



**College of Natural Sciences and Mathematics**

**Department of Mathematics and Statistics**

**HANDBOOK**

**for**

**Part-Time Instructors**

*Fall 2011*

August 19, 2011

## **Welcome to the Department of Mathematics!**

Whether you are brand new to the university and our department, or you are returning to join our educational endeavor again, we are glad to have you as part of our team. We wish you a successful school year and the very best for your teaching here at UT. Thank you for helping out with this large and complex effort!

We believe that this Handbook for Instructors, which will be amplified in our Teaching Mathematics Start of the Year Seminar, will prove to be an excellent and important guide for you and your teaching during the coming year. So we hope that you will read it carefully and follow the recommendations contained herein. If questions arise that are not plainly dealt with in this handbook, please do not hesitate to come to us for advice.

As a part-time instructor, Gerard Thompson will be your immediate supervisor during the coming year. If this is your first year with us, we are asking you to join us at the *Teaching Mathematics at the University of Toledo: Start of the Year Seminar* that you have learned of elsewhere. Even if you have taught with us before, we encourage you to join us at the seminar since it provides opportunities to join together to enhance our overall teaching experiences in the Department of Mathematics. We hope to see you there! Please call or e-mail the department office to let us know your plans in this regard.

So, read carefully, let us know about any challenges, and we hope you have a great year!

Paul Hewitt, Chair  
Dept. of Mathematics  
(419) 530-2138  
[paul.hewitt@utoledo.edu](mailto:paul.hewitt@utoledo.edu)

Gerard Thompson, Assoc. Chair  
Dept. of Mathematics  
(419) 530-2802  
[gerard.thompson@utoledo.edu](mailto:gerard.thompson@utoledo.edu)

# GENERAL TEACHING PROCEDURES for PART-TIME INSTRUCTORS

*(Please read carefully)*

1. Meet and dismiss classes on time (It is suggested you have a watch as most rooms do not have clocks nor are there bells). **Do not cancel classes. If you are forced to miss a class, follow the procedures outlined below:**
  - a. It is important not to miss classes during the first week of classes, the last week of classes, or during the final exam and grading period.
  - b. If forced to miss a class period for any reason, you must notify the department immediately either by voice mail (x2568) or e-mail to the department secretary or the associate chair.
  - c. If you know in advance about an absence, notify the department in writing or e-mail to get approval from the associate chair.
  - d. **Do not cancel your class.** You are responsible to find a substitute. The substitute must be an experienced teaching instructor or math instructor. You must inform the department office of the name of the substitute.
  
2. UT is encouraging all instructors to use BlackBoard as a main channel of communication with your students. Every course automatically gets a BlackBoard account. To access it login to <https://myut.utoledo.edu/> with your UTAD credentials and then click on the "Faculty & Adviser" tab. On the right you will find "Learning Ventures". Select "BlackBoard 9.1 - All terms" from the drop down and it will pop up in a separate window. Login with your UTAD credentials (again!) and look on the right for "My Courses". (Note: Students access BlackBoard materials you post for them in exactly the same way.)

When you follow one of the links there you will see places to post your syllabus, assignments, answers to quizzes and exams and a calendar of due dates etc. You can even upload your gradebook from a spreadsheet so that students can see all their scores.

Note the "Help" button at the top. A site will pop up that contains a wealth of material that will help you to use BlackBoard effectively.

Please make use of this resource as much as possible. Remind your students frequently to check for course materials there. Minimize the amount of copying of materials for your class. Post your syllabus rather than distribute paper copies and post solutions to tests and quizzes there.

3. Post a syllabus online if possible. The department has guidelines available for preparing syllabi for virtually every course: ask the secretaries for a copy. Copies of each of your syllabi should be submitted to the department secretaries. The syllabus should include:
- your name
  - phone number(s) where students can reach you or leave messages
  - your e-mail address
  - your office hours
  - course name and number
  - course outline/class schedule
  - course prerequisites (see item 7 and the list of these near the end of this handbook)
  - method of grading
  - policies regarding missed assignments, quizzes and tests
  - attendance requirements (if any)
  - general calendar, listing drop and withdrawal dates, project due dates, test dates, and the final exam date and time
  - list of required textbooks and materials
  - list of required readings and assignments
  - resources available to assist the students with the material in the course (the Mathematics and Resource Center - MLRC)
- A short paragraph inquiring if any student has particular problems such as a coping with a disability. You need to be aware of any special circumstances of a particular student and have mechanisms in place to reasonably accommodate them in accordance, with, for example, the Americans with disabilities act. If a student has particular difficulties they should inform you as soon as possible so that they can work with you. A situation should never arise whereby a student lodges a complaint about a grade after the final examination has been taken because of a situation that could and should have been addressed during the semester. Students need to inform you of special circumstances in a timely manner. Incomplete grades are not to be given to improve a student's grade after the fact. See also 9 below.

You should regard the syllabus as a **contract** between you and the students. Since the syllabus will serve as a resource for resolving issues should a dispute arise, please include sufficient information regarding the course and your expectations: *the single biggest reason for complaints are the failure of an instructor to communicate clear expectations particularly with regard to tests and quizzes.* A sample syllabus appears later in this handbook.

4. General records. You are required to maintain records pertaining to the activities of your class, such as attendance records and student grades. You must keep your records through the subsequent semester; this is important, since these will be examined in the event of a dispute or question initiated by a student. You must submit your final grade sheet and one copy of final exams to the department secretary at the end of the semester.
5. Office hours. Part-time instructors are to have at least two office hours per week and post

the times on your office door as well as give the times to the secretaries on the forms distributed via your mailboxes. Be sure to hold your posted office hours.

6. Learning Resources. Students seeking tutoring assistance should be directed to the Mathematics Learning and Resource Center which has tutoring available at Carlson Library.
7. Rosters. Class rosters are available from “My courses” on the myut portal: refer to item 2 above about syllabi.
8. Announce Course Prerequisites: Your students must have met prerequisites for your course syllabus. The department actively checks student records to ensure that students satisfy the prerequisites for your courses. You can find the list of prerequisites for your courses in this handbook and also at <http://www.utoledo.edu/catalog/coursedescription.html> .  
During the first week of the semester, you will receive a list of students who potentially are misplaced. It is your responsibility to speak with students on the list who are present and confirm that the information you have received is accurate. If it is, advise those students that do not meet prerequisites to speak with an adviser. *You are not allowed, for legal reasons, to draw attention to possible deficiencies of students.* Therefore to identify the students with whom you need to speak, please adhere to the following steps:
  - a) Without specifying any reason, ask the student whose names are on the list to meet with you briefly after class. You may write the names of these students on the board or display them on a transparency at the beginning of class.
  - b) After class, meet with the students individually and inquire as to whether the placement test scores and grades in prerequisite courses are correct. One possible source of inaccuracy, for example, is that grades for transfer courses may not have been properly recorded.
  - c) For students who cannot offer a satisfactory explanation as to why they should be in your course, ask them to see their adviser.If you have any questions about these policies, please consult with the associate chair or the coordinator of the course.
9. Registration Policies for Add/Drop and Withdrawal. (Pertinent dates are printed near the end of this handbook.)
  - **Adding a class or Registering Late** – If your class is below the prescribed course capacity, a student may add a class during the first three (3) calendar days of a semester without a signature from the UT portal. Between calendar days 4-15, inclusively, again if the course is below its prescribed capacity, a student may add a course by obtaining the signature of the associate chair. In the case that your class has reached its capacity and is therefore closed, but there are still available seats in the classroom, it is possible that students may still be signed in by the associate chair. If your class is closed, all inquiries regarding enrollment should be referred to the associate chair.
  - **Dropping a Class** – During the first 15 calendar days of the semester a student may drop a class with no record on his/her transcript.

