



Branch Notes

Important Dates to Remember



November 24 - 28, 2009

No classes



November 26 - 29, 2009

Office closed for Thanksgiving



December 12, 2009

Last day of
Fall 2009 semester



December 21, 2009

Pre-assignments available online
for Spring 2010 Session I



December 25, 2009 -

January 3, 2010

Office closed



January 11, 2010

First day of the
Spring 2010 semester



January 20, 2010

Applications for Degree due for all
Spring 2010 graduates as well as
Summer 2010 graduates participat-
ing in Commencement ceremonies



January 21, 2010

Fall 2009 Employer
Reimbursement payments due



February 2, 2010

Spring 2010 financial aid refund
checks issued **if** financial aid
package is complete

HOLIDAY OFFICE HOURS

Don't be caught unprepared over the upcoming holidays!

Monday, November 23, 2009: 9:45am to 6:45pm

Tuesday, November 24, 2009: 8:45am to 5:00pm

Wednesday, November 25, 2009: 8:45am to 5:00pm

Thursday, November 26, 2009: CLOSED

Friday, November 27, 2009: CLOSED

Saturday, November 28, 2009: CLOSED

Sunday, November 29, 2009: CLOSED

Friday, December 25, 2009 through Sunday, January 3, 2010: CLOSED

If you need your official grade report to submit to your employer before the year ends, books to complete your pre-assignment, or you want to register for the spring semester, please plan ahead!

BE THE FIRST TO KNOW: IMPORTANT GRADE INFORMATION

BE SURE THAT YOU ARE EITHER CHECKING YOUR WILMINGTON COLLEGE EMAIL ACCOUNT OR HAVING IT FORWARDED TO AN EMAIL ACCOUNT THAT YOU DO CHECK!!!

As soon as your Fall 2009 grades are available in your student mailbox in the week following the end of classes, you will receive an email to your Wilmington College email account. This will be the best and easiest way to receive information about grade availability! Remember, your official grade report from the Registrar's office will also be sent to your Wilmington College email account when official grades are made available.

Not able to make it back to the branch before we close for winter break? We will be happy to mail your grades to you once available as long as you provide a self-addressed, stamped envelope no later than December 12, 2009, by 2:00pm (the last day of the Fall 2009 semester).

Don't forget: the office will close on December 24, 2009, and will reopen on Monday, January 4, 2010!

WRITING WORKSHOPS NOW AVAILABLE!

Should you end a sentence with a preposition? How do you know when to use "there," "their," or "they're"? Is this citation in the appropriate APA style? What exactly is the passive voice? Every Monday throughout the Fall 2009 semester, Brian Snowden will be available to work with you on your writing and grammar needs. Don't be shy! The workshops will be informal in nature, and Brian will be happy to answer any and all of your writing questions!

Sessions will be held in Room 114 and will run from 5:00 to 7:00pm every Monday. For more information or if you have any questions, please email Brian Snowden at brian_snowden@wilmington.edu or call (513) 793-1337.

ATTENTION 2009-2010 GRADUATES

Commencement ceremonies will be held on main campus on Saturday, May 8, 2010.

Baccalaureate ceremonies will be held on main campus on Friday, May 7, 2010.

All Fall 2009, Spring 2010, and Summer 2010** graduates are invited to participate.

An informational packet with an enclosed reply card will be mailed directly to your home in March 2010. Please be sure to return your card promptly indicating whether you will be participating in the commencement ceremony. In order to ensure receipt of this important material, please check to be sure that Wilmington College has your most up-to-date information in our system. If you have not received your information in the mail by March 15, 2010, please call the Blue Ash office.

In order to receive your diploma or order official transcripts, your student account at Wilmington College must be cleared. For students using EDpay benefits, this means that you will not receive your diploma until you have submitted your employer reimbursement payment.

**Summer 2010 degree candidates must be within 12 semester hours of completion of degree requirements by the end of the spring semester and in academic good standing to be able to participate in the commencement ceremony. Exceptions to the 12-hour requirement may be requested via appeal to Iris Kelsen, Vice President for External Programs. Appeals forms are available at your branch office.

