Referring the student to appropriate sources for information and specialized services.

Students and advisors should know the academic requirements published in the University Catalog and departmental plans of study.

Before registering, students consult with their advisors. The University tries to meet the students’ requests where course selections conform to University rules and where resources permit.

Undergraduate Advisory Centers

<table>
<thead>
<tr>
<th>School/College/Center</th>
<th>Contact Person</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Academic Center for Exploratory Students</td>
<td>James Hill</td>
<td>Center for Undergraduate Education, Room 111</td>
</tr>
<tr>
<td>Agriculture, Health and Natural Resources</td>
<td>Patricia Jepson Meagan Ridder Jillian Ives</td>
<td>W. B. Young Building, Room 206</td>
</tr>
<tr>
<td>Business</td>
<td>Brandy Nelson</td>
<td>School of Business, Room 121</td>
</tr>
<tr>
<td>BGS/Non-Degree</td>
<td>James Hill</td>
<td>John W. Rowe Center, Room 323</td>
</tr>
<tr>
<td></td>
<td>Patricia Harkins</td>
<td>(860) 486-4670</td>
</tr>
<tr>
<td>Education</td>
<td>Ann Traynor</td>
<td>C. B. Gentry Building, Room 322</td>
</tr>
<tr>
<td>Engineering</td>
<td>Brian Schwarz</td>
<td>Engineering II Building, Room 304</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Eva Gorbants</td>
<td>Fine Arts Building, Room 202</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>Katrina Higgins</td>
<td>CLAS ASC Building, 423 Whitney Road</td>
</tr>
<tr>
<td>Academic Services Center</td>
<td>Manour Ndiaye</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Pamela Cartledge</td>
<td>Storrs Hall, Rooms 102 and 103</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Andrea Hubbard</td>
<td>Pharmacy/Biology Building, Room 351</td>
</tr>
<tr>
<td>Ratcliffe Hicks</td>
<td>Patricia Jepson</td>
<td>W. B. Young Building, Room 202</td>
</tr>
<tr>
<td></td>
<td>Meagan Ridder</td>
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<td></td>
<td>Jillian Ives</td>
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</table>

Academic Achievement Center. The Academic Achievement Center (AAC) assists students in attaining their academic and personal goals by providing a comprehensive, personalized array of programs, resources, and services which enhance skill development, effective decision-making, and personal transitions to and within the university setting. Students can visit by walk-in or appointment. Each student is paired with a coach for a one-on-one session. Students are welcome to return and meet with a coach as often as they want. Website: achieve.uconn.edu. Email: aac@uconn.edu. Location: Rowe Center for Undergraduate Education, Room 217. Phone: (860) 486-4889.

Academic Center for Exploratory Students. With expert academic advising and staff, ACES helps students navigate the most efficient route to their selected field of study. Website: aces.uconn.edu. Email: aces@uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 111. Phone: (860) 486-1788.

Center for Academic Programs. The Center for Academic Programs (CAP) increases access to higher education for high-potential students who come from underrepresented ethnic or economic backgrounds and/or are first-generation college students. Website: cap.uconn.edu. Email: cap@uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 231. Phone: (860) 486-4040.

Center for Career Development. Career Services assists students in gaining and applying knowledge and skills to make well-informed career decisions by advising them through the process of identifying a major, exploring career interests, and securing post-graduate opportunities. The office serves as the clearinghouse for internships and cooperative education which are an important part of the educational and career development process. Website: career.uconn.edu. Email: career@uconn.edu. Location: Wilbur Cross Building, Room 202. Phone: (860) 486-3013.

Center for Students with Disabilities. The Center for Students with Disabilities (CSD) offers comprehensive services. Their staff seeks to accommodate students with documented disabilities to allow them equal access in their educational endeavors. Website: csd.uconn.edu. Email: csd@uconn.edu. Location: Wilbur Cross Building, Room 204. Phone: (860) 486-2020.

