

THE UNIVERSITY of TENNESSEE   
**CHATTANOOGA**  
FRESHMAN ADVISEMENT RESOURCE HANDBOOK



**Advisement and Academic Resource Center**

**[www.utc.edu/studentsuccess](http://www.utc.edu/studentsuccess)**

**108 University Center**

**(423) 425-4573**

## Academic Advising at UTC

Academic Advising is an ongoing process that assists students to develop, pursue and achieve their educational and personal goals.

Academic Advising begins at orientation and continues through graduation. The Advisement Center coordinates academic advising for the all first-year students enrolled at UTC. All incoming students are assigned to specific academic advisors who work closely with them throughout their first year.

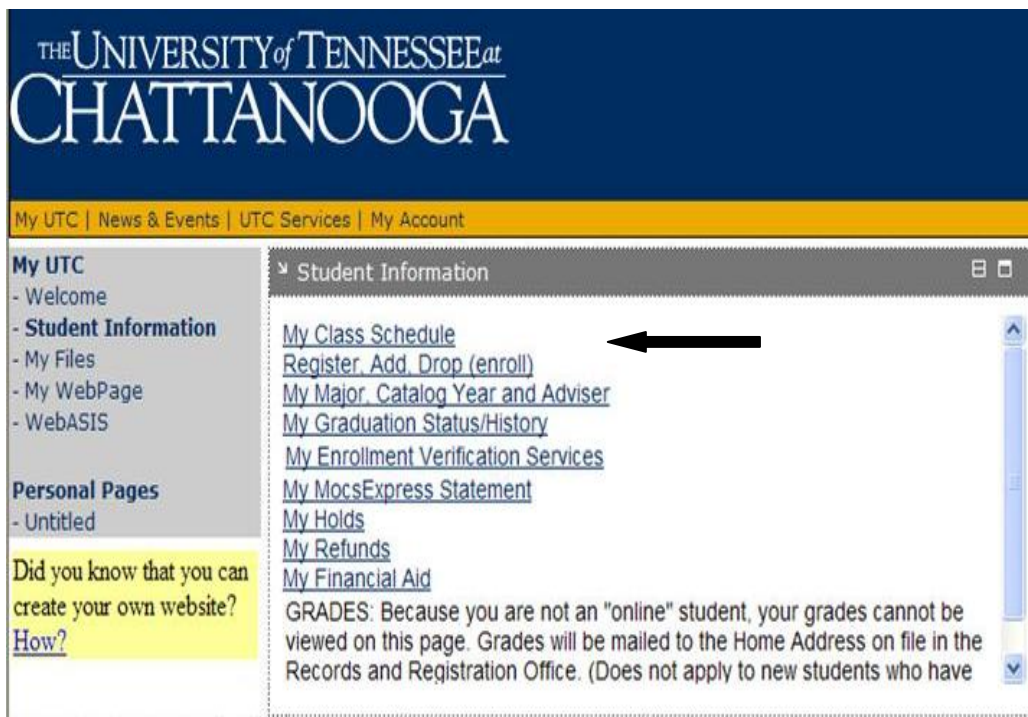
During your first year at UTC, you will meet with your assigned advisor on a regular basis through individual meetings, group sessions and possibly in a class. Once you attain sophomore standing and you have a declared major, you will be reassigned to a faculty advisor within your program of study. UTC requires you to meet with your advisor at least once per semester until you graduate.

## How to Locate Your Advisor

Your advisor's name, office location, telephone number and e-mail address can be found on your MocsNet account.

Academic Advisors are assigned on a continuous basis. So, if you change your major, your new advisor will be posted on your MocsNet account.

Students must schedule an advising session before registering for courses for the following semester. During your advising session, you will be given an advisement code (XXXX). Students cannot register on-line without an advisement code.



## **Advisor Responsibilities**

You can expect your advisor to:

- Assist you in assessing your interests and abilities.
- Understand and effectively communicate curriculum, graduation requirements and university policies and procedures.
- Encourage and guide you as you define and develop realistic goals.
- Advise you on the selection of appropriate courses and other educational experiences.
- Provide you with information about, and strategies for, utilizing the available resources and services on campus.
- Monitor and accurately document your progress.
- Be accessible for meeting with you via telephone, e-mail, or web access, and during office hours for advising.
- Assist you in developing decision making skills, as well as in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality.
- Assist you in working closely with your professors.

## **Student Responsibilities**

You must take responsibility to:

- Schedule regular appointments or make regular contact with your advisor each semester.
- Come prepared to each appointment with the Advising Notebook, questions and/or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations from your advisor.
- Gather all relevant decision-making material.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for decisions.

## What to Expect Your First Year

<b>Learning Outcomes</b>	<b>To Be Achieved</b>
Understand general education requirements.	December 2009
Understand major degree requirements.	December 2009
Demonstrate awareness of resources and support services through contact with the Writing Center, Academic Resource Center, Counseling & Career Planning, etc.	December 2009
Navigate MocsNet to view RAP Sheet, holds, grades, and personal information.	December 2009
Outline the course sequence for the first and second year.	March 2010
Understand and be able to explain the following policies and procedures: <ul style="list-style-type: none"> <li>✓ Drop/Add policy;</li> <li>✓ Closed class overrides;</li> <li>✓ Academic Standards;</li> <li>✓ Course Repeat policy;</li> <li>✓ Pre-requisites/Co-requisites;</li> <li>✓ Selecting or changing a major, minor or concentration;</li> <li>✓ Maintain Satisfactory Academic Progress for Financial Aid;</li> <li>✓ Graduation Requirements: university and major requirements.</li> </ul>	April 2010
Know the name and office location of your advisor for your second year.	April 2010



## What to Expect Your First Year

You will have many opportunities to meet with your advisor over the course of your first year at UTC. Your academic advisor will want to meet with you at least twice per semester. Keep in mind: Students are unable to register until they meet with their academic advisor.

