Note: This handbook is printed once per year. The content is subject to change without notice. Please consult the School-Based Scholars website at nkusbs.nku.edu for the most current information.
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WELCOME NKU SCHOOL-BASED SCHOLARS!

Congratulations on your achievement! Your determination to succeed in school has opened up a great opportunity for you. Your enrollment enables you to earn college credit before graduating from high school. We are pleased to have you as a part of the NKU community and wish you much success!

Benefits of the Program
• As an NKU student, you will have the opportunity to familiarize yourself with college coursework, instructional contact time, faculty, and student services.
• You can expand your high school academic options and at the same time, shorten the time it takes to earn your college degree.
• You have the option to get a student ID card that will allow you access to the NKU Steely Library, the Campus Recreation Center, computer labs, and other student services. For more information, please refer to page 15.
• You can reduce your college tuition expenses and accelerate your time to a college degree by taking courses at a reduced rate.

This publication was prepared by Northern Kentucky University and printed with state funds (KRS 57.375). It is Northern Kentucky University’s policy to ensure equal employment opportunity for all persons and to take the necessary actions needed to recruit, employ, train, promote, and retain qualified faculty and staff, including members of protected groups. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender, national origin, race, religion, sexual orientation, genetic, or veteran status, is prohibited. MC170267

LOOK FOR US ON SOCIAL MEDIA:
Facebook: facebook.com/SchoolBasedScholars
## DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your time is structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You will usually be told what your responsibilities are and corrected if your behavior is out-of-line.</td>
<td>You are old enough to take responsibility for what you do and don’t do, as well as the consequences of your decisions.</td>
</tr>
<tr>
<td>Each day you proceed directly from one class to another.</td>
<td>You often have hours between classes; class times vary throughout the day and evening.</td>
</tr>
<tr>
<td>You spend 6 hours each day - 30 hours a week in class.</td>
<td>You spend 12-18 hours each week in class.</td>
</tr>
<tr>
<td>You are not responsible for knowing what it takes to graduate.</td>
<td>Graduation requirements are complex and vary for different majors, as well as different years. You are expected to know those that apply to you.</td>
</tr>
<tr>
<td>Teachers remind you of incomplete work.</td>
<td>Professors will not remind you of incomplete work.</td>
</tr>
<tr>
<td>Teachers approach you if they believe you need assistance.</td>
<td>Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.</td>
</tr>
<tr>
<td>Teachers have been trained in teaching methods to assist in imparting knowledge to students.</td>
<td>Professors have been trained as experts in their particular areas of research.</td>
</tr>
<tr>
<td>Teachers often take time to remind you of assignments and due dates.</td>
<td>Professors expect you to read, save, and consult your syllabus; the syllabus explains what is expected of you, when assignments are due, and how you will be graded.</td>
</tr>
<tr>
<td>Good homework grades may help raise your overall grade when test grades are low.</td>
<td>Grades on tests and papers usually provide most of the course grade.</td>
</tr>
<tr>
<td>You may graduate as long as you have passed all required courses with a grade of D or higher.</td>
<td>You may graduate college only if your average in classes meet the departmental standard - typically a 2.0 or C.</td>
</tr>
</tbody>
</table>

## ADMISSIONS

The School-Based Scholars Program allows eligible high school students to take NKU college classes before graduating from high school at our reduced rate.

The cost of each class is $54 per credit hour (i.e. $162 for most classes). The average cost of textbooks is $75-150 per class.

Note: Some high schools do not offer the option to take NKU classes at their respective high school. In this case, a student is still eligible to take class(es) at the Highland Heights campus, Grant County Campus, or online.

Please visit the Frequently Asked Questions section of our website, inside.nku.edu/schoolbasedscholars/faqs.html for more information about the program.