Dean of Students Office. The primary function of the Dean of Students Office is to help students and their families get answers and solutions to college-life questions or problems that students may have. Website: dos.uconn.edu. Email: dos@uconn.edu. Location: Wilbur Cross Building, Room 203. Phone: (860) 486-3426.

Digital Learning Center. Staff helps students with HuskyCT, E-portfolio, HuskyMail, PeopleSoft’s Student Administration module and the Computer Technology Competency general education requirements. Website: dlc.uconn.edu; learningcommons.uconn.edu. Email: learningcommons@uconn.edu. Location: Homer Babbidge Library, Level 1. Phone: (860) 486-1187.

Education Abroad. Studying abroad is a great way to gain proficiency in another language and to experience a new culture. Website: abroad.uconn.edu. Email: studyabroad@uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 117. Phone: (860) 486-5022.

Engineering Diversity Program. The (EDP) provides academic retention programs and outreach activities designed to increase the numbers of underrepresented students pursuing careers in engineering. Website: engr.uconn.edu/diversity. Location: School of Engineering, 191 Auditorium Road. Phone: (860) 486-5536.

International Student and Scholar Services. International Student and Scholar Services (ISSS) supports the internationalization of the University of Connecticut through the development and delivery of services and programs that help our international students, scholars, faculty and staff accomplish their academic and professional goals at UConn. Website: isss.uconn.edu. Email: international@uconn.edu. Location: McMahon Hall, Main Floor, Suite #183. Phone: (860) 486-3855.

Institute for Student Success. The Institute for Student Success, within Undergraduate Education and Instruction, provides students with the tools for success. ISS consists of three units: The Academic Center for Exploratory Students, First Year Programs and Learning Communities, and the Center for Academic Programs. Website: iss.uconn.edu. Location: 368 Fairfield Way, John W. Rowe Center for Undergraduate Education. Phone: (860) 486-6709.

Language and Cultural Center. Students can find support for second language and culture. The Department of Literatures, Cultures and Languages of-
McNair Scholars Program. The McNair Scholars Program prepares talented, highly motivated UConn undergraduate students for doctoral studies in science, technology, engineering, and math (STEM) disciplines. McNair is open to low-income, first-generation college students or those from populations underrepresented in STEM graduate fields who are seeking to pursue a Ph.D. Scholars are paired with faculty mentors for academic enrichment, research, and internships. Website: cap.uconn.edu. Location: Rowe Center for Undergraduate Education, Room 204. Phone: (860) 486-5146.

Office of First Year Programs and Learning Communities. With courses, a personal support network, interactive online resources, and unique living/learning experiences, First Year Programs helps new students achieve success from the start. Website: fyp.uconn.edu. Email: fyp@uconn.edu. Location: Rowe Center for Undergraduate Programs, 2nd Floor. Phone: (860) 486-3378.

Office of National Scholarships and Fellowships. The Office of National Scholarships (ONSandF) advises and mentors high-achieving students at the University of Connecticut who are competing for prestigious national and international scholarships and fellowships. Website: onsf.uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 416. Phone: (860) 486-6255.

Office of Undergraduate Research. The Office of Undergraduate Research (OUR) provides research-related opportunities and information to interested students. OUR is an enrichment opportunity for all undergraduates in all majors on all UConn campuses. Website: urgr.uconn.edu. E-mail: our@uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Fourth Floor. Phone: (860) 486-7939.

Pre-Law Advisement. The UConn Pre-Law Center is committed to working with students and alumni who wish to become legal professionals. Website: prelaw.uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 409.

Quantitative Learning Center Tutoring. The Q Center runs an extensive drop-in tutoring area, focusing on lower-division (but, not exclusive to) Q courses in Chemistry, Mathematics, Physics, and Statistics. Website: qcenter.uconn.edu. E-mail: qcenter@uconn.edu. Location: Quantitative Learning Center, Level One, Homer Babbidge Library. Phone: (860) 486-1961.

Student Health Services. The University of Connecticut Health Service is a health care facility which is fully accredited by the Accreditation Association of Ambulatory Health Care Facilities. Website: shs.uconn.edu. Email: shs@uconn.edu. Location: Student Health Services, 234 Glenbrook Road. Phone: (860) 486-4700.