<b>ADVISING SESSIONS</b>	<b>WHEN</b>	<b>TOPICS TO COVER</b>
<b>1<sup>ST</sup> Fall Meeting</b>	August or September	Get to know your advisor and discuss your major or interest and degree requirements.
<b>Spring Registration</b>	October	Schedule an advising appointment with your advisor. Discuss the classes that you plan to take in the spring.
<b>1<sup>st</sup> Spring Meeting</b>	January or February	Develop an academic plan. Figure out a course sequence for your major. Review your first semester.
<b>Fall Registration</b>	March	Choose the classes you want to take in your second year.

Additional Advising Sessions will help you cover topics like:

- Adjusting your class schedule (Adding/Dropping/Withdrawing)
- Choosing a Major or Minor
- Discussing Mid-Term grades
- Discussing Extra-Curricular Activities

# GENERAL EDUCATION CHECKSHEET

## 1. Rhetoric and Composition I and II (6 Credit Hours)

All students must complete Rhetoric and Composition I and II, with Grades of C or better, within the first 42 attempted credit hours.

\_\_\_\_\_ English 121 (3hr): Rhetoric and Composition I (Placement or ENGL 106 with a Grade of C or better)

\_\_\_\_\_ English 122 (3hr): Rhetoric and Composition II (Placement or ENGL 121 with a Grade of C or better)

## 2. Mathematics and Statistics (6 credit hours)

Students must complete one three-credit hour course in mathematics and one three-credit hour course in statistics.

### Approved Mathematics Courses:

\_\_\_\_\_ Math 123 (3hr): Mathematics in Our Modern World (Place Level 20 or 106 W/Min Grade of C or Math Act 22 or Above)

\_\_\_\_\_ Math 131 (3hr): College Algebra (Place Level 20 or MATH 106 W/Min Grade of C or Math Act 24/Above)

\_\_\_\_\_ Math 136 (3hr): Calculus for Management, Life, and Social Sciences (Place Level 30 or 131 or 144 W/Min Grade of C or Math Act 26 or Above)

\_\_\_\_\_ Math 144 (3hr): Precalculus I (Place Level 20 or MATH 106 W/Min Grade of C or Math Act 24 or Above)

\_\_\_\_\_ Math 145 (3hr): Precalculus II (Place Level 30 or 144 or 131 W/ Min Grade of C or Math Act 26/Above)

\_\_\_\_\_ Math 151/152 (4hr): Calculus I & Lab (Place Level 40 or MATH 145 W/Min Grade of C or Math Act 28/Above)

\_\_\_\_\_ Math 216 (3hr): Math for Elem & Mid School Teachers II (Place Level 30 or 214 or 215 W/ Min of C or Math Act 26 or Above or Approval of Math Dept)

### Approved Statistics Courses:

\_\_\_\_\_ BMGT 211 (3hr): Statistic Methods for Business (BMGT 100,math Placement Level 30 or MATH 131 or 144 or 136 Or151 W/Min Grade of C)

\_\_\_\_\_ ENGR 222 (3hr): Prob & Statistics for Engr (MATH 161/162)

\_\_\_\_\_ HHP 401 (3hr): Measurements/Eval (HHP 201,317,332. Math Placement Level 20 or MATH 106 W/Min Grade of C, Sr Level or Inst Appr)

\_\_\_\_\_ PANM 205 (3hr): Intro to Stats for Pub Adm & Non Profit (Math Placement Level 20 or Equiv)

\_\_\_\_\_ MATH 210 (3hr): Introductory Statistics (Place Level 20 or MATH 106 W/Min Grade of C or Math Act 22/Above)

\_\_\_\_\_ PSY 201 & 204 (3+1 hrs): Intro to Stats in Psychology & Lab (Placement Level 20 or MATH 106 and PSY 101 or Equiv CO:PSY 204)

\_\_\_\_\_ SOC 250 (3hr): Social Statistics (2 Yrs Hs Alg & Math Placement Level 20 or MATH 106 W/Min Grade of C)

\_\_\_\_\_ MATH 307 (3hr): Applied Statistics (Math 161 with min Grade of C)

\_\_\_\_\_ MATH 408 (3hr): Mathematical Statistics (Math 407 with min Grade of C)

## 3. Natural Sciences ( 7 or 8 credit hrs)

Students must complete one four credit hour course that includes a laboratory and one three credit hour non-lab course

### Approved Natural Science Lab Courses

\_\_\_\_\_ ASTR 101/181 (3+1hr): Intro to Astronomy & Solar Sys (Math Placement 20 or MATH 106 Recommend Lab ASTR 181)

\_\_\_\_\_ ASTR 102/182 (3+1hr): Intro to Astronomy Stars-Galaxy (2 Yrs High School Algebra or MATH 106 CO: Astr 182or Approval of Dept Head)

\_\_\_\_\_ BIOL 121 (4hr): Principles of Biology I & Lab (CO: 121 Lab, Math Placement Level 20 or MATH 106 W/Min Grade of C or Math Act 22 or Above)

\_\_\_\_\_ BIOL 122 (4hr): Principles of Biology II & Lab (BIOL 121 with Grade of C or Betterlab/Studio Fee Assessed CO: BIOL 122 Lab)

\_\_\_\_\_ BIOL 210 (4hr): Microbiology & Lab (CHEM 121/123, CO:BIOL 210 Lab Lab/Studio Fee Assessedlab/Studio Fee Assessed)

\_\_\_\_\_ CHEM 119 (4hr): Light and Life & Lab (Math Placement 20, CO:119 Lab May Reg Biol/PHYS 119, Lab/Studio Fee Assessed)

\_\_\_\_\_ CHEM 121/123 (3+1hr): General Chemistry I & Lab (Math Placement Level 20 or MATH 106 or Equivalent CO: CHEM 123)

