

# NEW STUDENT GUIDE 2023-2024







# WELCOME TO THE UNIVERSITY OF WISCONSIN OSHKOSH FOX CITIES AND FOND DU LAC CAMPUSES



### **WELCOME!**

The New Student Guide contains information and resources dedicated to helping with your transition to college and throughout your time as a student at the UW Oshkosh, Fox Cities and Fond du Lac campuses. No matter which campus you begin your journey at, you can put your best foot forward knowing that student success is at the heart of all we do at UWO.

The Fond du Lac and Fox Cities campuses are two-year, associate degree campuses that complement the academic programs offered on the Oshkosh campus. Here you will receive a quality, UW Oshkosh education and interact directly with professors who are dedicated to teaching in an atmosphere that is both friendly and supportive.

Departments and staff across all three UWO campuses contribute to this guide, with the hope that the information will help you make the most of your college experience. We're proud to be your starting place at UW Oshkosh, whether you are seeking an associate degree, bachelor's degree or a new career opportunity.

This publication is for all new Fond du Lac and Fox Cities campus students—whether you are a first-year or transfer. It has been designed to use during Advising & Registration, Orientation and throughout your student experience. The New Student Guide includes some of the departments and services—and the people, places and things—that will be part of your daily life at UWO.

We want to assist you with navigating campus, creating a safe and respectful environment and achieving success. This guide provides information about getting involved on campus and understanding resources to aid in your overall academic and personal success. At UWO, we pride ourselves on preparing you to become a successful leader in an increasingly diverse and global society.

This is an exciting start for all new students, and we're glad you're here. We can't wait to see all that you will achieve.

Again—we welcome you to the UW Oshkosh three-campus community!

### **UWO Fond du Lac Campus**

(920) 832-2620

UWO Fond du Lac Student Affairs Team fdlinfo@uwosh.edu (920) 929-1122

**UWO Fox Cities Campus**UWO Fox Cities Student Affairs Team foxinfo@uwosh.edu



### **ACCESSIBILITY CENTER**

The Accessibility Center is committed to providing services and support for students with disabilities, ensuring equal opportunity to participate in all aspects of the university programs, services and activities on all UWO campuses. The center coordinates reasonable accommodations, ensuring access and promoting independence and self-advocacy.

### How do I receive accommodations?

- 1. Visit uwo.sh/accessibility
- 2. Submit an accommodation request form
- 3. Submit documentation from your provider
- 4. Schedule an initial interview with our accessibility coordinator

### **Examples of academic accommodations:**

- Electronic textbooks and course materials
- Exam accommodations
- Proctors, scribes and readers for exams
- ASL interpreters
- Note-taking assistance
- Assistive technology
- Classroom accommodations

**Please note:** Students are not limited to the accommodation examples listed above.

The Accessibility Center does not provide personal care or attendants, legal counsel, transportation or personal computers.

### **LIBRARY**

College-level work requires using the best sources in the best ways. In addition to UWO's selection of books, media titles and primary source collections on the shelves, students can request materials from across the UW System. On top of that, UWO has an all-electronic journal collection of more than 118,000 titles. The professional academic librarians are available to help students navigate the world of college-level research.

The library is also a great place to work on assignments and study. Find quiet study areas for solo work, bustling workspaces for group projects, or even private, techequipped study rooms for individual or group study.

### **PROJECT SUCCESS**

Project Success is a remedial program for students attending UW Oshkosh who have learning disabilities in the areas of reading, writing, mathematics or documented ADHD. The program serves approximately 300 students on all three UWO campuses.

Project Success focuses on teaching reading, spelling, written expression and organizational/executive function skills that foster success at the college level. The goal is to assist students in developing the necessary language skills to read, write and spell effectively and efficiently to become academically independent. Project Success is one of few programs nationwide that serves as a remedial program rather than a tutorial assistance program.

### What support services are available?

- Academic accommodations
- Remedial coursework
- One-on-one organizational tutoring
- Writing and mathematics tutoring support
- Educational evaluations



### **TUTORING SERVICES**

Tutoring is available for various academic disciplines and is completely free for students. Work with a trained, faculty-recommended peer tutor or work directly with professional staff in the Writing Center, Math Lab, Developmental Math Lab or discipline-specific tutoring to support your learning. Tutoring is available one-on-one or in a small group setting and sessions can be scheduled online or in-person.

### **Tutoring Benefits Include:**

- Individualized learning experiences
- Increased knowledge and understanding of material
- Improved study strategies

### **READING AND STUDY SKILLS CENTER**

The Reading and Study Skills Center assists students in developing the reading and study strategies that are essential for academic success and life-long learning. Students can enroll in one- and two-credit academic skills courses or schedule individual coaching sessions for topics, such as test preparation, academic reading, note taking, time management and test taking. Appointments can be scheduled online. Visit our website for additional information.

### **CONNECT WITH US**

### **Accessibility Center**

Dempsey Hall, Room 125 800 Algoma Blvd. uwo.sh/accessibility (920) 424-3100 accessibilitycenter@uwosh.edu

### Library

uwosh.edu/library Fond du Lac: (920) 920-1145 Fox Cities: (920) 832-2672

### **Project Success**

Polk Library, Room 305 800 Algoma Blvd. (920) 424-1033 uwosh.edu/projectsuccess

### **Tutoring Services**

Fond du Lac Campus Tutoring Services uwosh.edu/fdl/tutoring

Fox Cities Campus Tutoring Services uwosh.edu/fox/tutoring

### Reading and Study Skills Center

Reading & Study Skills Center Blackhawk Commons, Lower Level (suite 8) uwosh.edu/readingstudycenter (920) 424-1031 readingstudy@uwosh.edu



### STUDENT AFFAIRS SOLUTION CENTER

The Solution Center provides comprehensive assistance to current and future students in the areas of admissions, financial aid, academic advising, career exploration, new student orientation, placement testing, accessibility services, academic support, student employment and other student activities.