Students Engaged in Academic Leadership. UConn SEAL is designed to cultivate leadership and engagement among talented UConn students. Website: diversity.business.uconn.edu. Location: Wilbur Cross Building, Room 112. Phone: (860) 486-2461.

Student Support Services. Student Support Services increases access to the University of Connecticut for first-generation, low-income and/or underrepresented students with the goal of their retention and graduation. Accepted students participate in a six-week summer program prior to the fall semester of their freshmen year, providing an introduction to the rigors of university academics. Students are assigned to a Counselor or Regional Coordinator who provides them with advising, support, and advocacy during the summer program and throughout their tenure at UConn. Specific contact information for the Avery Point, Greater Hartford, Stamford, Storrs, Torrington, and Waterbury campuses can be found on the website: cap.uconn.edu.

UConn American English Language Institute. UCAELI offers a full-service intensive English program for students of English as a second language. Website: ucaeli.uconn.edu. Email: register-ucaeli@uconn.edu. Location: McMahon Hall; 2011 Hillside Road. Phone: (860) 486-2127.

UConn Connects. UConn Connects is an intervention program to help students be more successful academically. Students at the University may participate in the UConn Connects program on a semester by semester basis. Website: achieve.uconn.edu. E-mail: uconnconnects@uconn.edu. Location: John W. Rowe Center for Undergraduate Education, Room 217. Phone: (860) 486-4889.

Veterans Resources. The Office of Veterans Affairs and Military Programs provides support for our veterans, guardmen, reservists, active duty, and dependents as they adjust to the academic and social terrain at the University. Specific information regarding veterans' financial aid is available through the Office of Veterans Affairs and Military Programs. Their office is located in Arjona, Room 340. Website: veterans.uconn.edu. Email: veterans@uconn.edu. Phone: (860) 486-2442.

Writing Center. A faculty-led staff of tutors from disciplines across the university, are available to support students at all stages of the writing process. Website: writingcenter.uconn.edu. E-mail: writingcenter@uconn.edu. Location: Homer Babbidge Library, Level 1, Room 108. Phone: (860) 486-4387.

Academic Records

Confidentiality of Records. The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of educational records, establishes the students’ rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures of the institution to comply with this Act. In compliance with this Act, the University of Connecticut publishes detailed FERPA information at ferpa.uconn.edu and sends notification to students via e-mail.

Graduation Rate. The Student Right to Know Act of 1990 requires each institution to make available the graduation rates, within six years, of entering freshmen classes. For the University of Connecticut Fall 2007 entering freshmen, the graduation rates by the summer of 2014 were: entered at Storrs is 81%; entered at a regional campus 52%. Non-graduates may have completed degrees at other institutions.

Certifications. Students needing certification of enrollment or academic status for loan deferments, job procurement, scholarships, insurance, international student I.D. cards, licensing exams, admission to graduate school or other purposes may obtain the necessary documentation from the Office of the Registrar or through the use of the Student Administration System via the internet.

Official Transcript Requests. Students at Storrs and the regional campuses can request official transcripts of their academic records by writing to the University of Connecticut, Office of the Registrar, Wilbur Cross Building, Unit 4077T, Storrs, CT 06269-4077. Requests can also be faxed to the Registrar at (860) 486-0062. All requests should include full name, date of birth, Student Administration System USER ID (if known), dates of attendance, complete and accurate addresses of transcript recipients including ZIP codes, and the requester’s address, telephone number, and e-mail address in the event that there is a problem with the request. All requests, including faxes and email attachments must be signed. Students can also request official transcripts through the Student Administration System.

Request forms can be completed at the Office of the Registrar in the Wilbur Cross Building and submitted for processing. These forms are also available at the regional campus registrars’ offices for mailing or faxing to the University Registrar at Storrs. An online version is available through the Transcript Request link at registrar.uconn.edu.