\_\_\_\_\_ CHEM 122/124 (3+1hr):General Chemistry II & Lab (CHEM 121 or 125 W/Min Grade of C, Math Placement Level 30,or math 131 or 144, CO:CHEM 124)

\_\_\_\_\_ ESC 150 (4hr): Intro to Env Sci I & Lab (CO:150 Lab, Math Placement Level 20 or MATH 106 W/Min Grade of C or Math Act 22 or Above)

\_\_\_\_\_ ESC 151 (4hr): Intro to Environmental Science II & Lab (ESC 150 W/Min Grade of C Lab/Studio Fee Assessed CO: ESC 151 Lab)

\_\_\_\_\_ GNSC 111/181 (3+1hr):Physical Evmt: Atoms & Galaxies & Lab (2 Units of College Prep Math or MATH 106 CO: GNSC 181)

\_\_\_\_\_ GEOL 111/181 (3+1hr):Physical Geology & Lab (2 Yrs Hs Alg or MATH 106 CO: GEOL 181 or Approval of Dept Head)

\_\_\_\_\_ GEOL 112/182 (3+1hr): Historical Geology & Lab (GEOL 111 or Approval of Instr CO: GEOL 182)

\_\_\_\_\_ PHYS 103/183 (3+1hr): General Physics Mechs & Heat (MATH 136 or 145 or Math Place Level 40, CO:PHYS 183 Lab)

\_\_\_\_\_ PHYS 104/184 (3+1hr): General Physics Electromag & Opt (PHYS 103 or Approval of Instructor CO: PHYS 184 or Approval of Dept Head)

\_\_\_\_\_ PHYS 230/280 (3+1hr): Principles of Physics Mech & Heat (MATH 160 or Approval of Instr CO: PHYS 280 or Approval of Dept Head)

\_\_\_\_\_ PHYS 231/281 (3+1hr): Principles of Physics Electro & Opt (ENGR 103,104, or PHYS 104, or PHYS 230, MATH 150,160 Or approval of Instr CO: PHYS 281 or Approval of Dept Head)

### Approved Natural Science Non-Lab Courses

\_\_\_\_\_ ASTR 101 (3hr): Intro to Astronomy & Solar Sys (Math Placement 20 or MATH 106)

\_\_\_\_\_ BIOL 110 (3hr): Conservation of Biodiversity (No Cred for Biol/Esc Maj After BIOL 122 or Esc 151 may Register As ESC 110)

\_\_\_\_\_ ENGR 211 (3hr): Pollution Controls (Sophomore Standing)

\_\_\_\_\_ ESC 110 (3hr): Conservation of Biodiversity (No Cred for Biol/Esc Maj After BIOL 122 or Esc 151 may Register As BIOL 110)

\_\_\_\_\_ GNSC 115 (3hr): Science & Society (Math Placement Level 20 or MATH 106)

\_\_\_\_\_ GEOL 116 (3hr): Current Geological Persp of Earth (Math Placement Level 20 or Equiv College Math. Cannot Beapplied to Geol Major Reqs)

\_\_\_\_\_ GEOL 225 (3hr): Oceanography (May Be Reg As ESC 225)

## 4. Humanities & Fine Arts (6 Credit Hours, 3hrs must be in FA)

### Approved Courses in the Humanities

- \_\_\_\_\_ CLAS 396 (3hr): Classical Mythology
- \_\_\_\_\_ CPSC 385 (3hr): Ethical & Social Issues in Computing (ENGL 122 and CPSC 110 or 150 W/Min Grades of C, Jr Standing)
- \_\_\_\_\_ ENGL 131 (3hr): Values in 20<sup>th</sup> Cent American Fiction
- \_\_\_\_\_ ENGL 133 (3hr): Introduction to Literature
- \_\_\_\_\_ ENGL 219 (3hr): African-American Literature
- \_\_\_\_\_ ENGL 257 (3hr): The Romantic Experience
- \_\_\_\_\_ ENGL 307 (3hr): Shakespeare (ENGL 122)
- \_\_\_\_\_ ENGL 331 (3hr): American Women Writers (ENGL 122)
- \_\_\_\_\_ ENGL 335 (3hr): African American Slave Nar.
- \_\_\_\_\_ HIST 203 (3hr): U.S. History to 1865 (Pre or CO: ENGL 121)
- \_\_\_\_\_ HIST 204 (3hr): U.S. History since 1865 (Pre or CO: ENGL 121)
- \_\_\_\_\_ HUM 219 (3hr): African American Literature
- \_\_\_\_\_ HUM 257 (3hr): The Romantic Experience
- \_\_\_\_\_ HUM 335 (3hr): African American Slave Nar.
- \_\_\_\_\_ PHIL 221 (3hr): Intro to Ethics
- \_\_\_\_\_ PHIL 325 (3hr): Biomedical Ethics
- \_\_\_\_\_ PHIL 425 (3hr): Ethics & the Professions
- \_\_\_\_\_ REL 103 (3hr): Intro Study of Religion
- \_\_\_\_\_ REL 110 (3hr): Intro to Western Religions
- \_\_\_\_\_ REL 221 (3hr): Biblical Lit Old Test
- \_\_\_\_\_ REL 222 (3hr): Biblical Lit New Test
- \_\_\_\_\_ REL 236 (3hr): Religion in American Life