## ELIGIBILITY

High School students are eligible for the School-Based Scholars Program by meeting the following criteria*:

- Must have completed the sophomore year of high school at the time classes are taken. (Students are not eligible once they have graduated from high school.)
- Must have an ACT composite score of 20. Students who do not have an ACT score may submit an SAT or PSAT score. If a student does not have an ACT or SAT/PSAT score, they may be admitted with a 3.0+ GPA and a recommendation from their high school guidance counselor.
- Must have a cumulative high school GPA of at least 3.00 on a 4.0 scale and must maintain a grade of C or higher in each NKU class in order to continue taking classes prior to high school graduation.
- Must have written permission from a high school principal or guidance counselor and from a parent/guardian (if under age 18).
- **Must meet any prerequisites** for the specific NKU courses in which the student intends to enroll. For some courses, prerequisites include minimum ACT sub-scores in English, math, or reading.

*Eligibility is monitored and verified on an ongoing basis.
Applicants must submit the following:

1. NKU School-Based Scholars Online Application*
2. Disclosure Page*
3. Official high school transcript (mailed)
4. Official ACT, PLAN, SAT, or PSAT score report (mailed) (if applicable)

*Please visit inside.nku.edu/schoolbasedscholars/admission.html for access to the online application and disclosure page.

Application materials can be faxed (859-572-1905), emailed (nkusbs@nku.edu) or mailed to:

NKU School-Based Scholars Program
MEP 401
Nunn Drive
Highland Heights, KY 41099

Please check with your guidance counselor regarding the deadline to submit application materials for each semester.

Home-School Students
Students who are home-schooled must follow the same procedures for admission as listed above. In addition, a notarized statement from the home-school teacher or independent study director detailing the content of the student’s curriculum and the duration of each subject, is required.

Continuing enrollment
Students who wish to take classes for more than one semester must submit an updated transcript with high school GPA and test scores before registering each subsequent semester.

After high school graduation
Students who wish to become degree-seeking students at NKU after high school graduation must apply to the Office of Admissions as an incoming freshman. Updated ACT or SAT score reports and official high school transcripts must be submitted. Beginning fall 2018, applicants will have to pay the $40 application fee. Please refer to page 19 for more information.

SBS Reinstatement Policy
Students who fall below the NKU grade requirement of a C in each NKU class may apply for reinstatement after sitting out for one full semester. Students must meet all other admissions requirements to apply for reinstatement. Please contact the SBS Program at (859) 572-5498 or nkusbs@nku.edu for more information.
The Schools-Based Scholars Program now offers students a new opportunity to get further immersed in the collegiate experience as a SBS Ambassador! As a SBS Ambassador, currently enrolled SBS students will be leading the charge in promoting the benefits of NKU dual-credit classes and share their own dual-credit experience with potential freshman, sophomores, and juniors at their respective high schools.

There are many benefits to those students who are selected to be an SBS Ambassador:

- Networking opportunities with NKU faculty and staff, admissions, and university programs.
- Opportunities to attend on-campus events and explore NKU’s campus offerings.
- Opportunity to build leadership and communication skills.
- Students will provide a service to other students, helping them to understand and get excited for dual-credit.
- Offers students a chance to build their resume to showcase public speaking and leadership skills outside of the classroom and increase their marketability with job, university and scholarship applications.

Any student interested in applying to be a SBS Ambassador can find an application* at inside.nku.edu/schoolbasedscholars/ambassadors.html

*Applications will be accepted on a first come, first serve basis and you will be notified by email if you have been selected as an SBS Ambassador. Completed applications may be emailed to nkusbs@nku.edu or turned in to your SBS Guidance Counselor.

In order to qualify to be an SBS Ambassador, students:

- Must be currently enrolled in at least one class in the SBS program.
- Must have a 3.0 GPA or higher.
- Must have at least a 20 composite on ACT or an equal test equivalent.

As a SBS Ambassador, students will be expected to:

- Preference given to those students who plan to apply to NKU as freshman.
- Must be able to attend at least one Ambassador meeting to be held on NKU’s campus each semester.

NKU SCHOOL-BASED SCHOLARS AMBASSADORS

Preference given to those students who plan to apply to NKU as freshman.

Must be able to attend at least one Ambassador meeting to be held on NKU’s campus each semester.