Academic advisers are available to help students learn about degree options, majors, course selection, academic requirements and the transfer process. Help is also available in assessing career goals, planning a return to school, adjusting to academic life or other areas of concern relevant to beginning or returning to college.

The Solution Centers on the Fond du Lac and Fox Cities campuses pride themselves in being welcoming and focused on student success. We encourage you to stop by and ask any questions you may have about being a UW Oshkosh student! The Solution Center staff is here to help you reach your academic goals. Feel free to call, email or make an appointment with a staff member to get the information and assistance you need.

### **CAREER & PROFESSIONAL DEVELOPMENT**

Career & Professional Development staff are excited to help you with all your career related needs through every step of your college experience. We assist with career exploration, industry-specific advising, developing career readiness skills and helping you find part-time, full-time and internship opportunities. We encourage you to make an appointment with a career adviser early or engage with our drop-in services. Our goal is to help all Titans become equipped, confident and connected.

### THE INTERSECTION

The Intersection, part of the Division of Academic Support of Inclusive Excellence, is a physical space unique to the Fox Cities and Fond du Lac campuses where students and staff are invited to co-create an inclusive community. This space serves as both a supportive environment for students from historically excluded and/or structurally marginalized groups as well as an educational space for all. The Intersection features a lounge with study/workspace, refrigerator, microwave, complimentary coffee, tea and hot chocolate, social justice-themed board games and information on campus and community resources. Staff within The Intersection will host educational trainings and discussions to put diversity, equity and inclusion into action.

### **VETERANS RESOURCE CENTER**

The Veterans Resource Center (VRC) provides support and guidance to current and future student veterans, guard members, reservists and their spouses and dependents. The purpose of the VRC is to empower the military-affiliated community at UW Oshkosh with the tools necessary to achieve their academic goals. VRCs are central locations to explore available veteran education benefits, campus services and community resources while connecting with veterans, friends and staff.

### **CONNECT WITH US**

### **Student Affairs Solution Center**

Hours: Monday-Friday: 8 a.m. – 4:30 p.m.

UW Oshkosh, Fond du Lac Campus (920) 929-1122 fdlinfo@uwosh.edu

UW Oshkosh, Fox Cities Campus (920) 832-2620 foxinfo@uwosh.edu

### The Intersection

uwosh.edu/theintersection theintersection@uwosh.edu

### **Veterans Resource Center**

uwosh.edu/veterans veterans@uwosh.edu (920) 424-1804

### **Career & Professional Development**

uwosh.edu/career career@uwosh.edu (920) 424-2181

# AS A NEW STUDENT, WHAT CAREER & PROFESSIONAL DEVELOPMENT SERVICES SHOULD I USE?



### Handshake

Apply for an on-campus position or part-time job through Handshake



### **Career Closet**

Expand your professional wardrobe by visiting the Career Closet



### **Resume Review**

Create an effective resume by utilizing drop-in hours



### Appointments

Explore industries of interest by meeting with a career coach



### **Events**

Attend a career event to meet with industry professionals

**GET STARTED TODAY AT UWOSH.EDU/CAREER** 



### **CONNECT WITH US**

### **Counseling Center**

uwosh.edu/counseling (920) 424-2061

### **Student Health Center**

shcportal.uwosh.edu studenthealth@uwosh.edu (920) 424-2424

## STUDENT SUPPORT RESOURCES

### **COUNSELING CENTER**

The Counseling Center at UW Oshkosh provides a place of inspiration and guidance for the wellness of all students. Our approach includes a balance of treating mental health challenges and strengthening the essential aspects of positive mental health. Our focus is for students to flourish, which includes feeling good and functioning well. Services provided include individual counseling, wellness workshops, biofeedback, crisis management, career exploration and AODA services. Appointments are available virtually or at the Oshkosh campus. Counseling staff will be present on the access campuses throughout the semester for group sessions and wellness programming.



### STUDENT HEALTH CENTER

The Student Health Center (SHC) at UW Oshkosh is a nationally accredited medical clinic that provides a full range of healthcare services to all enrolled students. As students become more independent and learn to manage their own health and health care, we strive to help them develop and maintain healthy habits that will affect well-being, learning, personal and career fulfillment throughout their lives.

Students enrolled at the Fond du Lac and Fox Cities campuses must pay an access fee at their first appointment in each fall and spring semester, which grants them access to all clinic services for the duration of the semester. There are minimal charges for physicals, lab tests, procedures, injections and medications.

### Student Health Portal shcportal.uwosh.edu

To schedule an appointment, call the Student Health Center at (920) 424-2424 or visit the Student Health Portal.

### **SHC Services:**

- Physical exams
- Illness and injury
- Diagnosis and treatment
- Immunizations
- Laboratory testing

- Sexual health services
- Transgender health
- Triage nurse • Travel health
- Behavior health

### **MENTAL HEALTH RESOURCES**



### YOU

### YOU At UWO

You At UWO is a new platform that helps students navigate campus resources on their own terms, set independent goals and engage in self improvement skill building. Log into you.uwosh.edu with your NetID.

### Mantra Health

### Mantra Health

Mantra Health offers FREE clinically informed and culturally responsive care for our students.

### Mantra provides:

- Virtual therapy and psychiatry support
- One-on-one sessions with experienced mental health providers and a diverse pool of clinicians
- Increased availability on nights and weekends, in addition to weekdays

### **UW Mental Health Support 24/7**

Available after hours, the UW Mental Health counselors work to ensure students' mental health concerns and crises are managed properly and they receive the best care possible in the moment.