### Approved Courses in the Fine Arts

- \_\_\_\_\_ ART 111 (3hr): Introduction to Art (For the Non-Art Major)
- \_\_\_\_\_ ART 214 (3hr): West Art Prehistoric-Medieval (ENGL 122 or UHON 102 or Dept Head Approval)
- \_\_\_\_\_ ART 215 (3hr): West Art Renaissance to Present (ART 214)
- \_\_\_\_\_ ART 301 (3hr): Art Structure (For Non-Art Majors Lab/Studio Fee Assessed)
- \_\_\_\_\_ MUS 111 (3hr): Intro to Music (No Credit for Music Major)
- \_\_\_\_\_ MUS 317 (3hr): Survey of Jazz (ENGL 122)
- \_\_\_\_\_ MUS 320 (3hr): African American Music (ENGL 122)
- \_\_\_\_\_ THSP 111 (3hr): Introduction to Theatre
- \_\_\_\_\_ THSP 113 (3hr): Introduction to Dance
- \_\_\_\_\_ THSP 115 (3hr): Introduction to Performance
- \_\_\_\_\_ THSP 255 (3hr): Theatre to Renaissance (THSP 151 or Approval of Instr)
- \_\_\_\_\_ THSP 257 (3hr): Theatre Renaissance to 20<sup>th</sup> (THSP 151 of Approval of Instr)
- \_\_\_\_\_ THSP 280 Intro to Film

## 6. Behavioral and Social Sciences (6 Credit Hours, 2 different disciplines)

### Approved Behavioral and Social Sciences

- \_\_\_\_\_ ANTH 152 (3hr): Intro to Anthropology
- \_\_\_\_\_ ANTH 211 (3hr): Intro to Archaeology
- \_\_\_\_\_ COMM 320 (3hr): Mass Comm Perspectives (COMM 101)
- \_\_\_\_\_ CRMJ 110 (3hr): Intro to Criminal Justice System
- \_\_\_\_\_ CRMJ 295 (3hr): Violence Against Women
- \_\_\_\_\_ ECHD 340 (3hr): Family Relations: Family Interactions
- \_\_\_\_\_ ECON 101 (3hr): Prin of Economics: Macro
- \_\_\_\_\_ ECON 102 (3hr): Prin of Economics: Micro
- \_\_\_\_\_ GEOG 104 (3hr): Cultural Geography
- \_\_\_\_\_ HHP 407 (3hr): Soc/Psy of Exercise Science & Leisure Studies (Senior Level or Grad Standing)
- \_\_\_\_\_ POLS 101 (3hr): American Government
- \_\_\_\_\_ POLS 102 (3hr): World Politics
- \_\_\_\_\_ PSY 101 (3hr): Intro to Psychology
- \_\_\_\_\_ PSY 241 (3hr): Psy of Individual Diff
- \_\_\_\_\_ SOCW 210 (3hr): Family Exp: Ethnicity, Race, Class
- \_\_\_\_\_ SOC 151 (3hr): Intro to Sociology
- \_\_\_\_\_ SOC 215 (3hr): Sociology of the Family
- \_\_\_\_\_ WSTU 200 (3hr): Intro to Women's Studies (ENGL 121)

## 5. Cultures & Civilizations (9 Credit Hours)

**Option A:** Two courses in western humanities and one course in non-western cultures and civilizations.

### Approved Western Humanities I Courses

- \_\_\_\_\_ ENGL 113 (3hr): Western Humanities I (Pre or Coreq: ENGL 121)
- \_\_\_\_\_ ENGL 203 (3hr): Lit of the Humanities
- \_\_\_\_\_ PHIL 101 (3hr): Western Phil Traditions (CO: ENGL 121)
- \_\_\_\_\_ PHIL 113 (3hr): Western Humanities (CO: ENGL 121)

### Approved Western Humanities II Courses

- \_\_\_\_\_ ENGL 115 (3hr): Western Humanities II (Pre or Coreq: ENGL 121)
- \_\_\_\_\_ ENGL 204 (3hr): World Lit From Renaissance
- \_\_\_\_\_ PHIL 102 (3hr): West Phil Traditions (ENGL 121)
- \_\_\_\_\_ PHIL 115 (3hr): Western Humanities II (ENGL 121, CO: ENGL 122)

### Approved Non-Western Courses

- \_\_\_\_\_ ANTH 208 (3hr): Cultural Anthropology
- \_\_\_\_\_ ANTH 311 (3hr): Music of the World
- \_\_\_\_\_ GEOG 103 (3hr): World Geography (May Also Be Used to Satisfy High School Unit Deficiency)
- \_\_\_\_\_ HHP 333 (3hr): Food and Culture
- \_\_\_\_\_ MUS 311 (3hr): Music of the World
- \_\_\_\_\_ POLS 104 (3hr): Politics, Culture, & Society
- \_\_\_\_\_ REL 211 (3hr): Religions of the East
- \_\_\_\_\_ REL 320 (3hr): Religions of India

**Option B:** One course in each of the three world civilization periods.

### Approved World Civilizations Courses

- \_\_\_\_\_ HIST 103 (3hr): World Civ I (Co or Pre: English 121)
- \_\_\_\_\_ HIST 104 (3hr): World Civ II (Co or Pre: English 121)
- \_\_\_\_\_ HIST 105 (3hr): World Civ III (Co or Pre: English 121)

## Developmental Studies Program

- A collection of courses designed to help students succeed at UTC.
- All students must earn a grade of C or better.
- Students must complete these courses in addition to courses required for specific degrees.
- The credit earned does not apply to the hours required for graduation, major requirements, general education requirements, or electives.
- These courses do count toward full-time enrollment.
- The grades earned are not included in the calculation of the grade point averages for graduation or honors.

<u>Subject Area</u>	<u>Courses to Take</u>
Reading	EDUC 105
Math	MATH 105, 106
Study Skills	USTU 100
Study Skills Lab	PSY 100, SOC 199
Writing	ENGL 105, ENGL 106

## Deficiency Courses

- Students admitted with a high school deficiency may satisfy that deficiency by taking the appropriate course identified in the chart below.
- Courses taken to satisfy a deficiency are registered as deficiency credit and do not count toward the degree, although the grade will be calculated in the grade point average.
- Deficiency hours are in addition to the hours required for the degree.