As a SBS Ambassador, students will be expected to:
- Work with your school’s guidance counselor and the SBS program to serve as an advocate for Northern Kentucky University in each student’s respective high school.
- Speak about your SBS experience at a minimum of one major school event (i.e., a pep rally, an awards ceremony, 8th grader visits to the high school, dual-credit parent night), to be determined at a later date.
- Provide support to SBS students as needed.
- Attend at least one Ambassador meeting to be held on NKU’s campus each semester to discuss ways to recruit new students and/or connect with freshman, sophomores, or non-SBS juniors to promote dual credit.
REGISTRATION

Follow the steps below to add a class to your schedule:
Student View:

1. Please log into the system (mynku.nku.edu) using your USERNAME and PASSWORD. Please see below for help with your USERNAME and PASSWORD.
2. Go to the “Student Self-Service” tab and then the “Academics” sub-tab.
3. Click “Online Registration” and agree to the financial disclaimer.
4. Click “Continue” for the appropriate semester. Be sure to select undergraduate as your program type and the correct semester.
5. Click the “Search” tab to locate classes.
6. You may choose to add a course to your registration cart and/or click on one-click registration. Click register to enroll in a course.
7. Go back to the original screen and print your schedule after clicking on “My Class Schedule.”

Visit mynkuhelp.nku.edu/stuvideos.html and select the “Course Registration” video for more detailed instructions.

If you forgot your USERNAME, please contact the SBS Program at nkusbs@nku.edu or (859) 572-5498. Remember your USERNAME was provided on your NKU SBS acceptance letter.

If you need to create or change your PASSWORD, please visit: password.nku.edu. Students who have not been issued an ALL CARD will click on “new user.” If you have an ALL CARD, please click “forgot password.”

For a listing of classes*, go to: classschedule.nku.edu.

*Please note this schedule does not reflect real-time availability. Please log into myNKU for real-time availability.

All students are bound by the NKU Student Honor Code: nku.edu/audience/current-students/honor.html, in addition to the policies and procedures of the School-Based Scholars Program.

DROPPING YOUR COURSE

Before you drop a course, please consult your guidance counselor and the SBS program.

If you decide that you need to drop a course, please visit: tinyurl.com/nkudropcourse for instructions on how to drop a course in myNKU.

Please note the following deadlines:

<table>
<thead>
<tr>
<th>FALL 2017 SEMESTER</th>
<th>SPRING 2018 SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 28</td>
<td>Tuesday, January 16</td>
</tr>
<tr>
<td><strong>Last day to drop with 100% tuition adjustment.</strong></td>
<td></td>
</tr>
<tr>
<td>Tuesday, September 11</td>
<td>Monday, January 29</td>
</tr>
<tr>
<td><strong>Last day to drop a course without a grade appearing on a student’s transcript. Last day to drop a course with a 50% tuition adjustment.</strong></td>
<td></td>
</tr>
<tr>
<td>Monday, October 30</td>
<td>Monday, March 19</td>
</tr>
<tr>
<td><strong>Last day to drop a course with a grade of “W.”</strong></td>
<td></td>
</tr>
</tbody>
</table>
**TUITION AND FEES**

The cost of each class is $54/credit hour (i.e. $162 for most classes). The average cost of textbooks is $75-150 per class.

### Tuition Due Dates

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TUITION DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017 Semester</td>
<td>Monday, August 21</td>
</tr>
<tr>
<td>Spring 2018 Semester</td>
<td>Monday, January 8</td>
</tr>
</tbody>
</table>

**Tuition checks can be mailed to:**
Northern Kentucky University  
Student Account Services  
School-Based Scholars Program  
Lucas Administrative Center 235C  
Nunn Drive  
Highland Heights, KY 41099

*Please be sure to include your date of birth on your check.*

You may pay by check or in person. You can also pay online through myNKU ([mynku.nku.edu](http://mynku.nku.edu)) using an electronic check (no charge) or a credit card (for a small charge).

*Note, students taking a SBS class(es) on the Highland Heights campus may purchase a discounted parking pass. Students not taking a SBS class(es) on the Highland Heights campus are not eligible for this and must park in a visitor lot. For the 2017-18 year, SBS parking passes are $35 per semester. For information please contact the SBS Program at (859) 572-5498.*

Please visit our website, [nkusbs.nku.edu](http://nkusbs.nku.edu), for additional tuition information.