Bilingual representatives are available. Call or text (888) 531-2142.





# INFORMATION TECHNOLOGY SERVICES

Information Technology (IT) provides technical support to students, faculty and staff of UW Oshkosh.

### NetID

Your NetID is your gateway to UW Oshkosh services, such as Canvas, Office 365 (including Outlook), MyUWO Portal and TitanWeb, as well as a computer login for campus computer labs and Titan Wi-Fi.

Learn to setup your NetID at kb.uwosh.edu/100921.

Check out **uwosh.edu/netid** for more information on how and when to use your NetID as well as links how to reset a forgotten password.

### **Regarding your NetID account:**

- Don't share passwords or accounts
- $\bullet\,$  Used for nearly all UW Oshkosh associated logins

### **Printing on Campus** | uwo.sh/print

Each spring and fall semester, students are allotted \$10 for printing, covered by the Student Technology fee on campus. Students pay approximately \$0.02 per black and white copy and \$0.16 per color copy.

### **HELPFUL LINKS**

### **Getting Started for Students**

uwosh.edu/it/getting-started-for-students

- Quick links for common student services
- Information about where to get IT assistance on campus

### Canvas

uwosh.edu/canvas

- Access to course syllabi and materials
- Training guides to make the most of Canvas

### KnowledgeBase

kb.uwosh.edu

- Database for common IT issues and help guides
- Includes answer to often asked IT questions

### NetID Password Reset

netid.uwosh.edu/changepassword

- Change your password without having to contact IT
- Use it for first time registration
- Sign up for self-service password reset in case you forget your password, at uwo.sh/netid

### **HELP DESK**

Can't log in? Not sure how to connect to campus Wi-Fi? Call the Help Desk at (920) 424-3020 or email helpdesk@uwosh.edu

# TITAN CARD AND TITAN DOLLARS

### **CONNECT WITH US**

Titan Central
748 Algoma Blvd.
(920) 424-1234
titancentral@uwosh.edu
uwosh.edu/reeve/titancard

The TitanCard is the official identification card for every student, faculty and staff member at UW Oshkosh. It offers convenient, easy and safe ways to make purchases and use campus services. Beyond being a University ID card, students can use their TitanCard for their meal plan, to hold Titan Dollars for campus purchases, as a library card and a pass for athletic events.

### What are Titan Dollars?

- Declining balance account
- Accepted as a form of payment on campus
- Carry from fall to spring semester; remaining balance may be converted to a UW Oshkosh gift card
- Non-refundable while enrolled at the University

### **Online Card Office**

• To manage Titan Dollars and TitanCard, visit uwo.sh/onlinedeposit.

### Students can:

- Purchase Titan Dollars
- Check balances
- View account activity
- Deactivate ID if lost or stolen

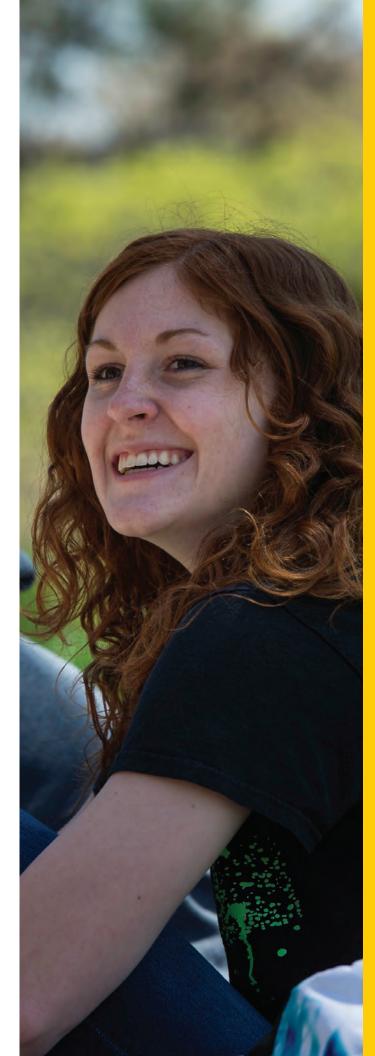
### Parents/Family can:

• Add Titan Dollars

To learn more about the benefits, policies, deposit options and FAQs for the TitanCard and its functions on campus, visit our website or stop by Titan Central on the Oshkosh campus.

### **DINING**

Delicious and convenient food options are available on the UWO Fond du Lac and UWO Fox Cities campuses, with a rotating menu of entrees, beverages and snacks throughout the day. In addition to traditional payment methods, TitanDollars are accepted as payment at each location.



# **NAVIGATE STUDENT APP**

The Navigate Student App is designed to help you successfully complete essential tasks and explore the resources UW Oshkosh has to offer. The information in the app will help familiarize you with campus services and help you stay on track with important due dates.

### **Use the Navigate Student App to:**

- Access your class schedule
- Get reminders about important academic and financial due dates
- Find campus buildings with Google Maps
- Learn about valuable campus resources
- Connect with students in your classes to form study groups

### The Navigate Student App features:

**To-Dos:** Track upcoming tasks to help you stay on track, like registering for classes or remembering important academic and financial deadlines. Use this app to add event reminders to your phone calendar.

**Appointments:** Schedule an appointment with your academic adviser.

**Reports:** View appointment summaries and progress reports.

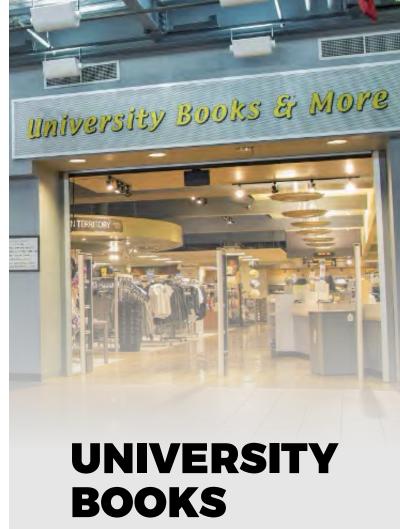
Study Buddies: View contact information for other students in your courses who opt into this feature, providing you with a convenient way to connect and study with classmates.