<u>Subject Area</u>	<u>Courses to Take</u>
English	ENGL 105, 106, 121
Math	MATH 105, 106, 123, 131, 136, 144, 145, 151/152
Lab Science	GEOL 100, ESC 150, GNSC 111/181
American History	HIST 203, 204, 343 (6 hours)
Social Science	GEOG 103 or HIST 103
Foreign Language	1 or 2 sem. of the same foreign lang.
Visual/Performing Arts	ART 111, MUS 111, THSP 111 or 115

## English Placement Exams & Scores

ACT English Sub score	SAT Verbal Score	Requirement
18 or less	459 or less	Must take English Placement test. Placement score determines English requirements (ENGL 105, 106, 121, 122).
19 or higher	460 or higher	Students are not required to take the placement test and are automatically placed into ENGL 121.
28 or higher	630 or higher	Students may opt to take the English placement test to determine if placement in ENGL 122 is appropriate. English Department personnel will be responsible for updating placement information for students who are placed into 122.

## Foreign Language Placement

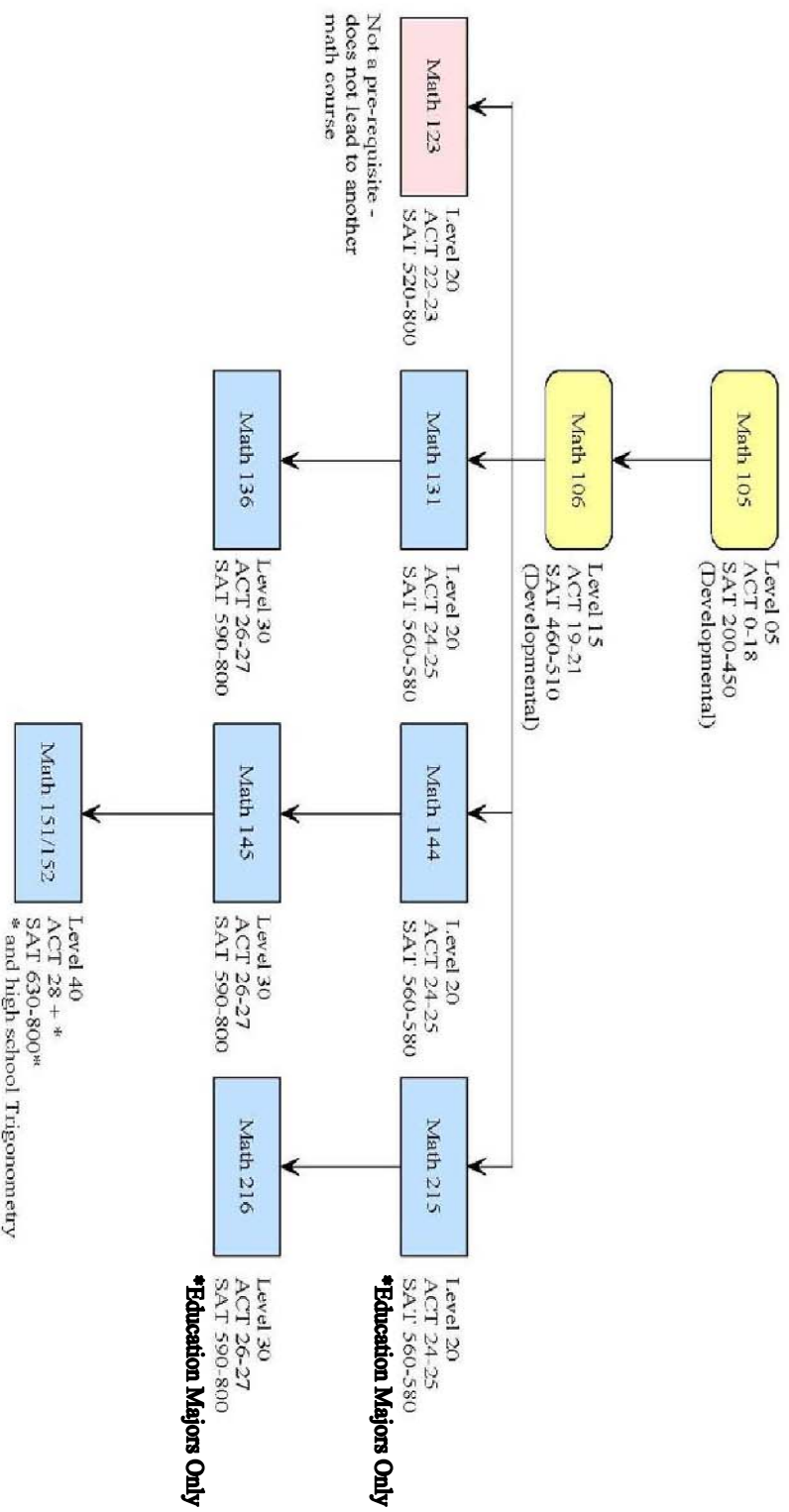
All incoming students who have three years or more of high school study in a **single** foreign language (and no college level study of the language) and who wish to continue study in that language will be required to take a placement test to determine their level of competence in that language. Please contact the Department of Foreign Languages at (423) 425-4114.



# UTC MATH PLACEMENT

## Levels and ACT/SAT Scores

### 2009-2010



Entering Freshmen and students enrolling in a math course for the first time should enroll in the highest option, based upon placement level and ACT/SAT math score.