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**STUDENT ACCOUNT SERVICES**

**HOURS OF OPERATION**

**Fall and Spring**
Monday through Friday  
8:15 a.m. - 4:30 p.m.

**Summer**
Monday through Friday  
8:15 a.m. - 4:30 p.m.

*Hours are subject to change.*

**Kentucky Dual Credit Scholarship**
The Kentucky Dual Credit Scholarship is sponsored by the Kentucky Higher Education Assistance Authority (KHEAA) for eligible students. The scholarship may cover up to two approved dual credit courses offered throughout the state of Kentucky while a student is in high school. Contact KHEAA for more information at 1-800-928-8926.

**Financial Obligation**
Students are bound by the financial obligation to NKU as listed at the following website: [studentaccountservices.nku.edu/agreement.html](http://studentaccountservices.nku.edu/agreement.html).
Please go to: shopnku.com to find the textbook(s) for your course. You can either purchase your textbook(s) online or visit the bookstore in-person. Please note, you are also responsible for any books/supplies needed for your course.

Store location
University Center
University Bookstore
Nunn Drive
Highland Heights, KY 41099

Phone
(859) 572-5142

<table>
<thead>
<tr>
<th>Standard Bookstore Hours</th>
<th>(subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:45 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

NKU ALL CARD
Imprinted with your photograph, assigned student ID number, and your ISO number, the NKU ALL CARD is your official University identification. It also enables you to gain access to services and activities (some require that money be loaded on your card):

Copiers (discounted)
Bookstore
Health Center
Special Events
Game Room
Dining (discounted)
Vending (discounted drinks)

Computer Lab Printing
Library
Steely Library Services
Recreation Center Access
US Bank ATM/Debit Card
TANK and Southbank shuttle bus passes

ALL CARDS are automatically activated each semester. If you already have your card, you do not need to take any action; it will be valid for the duration of your attendance. If you have lost it, you can receive another one at the ALL CARD office for an additional fee.

If you are a new student, you are not required to get an ALL CARD; however, if you would like to utilize its access to campus services and activities, you are welcome to visit the ALL CARD office as early as two weeks before classes begin, and two working days after you register for classes, to get your ALL CARD made. Please bring a current driver’s license, state-issued photo ID, or passport.

Northern Kentucky University
ALL CARD Administration
Student Union 120
Highland Heights, KY 41099
(859) 572-6016
allcard@nku.edu

Visit allcard.nku.edu for more information.
**BLACKBOARD**

What is Blackboard and how do I use it?
Blackboard is a web portal that offers you easy access to course materials, university resources, and personal tools like email. To get on Blackboard, you must be a student registered at Northern Kentucky University, have a computer with Internet Access, and a web browser.

Students enrolled in a SBS class will have access to the SBS Blackboard page where you can access documents and information related to the SBS program.

If you know your NKU user name (your email prefix before @nku.edu) and password:

Go to blackboard.nku.edu and log in.

If you do not know your username:

Please email nkusbs@nku.edu.

If you don’t know your NKU password:

Go to password.nku.edu and follow the directions (students with NKU ALL CARDS should click on “Forgot Password”, students who have not had one made should click on “New User”).

Then, go to blackboard.nku.edu and login to your Blackboard course site.

For additional assistance:

Try using the tutorials at oit.nku.edu/listsoftware/blackboard-stu.html or call the IT Help Desk at (859) 572-6911.

---

**LEARNING PLUS**

NKU offers academic assistance and support for all students.

**Tutoring Information**

plus.nku.edu
Northern Kentucky University
University Center 170
Highland Heights, KY 41099
(859) 572-5475
laplearn@nku.edu

NKU Tutortrac
Gives students 24/7 scheduling access to NKU tutoring services. Visit plus.nku.edu/tutorappointment.html for further information.

The Writing Center
Staffed by skilled and experienced student consultants who guide and advise student writers through the writing process. Online tutoring is also available.