**Resources:** Browse for key people and places on campus, including contact information for professors and advisers and location information, descriptions and directions to most campus

Hold Center: Review any active holds and learn how to resolve them. Holds are updated nightly.

Class Schedule: View a schedule of the courses you are currently registered for.

Settings: Find resources marked as 'favorites,' update intake survey responses and manage notification preferences.



# & MORE

### **CONNECT WITH US**

(920) 424-2312 textbooks@uwosh.edu

University Books & More offers a selection of new, used, rental, digital materials and study aids. Selection will vary by course. Online orders may be shipped or picked up on the Fox Cities and Fond du Lac campuses during the beginning of each semester (see the University Books & More website for specific pickup dates and details).

Textbooks and course materials may be charged to a student account year-round regardless of financial aid status.

Visit **uwobookstore.uwosh.edu** for a complete offering of virtual bookstore services, including textbook and course material information and branded UWO gifts and apparel. Purchases can be made online, or if preferred, in store on the Oshkosh campus.

### FINANCIAL AID

### **CONNECT WITH US**

Financial Aid Office Dempsey Hall, Room 104 | 800 Algoma Blvd. uwosh.edu/financialaid | (920) 424-3377 fao@uwosh.edu

f UWO Financial Aid

**y** @UWOFinAid

Financial Aid is applied automatically to student accounts around the start of classes if aid has been accepted. Overages will be refunded via direct deposit, found on TitanWeb, or by check, which takes two weeks to process. Students with financial aid still need to check TitanWeb to ensure payments post to their account. Financial aid payments may be delayed if there are items on their to-do list found on TitanWeb.

All correspondence from the Financial Aid Office is sent electronically via TitanWeb. In Titanweb students may allow their parent(s) or supporters the ability to view the bill, financial aid awards and items still needed. Please refer to the FERPA section for more information about how students can grant others access to TitanWeb.

Students should check TitanWeb frequently to make sure there are no outstanding items on their to-do list and connect with the Financial Aid Office on social media for timely updates.

Student loans require additional steps for first-time borrowers. Students should follow the to-do list links on TitanWeb.

In order to continue receiving financial aid, students must meet Satisfactory Academic Progress (SAP) by maintaining at least a 2.0 GPA, completing 67 percent of coursework and completing programs within the maximum time frame. An email goes to every student receiving financial aid at the start of each enrollment period to monitor their SAP status.

Visit the Student Financial Services webpage for more information on tuition and fees, payment deadlines, the partial payment plan, direct deposit, 1098T form, drop dates and hours of operation.

### Financial Literacy

The GradReady program is a free financial literacy tool provided by UWO that promotes financial wellness and encourages students to take control of their finances early in their careers. It includes budgeting, managing student loan debt and helpful financial information and is available through the Financial Aid website.

### The GradReady program has three sections:

- Path 1—Paying for College: It's all about making a plan
- Path 2—Money Management: Budgeting your money
- Path 3—Real World Finance: Student loan repayment



### To continue receiving your financial aid:

Maintain at least a 2.0 GPA

**67**%

Successfully complete at least 67% of your credit load each semester

Take no more than 180 credits to complete your bachelor's degree

### **FREE Financial Literacy**

The Financial Aid Office offers free financial literacy to students to improve and strengthen their money management skills. This in turn provides positive benefits throughout the college years and beyond.

# FINANCIAL SERVICES

**Billing** of tuition, fees and charges for housing, dining and other campus services is done electronically through TitanWeb with email notifications sent to a student's UW Oshkosh email account. Paper bills are not mailed. There are three billings for fall and spring semesters and one for summer. Initial billing is done three to four weeks prior to the start of the semester, except for the J–Term and May–Term.

Students are required to sign a financial agreement to pay tuition and fees prior to registration for each term. For each term, 10 percent of the total bill is due the first date, and two 45-percent payments are due the following months. The amount due for a student is shown on TitanWeb under the account balance summary section. There is a 1-percent finance charge assessed the first business day of the month for any unpaid balance. There is never any prepayment penalty — students may pay the balance in full at the start of the term to avoid any finance charges.

It is important to check TitanWeb regularly for new charges. Students often charge textbooks to their account or have Student Health Center charges on their account throughout the semester.

**Payment** can be made at the Cashier's Office in Dempsey Hall, second floor, main hall, with cash or check. To reduce person-to-person contact, envelopes are available near the cashier's window along with a payment drop box. Payments also can be made online with an e-check or credit/debit card. The e-check requires entering a bank routing number and account number with a \$0.50 service charge. The credit/debit card option has a 2.75% service fee.

**Late payments** will result in a hold on a student's account. The hold prevents a student from adding classes, requesting transcripts and enrolling in future terms.