# Step Ahead Math Class

## What is the Step Ahead Math Class?

- A 5.5 -day class to boost students from intermediate algebra to college algebra
- A combination of lecture, lab work and tutoring
- Students will be tested at the end of the class to determine if they will be eligible to take college algebra or another college level math course (Math 123, 131, 144, 210, 215)
- College credit will NOT be earned in this class

## Why should I take the class?

- To be able to take a math class that will apply to your college degree

## Who is eligible?

- Only students who have attended orientation or taken the UTC math placement exam AND have submitted an online application are eligible
- New entering UTC freshmen who have taken the UTC math placement exam and have placed in Math 106 (by math level or ACT math score)
- Class limited to 150 students

## How do I know if I am eligible?

- Math Level 15 or ACT score of 19-21

## When is the class?

### For Fall 2009:

- August 10-15 (Monday-Saturday)
- 9 a.m. - 4 p.m., Monday-Thursday; 9 a.m. - 12 p.m. Friday; 9 a.m. Saturday (exam)

## What is the cost?

- There is no cost for the short course. However, students who move into residence halls early will be charged \$10 per night, for a total of \$40

## When can I move in to my dorm?

- Sunday, August 9 - check in at your residence hall office between 1:00 and 5:00 p.m., Eastern Daylight Time

## How do I apply?

- [Submit an online application](#)

## Need more information? Contact:

- Office of the Associate Provost for Academic Affairs, Dr. Jocelyn Sanders, (423) 425-4515, or [Jocelyn-Sanders@utc.edu](mailto:Jocelyn-Sanders@utc.edu)

<http://www.utc.edu/Administration/AssociateProvostForAcademicAffairs/StepAheadMath/>

# First Year Studies

## USTU 125 First Year Studies: The UTC Experience

The UTC Experience is a course designed to help students transition from high school to college, to facilitate students' integration into their academic life and to provide the opportunity to explore academic and career options at the university. Students enrolled in this course will earn one hour of graded credit that counts toward the electives to complete the required 120 hours earned for graduation. As a result, students will gain a greater understanding of active learning and community building as well as themselves as a college student.

## Topics Courses

Have you ever wondered how smart your dog or cat is? Or why our culture is obsessed with beauty? Why getting along with people can be so difficult? What goes on behind the scenes of artistic and musical presentations? These and many more topics are among those you can explore with other students and a faculty member who shares your interest in this topic.

These First Year Studies topics courses are one-hour, pass/no-credit courses that invite you to learn about a subject you're interested in—just because you're in college now, and you can! Signing up for a USTU 199 course will put you in a classroom with a professor whose interests match yours. Seminars have an enrollment maximum of 18 students, so you'll get lots of interaction with your instructor and other students. It doesn't matter if you know a lot—or just a little—about your seminar topic. You're there to learn, explore and exchange ideas.

Classes are designed to fit your busy schedule, requiring a reasonable amount of work for a one-hour course. But the academic and social skills you'll gain from this course will benefit you throughout your time at UTC—and beyond.

## Fall 2009 Topics Courses

- An Introduction to Ethics in the Changing Global Context
- The Civil Rights Movement and US Education
- Globalization: Good or Bad?
- Mathematics and Children's Literature
- China: Friend or Foe?
- Dead Lines: The Obituary and Other Memorial Traditions
- Making Sense of Environmental News
- Help, My Roommate Is Driving Me Nuts!! Skills to Understand and Resolve Conflicts
- The Creative Lifestyle
- SnakeOil2Replace Gasoline
- Beyond Facebook: Get Your Research On!
- Behind the Scenes or Before the Show Opens
- Inside the Criminal Mind
- Show Me The Money

# First Year Studies

## Learning Communities

One of the best predictors of success in college is how involved you are and how much you feel a part of campus. UTC offers freshmen students seven (7) exciting learning community opportunities.

One of these communities may be just right for you:

- How Smart Are Animals?
- Body Images: Beauty and Health
- Comic Book Culture
- Natural Disasters: Does Hollywood Get It Right?
- Leadership: Nature or Nurture?
- A History of Hip Hop
- “The Office” and Beautiful Bureaucracy

If you decide to join a learning community, you will take two (2) courses with those in your community; one course will be a topics course of your choosing, and the other an English composition course.

In addition to taking classes with members of the community, you may also participate in a special series of social, cultural, and educational programs. The purpose of these programs is both to introduce you to the diverse opportunities that UTC and the Chattanooga area have to offer and to help you get to know other community members, faculty, and staff.

A \$30 program fee is required of each member of a community to cover the cost of most community events. By paying this one-time fee in advance, you will be able to attend all of the programs without having to purchase an individual ticket for each event.

## Freshmen Academic Success Tracking (FAST)

The Freshman Academic Success Tracking (FAST) program strives to improve academic performance and retention among freshman students through various facilitative and intervention efforts, primarily aimed at encouraging and promoting class attendance. Regular class attendance is a major factor in determining the academic success of students at all levels.

How FAST Works:

1. When a student misses 2 or more class sessions, faculty/instructors provide attendance information, via a web-based system, to FAST academic advisors.
2. Students are contacted directly by an Academic Advisor or Assistant Resident Director (ARDs) about their absences.
3. Students who are contacted are given information about the importance of class attendance and directed to appropriate academic success resources. Students are also encouraged to talk to their instructors if they have questions or academic problems.

## Things to Consider When Building Your Schedule

- Do you have any developmental/deficiency courses to take?
- How many hours do you want to take? Average course load=15-16 hours
- Will you be working a half-time or full-time job?
- Are you planning to be actively involved in extra-curricular activities?
- Do you prefer morning or evening courses? MWF or TTH?
- Does your major require specific courses for General Education requirements?
- Have you met the pre-requisite for the class you want to take? Example: *ENGL 122* -  
*Prerequisite: English 121 with grade of C or better or placement*
- Do you have a list of alternate courses in case yours are full?
- Are you receiving the Tennessee HOPE scholarship? If so, you must maintain a course load of 12 hours or more.
- Have you considered registering for a First Year Studies course?
- Have you considered the location of your classes?
- Did you remember to add a science lab with the lecture?
- Did you remember to write down all class meeting times and days? Some Math & Foreign Language courses meet four days a week.