- **Withdrawing from a Class** – A student may withdraw from a class during calendar day 16 through Friday of week 10, inclusively. A grade of "W" will appear on the student's transcript. It is the responsibility of the student to submit to the Records Office the official form to "Withdraw". It is very important to remind students of these deadlines.
10. **"IN" Grade.** The university policy for assigning the grade "IN" (Incomplete) can be found at the following website:  
[http://www.utoledo.edu/catalog/2000catalog/admissions/grade\\_options.html](http://www.utoledo.edu/catalog/2000catalog/admissions/grade_options.html). It reads:
- This grade of IN is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the Associate Dean of the college offering the course. **The incomplete grade will not be considered in computing the student's grade point average.**
- In addition, please note the following procedures for giving the grade of Incomplete:
- a. Get the associate chair's approval to give the "IN". An "IN" is to be given only in exceptional circumstances and its purpose is not to improve a student's grade but rather to enable a student to remedy a deficiency which was beyond the control of the student: missing a final for a medical reason for example.
  - b. Fill out the "Incomplete" Grade form (available from the department office) with the student so it is clear to both parties what is necessary to complete the course.
  - c. Give the associate chair the completed and signed form.
11. **Announce Final Exams According to the Schedule.** A copy of this timetable can be found in your myut portal and at the end of this booklet. This schedule is set by the university and *must* be followed as printed. There is no policy that would exempt students from taking final exams.
12. **Class Procedures.** Follow the syllabus and try to keep the pace of the course. Check with the course coordinator, if there is one, about the course you are teaching e.g. departmental syllabus, testing, etc. That individual can also assist you regarding the pace of the course and coverage of material. If you have comments or complaints about course content, talk with the course coordinator or the associate chair. *Do not change the course unilaterally as you are responsible to deliver the material as outlined in the course syllabus.*
13. **Graded Materials.** Graded assignments are a means of evaluating students' progress; graded assignments should be given to students as early as possible and periodically throughout the semester. Because students need to know their standing in your class in advance of the drop and withdrawal deadlines, you should grade and return some material by the 15<sup>th</sup> calendar day of the semester and have graded and returned at least one midterm by the end of the 8<sup>th</sup> week of the semester. The general rule is that there should be at least

three midterm exams during the semester. If you give weekly quizzes, then three midterms would suffice. Not only will periodic grades be a continuous way to record student progress, but they also will be a way for you, as the instructor, to evaluate how well the material is being conveyed to your students.

14. Final Grades. Grades are due the first Tuesday following exam week and all instructors are expected to have their grades submitted online by this time, with a copy submitted to the department secretary. You will find information about the university's system of online grade submission through the "Faculty and Advisors Portal Services" in this handbook and also in the myut portal.
15. Academic Dishonesty. The University has guidelines regarding academic dishonesty. Should you encounter irregularities in any of your classes, please contact the associate chair immediately.  
<http://studentactivities.utoledo.edu/studentconduct/studenthandbook.pdf>. Also, for any case where academic dishonesty results in lowering of a grade, it is imperative that the associate chair and the department office be informed.
16. Teaching Evaluations. Every instructor is **required** to administer the department's standard student evaluations of classroom instruction each semester for each course taught. Envelopes containing evaluation sheets will be distributed during the last three weeks of the semester. These are to be filled out according to the instructions given and returned to the department office by a designated student by the Friday of final exam week. Results will be made available to you in the subsequent semester. The university may be using online evaluations starting in spring 2012: you will receive more information nearer the end of the semester. New part-time instructors and teaching instructors can expect to be observed and evaluated during their first term teaching for the department. As time permits, peer evaluations will also be done on continuing part-time instructors and teaching instructors.
17. Student Problems. If any problems on procedures, student relations, testing, etc. occur, please confer with the associate chair.
18. Disciplinary Action. In the circumstance of repeated and flagrant lapses of responsibilities, disciplinary action may be taken in the form of a letter reprimand, the docking of pay, or termination of employment. Investigation of such violations will include a mandatory visit to your classroom.
19. Professionalism. In accepting this teaching position, you have made a serious commitment, not only to the department, but also to your students. Perhaps the most important aspect of professionalism revolves around honoring this commitment and being able to meet the aspects of it that you have set forth for your students. Aspects of professionalism include the following:
  - Respecting your students. It is important that you are sensitive to and respect the needs and backgrounds of your students.
  - Having respect for your own position and maintaining a professional attitude. You should exhibit enthusiasm for your position, but be careful to avoid being overly

authoritarian or too informal in maintaining discipline.

- Meeting your commitments to the class. Not only should you be on time and hold class for the full amount of time, but you should always come to class prepared, return student work on time, and keep the office hours that you have posted.
- Being prepared for a variety of reactions and emotions during class discussions. Students may also exhibit varied responses to the grades they earn. In both of these instances, professionalism entails maintaining calm objectivity.
- Avoiding confrontation with an irate student and do not allow one student to intimidate another during class discussions.
- Helping to keep rooms clean by not allowing students to eat in the classrooms, as University policy mandates.
- Understand that the State of Ohio has one of the most liberal policies with regard to the accessibility of public records. Therefore you should bear in mind that all UT email messages could be come available to the public in the case of disputes or complaints. It is recommended that in all such communications you treat people with respect and remain calm and objective: avoid innuendo.
- Please insure that you erase a blackboard or whiteboard when you vacate a classroom and make sure that you leave in time for an incoming class and instructor: it is particularly important to do so when you are finishing up a test.
- Remaining calm and orderly during a possible emergency within the classroom or building and following established emergency guidelines, which include:
  - Contacting security at (419)530-2600 in the event that a health emergency arises, or if an altercation erupts.
  - Contacting 911.
  - Following established University safety guidelines during fire alarms and tornado drills. These guidelines may be found near the end of the Schedule of Classes.

20. Class Preparation. The key aspect to classroom management is class preparation. You should have a plan for class every time you teach. This daily plan should extend to encompass the goal of the semester and serve to make connections from day to day. A plan that is conceived well should also serve to establish connections to the world outside of the classroom. You should be sensitive to the career goals of your students, and work to incorporate their interests into your plan.

A typical plan would include:

- Objectives for the day
- Organization of lecture
- Alternative activities
- Examples you intend to use
- Intended assignments

Strict adherence to a plan is not always possible; therefore, it is important that you are able to be flexible with this plan, and allow for changes. This may necessitate flexibility on your part.



Since some plans may require materials beyond those provided in the classrooms, it is your responsibility to have any extra materials or aids ready for usage in your classroom. Any materials that you need to order should be ordered at least a week in advance, if possible.

21. Student Complaints. You should be aware that, though they are rare, it is our responsibility to follow up on every student complaint. In case of a complaint, our first step will always be to contact you to obtain your perspective on the matter. Such a discussion may be followed by a visit to your class. These visits can be for any reason – to check on the activity of the instructor, on the behavior of the students, or simply on troublesome interactions between the two. It is our intent to communicate with you clearly and promptly regarding any difficulties in regard to your teaching. It is our hope that by working together problems can be resolved before they become serious. See also 18 with regard to the use of university email.

### **Math Placement Test Web Site:**

**The web site related to practice math placement tests may be useful to you and is listed below:**

[http://www.math.utoledo.edu/placement\\_index.html](http://www.math.utoledo.edu/placement_index.html)

## FACILITIES

1. Office Space. Check with the department secretaries regarding your office assignment. If your office requires a key, it will be ordered through the department secretary and you can pick it up at the Transportation Center, Room 1400. A current government-issued photo ID must be presented when picking up a key. When you leave the University, you will return your key to the Transportation Center and obtain a receipt to take to the Math Department showing that you returned your key.
2. Departmental Office – 2040 University Hall. The department secretaries are in the office from 8:30 am to 5:00 pm. Monday through Friday, except on staff holidays. The office is closed during lunch hour with access through UH2060 to pick up copies or supplies.

The department phone numbers are 419-530-2568 and 419-530-2232. Every office has a phone. Dial 9 for an outside line. There is no long distance service available from any of the part-time or graduate instructor offices.

3. Mailroom UH2020F. You will receive all mail and departmental notices there. Please check your mailbox regularly and read your mail - especially departmental notices. All outside mail comes to a department mailbox in the University Hall mailroom. It is picked up and distributed by the department secretaries at least once a day.
4. Testing Center. The department has no room set aside for make-up work by students, including missed tests. Missed tests should be made up in the Testing Center located in the Field House, room 1080 (phone: 419-530-2011). Secretaries do not proctor exams, tests, or quizzes. If you allow make-up work, the arrangements are your responsibility. Please do not abuse the testing/retesting facilities as this could lead to the University discontinuing the service.
5. Class Rooms. Classes are scheduled in various buildings on Main Campus. Maps are available online at the [utoledo.edu](http://utoledo.edu) website. The location of your classes will be taken into consideration. Any consideration of changes in classroom assignments must go through the department. If you desire such a change, please contact your associate chair. **DO NOT** contact Registration to change your room assignment. Remember that while this might work for you—you may now have made scheduling problems for all of your students!
6. Course Preparation. As a rule, part-time instructors are responsible for writing, typing and collating their own class materials. The department secretaries will duplicate the material for you. The department needs a **24-hour notice** for duplicating your class materials to guarantee that you have them on time.
7. Supplies. Limited office supplies, including chalk, white board marking pens, and transparencies, are available at our department office for the teaching of your classes. The University Bookstore is located in the lower level of the Student Union Building and has a wide selection of supplies that you may purchase.

8. Classroom Technology. If you have need of it, technology beyond what is already present may be available, and is arranged through the Audio/Visual Services Department in Carlson Library. Please call x2656 to coordinate classroom technology needs.
9. Desk Copies. All course texts are ordered by the department for the classes you teach and are available in the Bookstore in the Student Union. Desk copies of books for classes you teach are obtained from the department office and are to be **returned to the office at the end of the semester**.
10. Identification. No one can use the facilities at Carlson Library without a University ID Card. They are available at 1917 Rocket Hall.
11. Parking. Parking permits can be ordered online through Parking Services and will be mailed to you through campus mail or can be picked up at Parking Services, RH1917.
12. Libraries. The Mathematics Department maintains a small library in Room 2040B. Carlson Library has the Mathematics collection under Library of Congress Cataloguing. Journals, which may not be circulated, are in Carlson. You will need your ID card to check out books.