### **CONNECT WITH US**

Student Accounts (920) 424-1332 sa@uwosh.edu Dempsey Hall, 236 800 Algoma Blvd. Oshkosh, WI 54901 Cashier's Office (920) 424-1111 cashier@uwosh.edu Dempsey Hall, 2nd floor 800 Algoma Blvd. Oshkosh, WI 54901

### **QUICK CHECKLIST FOR FINANCIAL SUCCESS**

### **Plan for Success**

- ☐ Plan for how you will pay
  - o Apply for financial aid
  - o Apply for scholarships
  - o Apply for private loans if needed
  - o Apply for a job on campus at uwosh.joinhandshake.com

### **Get Started**

- Log in to TitanWeb
  - o Check your to-do list and complete your financial agreement
  - o Sign up for direct deposit to avoid waiting for paper refund checks
  - o Grant access to others who may need to assist you with your account
  - o Verify and update your contact information if needed

### Pay Your Bill

- Check your student email for billing notifications

  Log in to TitanWeb
  - o Review your statement of account
  - o Review your charges
  - o Review your payments, aid and scholarships
  - o Make a payment if payment is due

### Ongoing

- Log in to TitanWeb at least monthly
  - o Check your to-do list
  - o Check your student email
  - o Check your account after enrollment changes

If you have a 529 College Savings Plan you can print or export the statement of account and most plans will accept that document for producing a check. Checks should have the student ID in the memo and be mailed to the UWO Cashier, 800 Algoma Blvd., Oshkosh, WI 54901.



# Please be aware of DROP DATES!

Academic drop dates are different than financial drop dates.

Academic drop dates uwo.sh/add-drop

Financial drop dates
uwo.sh/payment-deadlines

# **UW OSHKOSH 2023-2024 TUITION PAYMENT DEADLINES**

| FALL 2023            | FINANCIAL AGREEMENT TERMS (NO PREPAYMENT PENALTY)   |
|----------------------|---|
| Sept. 21             | Minimum 10% of total balance due  |
| Sept. 22             | \$25 late fee assessed if at least 10% payment was not made   |
| Oct. 2               | 1% finance charge on remaining account balance  |
| Oct. 27              | Minimum 45% of total balance due, bringing total paid to at least 55% of account balance  |
| Nov. 1               | 1% finance charge assessed on any remaining balance and \$25 late fee assessed for those not making the second payment.   |
| Nov. 27              | Remaining balance due   |
| Nov. 28              | \$25 late fee for those not making third and final payment for the term   |
| Dec. 1               | 1% finance charge on remaining account balance  |
| <b>J-TERM 2024</b>   | FINANCIAL AGREEMENT TERMS   |
| Jan. 16              | 100% of J-Term (interim) charges are due. \$25 late fee added Jan 17 and 1% finance charge Feb 1 if not paid in full by due date. Financial aid will not post for this term. Any balance will roll to spring first due date.    |
| SPRING 2024          | FINANCIAL AGREEMENT TERMS (NO PREPAYMENT PENALTY)   |
| Feb. 21              | Minimum 10% of total balance due  |
| Feb. 22              | \$25 late fee assessed if at least 10% payment was not made   |
| March 1              | 1% finance charge on remaining account balance  |
| March 29             | Minimum 45% of total balance due bringing total paid to at least 55% of account balance   |
| April 1              | 1% finance charge on remaining account balance  |
| April 26             | Remaining balance is due  |
| April 29             | \$25 late fee for those not making third and final payment for the term   |
| May 1                | 1% finance charge on remaining account balance  |
| <b>MAY-TERM 2023</b> | FINANCIAL AGREEMENT TERMS   |
| May 24               | 100% of May-Term (interim) charges are due. \$25 late fee added May 28 and 1% finance charge June 3 if not paid in full by due date. Financial aid will not post for this term. Any balance will roll to summer first due date. |

# **REGISTRAR'S OFFICE**

### WHAT DOES THE REGISTRAR'S OFFICE PROVIDE?

**Registration:** Courses requiring department, instructor or adviser consent can be processed in the Registrar's Office. To withdraw from all classes, visit uwo.sh/withdraw for additional information and online form.

**Official transcripts:** Transcripts can be obtained online through Parchment. Fee information and hours are listed at uwosh.edu/registrar/transcripts.

**Veteran services** provide support for active-duty veterans, guard members, reservists and dependents of veterans. The Veterans Resource Center (VRC) can assist with federal and state education benefits as well as support services both on and off campus.

### WHAT'S AVAILABLE ON TITANWEB?

**Enrollment appointment information:** Registration dates and eligibility to enroll

Academic Advisement Report (AAR): Student academic advisement report showing progress toward degree

Account holds: May prevent enrollment and issuing of transcripts

Class search: Search and filter courses based on specific criteria

**Course catalog:** Individual course overviews and descriptions

**Enrollment verification:** Printable certificate verifying current, past and future terms' enrollment

**Grades:** Final grades for all completed courses

**Graduation application:** Apply for graduation

**Adviser information:** Name and contact information

**Transcripts:** Unofficial transcripts and ability to order official transcripts

Good student discount verification: Printable certificate verifying eligibility

**Voter identification:** Verification of enrollment and proof of campus address

### **CONNECT WITH US**

UW Oshkosh Registrar's Office 800 Algoma Blvd. Dempsey Hall, Room 130 uwosh.edu/registrar | (920) 424-3454

Personal and emergency contact information: Names, phone numbers and addresses

Financial account summary: Statements including tuition; books, supplies and lab fees; financial aid and more

### **GRANT TITANWEB ACCESS FOR FAMILY**

If a student wishes to allow another person to view their TitanWeb account for billing and academic purposes, they can grant access to that person. Per federal law (FERPA), the University is not able to speak to anyone other than the student about their student account unless they grant permission to additional people through TitanWeb.

### TO DO LIST ITEMS IN TITANWEB

All new students have To Do List items in their TitanWeb Student Center.

The **Financial Agreement** comes from the Student Accounts Office. The Financial Agreement describes a student's responsibility for their student account and finances. It also provides the option to make a payment plan each semester. All students will have a hold placed on their account until the Financial Agreement has been completed. For guestions regarding the Financial Agreement, contact Student Accounts at sa@uwosh.edu or call (920) 424-1332.

Students also need to verify their **Registration Information.** This ensures the University has the most up-to-date contact and program information for all enrolled students. For questions regarding registration information, contact the Registrar's Office at twregistration@uwosh.edu or call (920) 424-3454.