Please check with the Cincinnati Branch offices if you have questions.

Important deadline information—Application for Degree

In order to be a degree candidate in your expected semester of graduation, you **MUST** complete and submit an Application for Degree (currently available on blue paper) by the following dates:

Fall (December) 2009 graduates:

Wednesday, September 30, 2009

Spring (May) 2010 graduates:

Wednesday, January 20, 2010

Summer (August) 2010 graduates:

Wednesday, January 20, 2010 (if you wish to participate in May commencement ceremonies)

Monday, March 15, 2010 (if you do not wish to participate in May commencement ceremonies)

Important deadline information—CLEP exams and waivers

Are you planning to submit an HPE or Public Speaking waiver? Are you thinking about a CLEP exam to complete those remaining courses or hours? Please be aware of the following dates for submission. If you have not submitted your waivers or passed your CLEP exams by these dates, you will not be permitted to graduate until the following semester.

Fall 2009 Graduates:

Friday, November 20, 2009

Spring 2010 Graduates:

Friday, April 2, 2010

Summer 2010 Graduates:

Friday, July 16, 2010

ARE YOU LOOKING FOR THE MOST UP-TO-DATE INFORMATION?

Do you want to be informed as soon as the new course schedule is available online? Would you like to see pictures from recent events at Wilmington College? Are you hoping to network with your fellow classmates and Wilmington College Cincinnati Branch alumni? Get access to all of that and more with three easy choices!

1. **Set up your Wilmington College email address, and be sure to access it regularly!** A weekly email is sent out each Friday with information such as registration dates, Employer Reimbursement and promissory note payment reminders, and exciting news from the branch! If that is not enticing enough, an Informix email is automatically sent to your Wilmington College email address when you make any changes to your registration. The quickest and easiest way to confirm that you were added to or dropped from a class would be to check your email! Need help accessing your Wilmington College email address? Contact Rebecca Flick at rebecca_flick@wilmington.edu.
2. **Become a fan of Wilmington College - Cincinnati Branches on Facebook!** Search for "Wilmington College - Cincinnati Branches" to see pictures from 2009 Commencement ceremonies, exciting information about local accomplishments, and more!
3. **Join the Wilmington College Cincinnati Branch on LinkedIn!** Connect with your fellow classmates, professors, and recent alumni!

REGISTRATION FOR SPRING 2010 BEGAN OCTOBER 12, 2009...CLASSES ARE FILLING!

A few things to remember...

Completed registrations may be brought to the front desk, mailed, or faxed.

Registrations will not be processed without proper payment information, complete with the applicable supporting paperwork (promissory note, EDpay form, financial aid applications, etc.) and *original* signatures. **Faxed copies of payment information will not be accepted for registration.**

Employer Reimbursement students: You **must list a valid credit card number** on your EDpay form that will be able to handle the tuition charge if you are late with the employer reimbursement payment. **No debit cards may be used.** If payment is not submitted by the due date, tuition charges and a \$75 late fee will be charged to your credit card. If the supplied credit card cannot support the charges, EDpay privileges may be revoked. Employer Reimbursement payments for Spring 2010 are due no later than **6:45pm on June 7, 2010.**

Promissory note students: Promissory note payments for Spring 2010 will be due by the close of office hours on January 15, 2010, February 15, 2010, and March 15, 2010. The promissory note is a non-interest bearing option as long as payments are made on time. Late payments will be subject to a 1.5% interest on the unpaid balance.

Financial Aid students: Your registration will **NOT** be processed if you have not completed your 2009-2010 FAFSA. Also, you **must register for and maintain** a minimum of **6 credit hours** to receive your aid. If you have questions, please contact Jennifer Kelsen at (513) 793-1337 or jennifer_kelsen@wilmington.edu.

**Prior to each semester, registration changes may be made in person at the branch offices or may be e-mailed to blueash@wilmington.edu (Blue Ash students) or cinstat@wilmington.edu (Cincinnati State students). After the semester begins, the Cincinnati Branch offices must receive a signed drop/add form within the specified period for these changes to become effective. No registration changes will be accepted over the telephone.