Also, the Lucas County Public Library has many locations throughout the area and they can be located by consulting the local phone book. University of Michigan libraries are about an hour's drive north on Route 23. Library loans and journal searches are available through the Information Desk at Carlson Library.

13. Payday. Checks are issued every other Friday. Information available on check stubs now will be securely posted on UT's Web site, in the "Self Service" section of the myut portal. A link will forward you to your pay stub information in an online format. This is an encrypted site. Arranging for funds to be directly deposited is strongly encouraged. Those who do not have direct deposit will receive their paychecks in the mail, with checks sent on payday. The University will not issue pay to anyone not having a federal social security number. The Payroll Department will hold your pay until you have a social security number and have completed the proper tax forms. See the department secretary if you have any questions.

## PHOTOCOPIES

The duplication of a large number of copies (26 and over) needs to be done through the department secretaries. *Please submit documents to be copied at least 24 hours ahead of the time that you will need them.* You may submit your request in hard copy or electronically. If you submit electronically send your request to both secretaries with the following information:

Date & Time Needed:

Course No. & Section:

Description: (test, quiz, exam)

Number of pages to be copied:

Quantity:

Double-sided copies or Single-sided copies

Color Paper: (if other than white)

Additional Instructions:

For personal copying, you can use your University ID (Rocket Card) by making a deposit to your Rocket Account. Deposits to your Rocket Account can be made online at <http://www.utoledo.edu/rocketcard/balance.html> - and are available immediately.

### Department Chair:

Dr. Paul Hewitt

(419) 530-4502

[paul.hewitt@utoledo.edu](mailto:paul.hewitt@utoledo.edu)

### Newton Lab:

Dr. Friedhelm Schwarz

(419) 530-2927

[fschwar@utoledo.edu](mailto:fschwar@utoledo.edu)

### Associate Chair:

Gerard Thompson

(419) 530-2802

[gerard.thompson@utoledo.edu](mailto:gerard.thompson@utoledo.edu)

### Math Learning and Resource Center (MLRC):

Dr. Sibylle Weck-Schwarz

(419) 530-2998

[sschwar@utoledo.edu](mailto:sschwar@utoledo.edu)

### Department Secretary:

Debra Middleton

(419) 530-2568

[debra.middleton@utoledo.edu](mailto:debra.middleton@utoledo.edu)

### Department Secretary:

Shirley Michel

(419) 530-2232

[shirley.michel@utoledo.edu](mailto:shirley.michel@utoledo.edu)

## MATH 0910 - Elementary Algebra I

For students with Elementary Algebra placement test scores 0-4

## MATH 0950 - Elementary Algebra II

Qualifications to take this course are:

- Completion of at least one year of high school algebra, and
- Elementary Algebra placement test score within the range of 5-9

Otherwise, you must take and pass [MATH 0910](#)

## MATH 0980 - Intermediate Algebra

Qualifications to take this course are:

- Completion of at least one year of high school algebra, and
- For students with Elementary Algebra placement test score of 10 or 11

Otherwise, you must take and pass [MATH 0950](#)

## MATH 1010 - Applied Business Math

Prerequisite to take this course is one of the following:

- Elementary Algebra placement test score of 5 or higher, or
- ACT Math 16 or higher (SAT Math 400)

Otherwise, you must take and pass [MATH 0910](#)

## MATH 1180 - Math for Liberal Arts

Prerequisites for this course are:

- Taken and passed high school algebra I, II, and geometry (or equivalent 3 years of college prep math), AND
- One of the following:
  1. ACT Math 16 or higher (SAT Math 400 or higher), or
  2. Elementary Algebra placement test score 8 or higher, or
  3. College Algebra placement test score 5 or higher

Otherwise, you must retake the Elementary Algebra placement test after taking MATH 0950.

## Math 1200 - Mathematical Modeling and Problem Solving

Prerequisites for this course are:

- Taken and passed high school algebra I, II, and geometry (or equivalent 3 years of college prep math), AND
- One of the following:
  4. ACT Math 16 or higher (SAT Math 400 or higher), or
  5. Elementary Algebra placement test score 8 or higher, or
  6. College Algebra placement test score 5 or higher

MATH 1210 - Math for Educ Majors I  
MATH 1260 - Business Math I  
MATH 1320 - College Algebra  
MATH 1330 - Trigonometry  
MATH 2600 - Intro to Statistics  
MATH 2620 - Discrete Probability

Prerequisite for any of these courses is one of the following:

- ACT Math 20 or higher (SAT Math 480 or higher), or
- Elementary Algebra placement test score 12 or higher, or
- College Algebra placement test score 10 or higher.

Otherwise, you must take and pass [MATH 0980](#).

### MATH 1340 - College Algebra & Trigonometry

Prerequisite for this course:

- ACT Math of 20-36 (SAT Math 480-800 ), Trigonometry placement score 9 or higher, OR
- ACT Math 0-20 (SAT Math 0-480), College Algebra placement score 12-26, AND, Trigonometry placement score 9-20

Otherwise, you must take both [MATH 1320](#) and [MATH 1330](#).

### MATH 1750 - Math for Life Science I

Prerequisite for this course is one of the following:

- ACT Math of 0-21 (SAT Math 0-510) and College Algebra placement score 12-26, or
- ACT Math 22 or higher (SAT Math 520 or higher)

Otherwise, you must take [MATH 1320](#).

## MATH 1850 - Calculus I

Prerequisite for this course is one of the following:

- ACT Math of 20-21 (SAT Math 480-510), College Algebra placement test score 15-27, Trigonometry placement test score 9-11, AND take MATH 1980 at the same time as taking MATH 1850, or
- ACT Math 20-21 (SAT Math 480-510), College Algebra placement test score 15-27 and Trigonometry placement test score 12-20, or
- ACT Math 22-26 (SAT Math 520-600), College Algebra placement test score 12-14, Trigonometry placement test score 12-20, AND take MATH 1980 at the same time as taking MATH 1850, or
- ACT Math 22-26 (SAT Math 520-600), College Algebra placement test score 15-27, and Trigonometry placement test score 7-11, AND take MATH 1980 at the same time as taking MATH 1850, or
- ACT Math 22-26 (SAT Math 520-600), College Algebra placement test score 15-27, and Trigonometry placement test score 12-20.
- ACT Math 27-36 (SAT Math 610-800) and Trigonometry placement test score 7-11 AND take MATH 1980 at the same time as taking MATH 1850, or
- ACT MATH 27-36 (SAT Math 610-800) and Trigonometry placement test score 12 or higher.

Otherwise, check Math Placement Table for placement



## MATH 1920 - Honors Calculus I

Prerequisite for this course is one of the following:

- ACT Math of 27 or higher (SAT Math 610 or higher) and Trigonometry placement test score of 15 or higher.

Otherwise, check criteria for [MATH 1850](#)

## MATH 2450 - Calc for Eng Tech I

Prerequisite for this course is one of the following:

- ACT Math of 20-21 (SAT Math 480-510), College Algebra placement test score 15-26, Trigonometry placement test score 9-11, AND take MATH 1980 at the same time as taking MATH 2450, or
- ACT Math of 20-21 (SAT Math 480-510), College Algebra placement test score 15-26, Trigonometry placement test score 12-20
- ACT Math 20-21 (SAT Math 480-510), College Algebra placement test score 12-14 and Trigonometry placement test score 12-20, or
- ACT 22-36 (SAT Math 520-600), Trigonometry placement test score 7-11, AND take MATH 1980 at the same time as taking MATH 2450, or
- ACT 22-36 (SAT Math 520-600) and Trigonometry placement test score 12-20.

Otherwise, check Math Placement Table for Placement

**Space-Time:** BO 1049 TR 03:30-04:45p.m.

**Instructor:** John Doe

**Office Hours:** TBA as soon as possible

**Phone:** (419) 530-2317

**Email:** john.doe@rockets.utoledo.edu

**Web-page:** You can find the course syllabus, solutions to the tests and quizzes which will be periodically posted at [www.math.utoledo.edu/~johndoe](http://www.math.utoledo.edu/~johndoe).

**Text:** “Mathematics Excursions” by R.N. Aufmann, J.S. Nation, and D.K. Clegg, Houghton Mifflin Harcourt Publishing Company, 2008.

**Prerequisites:** Passing grades in high school algebra I and II and geometry, and an ACT Score of 16 or higher, or Elementary Algebra placement test score of 8 or higher, or a College Algebra placement test score of 5 or higher.