### Problems logging in to TitanWeb?

Call Help Desk at (920) 424-3020

helpdesk@uwosh.edu

### TitanWeb Help

uwo.sh/titanweb

### **Registration Toolkit**

uwo.sh/registration-toolkit

### **Registration Assistance**

Weekdays 8 a.m.-4:30 p.m. (920) 424-3454 twregistration@uwosh.edu



The Dean of Students Office supports students at UW Oshkosh through advocacy, care, guidance and support.

### Our purpose is to:

- Fill the gaps in serving students
- Help students navigate UW Oshkosh
- Influence the student experience in a positive way
- Guide the institution on policies, laws and regulations affecting students

### In fulfilling our purpose, we:

- Advocate for students
- Challenge and support students, faculty and staff
- Cultivate learning and development opportunities
- Create a space for students to be heard, valued and validated
- Work to solve problems
- Work to ensure a safe and inclusive community for our students
- Protect the integrity of the University community

### Student Advocacy

The Dean of Students Office strives to provide advocacy for students in need. Students encountering a problem who are not sure where to turn should come to the Dean of Students Office. Whether it is an issue in a class or a problem with a landlord, we can help with support and advocacy.

### Student Care Team

The Student Care Team (SCT) is a network focused on prevention and early intervention for students experiencing distress. SCT meets on a weekly basis to coordinate care for students and provide the assistance necessary to ensure they are personally and academically successful.

### **CONNECT WITH US**

Dean of Students Office Dempsey Hall, Room 125 800 Algoma Blvd. uwosh.edu/deanofstudents | (920) 424-3100

**f** UW Oshkosh Dean of Students

The Dean of Students Office manages student accommodations (i.e. change in class schedules, residence hall moves, no contact directives) relating to Title IX complaints, investigations or other related instances involving sexual assault, domestic violence, dating violence and stalking.

### **Bias Incident Report**

UW Oshkosh is committed to fostering an inclusive environment where every member of our community is respected and valued. Whenever an instance of bias occurs, we encourage filing an online report so the situation can be addressed.

### Late Withdrawal/Late Drop from Coursework

If a severe circumstance impedes a student's ability to be academically successful, the Dean of Students Office processes late withdrawal/late drop coursework requests.

### **Out of Class Letters**

When a student misses four or more class days due to a personal or medical circumstance, the Dean of Students Office sends faculty an email notifying them of the absence.

### **Accessibility Center**

Refer to the Academic Resources page of this guide to learn more about accessibility resources on campus.

### **Student Conduct**

The Dean of Students Office is responsible for the student conduct process at the University. Our process is grounded in education and development and practices fundamental fairness to all involved. Our philosophy is guided by the notion that mistakes made can be invaluable learning opportunities for students. Furthermore, it is our goal to cultivate a safe community for all students, staff, faculty and guests at UW Oshkosh.



### FOR MORE INFORMATION

Jenny Bonack Registrar bonackj@uwosh.edu | (920) 424-4077 uwosh.edu/registrar/academic-policies

### **ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that grants students the right to determine who will receive academic information about them. Students must authorize the release of records before any third party—including parents or guardians—can view them.

The University has made it easy for students to grant access to third parties/parents through our online system called TitanWeb. After logging into TitanWeb, students will see a link that is called "Grant Access to Others" on their Student Center page.

Choose third party access for four types of information:

- View financial aid awards
- View student conduct
- View and pay tuition and fees
- View grades and term statistics

A confirmation email that shows the login and password for the new account needs to be forwarded to third parties/parents, so they know how to log in. If parents don't have internet access, students can download the records and provide them.

This also allows the third parties/parents to contact the University to ask questions about this information. Other records, such as mental health, physical health and faculty notes/records, are restricted by federal and state laws, University policy and professional standards. Students can release information from these records to a third party on a case-by-case basis through that specific office.

In most cases, the University will not contact parents to provide medical, academic or disciplinary information without the student's consent. In an emergency where the student's health is in jeopardy or there is a concern that the student poses a threat to themselves or to someone else, the University will contact parents. As a general rule, if the student is able to communicate about the situation, they are expected to decide whether and how to discuss it with family members.

Questions about FERPA should be directed to the FERPA Coordinator at (920) 424-3407 or the Registrar's Office at (920) 424-4077.

# ACADEMIC MISCONDUCT

### FOR MORE INFORMATION

uwosh.edu/deanofstudents/student-conduct

Students are responsible to be informed about what constitutes academic misconduct, how to avoid it, and what happens if they engage in it. Examples of academic misconduct include (but are not limited to):

- Plagiarism (turning in work of another person and not properly citing the work)
- Copying another student's homework, paper or exam
- Cheating on an exam
- Allowing another student to copy your work
- Falsifying academic documents

### What happens if a student engages in academic misconduct?

UW Oshkosh takes academic misconduct allegations very seriously. Professors will contact students if it is believed that they engaged in academic misconduct and may ask them to explain their work. If they still believe the student engaged in misconduct after meeting with them, they will decide on a sanction, which may include a zero on the assignment or exam, a lower grade in the course or failure in the course. The Dean of Students Office is informed of academic misconduct. Repeated acts of academic misconduct may result in more serious actions such as probation or suspension.

### What should students do if they know a classmate is cheating?

If a student knows a classmate is cheating on an exam or other academic exercises, they should notify their professor or exam proctor. As a part of the University community, students are expected to uphold the standards of UW Oshkosh. Also, consider how a classmate's dishonesty on the exam may affect the overall grading curve and other students' grades in the class.