WILMINGTON COLLEGE ID CARDS AVAILABLE

Would you like a Wilmington College ID card? Although you do not need a school ID at the Cincinnati Branches, some entertainment venues will provide a discount with proof of student status. Please speak with Debbie Myrick at the front desk to have your picture taken.

ARE YOU COUNTING DOWN TO YOUR GRADUATION DATE? LOOK AT WEBIT!

Please make sure that Wilmington College is counting down with you! If you are planning to graduate in Fall 2009, Spring 2010, or Summer 2010, please check with Jennifer Kelsen to be sure that we have this date in our system. If we do not have your expected graduation date in the system, we do not have you on the 2009-2010 graduation list!

All students, please check your Biographical information in WebIT to see if the graduation date that you are planning is the same as what we have in the system. From the home page, select Biographical from the menu on the left. If your "Plan Graduation" field is blank, you have a negative number, or this is not the date that you anticipate graduating, then we do not have you on the appropriate graduation list! Please stop by the front desk and request a Major Declaration form as soon as possible.

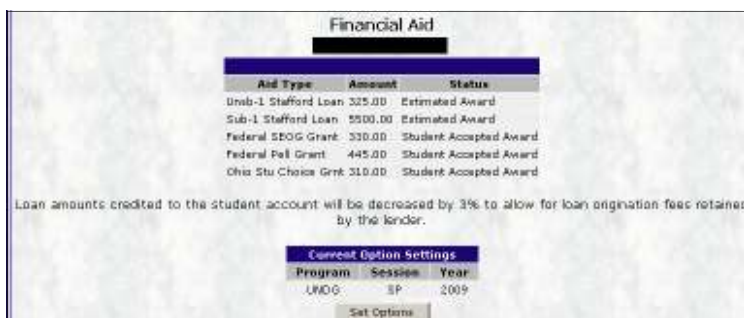
If you are unsure of your graduation date, please estimate on the early side so that we are able to track your progress. The date can be easily changed in the future.



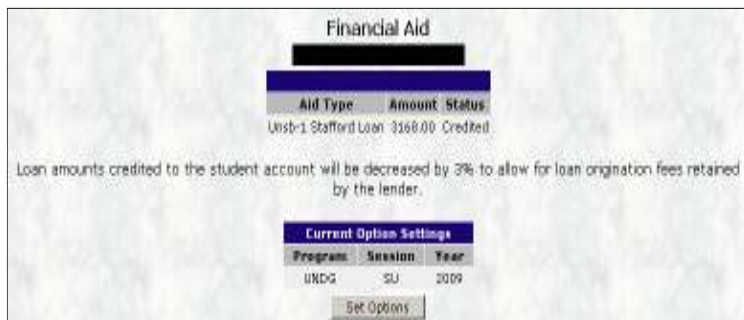
← Planned graduation date

WHAT ELSE CAN YOU DO WITH WEBIT?

Have you forgotten your schedule for the upcoming semester? Visit "Student Schedule" to view course numbers, semester dates, instructors, and more!



Are you wondering if your financial aid has been processed for the current semester? Select "Financial Aid Info" and then "Aid Awarded." Your screen will show the types and amount of aid that you have been awarded for the given semester. A status of "Credited" means that your aid has been processed and credited to your student account. "Estimated Award" and "Student Accepted Award" both mean that the aid has not yet been applied to your account.



Do you need to know your current GPA? Visit "Academic Record" for a list of the courses you have taken at Wilmington, the grades you earned, the number of credits you have completed, and your GPA! Are you working towards a specific GPA? Use "GPA Projection" in order to project your future GPA based on the grades you think you will earn in your current courses!

Are you having trouble finding the correct information? Make sure that your Current Options Settings are for FA 2009.