**Attendance:** Attendance is taken daily and gives you a maximum 8 extra percent toward your final grade computed by the formula  $(\frac{x}{29} \cdot 8) \%$ , where  $x$  is the number of classes you attend out of 29. The two strongest indicators for success in this course are consistent attendance and successful completion of daily assignments. If a student misses class, it is the responsibility of the student to become aware of all information discussed in the missed class. Students should also be prepared for tests and other assignments that may be required on the class day subsequent to the missed class.

**Homework:** Homework will be assigned daily and provide the basis for the question period the following day. It is your responsibility to work through the list of homework problems: there will be no formal homework assignments. Whatever you do, try to keep up with the pace of the class. Once you get behind it is very difficult to catch up because the material is sequential.

**Quizzes:** There will be five quizzes each worth 10 points. The material on the quiz will be drawn from the homework assignments. Quizzes have to be made up as soon as possible during office hours or by appointment. Reasons for missing tests and quizzes must be documented, otherwise you will get zero for a test or quiz.

**Tests:** There will be four tests one after each chapter except for Chapter 5 which will be covered on the final exam. Each test is worth 50 points. Making up tests will strictly follow the University’s missed class policy. For more information see <http://www.utoledo.edu/policy/index.asp?id=2>.

---

**Final Exam:** There will be a comprehensive final exam worth 200 points. The final exam for this course will be given on Tuesday, December 14 from 2:45-4:45p.m.

**Course Policy:** It is expected that you will exhibit courtesy to the instructor. Constructive complaints or suggestions e.g. “the second test or quiz was too long for the given amount of time” are welcome and you need have no fear of retribution. Also there is no point in making personal or excessively critical comments. When you do your test or quiz the instructions will always contain the warning: “Show all work”. Final answers without intermediate steps will receive zero credit.

**Grading:** Cumulatively the Quizzes are worth 16%, each of the Tests is worth 11%, and Final Exam is worth 40%.

- A 90% – 100%.
- B 80% – 89%.
- C 70% – 79%.
- D 60% – 69%.
- F 50% – 59%.

**Resources:** The tutorial help is provided by the Mathematics Learning and Enhancement Center that is located in the Basement of Carlson Library phone ext. 2176. It operates on a walk-in basis.

LEC Tutoring Hours: Monday/Thursday 9a.m.-8p.m., Tuesday/Wednesday 9a.m.-9p.m., Friday 9a.m.-2p.m.

I might use Web CT for interactional reason. You are welcome to ask me Math related questions there through the Course Chat.

**Sections covered:**

- Chapter 2: Sections (1-4)
- Chapter 3: Sections (1-6)
- Chapter 5: Sections (2,3)
- Chapter 10: Sections (1-3,5)
- Chapter 11: Sections (1-6)
- Chapter 12: Sections (1-4)

**Last day to drop:** September 7.

**Last day to withdraw:** October 29.



# **FACULTY AND ADVISORS PORTAL SERVICES**

**<http://myut.utoledo.edu>**

## **Office of the Registrar**

---

**Main Campus  
Rocket Hall, Room 1100  
419.530.4830**

**Health Science Campus  
Mulford Library, Room 114  
419.383.3600**

# FACULTY AND ADVISORS PORTAL SERVICES

---

## Getting Started

### **Activate your UTAD Account:**

Each faculty member, staff member and students is provided with a UTAD account, which needs to be activated by the individual. If you have not yet activated your UTAD account, you must do so by going to <http://myutaccount.utoledo.edu> and following the steps on that page. If your UTAD account is activated, you may log into the UT Portal.

### **Log in to the UT Portal:**

To enter the portal type <http://myUT.utoledo.edu> in the browser address line or by selecting the myUT web portal link at the UT home page.

To log into the portal, enter your personal UTAD username, which is the same username used to turn on your office computer each day or to access UT email from home. If you do not remember this information, click on the Account Maintenance link on the portal login page or contact the service request line at ext. 2400.

### **Inside the Portal:**

The portal is organized by a series of tabs and channels. The tab names are positioned along the top of the page and tab assignment is directly related to your role at UT. Click on the Faculty & Advisor Tab to display the channels available for this role.

### **Teaching Toolkit:**

The channel displays links that will direct your search to the appropriate area for the information requested such as your Active Assignments, Detail Class List, Detail Schedule, Final or Midterm Grades, Registration Overrides, Summer Class List, Week at a Glance and more. Once inside the portal, remember to use the "RETURN TO MENU" link to display the Faculty Advisor Main Menu. Refer to the detailed information section in this manual regarding links and processes.

### **Advising Toolkit:**

The channel displays links that will direct your search to the appropriate area for the information requested such as your Student Information Menu, Academic Transcript, DARSWeb, Registration History, Student Address and Phones, Student E-mail Address, Student Schedule, View Holds, View Test Scores and more. Once inside the portal, remember to use the "RETURN TO MENU" link to display the Faculty Advisor Main Menu. Refer to the detailed information section in this manual regarding links and processes.

# INSIDE THE PORTAL - FACULTY MAIN MENU

---

In the **Teaching Toolkit** section, there are quick links for easy access to areas within the portal. The **Faculty Main Menu** resides under **More Teaching Options**.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.
2. **CRN Selection** allows you to select one of your CRNs to be the default for your current portal session. This CRN will carry through until you are prompted to change it or you log out of the portal.

CRN – Course Reference Number – a unique identifying number assigned by Banner to each course section as it is created in each academic term.

3. **Student Information Menu** allows you to access detailed information about a specific student including address, phone number, student's schedule, academic transcript, test scores and holds. This is also where you will enter Registration Overrides.
4. **Week at a Glance** allows you to view your classes for a chosen week in a calendar grid format, including links to Detail Schedule Information.
5. **Detail Class List** allows you to view detailed information about your class list for a chosen term and CRN, including each student's name, registration status, program, major, etc. It also provides the ability to email individual students or the whole class.
6. **Summary Class List** allows you to view a concise class list for a chosen term and CRN that you are teaching, including each student's name, registration status, grades (if entered), etc. It also provides the ability to email individual students or the whole class.
7. **Final Grades** allows you to enter final grades during the open grading period.
8. **Registration Overrides** allows you to override a registration restriction for a course you are teaching so a particular student can enroll in that class via Portal Services. You can override prerequisites, corequisites, major and class restrictions, permission of the instructor, time conflicts and allow graduate students to enroll in an undergraduate course.
9. **Active Assignments** allows you to see your classes that have active students (meaning they have not been rolled to Academic History). The class syllabus and office hours may also be maintained there.
10. **Class Schedule** allows you to search the schedule of sections offered for a chosen term based on subject, attributes, meeting days and times, etc. This link is also available to the public directly from the Registrar's web page.  
Attributes – specific categories of courses, e.g. Core courses, distance learning courses, honors, etc.
11. **Course Catalog** allows you to search the catalog of courses in a chosen term based on subject, title, attributes, etc.
12. **Syllabus Information** allows you to maintain information, learning objectives, required materials and technical requirements for a course you are teaching. This information is then available to students through Student Portal Services.
13. **Office Hours** allows you to post your office hours for a chosen term and course. This information is then available to students through the portal.

# INSIDE THE PORTAL - ADVISOR MAIN MENU

---

In the Advising Toolkit, there are quick links for easy access to areas within the portal. Accessing the link to Student Information Menu provides access to the following selections.

1. **Term Selection** allows you to select a term to be the default for the current portal session. This term will carry through until you are prompted to change it or you log out of the portal.
2. **ID Selection** allows you to select a student record. Enter the student Rocket number or search by Last Name First Name (full or partial). Note: When entering the student Rocket Number you must use a capitol R.
3. **General Student Information** allows you to access detailed information about a specific student such as student first and last term attended, status, and curriculum information
4. **Student Address and Phone** allows you to access detailed information about a specific student including address, and phone number.
5. **Student E-Mail Address** allows you to view detailed e-mail information. University business is conducted using the preferred University of Toledo e-mail account.
6. **Student Schedule** allows you to view a specific student class schedule for the selected term. Detailed information included total credit hours enrolled, course title, CRN, Assigned Instructor, and meeting times.
7. **Registration Overrides** allows you to view courses approved for registration override. You can view override prerequisites, co-requisites, major and class restrictions, permission of the instructor, time conflicts and allow graduate students to enroll in an undergraduate course.
8. **Academic Transcript** allows you view student transcript information. You may view the transcript for all or selected levels and select to view advising or unofficial transcript.
9. **Active Registrations** allows you to view student registrations for the selected term granting access to detailed class information. Click on the title of a specific course to view Registration Availability, number of Seats available, Cross List Seats, Base fees and Restrictions and Prerequisites. Also contains active links to View Catalog Entry and prerequisite course details.
10. **Registration History** allows you to view student registration for prior and current terms. Active links to detailed information regarding course information.
11. **View Test Scores** allows you to view specific student test scores.
12. **View Holds** allows you to view holds placed on a specific student with contact information.
13. **DARS web** allows you to generate a degree audit. Select Student ID and select options for Degree Program or What-If audit. You may print the current audit, view online or submit another DARS report. You may generate multiple audits and view up to 7 subsequent days.