Students can request that their transcripts be sent to themselves. Note, however, that such transcripts are stamped “issued to student in a sealed envelope” and the envelope bears a similar stamp and a signature. Students are advised that some recipients will not accept transcripts that have not been sent directly to them.

For Priority/Express mail service, the request must be accompanied by a pre-paid and pre-addressed envelope(s). Carriers available are U.S. Postal Service, FedEx and DHL. All arrangements must be made by the requestor.

There are other restrictions to this service. Official transcripts may be withheld if financial or other obligations to the University remain unmet. Since official transcripts are issued on security paper they cannot be faxed. The University cannot honor telephone or ordinary e-mail requests for transcripts.

Unofficial Transcripts. Any student can obtain an unofficial transcript via a computer that has internet access by logging on to the Student Administration System using their unique NetID and password. Unofficial transcripts are also available at the Office of the Registrar at Storrs or at any of the re-
UNIVERSITY OF CONNECTICUT

Financial Aid

The primary role of the Office of Student Financial Aid Services (OSFAS) is to reduce the financial barriers that limit access to a higher education at the University of Connecticut. This is accomplished through the offering of financial aid packages to eligible students that consist of scholarships, grants, loans, and part-time employment. While students and parents are primarily responsible for funding a UConn education, the OSFAS makes every effort to provide assistance in the event that income from family, wages, savings, and other financial resources are insufficient to cover the cost of a UConn education.

How to Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) at: http://www.fafsa.ed.gov/. UConn’s “on time” application deadline is March 1. Students whose applications are received after the deadline may not be eligible for most types of financial aid.

Submit required documentation. In the event that your FAFSA is selected for verification by the U.S. Department of Education, be prepared to submit documentation to the Office of Student Financial Aid Services (OSFAS) in order to substantiate the data reported on your FAFSA.

You will be notified via your University email account if additional documentation is required to continue processing your financial aid application. Upon notification, access the ‘View Financial Aid’ link in the Student Administration System to determine what information must be submitted to the OSFAS. Additional information about the verification process is available at financialaid.uconn.edu.

Accept your awards. Upon notification via your University email account that your financial aid awards are ready for review/action, access the Student Administration System to accept/decline your financial aid awards and complete all steps on the ‘Financial Aid Action Page’. Continuing students who have submitted all required documentation will receive their award notification beginning in April.

Maintain Satisfactory Academic Progress. Federal Regulations require the OSFAS to review the academic progress of students who apply for and/or receive financial assistance. All aid applicants are required to maintain a designated grade point average (GPA) and satisfactorily complete a percentage of the number of credit hours attempted. A complete text of these requirements is available at financialaid.uconn.edu.

For more information about the financial aid process, including important deadlines, visit financialaid.uconn.edu.

Student Identification

Net ID. HuskyCT and University e-mail each require the use of a Net identification number and a password. The NetID and password become important tools to be used to register for classes, obtain grade transcripts and schedules, and change contact information. Questions regarding NetID and password should be referred to the UITS Help Center.

Student Administration System. Each student is assigned a randomly selected, unique USER ID number which is used primarily by administrative offices as an identifier in the Student Administration System.

One Card. Each student is issued a photo identification card. The card is used to obtain services such as dining, residential life, and library. It is also the identifier used to gain entrance to some campus social events. The initial card is obtained at the One Card Office, as are replacements.

Social Security Number. The social security number (SSN) is collected to enable the University to comply with federal requirements mandated under IRS tax laws and the Title IV student aid legislation and for other administrative purposes. The University assigns each student a unique identifier that is not the SSN that is used for most administrative purposes. If the SSN appears incorrectly on any University document, the undergraduate student must present a social security card indicating the correct number to the Office of the Registrar.

Reporting Name and Address Changes. Undergraduate students must report any change of name and commuting or permanent address at the time such change occurs to the Office of the Registrar. Name changes require official documentation. Changes made by the Registrar’s staff will update the information that appears on the University website’s Directory of students’ names and addresses.

Changes to current mailing address and telephone number can be made through use of the Student Administration System via the internet.