## Two-Year Academic Plan

**Fall 2009**

**Advisement Code** \_\_\_\_\_

Department Name	Course Number	Section Number	Credit Hours	Days							TIMES	
				M	T	W	T	F	S	S	From	To

**Spring 2010**

**Advisement Code** \_\_\_\_\_

Department Name	Course Number	Section Number	Credit Hours	Days							TIMES	
				M	T	W	T	F	S	S	From	To

**Fall 2010**

**Advisement Code** \_\_\_\_\_

Department Name	Course Number	Section Number	Credit Hours	Days							TIMES	
				M	T	W	T	F	S	S	From	To

**Spring 2011**

**Advisement Code** \_\_\_\_\_

Department Name	Course Number	Section Number	Credit Hours	Days							TIMES	
				M	T	W	T	F	S	S	From	To

## How to Compute Your Grade Point Average (GPA)

1. Multiply the grade value for each course taken by the credit hours for that course. The product of this multiplication will be the quality points. Total the quality points and the credit hours.
2. Divide the total quality points by the total attempted hours.
3. Do not include the hours for S, or NC or I grades.

Example:

Course	Grade Value	(Multiply)	Credit Hours Attempted	(Equals)	Quality Points
ENGL 121	A = 4	x	3	=	12
MATH 131	B = 3	x	3	=	9
BIOL 121	C = 2	x	4	=	8
HHP 154	D = 1	x	3	=	3
PSY 101	F = 0	x	3	=	0
<b>Totals:</b>			<b>16</b>		<b>32</b>

4. Divide 32 (Quality Points Column) by 16 (Credit Hours Attempted Column) to determine the GPA:  $32/16 = 2.00$  GPA

### GPA Definitions:

**Institutional Semester:** includes the most recent UTC and/or transfer work added to a student's academic record (excludes developmental course work).

**Institutional Cumulative:** includes all UTC and transfer work-cumulative meaning more than one semester (excludes developmental course work).

**Transfer Semester:** Includes the most recent transfer work added to a student's academic record.

**Transfer Cumulative:** Includes all transfer work only-cumulative meaning more than one semester.

**Overall Semester:** Includes the most recent UTC, transfer and developmental course work added to a student's academic record.

**Overall Cumulative:** Includes all UTC, transfer, and developmental course work-cumulative meaning more than one semester.

**UTC Only Semester:** Includes the most recent UTC course work completed by the student.

**UTC Only Cumulative:** Includes all UTC course work-cumulative meaning more than one semester.

## Important Dates Fall 2009

August 6	Last day to pay fees or confirm attendance before cancellation
August 17	Classes begin
August 21	Last day to register in classes, add a subject, or change a section
August 24-28	Addition of classes with approval of instructor only, no new registrations
August 28	Last day to drop a class before a W (withdrawal) is recorded and to change from credit to audit
September 7	Labor Day Holiday (No Classes)
September 28-October 2	Mid-term Grades Notices
October 16	Last day to official withdraw from a class with a W
October 19-20	Fall Break (No Classes)
November 2	Priority Registration for Spring 2010 classes
November 25-27	Thanksgiving Holiday (No Classes)
November 30	Last day of fall classes
December 2-8	Final examinations
December 11	Last day to pay fees or confirm attendance for Spring 2010

## Important Dates for Spring 2010

January 4	Classes begin
January 8	Last day to register in classes, add a subject, or change a section
January 11-15	Addition of classes with approval of instructor only, no new registrations
January 15	Last day to drop a class before a W
January 18	Martin Luther King Holiday (No Classes)
February 15-19	Mid-term Grades Notices
March 5	Last day to drop a class with a W
March 8-12	Spring Break (No Classes)
March 29	Priority Registration for Fall 2010
April 2	Holiday (No Classes)
April 19	Last day of spring classes
April 21-27	Final examinations

# KEY TERMS

<b>Academic Record</b>	The academic history of the student which lists all of the student's courses, semester hours credits, grades, status, and certain personal information.
<b>Advanced Placement (AP)</b>	Credit and AP in a subject for students whose test scores are 3 or higher. Some departments require a minimum score of 4.
<b>Adviser</b>	A professional advisor or faculty member who advises the student about his or her academic program
<b>Advisement Code</b>	Four -character letter/number required for registration. Example: BC2F
<b>Blackboard (UTC Online)</b>	A software tool that provides online courses delivery.
<b>Classification</b>	Level of progress toward the bachelor's degree.
<b>College</b>	An organizational unit of the University, embracing several departments, divisions, or schools.
<b>Concentration</b>	A particular emphasis within a major area.
<b>Co-Requisite</b>	A course which must be taken at the same time as another course.
<b>Credit Hour</b>	Similar to high school units, credits are a way to assign a numerical value to a course. Typically 1 credit = 1 hour per week in class. Most courses are assigned a value of 3 credits, meaning that the class meets approximately 3 hours per week. Some classes are 4 credits. Activity courses such as tennis or rock climbing, and science lab courses are typically 1 credit.
<b>Curriculum</b>	The whole body of courses offered by the University or by one of its college, schools, divisions, or departments.
<b>Department</b>	An organizational unit representing a discipline or related disciplines.
<b>Discipline</b>	An area of study representing a specific subject, such as mathematics, philosophy, sociology.
<b>Dual Enrollment</b>	Students must submit to the Undergraduate Admission Office an official transcript from the college or university they attended while in high school.
<b>Electives</b>	A course not specifically required for a major.
<b>Major</b>	Student's primary program of study. Includes courses from single discipline or set of similar disciplines. May require a minor.
<b>Mid-Term</b>	Marks the half-way point in a semester and the last day to drop a course.
<b>Minor</b>	Secondary subject area of interest. Not a subdivision of the major subject area. Not all majors require a minor.
<b>MocsNet</b>	An electronic portal for students to access their e-mail, grades, holds, financial aid, fees, etc.
<b>Pre-Requisite</b>	A requirement which must be met before a particular course can be taken.
<b>Rapsheet (RAP)</b>	An advisement tool that includes your major requirements, general education, completed courses and GPA. Not an official transcript.
<b>Registration load</b>	The total semester hours for which a student is registered in any semester or term.
<b>Schedule of Classes</b>	A listing of all courses offered by the University during one semester.
<b>Semester</b>	A period of instruction lasting 15 weeks. (Aug-Dec; Jan-May; May-Aug)
<b>Secure ID (SID)</b>	An 8 digit code used to access personal information on UTC's MocsNet Account. Located on your acceptance letter. If lost or forgotten, go to Records Office.
<b>UTC ID</b>	A 3 letter, 3 number ID used to access your MocsNet Account. Example: XYZ123.