# HOW TO VIEW YOUR CLASS LIST

---

In the **Teaching Toolkit** section

1. Select **Summary Class List**.
2. Select the desired term from the drop-down list and select **Submit**.
3. Select the **CRN** of the course you wish to view. Only courses you are teaching will be available.
4. The roster will display in alphabetical order.
5. Use the scroll bar on the far right of the screen to view the complete list of students.
6. If you wish to view the class list of a different course, select **CRN Selection** at the bottom of the page, select a **CRN**, select **Summary Class List** and the roster will display.
7. If you wish to view other services, select **Return to Menu** in the upper right corner of the page.
8. When you are done using the Faculty Advisor Portal Services, close the browser window (do not click the Exit link – instead click the red X to close out of the window)




# COPY CLASS LIST INTO EXCEL

---

In the **Teaching Toolkit** section

1. Select **Summary Class List** from the menu
2. At the bottom of the **Summary Class List**, click and hold the left mouse button just to the left of where you wish to begin copying information.
3. Still holding the left mouse button, drag up until all the desired information is highlighted.
4. To copy, you may either:
  - Right click the highlighted area and choose Copy; or
  - Press CTRL+C; or
  - Go to the menu bar under Edit and choose Copy
5. With an Excel session open, go to the desired beginning cell and either:
  - Right click and choose Paste; or
  - Press CTRL+V; or
  - Go to the menu bar under Edit and Choose Paste.
6. You will need to format the information by expanding columns and/or deleting undesired columns of information.

If the data does not appear as you expect, click **Paste Options**  and select one of the following options:

  - **Keep Source Formatting** Makes no changes.
  - **Match Destination Formatting** Matches the existing cell formatting.
7. The hyperlinks for the student names, grades, and e-mail addresses will be copied into the spreadsheet. If you don't want the links, they will have to be disabled on the spreadsheet.
8. The hyperlink for emailing an individual student will work, but emailing the whole class will not work from Excel.

---

## Deactivate several hyperlinks at once

- Type the number 1 in a blank cell, and right-click the cell.
- Click Copy on the shortcut menu.
- While pressing CTRL, select each hyperlink you want to deactivate.
- Click Paste Special on the Edit menu.
- Under Operation, click Multiply and then click OK.

# HOW TO ENTER REGISTRATION OVERRIDES

---

In the **Teaching Toolkit** section

1. Select **Registration Overrides**.
2. Select the desired term from the drop-down list and select **Submit**.
3. You will be prompted to select a student. Enter the Rocket ID of the student for which you wish to apply an override. If you do not know the ID of the student, use the name query at the bottom of the page.
  - a. Do not change the Search Type default value of **All**.
  - b. Enter partial Last and First name if you are unsure of spelling.
4. Select the correct student form the drop-down menu if necessary and click **Submit**. You will be taken to the **Registration Overrides** page.
5. On the Registration Overrides page, ONLY courses for which you are listed as the **primary instructor** will appear in the drop down box. You are only allowed to assign permissions for those courses in which you are listed as the primary instructor.
6. From the Override drop-down menu, select the type of override you wish to apply. Your choices are:
  - a. **Allow to Add for Max Enroll** – This permit overrides the enrollment limit on a course (maximum number of students in a course).
  - b. **Requires Faculty Approval** – This permit allows a student to registers for a course that has been set-up to require faculty permission to enroll.
  - c. **Pre and Co requisite Override** – This waives prerequisite and corequisite course restrictions on a course. This is typically applied by an advisor.
  - d. **Allow to Add for Time Conflict** – This allows a student to register for a course whose time conflicts with another course on the student’s schedule. This should be used with caution.
  - e. **Allow Access to Different Level** – Used to allow a graduate student to register for an undergraduate course.
7. From the Course drop-down menu, select the course for which you wish to apply the override. This menu will only contain the courses to which you are assigned as primary instructor for the term selected.
8. You may add more overrides for this student on the same screen by selecting from the drop-down menus on the second and third lines. Click **Submit**.
9. You will be prompted to confirm that you want to apply the override(s). Click Submit. Once you click Submit on this screen, the override can only be removed directly from within Banner by the Registrar’s Office or another user authorized to access Internet Native Banner (INB).
10. The student must now go online and register for the course.
11. To enter a **Registration Override** for another student, Click the **Return to Menu** link at the top left of the screen. Click **ID Selection** from the menu to choose another student.
12. When you are done using the portal services, close the browser window (do not click the Exit link – instead click the red x to close out of the window)

# HOW TO SUBMIT MIDTERM GRADES

---

Midterm grading is encouraged for all first year undergraduate students.

In the **Teaching Toolkit** section

1. Log in to the myUT Portal using your UTAD username and password.
2. Click the **Faculty and Advisor** tab.
3. From the Faculty Toolkit, select **Midterm Grades**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. Course Reference Number (CRN ) is the code number assigned when the course is created.

Your class roster will display in alphabetical order. For classes with more than 25 students, the list is divided into manageable groups of students called 'Record Sets'. You may select the 'Record Set' link on the top or bottom of the page to access the next Midterm Grade Worksheet of the class. Be sure to **Submit** after entering each set of grades and before selecting the next set.

6. Click in the "Grade" box to use the drop-down list of midterm grades appropriate for each student and select a grade by clicking on it. Do not enter grades of IN or PR.
7. Click in the Grade field for the next student. **Do not use the up or down arrow keys or the mouse scroll wheel, as this will change the grade selected.**
8. Enter a grade for each student on the roster. If the student has officially withdrawn, a 'W' will already appear in the grade field. **Do not remove or change the W grade.**

**Important:** If a grade of W does not appear and the student is no longer attending your course (but did attend at least once), use the **Last Attend Date** box to enter the date the student last attended. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however; you may wish to contact the student.

If the student stopped attending the course and the student never attended, enter the first day of the term in the **Last Attend Date** box and enter a 0 (zero) in the **Attend Hours** box. After submitting your midterm grades, the system will display an alert that the student has not withdrawn from the class. This does not indicate a system error however; you may wish to contact the student

9. When you are finished entering grades, select Submit. Look for the message "**The changes you made were saved successfully**" – this means the system has accepted your grades. Submitting grades also resets the time-out counter, which is initially set to 120 minutes.
10. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will return to the **Main Menu** where you should select **Midterm Grades**. Repeat steps 6-9.
11. When done using Portal Services, select **EXIT**. You should also close your internet browser to ensure security.

### **Additional Important Information**

- ◆ The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.
- ◆ If you need assistance with grading during normal business hours, call 419.530.4830 for help. You may also email [Registrar@utoledo.edu](mailto:Registrar@utoledo.edu).

# HOW TO SUBMIT FINAL GRADES

---

University of Toledo faculty enters final grades through the myUT Portal (<http://myut.utoledo.edu>).

1. Log in to the myUT Portal using your UTAD username and password.
2. Click the **Faculty and Advisor** tab.
3. From the Faculty Toolkit, select **Final Grades**.
4. Select the desired term from the drop-down list and select **Submit**.
5. Select the **Course Title and 5-digit CRN** of the course you wish to grade. Course Reference Number (CRN ) is the code number assigned when the course is created. In our previous system, we referred to this as a Call number.

6. Your class roster will display in alphabetical order. Click in the “Grade” box for a list of grades appropriate for the course; select a student grade by clicking on it. You may tab to or click in the Grade field for the next student. **Do not use the up or down arrow keys or the mouse scroll wheel, as this will change the grade selected for the student.**

**NOTE:** The system displays a field for a **Last Attend Date** and **Attend Hours** however, this information is not required unless the student meets the criteria in step 7.

7. If the student has officially withdrawn, a ‘W’ will already appear in the grade field. **Do not remove or change the W grade.**

**To grade a student who never attended one class**, and if a grade of “W” does not appear, enter an F grade, enter first day of term date in the **Last Attend Date** and enter a 0 (zero) in the **Attend Hours** box.

**To grade a student who stopped attending your course**, if a grade of ‘W’ does not appear assign the appropriate grade the student earned, usually an F. Use the **Last Attend Date** box to enter the date the student last attended or the last date you have a record of any class participation. Leave the **Attend Hours** box blank.