ADDING OR DROPPING A COURSE: A HOW-TO

ADDING/DROPPING BEFORE THE FIRST DAY OF THE SEMESTER:

Before the first day of the semester, adds and drops can be made through email. Simply email blueash@wilmington.edu (Blue Ash students) or cinstat@wilmington.edu (Cincinnati State students) with the course number, section, and course name you would like to add/drop, as well as your name and ID number. If you are in the office, request the purple half sheet at the front desk to provide this information. No registration changes will be accepted via phone.

ADDING/DROPPING AFTER THE FIRST DAY OF THE SEMESTER:

After the semester begins, changes will no longer be accepted by email. At this point, you **must** come into the office and fill out the official quadruplicate form, available at the front desk, stating the course(s) you would like to add or drop. Remember that you may owe partial tuition for your course. Each semester, the dates for financial responsibility are listed at the end of the course schedule. Be sure to pay attention to these dates so that you are aware of the appropriate deadlines.

“The first day of the semester” applies to the first day of a given semester, regardless of whether you are taking accelerated or non-accelerated classes or whether your specific course has started. Don’t forget to check Web-It for confirmation that the changes to your registration have taken place!

Keep in mind that there may be another student hoping to take the spot that you are vacating in a certain class. **If you know that you will be dropping a class but are not able to come to the office to fill out the paperwork for a couple of days, you could greatly help another student by telling a member of the branch staff that you will be in shortly to drop the course.** This would also help you in that we would be able to remind you about drop dates, offer suggestions if you would like to take a different course, and see if the drop could potentially cause any problems with financial aid. This is particularly helpful as we approach the beginning of accelerated sessions where a pre-assignment must be completed in advance.

ACCELERATED COURSE POLICIES

Accelerated courses, especially designed for working adults, are intense learning experiences with fewer class contact hours and more independent study. The following are Wilmington College Cincinnati Branch policies regarding accelerated courses:

Pre-assignment: Students are expected to prepare for the first class by completing a pre-assignment before the first class session. Failure to do so may result in the student's being unprepared for a quiz or other form of evaluation that may be administered during the first class. These quizzes or other evaluative tools may not be made up.

Attendance: Students are expected to attend all class sessions. If a class must be missed, the student must communicate with the instructor before that class concerning the absence. Failure to communicate automatically constitutes an unexcused absence. A student may miss one class (or its equivalent) with an excused absence without penalty; more than one absence (excused or unexcused) results in a full letter grade deduction for each class missed.

NON-TRADITIONAL ACQUISITION OF CREDIT

Wilmington College recognizes that not all college level learning takes place in a classroom. We invite you to attend a workshop to learn about additional ways to earn college credit for your prior learning experiences, such as the College Level Examination Program (CLEP) and experiential learning assessment.

The workshop will discuss the various types of credits that may be earned as well as explain the policies and procedures involved in earning these credits.

The deadline to submit an Experiential Learning portfolio is whichever comes later: the end of your third semester at Wilmington College or the semester in which you will have earned 90 semester hours of credit, including all transfer credit. Upcoming workshops for the Spring 2010 semester will be announced in a future edition of Branch Notes.

Bernie Matt and Sylvia Stevens are available to proof-read and offer assistance with the writing of your portfolio. You may e-mail either Bernie or Sylvia with questions and/or attach the document for review at bernie_matt@wilmington.edu or sylvia_stevens@wilmington.edu.

ADVISOR DIRECTORY	FINANCIAL AID FOR SPRING 2010
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Blue Ash: 513-793-1337

Last name A - H and all accounting majors - Jennifer Kelsen
 Last name I - R and all liberal studies majors - Sylvia Stevens
 Last name S - Z and all marketing students - Iris Kelsen

Financial Aid Advising - Jennifer Kelsen

Cincinnati State: 513-569-1806

All students - Sylvia Stevens

All emails are lower case. Example: firstname_lastname@wilmington.edu

IMPORTANT REMINDER:

Summer 2009 began the **2009-2010** Financial Aid year. If you plan to obtain financial aid for Summer 2009, Fall 2009, or Spring 2010, you will need to complete your 2009-2010 FAFSA immediately! Fill out the **Free Application for Federal Student Aid** online at www.fafsa.ed.gov and enter Wilmington College's school code: 003142.