# HOW TO AVOID ACADEMIC MISCONDUCT

- Avoid copying and pasting directly from the internet.
- Know how to cite sources in a paper, lab report or other assignments.
- Use the Writing Center for help with citations. They are experts in APA, MLA and other citation styles.
- Understand the expectations and limitations when working in groups (i.e., Is collaboration allowed on the project or written paper? Should the project or written paper be done alone?).

### **SAFETY**

### **UW OSHKOSH POLICE DEPARTMENT**

The UW Oshkosh Police Department is dedicated to developing partnerships with the community we serve in order to support and enhance the mission of the University. As a team, we preserve a learning environment that supports inclusivity, excellence and quality of life across campus to provide a safe atmosphere for all students, faculty, staff and visitors of UW Oshkosh.

### **UWO Mobile App**

The UWO mobile app is available for iPhone and Android phones. Instructions on how to download the app can be found on the UW Oshkosh Police Department website.

### **Titan Alerts**

Titan Alert, a campus-wide alerting system, is used to communicate important campus information directly to

mobile phones, email and social media. Students, faculty and staff can sign up to receive these alerts by visiting uwosh.edu/emergency/titanalert.

### Reporting Incidents

We have several different ways to connect with the police department to report incidents and information. The UWO mobile app has several reporting options. Our website also is available to report non-emergency incidents.

### Connect With Us Online ▶ uwosh.edu/police

On our website, you can find detailed information about our core values, guiding principles, fair and impartial policing and how we train and manage our personnel. The website also features a "How Did We Do?" form that offers the opportunity to share feedback about your experience with our staff.

# SEXUAL AND INTERPERSONAL VIOLENCE PREVENTION

The Sexual and Interpersonal Violence Prevention program educates the university community on trauma-informed practices and risk reduction techniques, while responding to those impacted by sexual and interpersonal violence. Through programs and policies, we work year-round to support victims/ survivors, prevent sexual and interpersonal violence, and communicate that violence is unacceptable.

### **Victim/Survivor Advocacy Services**

Campus advocates from the Sexual and Interpersonal Violence Prevention program provide compassionate crisis intervention and ongoing support to victims/survivors of intimate partner violence, sexual assault, stalking and/or harassment. Students have the right to report an incident of sexual or interpersonal violence to the University, law enforcement or both. They also have the right to not make a report. Victims/survivors are able to meet with campus advocates to explore their options, understand their rights, connect with resources and build a network of support.

### **CONNECT WITH US**

For more information on programs and services, visit uwosh.edu/wellness or contact advocate@uwosh.edu.

Support and services are **FREE** to all students at any campus of the University of Wisconsin Oshkosh:

- Find free and confidential support in person, virtually or by phone
- Connect with counselors specially trained to address trauma-related to sexual violence, relationship violence or stalking
- Access appropriate medical care off campus, including sexual assault nurse examinations, or on campus, including STI and pregnancy prevention
- Secure appropriate safety measures, such as campus no contact orders, restraining orders and/or personal safety planning
- Find information and referrals to the support resources, systems
- and processes available on campus and in the community

   Work with the Dean of Students office and Title IX
- Work with the Dean of Students office and Title IX
   Coordinator to implement supportive measures, including addressing academic or housing relocation needs
- Receive personalized support and accompaniment to medical care, legal services, Title IX and conduct proceedings and other appointments
- Identify current coping mechanisms they already have that are working for them and explore new coping skills that may help manage trauma responses
- Support to process feelings regarding a friend or family member's disclosure their response to a family or friend's disclosure, understanding the victim's/survivor's options and supporting the victim's/survivor's decision

# UNDERSTANDING TITLE IX AND SEXUAL MISCONDUCT AT UWO

### **FOR MORE INFORMATION**

### **Title IX Coordinator**

Rachel Cromheecke Dempsey 328D, Oshkosh Campus 920-424-0283 | cromheecker@uwosh.edu

### What is Title IX?

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972 that protects individuals from sex discrimination and sexual misconduct. Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

### What does Title IX have to do with sexual misconduct?

Sexual misconduct includes sexual assault, sexual harassment, sexual exploitation, dating violence, domestic violence, and stalking, and because this abusive behavior causes significant harm to victims/survivors of the misconduct, it can have the effect of denying individuals equal access to, and benefit from UWO programs and activities. All sexual misconduct is prohibited by Title IX federal law and University of Wisconsin Oshkosh Policy.

See the Title IX website for more information, to access support and confidential services, and/or to make a report. >>> uwosh.edu/titleix

### What does Title IX mean for me as a student at UWO?

No one is alone at UWO. Sexual misconduct in any form can have a profound impact on a victim/survivors' academic, social, working and personal life. It can also affect their friends and family, other students, co-workers and members of the University community. To combat this complex social problem, UWO is committed to preventing and promptly responding to reports of sexual misconduct, providing support to reporters (victims, witnesses), and a fair and impartial complaint process that will determine if a student is responsible for violations of sexual misconduct policy. You can help us with this goal by keeping an eye out for the safety and wellbeing of your friends and all students and speaking up or getting assistance when someone is vulnerable or behaving poorly. Anyone can report an issue or incident.

You can help make the UWO campuses and community a safe place for all Titans by being strong and healthy in your voice and actions!