8. Enter a grade for each student on the roster. For classes with more than 25 students, the class list is divided into manageable groups of students called “Record Sets”. You may select the “Record Set” link on the top and bottom of the page to access the next Grade Worksheet for that class. Be sure to **SUBMIT** after entering each set of grades and before selecting the next set.
9. When you are finished entering grades, look for the message **“The changes you made were saved successfully”** – this means the system has accepted your grades. The system may display an alert that the student has not withdrawn from the class. This is not an indication of an error. Instead, it means the grades were saved however, one or more student who stopped attending failed to withdraw. Your grades have still been received. Submitting grades also resets the time out counter, which is initially set to 120 minutes.
10. To grade additional courses, select **RETURN TO MENU** at the top of the page. Select **CRN Selection** to choose the next course you wish to grade. You will return to the **Main Menu** where you should select **Final Grades**. Repeat steps 6-9.
11. **Were grades submitted correctly?** To view confirmed grades, scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.
12. When done using Portal Services, select **EXIT**. You should also close your internet browser to ensure security.

## Additional Important Information

- **When can students see the grades you have submitted?** Students can view their grades online after grades are rolled from the Final Grade Worksheet to Academic History by the Registrar's Office. The process of rolling grades into Academic History is done nightly throughout the grading period.
- The only course sections that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative update your instructor assignment or contact the Registrar's Office.
- **Can grades be changed online?** You are free to change the grade of any of your students anytime during the end-of-term grading period until grades have been 'rolled' by the Registrar's Office. On the Final Grade Worksheet, if the value in the **Rolled** column is **Y**, that grade has been 'rolled to history' and cannot be changed online. Rolled grades can only be changed by submitting a paper Grade Change Form. The Grade Change form can be found on the Registrar's Website at <http://registrar.utoledo.edu/UTstaff/GradeChange.pdf>.
- **Need assistance with grading during normal business hours?**  
Phone the Registrar's Office at 419.530.4830 or by email to [registrar@utoledo.edu](mailto:registrar@utoledo.edu)
- The only courses (also called CRNs) that display in the **Select a CRN** box are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar's Office to update the record.

2011

# The University of Toledo Academic Calendar

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AUGUST	7	8	9 Summer Grades Due	10	11	12	13
	14	15	16	17	18	19	20
	21 Fall OR Ends	22 POT 1-8-O-LAW Begins, LR Begins	23	24 POT 8 100% Refund Ends	25	26 POT 1-8-LAW Add via Web Ends	27 POT 1-8-LAW Instructors Signature Required Begins
SEPTEMBER	28 POT 1-LAW 100% Refund Ends	29 POT 8 Add/Drop Ends, & 80% Refund Ends	30	31	1 POT 8 60% Refund Ends	2 POT 1-LAW Add Ends	3
	4 POT 1-LAW 80% Refund Ends, POT 8 40% Refund Ends	5 LABOR DAY POT 1-LAW Drop Ends	6	7	8	9	10
	11 POT 1-LAW 60% Refund Ends	12	13	14	15	16 Fall Graduate Graduation Appl. Deadline	17
OCTOBER	18 POT 1-LAW 40% Refund Ends	19	20	21	22	23 POT 8 Withdraw Ends	24
	25	26	27	28	29	30 Spring Textbook Orders Due	1
	2	3	4	5 Spring Registration Begins	6	7	8
NOVEMBER	9	10	11	12 POT 8-O Web Grading Opens	13	14 POT 8 Ends	15
	16	17 No classes-Fall break Law and Medical classes in session	18 Fall Break Continues, Law and Medical classes in session	19 POT 9 Begins, LR Begins	20	21	22
	23 POT 9 Add via Web Ends, & 100% Refund Ends	24 POT 9 Instructor Signatures Required Begins	25 POT 9 Add/Drop Ends	26 POT 9 80% Refund Ends	27	28 POT 1-LAW Withdraw Ends	29
DECEMBER	30	31 POT 9 60% Refund Ends	1	2	3	4 Faculty Rental Regalia Orders Due	5
	6	7	8	9	10	11 VETERANS DAY	12
	13	14	15	16	17	18 Undergrad/LAW Spring Grad. Appl. Deadline POT 9 Withdraw Ends	19
JANUARY	20	21	22	23 No Classes-Main Campus, Medical classes in session	24 THANKSGIVING	25	26
	27	28	29	30	1 POT LAW Last Day of Classes	2	3
	4	5 Web Grading Opens-All POT	6	7	8	9 Last Day of Classes POT 9 Ends	10
FEB.	11	12	13	14	15	16 Fall Ends	17
	18 Fall Commencement	19	20 Fall Grades Due	21	22	23	24 CHRISTMAS EVE
	25 CHRISTMAS DAY	26	27	28	29	30	31
FEB.	1 NEW YEAR'S DAY	2	3	4	5	6	7
	8 Spring OR Ends	9 POT 1-8-O-LAW Begins, LR Begins	10	11 POT 8 100% Refund Ends	12	13 POT 1-8-LAW Add via Web Ends	14 POT 1-8-LAW Instructors Signature Required Begins
	15 POT 1-LAW 100% Refund Ends	16 Martin Luther King Holiday	17 POT 8 Add/Drop Ends, & 80% Refund Ends	18	19 POT 8 60% Refund Ends	20	21
FEB.	22 POT 1-LAW 80% Refund Ends, POT 8 40% Refund Ends	23 POT 1-LAW Add/Drop Ends	24	25	26	27 Spring Graduate Grad Appl. Deadline	28
	29 POT 1-LAW 60% Refund Ends	30 Summer Registration Begins	31	1	2	3	4
	5 POT 1-LAW 40% Refund Ends	6	7	8	9	10 POT 8 Withdraw Ends	11
	12	13	14	15	16	17	18

Parts of Term (POT)      1 - Full Term      Law - Law Full Term  
 O - Open Session (flex)      SS1 - Summer Session I  
 8 - First Half of Term      SS2 - Summer Session II  
 9 - Second Half of Term      SS3 - Summer Session III

OR OPEN REGISTRATION      LR LATE REGISTRATION

(Includes some WeekEnds & some Holidays)

Fall Semester 2011			
Payment Due	Friday, Aug. 12 or day of registration	Last day to Withdraw	Friday, Oct. 28
First Day of Classes	Monday, August 22	Veteran's Day Holiday	Friday, Nov. 11
Labor Day Holiday	Monday, Sept. 5	Thanksgiving Recess	Wednesday, Nov. 23 - Sun., Nov. 27
Last day to process Reg. Adds	Friday, Sept. 2	Last Day of Classes	Friday, Dec. 9
Last day to process Reg. Drops	Monday, Sept. 5	Final Exams	Monday, Dec. 12 - Friday, Dec. 16
Fall Recess	Monday, Oct. 17 - Tuesday, Oct 18	Commencement	Sunday, Dec. 18

# The University of Toledo Academic Calendar

# 2012

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FEB.	19	20	21	22	23	24	25
	26	27	28	29 POT 8-O-Web Grading Opens	1	2 POT 8 Ends	3
MARCH	4	5 Spring Break No Classes	6	7	8	9	10
	11	12 POT 9 Begins, LR Begins	13	14 POT 9 100% Refund Ends	15 Summer & Fall Textbook Orders Due	16 POT 9 Add via Web Ends	17 POT 9 Instructor Signatures Required Begins
	18	19 POT 9 Add/Drop Ends, & 80% Refund Ends	20	21 Fall Registration Begins	22 POT 9 60% Refund Ends	23 POT 1-LAW Withdraw Ends, Fec. Rental Regalia Orders Due	24
	25	26	27	28	29	30	31
APRIL	1	2	3	4	5	6 Undergrad/LAW Summer & Fall Grad Appl Deadline	7
	8	9	10	11	12	13 POT 9 Withdraw Ends	14
	15	16	17	18	19	20 POT LAW Last Day of Classes	21 Fall OR Begins
	22	23 Web Grading Opens-All POT	24	25 LX	26 LX	27 Last Day of Classes POT 9 Ends	28 LX
	29	30 LX	1 X LX	2 X LX	3 X LX	4 Spring Ends	5 X LX
	6 LAW Commencement	7	8 Spring Grades Due	9	10	11	12
MAY	13	14 POT 1-SS1-O-LAW Begins, LR Begins	15 POT SS1 100% Refund Ends	16	17 POT 1 LAW 100% Refund Ends, POT SS1 80% Refund Ends	18 POT 1-SS1-LAW Add via Web Ends	19 POT 1-SS1-LAW Instructor Signature Required Begins
	20	21 POT SS1 Add/Drop Ends, & 60% Refund Ends	22	23 POT 1-LAW 80% Refund Ends, POT SS1 40% Refund Ends	24	25 POT 1-Law Add/Drop Ends, Graduate Summer Grad. Appl. Deadline	26
	27	28 MEMORIAL DAY ☺	29 POT 1-LAW 60% Refund Ends	30 POT LAW 40% Refund Ends	31	1	2
	3 POT 1 40% Refund Ends	4	5	6	7	8 POT SS1 Withdraw Ends	9
	10	11 POT SS3 Begins, LR Begins	12	13 POT SS3 100% Refund Ends	14	15 POT SS3 Add via Web Ends	16 POT SS3 Instructor Signature Required Begins
JUNE	17	18 POT SS3 Add/Drop Ends, & 80% Refund Ends	19 POT SS1 & POT O Web Grading Opens	20	21 POT SS3 60% Refund Ends	22 POT SS1 Ends	23
	24 POT SS3 40% Refund Ends	25 POT SS2 Begins, LR Begins	26 POT SS2 100% Refund Ends	27 POT SS1 Grades Due	28 POT SS2 80% Refund Ends	29 POT LAW Withdraw Ends, POT SS2 Add via Web Ends	30 POT SS2 Instructor Signature Required Begins
	1	2 POT SS2 Add/Drop Ends, & 60% Refund Ends	3	4 INDEPENDENCE DAY ☺	5 POT SS2 40% Refund Ends	6 POT 1 Withdraw Ends	7
	8	9	10	11	12 POT LAW Last Day of Classes	13 POT SS3 Withdraw Ends	14
JULY	15	16 Web Grading Opens-All POT LX	17 LX	18 LX	19 LX	20 POT SS2 Withdraw Ends, POT LAW Ends	21 LX
	22	23	24	25	26	27	28
	29	30	31	1	2	3 Summer Ends	4
	5	6	7 Summer Grades Due	8	9	10	11
AUGUST	12	13	14	15	16	17	18
	19 Fall OR Ends	20 POT 1-B-O-LAW Begins, LR Begins	21	22	23	24	25
	26	27	28	29	30	31	1