Questions about the FAFSA? Contact Jennifer Kelsen at jennifer_kelsen@wilmington.edu or (513) 793-1337.

ACCESS YOUR ACADEMIC INFORMATION ON-LINE

Access Web IT (Web Information Tools) for information about your academic record and financial aid, to check your schedule or your balance, or project your grade point average for the current term!

Web IT is available to Cincinnati Branch students both on campus (in the Wilmington College computer lab) and off campus (with Virtual Private Network "VPN" access). If you do not have an active WC computer account, please contact the front desk to request activation— 24 hours lead time is required.

Once you have an active computer account, follow these instructions to access your records in Web IT:

1. From a Wilmington College lab computer, open Internet Explorer...you should be at the default page of WC@Home.
2. Click on "Web IT for Students" under Strictly Business.
3. Username = your Wilmington College ID# (NOTE: This is NOT your social security #. If you need assistance identifying your ID#, please come to the front desk). Password = last 4 digits of your social security number followed by the 1st 2 letters of your last name in capital letters followed by the number of the day of the month you were born. (Confused? I can understand why! If my social security number is 333-33-1234, my last name is Kelly, and I was born on January 25, my password is 1234KE25).
4. If you have done this correctly, the next screen you see will be the Welcome to Web IT screen, with your name displayed at the top.
5. If the current option settings are not FA2009 UNDG, click on Set Options to correct this.
6. Once you do this, you can use the menu on the left side to access your academic record. In particular, if you click on "Grades—One Term," you will see (and can print) your grades once they are in the system.

***For information on installing a VPN connection on your computer, please stop at the front desk. This will allow you to access your academic information on the intranet from your home computer. ***

OFFICE HOURS FOR CINCINNATI BRANCHES	
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<p>Blue Ash 9987 Carver Rd., Suite 100 Blue Ash, OH 45242 (513) 793-1337 Office Hours: Monday - Thursday: 9:45am to 6:45pm Friday: 8:00am to 4:00pm Saturday: 7:30am to 2:00pm during accelerated sessions</p>	<p>Cincinnati State 3520 Central Pkwy Rm 330 BTD Cincinnati, OH 45246 (513) 569-1806 Office Hours: Monday: Please contact the Blue Ash office Tuesday - Thursday: 10:00 am to 6:30 pm Friday: 9:00am to 3:00pm</p>
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SPRING 2010 BOOKSTORE HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DECEMBER 7	8	9	10	11	12
*****Last week of Fall 2009 classes*****					
Buyback and Selling 4:30pm to 6:30pm	Buyback and Selling 4:30pm to 6:30pm	Buyback and Selling 4:30pm to 6:30pm	Buyback and Selling 4:30pm to 6:30pm		Buyback and Selling 11am to 1:30pm
14	15	16	17	18	19
21	22	23	24	25 Office Closed	26 Office Closed
28 Office Closed	29 Office Closed	30 Office Closed	31 Office Closed	1 Office Closed	2 Office Closed
JANUARY 4	5	6	7	8	9
	Selling 4:30pm to 6:30pm		Selling 4:30pm to 6:30pm		Office Closed
11	12	13	14	15	16
*****First week of Spring 2010 classes*****					
Selling 4:30pm to 6:30pm	Selling 4:30pm to 6:30pm	Selling 4:30pm to 6:30pm	Selling 4:30pm to 6:30pm		Selling 11:00am to 1:30pm
18	19	20	21	22	23

Pre-assignments, Booklists and the WC Bookstore can be accessed online
through Wilmington College's web site at www.wilmington.edu.

- **Pre-assignments and Booklists:** On the main page select "Current Branch Students" under "Cincinnati Branches for Adults." You will then select the campus where the class is being held, along with the current semester.
- **WC Bookstore:** Visit www.wilmington.bkstr.com and select your division (B) and your course. There is no shipping charge to have the books sent from Main Campus to the Blue Ash location.