



Branch Notes

Important Dates to Remember



June 5, 2009

Fall 2009 course schedule available online



June 8, 2009

Employer Reimbursement payments due by 6:45pm for Spring 2009



June 22, 2009

Fall 2009 completed registration forms accepted



June 23, 2009

Experiential Portfolio Workshop (see page 5)



June 29, 2009

Fall 2009 registration begins



July 1, 2009

CLEP fee increases to \$87



July 3, 2009

Office Closed



July 15, 2009

Experiential Portfolio workshop (see page 5)



July 17, 2009

Deadline for CLEP exams and waiver submissions for Summer 2009 graduates



September 15, 2009

Employer Reimbursement payments due by 6:45pm for Summer 2009

CONGRATULATIONS 2008-2009 GRADUATES!!!

FALL 2008

Thomas Adleta
Tricia Asher
Theresa Bailey
Ruth Benton
Ben Bruce
Neal Buckley
Tammi Carpenter
Vernon Carter
Gregory Coffey
Lisa Copas
James Dooley, Jr.
Leslie Ebbing
Dara Geiger
Thomas Hale, Jr.
Marie Inanli
Jeffrey Kilby
Lori Kranpitz
Dennis McDonald
Judith Mullins
Amy Petrik
Nathan Robbins
Candice Tolbert
Sjen von Dienes-Oehm
William Weber
Beth Williams
Steve Withrow

SPRING 2009

Peter Alexander
Andrew Bassitt
April Bennett
Victoria Bradley
Debra Desgrange
Leola Gilmore
Minnie Griffin
Jessica Hall
Gregory Kauffman
Jeffrey Kidder
Laurie Loomis
Bryan Molina
Kelly O'Connor
Kevin Owens
Lynn Ratcliff
Kelly Shobe
Curtis Smith
William Sowder
Karla Stemple
Judy Thompson
Michelle Tyson

SUMMER 2009

Emily Adkins
Todd Amiot
Rosanne Brubaker
Karen Childers
Bradley Curtis
Mary DelVecchio
Andrea Doolittle
Christonia Fouch
Rachael Gore
Edward Hale
Dustin Hicks
Stephanie Johansing
Michael Johnson
Paul Konrad
Charlene Marhoffer
Stephanie Miller
Russell Perry
Steven Saylor
Matthew Schneider
Qiana Sheppard
Lyndsey Smith
Matthew Strange
Adam Wolfe

Congratulations to the 2008-2009 graduates on all of your hard work, and thank you to all who were able to attend the 2009 Senior Banquet, Baccalaureate, and Commencement ceremonies! On behalf of the Wilmington College Cincinnati Branch faculty and staff, we wish you nothing but success in the future! Be sure to keep in touch and keep us up to date on your impending accomplishments so that we can share them with the Wilmington College Cincinnati Branch community!

A special thank you to Lynn Ratcliff and Tom Hale, Senior Banquet speakers, to Ruth Benton, Baccalaureate speaker, and to Sjen von Dienes-Oehm, Commencement speaker. Thank you for sharing your stories, your words, and your memories. We have heard nothing but praise for your speeches!

Distinguished Student award

Mary DelVecchio
William Sowder
Sjen von Dienes-Oehm

Elizabeth Ackley Writing award

Ruth Benton
Marie Inanli
Matthew Schneider

Outstanding Faculty award

Bernie Matt

Honorable Mention:
Tricia Asher

SENIOR BANQUET, BACCALAUREATE, AND COMMENCEMENT 2009



**To view additional pictures from these events, please visit us on Facebook!
Become a fan of Wilmington College - Cincinnati Branches!**

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! 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 FALL 2009 BEGINS JUNE 29, 2009!

A few things to remember...

Completed registrations will be accepted beginning June 22, 2009, and can be brought to the front desk, mailed, or faxed. Registrations will be entered beginning June 29, 2009.

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 Fall 2009 are due no later than **January 21, 2010, at 6:45pm.**

Promissory note students: Promissory note payments will be due by September 15, 2009, October 15, 2009, and November 15, 2009, by 6:45pm. 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 cinstate@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 be

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.

Student Biographical Information

Holds Other Addresses Employment Exams Education History and Services

Profile:

ID Number: [REDACTED] Phone: [REDACTED]

Address: [REDACTED]

Academic:

Adviser: [REDACTED] Email: [REDACTED] Acad Status: Academic Good Standing

Subprogram: CIN

Classification: Senior

Degree: Bachelor of Arts

Major1: Business Administration

Major2:

Minor1:

Minor2:

Plan Graduation: SP 2010

How Hours: 20.00

Conc1: Management

Conc2:

Cert1:

Cert2:

← 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 SU 2009.

Important deadline information—CLEP exams and waivers

Are you planning to submit a Personal Fitness or Public Speaking waiver? Are you thinking about taking 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.

Summer 2009 Graduates:

Friday, July 17, 2009

In addition, you should plan on one semester's length of time before learning the results of your Experiential Portfolio. If you need to factor these hours into planning for your graduation, it may be in your best interest to submit your portfolio early.

Questions? Please contact Jennifer Kelsen.

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. Please RSVP to Jennifer Kelsen at jennifer_kelsen@wilmington.edu if you plan to attend the following workshop:

Tuesday, June 23, 2009, at 5:30pm
Wednesday, July 15, 2009, at 5:30pm

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

ADVISOR DIRECTORY**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 - Scott Burnam

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

FINANCIAL AID FOR SUMMER 2009**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.

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 SU2009 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

Blue Ash
9987 Carver Rd., Suite 100
Blue Ash, OH 45242
(513) 793-1337
 Office Hours:
 Monday - Thursday 9:45am to 6:45pm
 Friday 8am to 4pm
 Saturday 7:30am to 2:00pm **during**
accelerated sessions

Cincinnati State
3520 Central Pkwy Rm 330 BTD
Cincinnati, OH 45246
(513) 569-1806
 Office Hours:
 Monday - Thursday 9:45am to 6:45pm
 Friday 8am to 4pm



SUMMER 2009 BOOKSTORE HOURS

No bookstore hours are scheduled for June. Please check the August edition of Branch Notes for bookstore hours for Fall 2009 courses.

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.

If you prefer, you may contact the book store directly at 1-800-341-9318. You may pay for your books over the phone with a credit card and have them sent to Blue Ash to pick up anytime during branch office hours.

Please note: Books for classes held at Cincinnati State will only be available through the Cincinnati State bookstore.