  SEMESTER CLASSES IN SESSION   
 X SEMESTER EXAMINATIONS   
 LX LAW EXAMINATIONS   
 ☺ STAFF HOLIDAY   
 \$ PAYDAY   
 ◆ UNIVERSITY COMMENCEMENT  
  LAW or MEDICAL CLASSES

<b>Spring Semester 2012</b>		Spring Break	Monday, March 5 – Sunday, March 11
Payment Due	Fri., Dec. 30 or day of registration		Last day to Withdraw
<b>First Day of Classes</b>	Monday, Jan. 9	<b>Last Day of Classes</b>	Friday, April 27
Martin Luther King Holiday	Monday, Jan. 16	Final Exams	Monday, April 30 - Friday, May 4
Last day to process Reg. Add/Drops	Monday, Jan. 23	Commencement	Saturday, May 5



# Semester Examination Calendar

## Day Exams

If your Class Meets	Class Start Time	Exam Time & Day	If your Class Meets	Class Start Time	Exam Time & Day	If your Class Meets	Class Start Time	Exam Time & Day
M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	7:30 8:00 8:30	8:00-10:00 Monday	M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	12:00 12:30	12:30-2:30 Monday	T TR TRF TWRF M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	3:00 3:30 3:45 4:00	2:45-4:45 Monday Thursday
T TR TRF TWRF	7:30 8:00 8:30	8:00-10:00 Tuesday	T TR TRF TWRF	12:00 12:30	12:30-2:30 Tuesday	T TR TRF TWRF	4:00	2:45-4:45 Friday
MW MF WF MWF MTR M MTWRF MTWR MTRF MWRF MTWF	9:00 9:30	10:15-12:15 Tuesday	M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	1:00 1:30	12:30-2:30 Wednesday	T TR TRF TWRF	4:00	2:45-4:45 Friday
T TR TRF TWRF	9:00 9:30	8:00-10:00 Wednesday	T TR TRF TWRF	1:00 1:30	2:45-4:45 Wednesday	Instructors with one day per week classes should contact Scheduling in the Registrar's Office to reserve an exam location. Students in one day per week classes should refer to their course syllabus or contact their instructor to determine their exam location.		
M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	10:00 10:30	10:15-12:15 Wednesday	M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	2:00 2:30	12:30-2:30 Thursday			
T TR TRF TWRF	10:00 10:30	10:15-12:15 Monday	T TR TRF TWRF	2:00 2:30	12:30-2:30 Friday	<b>Group Exams</b>		
M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	11:00 11:30	10:15-12:15 Friday	M MW MF WF MWF MTR MTWRF MTWR MTRF MWRF MTWF	3:00 3:30 3:45	2:45-4:45 Tuesday	BUAD 2050		2:45 - 4:45 Wednesday
T TR TRF TWRF	11:00 11:30	10:15-12:15 Thursday				BUAD 2060 BUAD 2070		8:00-10:00 Friday
						CHEM 1230 (fall only) CHEM 1240 (spring only)		8:00-10:00 Thursday
						MATH 1850 MATH 1860 MATH 1930		8:00-10:00 Friday
						SPAN 1110 SPAN 1120		8:00-10:00 Thursday

### KEY TO EXAM DAYS

#### Fall 2011

Monday = December 12  
 Tuesday = December 13  
 Wednesday = December 14  
 Thursday = December 15  
 Friday = December 16

#### Spring 2012

Monday = April 30  
 Tuesday = May 1  
 Wednesday = May 2  
 Thursday = May 3  
 Friday = May 4

### Evening Exams

If your Class Meets	Class Start Time	Exam Time & Day	If your Class Meets	Class Start Time	Exam Time & Day
MW W	4:05-5:25 4:05-6:55	5:00-7:00 Wednesday	TR R	4:05-5:25 4:05-6:55	5:00-7:00 Thursday
MW M	5:30-6:55 4:05-6:55	5:00-7:00 Monday	TR T	5:30-6:55 4:05-6:55	5:00-7:00 Tuesday
MW W	7:00-8:25 7:00-9:30	7:30-9:30 Wednesday	TR R	7:00-8:25 7:00-9:30	7:30-9:30 Thursday
MW M	8:30-9:30 7:00-9:30	7:30-9:30 Monday	TR T	8:30-9:30 7:00-9:30	7:30-9:30 Tuesday
F	4:00-6:55	5:00-7:00 Friday	F	7:00-9:30	7:30-9:30 Friday

## The University of Toledo Missed Class Policy

*Approved by Faculty Senate, 1/22/02; approved by Student Senate, 1/22/02*

This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences. Students are expected to attend every class meeting of courses in which they are registered. Only in specific, unavoidable situations does the University excuse absences from class: 1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Board of Trustees' Policy on Family and Medical Leave], or death in the family; 2) religious observances that prevent the student from attending class; 3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework; 4) government-required activities, such as military assignments, jury duty, or court appearances; and 5) any other absence that the professor approves.

It is the responsibility of each instructor to decide what weight (if any) shall be placed on missed classes in the computation of final course grades. The instructor must inform students in writing during the first week of the course (e.g., in the course syllabus) of his/her policies on missed classes and related issues, including unexcused absences, make-up examinations, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to identify in his/her syllabus the methods (written, e-mail, and/or voice mail) by which any unexpected student absences should be communicated. Each instructor should provide students with at least two of the aforementioned methods as options to communicate any absences. Instructors' missed class policies must be consistent with the University Policy as stated in the paragraph above. The taking of class attendance is at the discretion of the faculty.

Students are responsible for complying with the missed class policies of their instructors. Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student's return to class. Approved written excuses will be at the instructor's discretion, including, but not limited to, doctor's notice, funeral programs, etc. It is strongly recommended that the student use two of the three aforementioned methods (email, writing, or voicemail) to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive the student's notification, the student should be prepared to present an alternative excuse. It will be at the instructor's discretion to approve or disapprove of the alternative excuse.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

The Provost shall inform faculty in writing of this policy, making clear that instructors bear responsibility for the academic conduct of their classes and for providing reasonable accommodation for students who miss class with excused absences.

# The University of Toledo

## Welcome to Main Campus!



THE UNIVERSITY OF  
**TOLEDO**  
1872

### MAP KEY

- Visitor Center at Rocket Hall (B4 on grid)
- Visitor Parking
- Visitor Parking Permits
- Student Parking (white lined spaces)  
Permits: Commuters\*
- Permits: Residents
- Permits: First Year Residents (Area 21 Scott Park Campus)
- Permits: First Year Commuters (Areas 18, 20, 22, 23 & 25)
- Faculty/Staff Parking (yellow lined spaces)  
Permits\*
- ♿ Handicapped Parking
- Pay Parking/Meters
- Service Vehicle Parking
- Student Recreation Center Patrons: Area 18 Only
- Buildings
- Wooded Areas
- Shuttle Bus Stops
- Wireless Internet Locations
- ATM's
- Campus Information
- Accessible Building Entrances
- Construction Zones