## How can I maintain my HOPE Scholarship?

- At the end of the first 24 attempted Tennessee Education Lottery Scholarship (TELS) hours, the student must have a 2.75 cumulative TELS GPA.
- Effective fall 2008, the student must have a 2.75 cumulative TELS GPA at the 48 hour check point. This checkpoint previously required a 3.0 cumulative TELS GPA.
- Students at the 72 hour benchmark and every 24 attempted TELS hours after will be able to retain the award in one of two ways:
  - Maintain a cumulative **TELS GPA** of 3.0 or above (traditional method). Eligibility will be reviewed at the next 24 hours attempted.
  - Maintain a cumulative **TELS GPA** of 2.75 – 2.99 **and** 3.0 semester GPA (provisional method). Students regaining the scholarship under the provisional method must be enrolled full time. Eligibility will be reviewed at the end of each semester.

Your TELS GPA may differ from your UTC GPA. **Your TELS GPA will include all developmental courses and repeated courses**, whereas your UTC GPA will not. Your UTC GPA will include joint-enrollment courses (taken before high school graduation). These courses will NOT count toward your TELS GPA or attempted TELS hours.

## Enrollment Changes/Withdrawals

While you do not have to be enrolled full time to receive funding from the Tennessee Education Lottery Scholarship (TELS) Program, you must be enrolled on at least a half-time basis, and remain enrolled fall/spring terms.

If you are enrolled full-time at the start of the semester and are receiving the HOPE Scholarship, you **MUST** maintain full-time enrollment. **If you drop below full-time (12 hours), you automatically forfeit future disbursements of the HOPE Scholarship. The forfeiture will apply to any and all schools that you attend.**

## Honor Code

*I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I will exert every effort to insure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.*

\*\*Be advised that cheating is a very serious offense at UTC. If the instructor even suspects a student is cheating during a test, the student's paper will be confiscated, and the student will be reported to the UTC Honor Court. Further, if any student suspects another student is cheating, that student is obligated to come forward with his or her suspicions. Failure to come forward could constitute a violation of the Honor Code. If you have any question about the UTC Honor Code, you are advised to contact your professor. All students are encouraged to familiarize themselves with the UTC Honor Code. The UTC Honor Code can be found in the Student Handbook.

\*\*Please be advised that using work prepared for another course in this course will be considered a violation of the UTC Honor Code.

## RESOURCES

QUESTIONS ABOUT...	WHO?	WHERE?	PHONE
Academic advising	Advisement Center	361 University Center	425-4573
Books	UTC Bookstore	University Center	425-4107
Career goals	Counseling and Career Planning Center	338 University Center	425-4438
Closed classes	Head of department offering the course		
Co-op	Cooperative Education	326 University Center	425-4735
Disability Services	Office for Students with Disabilities	110 Frist Hall	425-4006
Email & MocsNet Account	Help Desk	400 Palmetto St.	425-4000
Employment On & Off Campus	Placement & Student Employment	315 University Center	425-4184
English placement level	RAP sheet or English Department	203 Holt Hall	425-4238
Federal Work Study	Financial Aid Office	101 Hooper Hall	425-4677
Fees	Bursar's Office	274 University Center	425-4781
Getting involved in Campus Life	Dean of Students	399 University Center	425-4534
Health Problems	University Health Services	1100 E 3 <sup>rd</sup> St.	425-4453
Housing	University Residence Life	Stacy Town Center	425-4304
International students	Foreign Student Services	201 Hooper Hall	425-2110
Math assignments & exams	Math Lab	204 EMCS	425-4545
Mathematics placement	RAP sheet or Mathematics Dept.	415 EMCS	425-4545
Parking	Parking Services	400 Palmetto St.	425-4051
Pell Grant & Student Loans	Financial Aid Office	101 Hooper Hall	425-4677
Personal problems	Counseling and Career Planning Ctr. Dean of Students	338 University Center 399 University Center	425-4438 425-4534
Petitions	Records Office	109 Race Hall	425-4416
RAP (Report of Academic Readmission)	Records Office	109 Race Hall	425-4416
Scholarships (HOPE, etc.)	Admissions Office	203 Guerry Hall	425-4662
Scholarships (HOPE, etc.)	Financial Aid Office	101 Hooper Hall	425-4677
Security (UTC Police)	Department of Public Safety	400 Palmetto St.	425-4357
Sexual assault	UTC Police	400 Palmetto St.	425-4357
	Women's Center	350 University Center	
	Dean of Students	399 University Center	425-4534
Student ID cards	MocsCard Office	141 University Center	425-2218
Student organizations	Dean of Students	399 University Center	425-4534
Study abroad	Office of International Education	326 University Center	425-4735
Transcripts	Records Office	109 Race Hall	425-4416
Transfer credit	Admissions Office (new students) or Records Office	203 Guerry Hall 109 Race Hall	425-4772 425-4416
Tutoring	Student Success Center or Adult Services Center	322 University Center 361 University Center	425-4286 425-4485
Withdrawal from a class	Records Office or online	109 Race Hall	425-4416
Withdrawal from the University	Records Office	109 Race Hall	425-4416
Writing papers	Writing Center	119 Holt Hall	425-1774