# OFF-CAMPUS SEXUAL ASSAULT HOTLINE > 24-HOUR EMERGENCY HOTLINE (920) 722-8150



### **REPORTING OPTIONS**

### Office of Equal Opportunity, Equity & Affirmative Action

Dempsey Hall, Room 337 800 Algoma Blvd. Oshkosh, WI 54901 (920) 424-0330 afaction@uwosh.edu

### **Dean of Students Office**

Dempsey Hall, Room 125 800 Algoma Blvd. Oshkosh, WI 54901 (920) 424-3100 uwosh.edu/deanofstudents

### **University Police**

Lower level of Radford Hall 777 Algoma Blvd. Oshkosh, WI 54901 (920) 424-1212 for all calls 9-911 for Emergency

### **CONFIDENTIAL RESOURCES**

### Campus Victim/Survivor Advocate

Reeve Union, 102L 748 Algoma Blvd. Oshkosh, WI 54901 (920) 424-2024 advocate@uwosh.edu

### **UWO Counseling Center**

Student Success Center, Suite 240 750 Elmwood Oshkosh, WI 54901 (920) 424-1066 counseling@uwosh.edu

### **Student Health Center**

Radford Hall 777 Algoma Blvd. Oshkosh, WI 54901 (920) 424-2424 studenthealth@uwosh.edu

# **ACADEMIC CALENDAR**

| FALL SEMESTER 2023 |                     |  |  |
|--------------------|---------------------|--|--|
| Thursday           | Aug. 24             | UWO Fond du Lac New Student Orientation (registration required)  |  |
| Wednesday          | Aug. 30             | UWO Fox Cities New Student Orientation (registration required)   |  |
| Wednesday          | Sept. 6             | Begin first 7-week; 14-week term   |  |
| Tuesday            | Sept. 12            | Last day to drop first 7-week course for 100% tuition refund   |  |
| Tuesday            | Sept. 19            | Last day to drop 14-week course for 100% tuition refund<br>Last day to drop first 7-week course for 50% tuition refund |  |
| Thursday           | Sept. 21            | Tuition payment due—see page 24 for details on payment options   |  |
| Tuesday            | Oct. 3              | Last day to drop 14-week course for 50% tuition refund   |  |
| Friday             | Oct. 20             | Last day to drop a 14-week course without late drop or withdraw request  |  |
| Wednesday          | Oct. 25             | Begin second 7-week term   |  |
| Tuesday            | Oct. 31             | Last day to drop second 7-week course for 100% tuition refund  |  |
| Tuesday            | Nov. 7              | Last day to drop second 7-week course for 50% tuition refund   |  |
| Wednesday–Sunday   | Nov. 22–26          | Thanksgiving Recess (begins after classes on Nov. 23)  |  |
| Friday             | Dec. 15             | End second 7-week; 14-week term; fall semester; official graduation date   |  |
|                    |                     | J-TERM 2024  |  |
| Tuesday*           | Jan. 8, <b>2024</b> | Begin 3-week J–Term  |  |
| Monday             | Jan. 15             | Legal holiday, Martin Luther King Jr. Day–No classes   |  |
| Friday             | Jan. 26             | End 3-week J–Term; official graduation date  |  |
|                    | * J–teri            | m: classes will meet on Jan. 8–12, 16–19, 22–26  |  |
|                    |                     | SPRING SEMESTER 2024   |  |
| Monday             | Feb. 5              | Begin first 7-week; 14-week term   |  |
| Sunday             | Feb. 11             | Last day to drop first 7-week course for 100% tuition refund   |  |
| Sunday             | Feb. 18             | Last day to drop 14-week course for 100% tuition refund<br>Last day to drop first 7-week course for 50% tuition refund |  |
| Wednesday          | Feb. 21             | Tuition payment due – see Tuition Payment Deadline calendar for details on payment options                             |  |
| Sunday             | March 3             | Last day to drop 14-week course for 50% tuition refund   |  |
| Wednesday          | March 20            | Last day to drop 14-week course without late drop or withdrawal request  |  |
| Sunday-Sunday      | March 24-31         | Spring Break   |  |
| Monday             | April 1             | Begin second 7-week term   |  |
| Sunday             | April 7             | Last day to drop second 7-week course for 100% tuition refund  |  |
| Sunday             | April 14            | Last day to drop second 7-week course for 50% tuition refund   |  |
| Friday             | May 17              | End 7-week; 14-week term; spring semester; official graduation date  |  |
|                    |                     | MAY-TERM 2024  |  |
| Monday**           | May 20              | Begin 3-week May–Term  |  |
| Monday             | May 27              | Legal holiday, Memorial Day–No classes   |  |
| Friday             | June 7              | End 3-week May–Term; official graduation date  |  |
| ** Sprir           | ng May–term: classe | s will meet on May 20–24, 28–31; June 3–7  |  |
|                    |                     | SUMMER SEMESTER 2024   |  |
| Monday             | June 17             | Begin first 4-week term; 8-week term   |  |
| Thursday           | July 4              | Legal holiday, Independence Day–No classes   |  |
| Friday             | July 12             | End of first 4-week term   |  |
| Monday             | July 15             | Begin second 4-week term   |  |
| Friday             | Aug. 9              | End second 4-week; 8-week term; official graduation date   |  |

| QUESTIONS | CONNECTIONS |
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### Commitment to Academic Freedom of Expression

The University of Wisconsin System has a longstanding tradition of support for academic freedom and academic freedom of expression. The full policy can be viewed by visiting: wisconsin.edu/regents/policies/commitment-to-academic-freedom-and-freedom-of-expression

The University of Wisconsin Annual Security and Fire Safety Report can be found at the following link: <a href="https://www.uwosh.edu/deanofstudents/documents/dos-campus-safety-report.pdf">uwosh.edu/deanofstudents/documents/dos-campus-safety-report.pdf</a>

### Notice of Nondiscrimination

The University of Wisconsin Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act Amendments Act of 2008, may be directed to the Director of Equity and Affirmative Action, University of Wisconsin Oshkosh, 800 Algoma Boulevard, Oshkosh, Wisconsin, 54901 (Phone) (920) 424-0330.

### **HLC Accreditation Statement**

UW Oshkosh is accredited by the Higher Learning Commission (HLC). For a complete listing of UW Oshkosh's accreditations and memberships, visit uwosh.edu/provost/accreditation-memberships.