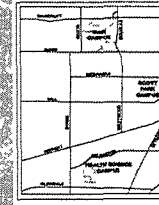
### BUILDING DIRECTORY

AH	Academic House	B3
BO	Bowman-Oddy Laboratories	B2
CE	Carter Hall East	D4
CH	Child Care Center	C5
CL	Carlson Library	C2
CR	The Crossings	B5
CW	Carter Hall West	D4
DC	Driscoll Alumni Center	D1
DH	Dowd Hall	B1
FH	Memorial Field House	C2
GB	Glass Bowl Stadium	C3
GF	Grounds and Fleet Services	D5
GH	Gillham Hall	D1
HE	Health Education Center	D3
HH	Health and Human Services	D2
IH	Horton International House	B3
IS	Intramural Storage	D4
LC	Law Center	A3
LH	Libbey Hall	C1
LM	Larmer Athletic Complex	C3
MC	Main Campus Medical Center	A3
MH	McMaster Hall	D1
MK	MacKinnon Hall	B2
MV	James D McComas Village	C4
NA	Nitschke Auditorium	F4
NE	North Engineering	F4
NH	Nash Hall	E1
NI	Nitschke Hall	F4
OE	Ottawa House East	B4
OW	Ottawa House West	B3
PA	Center for Performing Arts	B4
PH	Peterson House	C1
PL	Palmer Hall	E4
PO	Plant Operations	D5
PT	Parks Tower	C3
R1	Research & Tech Complex 1	F5
RC	Student Recreation Center	D4
RH	Rocket Hall	B4
RO	Rutter Astrophysical Research	D1
SH	Scott Hall	B1
SL	Sullivan Hall	B3
SM	Snyder Memorial	D2
ST	Stranahan Hall	D1
SU	Student Union	C2
SV	John F Savage Arena	E2
TC	Transportation Center	C4
TH	Tucker Hall	C1
UC	University Computer Center	E4
UH	University Hall	C1
UR	University Recycling	D5
VT	Varsity Pavilion	C4
WA	Westwood Research Annex	E4
WH	White Hall	B1
WO	Wolfe Hall	B2

### FREQUENT CAMPUS DESTINATIONS

Alumni Office	DC
ATMs	RC, RH, SU
Athletic Ticket Office	SV
Campus Card/ID Center	RH
Cashier (pay all fees/bills/fines)	RH
Doermann Theatre	UH
Food Court	SU
Fraternities/Sororities	MV
Honors Program	SL
Human Resources	TC
Information Commons / Library	CL
Lost and Found	TC
MyUTPharmacy (Rx pickup)	MC
Multicultural Student Services	SU
Parking Enforcement (info)	TC
Parking Services (permits/appeals)	RH
Planetarium	RO
Police Department	TC
Residence Life/Campus Housing	OW
Rocket Copy / Information Booth	SU
ROTC	HE
Student Legal Services	SM
Main Campus Medical Center	MC
Student Recreation Center	RC
Student Success Center	RH
Student Support Services	CL
UT Federal Credit Union	SU
University Bookstore	SU
UT Federal Credit Union	SU
WXUT-FM Student Radio	SU
Writing Center	CL

Map showing locations of UT's Main, Scott Park, and Health Science Campuses



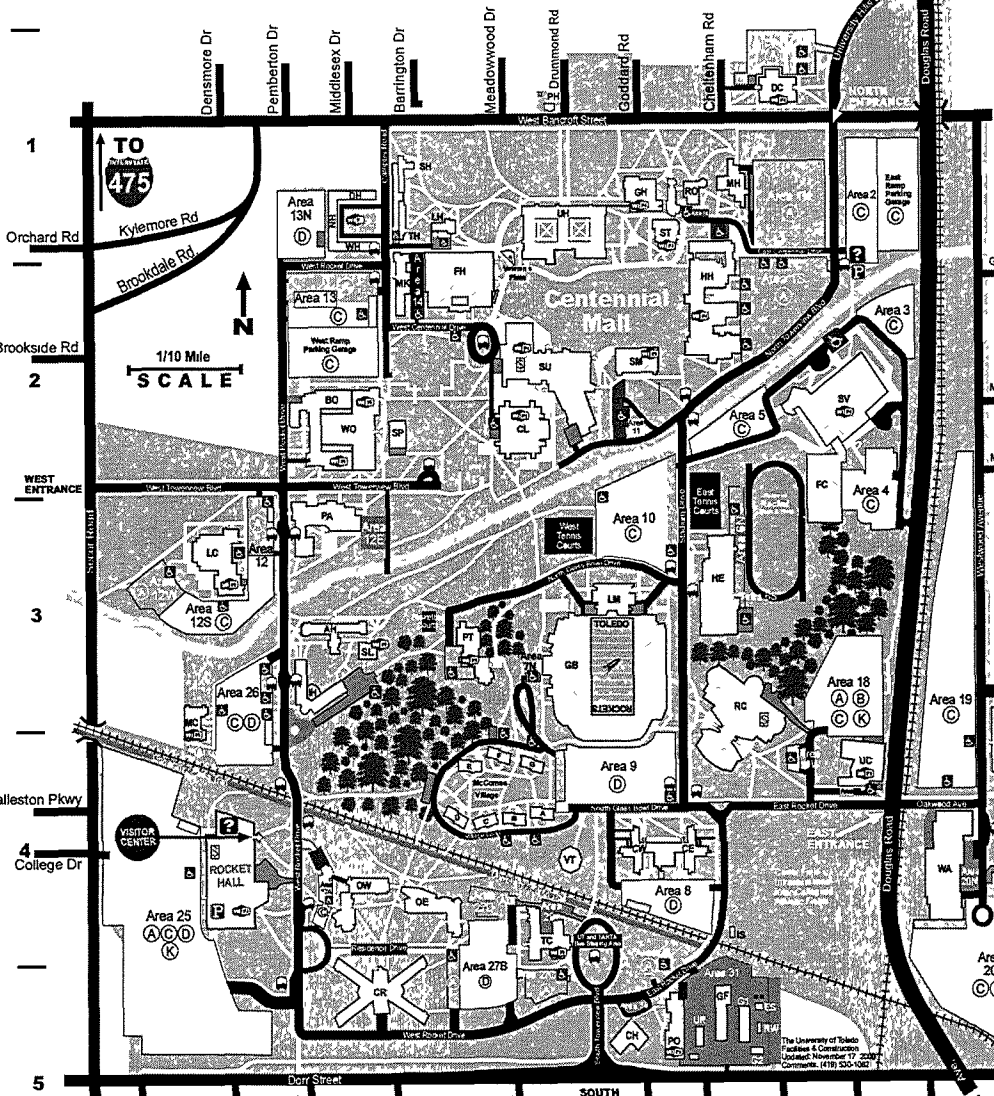
- ### Rocket Hall Student Services
- Accessibility, Office of (1820)
  - Admission, Undergraduate (1300)  
Adult Students  
High School Students  
International Students  
Transfer Students
  - Campus Community Support Services (1610)  
Parking Services  
Campus Card/ID Center  
Meal Plans
  - Cashier (1790)
  - Counseling Center (1810)
  - Loans/Special Accounts (1850)
  - Rocket Solution Central (1200)  
Financial Aid/Scholarships  
Registration  
Student Account Information  
Enrollment Verification  
Grades/Transcripts  
Graduation Information
  - The University of Toledo (1830)  
Learning Collaborative  
Customer Service  
Service Learning  
Study Abroad  
Undergraduate Research

### ADMINISTRATION DIRECTORY

Office of the President	UH 3500
Provost and Executive Vice President	UH 3340
Provost and Executive Vice President for Health Affairs	MLB 213*
Senior Vice President for Finance and Administration	UH 3700
Vice President for Enrollment, Marketing, & Communications	RH 1060
Vice President and Executive Director UT Medical Center	MLB 221*
Vice President for Facilities and Construction	PO 1020
Vice President for Finance	LR 2110*
Vice President and General Counsel	UH 3620
Vice President for Government Relations	UH 3510
Vice President for Human Resources and Campus Safety	UH 3580
Vice President for Information Technology	UC 1000
Vice President of Institutional Advancement	DC 1001
Vice President for Research Administration	UH 2300
Vice President for Research Development	CCE 3105*
Vice President for Student Affairs	UH 3630
Athletic Director	SV 1110
Office of the Board of Trustees	UH 3560

### COLLEGE DIRECTORY

College of Arts and Sciences	
Office of the Dean	UH 3160
College of Business Administration	
Office of the Dean	ST 5021
Judith Herb College of Education	
Office of the Dean	GH 3100
College of Engineering	
Office of the Dean	NI 5012
College of Graduate Studies	
Office of the Dean	UH3240
College of Health Science and Human Service	
Office of the Dean	HH 3302
College of Law	
Office of the Dean	LC 2000
College of Medicine	
Office of the Dean	MLB 213*
College of Nursing	
Office of the Dean	COB 4425*
College of Pharmacy	
Office of the Dean	WO 2246
University Libraries	
Office of the Dean	CL 1057
*Health Science Campus	
**Scott Park Campus	



To Health Science Campus (3.5 mi) via Byrne Road

To Scott Park Campus (1.5 mi) via Westwood Avenue

Campus Emergency: Call 911 or Campus Police at 419-530-2600. UT's Night Watch Escort Service is available Campus-wide. Call 419-530-3024 for information.