PLUS Tutoring
Provides content assistance and support for students enrolled in many 100 level courses.

PLUS Online
Provides online assistance for some 100 level courses.

Hours
Hours vary by semester and type of tutoring. Visit plus.nku.edu for the most current operating hours.
**ACCESSING YOUR GRADES & TRANSCRIPT**

**Mid-term Grade(s)**
Mid-term Grades are available for all undergraduate students. These grades are available online through myNKU around the middle of the term. Although not part of your permanent record, they serve as a guide to how well you are performing.

**Final Grades**
Your final grade is determined by your professor according to the syllabus that was provided to you at the beginning of the semester. Final grades are available online through myNKU.

**Transferring Credit**
NKU is a regionally accredited institution whose credits are accepted by most major colleges and universities. Students should consult with the college of their choice as to how their NKU credits will apply. **NKU does not make any guarantees for how courses transfer.**

For most colleges and universities you will need to send your official transcripts in order to transfer those credits.

You can send your NKU Official Transcript by logging into myNKU and viewing “My Records” under “Student Self-Service.” There is a $7 transcript charge using regular processing.

**You may access myNKU by visiting mynk.uk.edu**

**Course Evaluations**
Students are required to complete online course evaluations at the end of each semester for each enrolled SBS class. You may access the evaluation site at eval.nku.edu. Students who do not complete these evaluations (or opt out) should expect a hold (beyond the normal date of availability) on their grade and transcript access via myNKU.

*Students with tuition balances will not be able to access grades and transcripts until paid in full.*

**HOW TO APPLY AS AN INCOMING FRESHMAN**

Apply online apply.nku.edu

Please check admissions.nku.edu/deadlines.html for the most current deadlines.

<table>
<thead>
<tr>
<th>REQUIREMENTS &amp; DEADLINES FOR FIRST-TIME FRESHMEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Deadline</td>
</tr>
<tr>
<td>Deadline for Admissions Fall Semester</td>
</tr>
<tr>
<td>Deadline for Admissions Spring Semester</td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Official High School Transcript/ GED Scores</td>
</tr>
<tr>
<td>ACT or SAT</td>
</tr>
<tr>
<td>Official College Transcript(s) from Institutions Attended</td>
</tr>
</tbody>
</table>
Help! I have to do research -- where do I begin?
Never fear. The reference librarians are here to help you with any library research projects. They can help you develop a strategy for searching electronic periodical indexes, reference books, NKUIRE, the Internet, other libraries’ catalogs, and any other source that will help with your particular research project. For one-on-one assistance, consider making an appointment with one of the reference librarians for a research consultation. Please do not hesitate to ask at the information desk for assistance, call (859) 572-5457, or visit: steelylibrary.nku.edu/ask.html.

Can I access the library’s databases from home?
Yes. You will need your NKU username and password. From Steely’s home page, library.nku.edu, click on Find Books & More. Click on the search database you wish to access.

How do I find books in Steely Library?
Search NKUIRE, the library’s online catalog. The Reference librarians are happy to help you use this system. NKUIRE is accessible on all floors of the library (see our maps) and from off-campus (see above). Steely uses Library of Congress (LC) call numbers to shelve books. If you are unfamiliar with this system, see our guide explaining how to find books on the shelves.

How do I check out books?
NKU students may check out up to twenty books at one time. Take your books and your valid ALL CARD to the Circulation Desk. The lending period for undergraduates is three weeks. Books may be renewed one time unless someone has placed a hold on them. For more information, call the circulation desk at (859) 572-5457.

Where do I get reserve materials?
Traditional reserves can be found at the circulation desk on the third floor of Steely Library. To obtain traditional reserve materials, present your ALL CARD at the circulation desk. For questions about traditional reserves call (859) 572-5457.

FALL/SPRING SEMESTER SCHEDULE/HOURS

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Noon – 9:00 p.m.</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>6:30 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6:30 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

*Hours are subject to change.

Campus Recreation Center
New for the fall of 2015 – NKU’s Campus Recreation Center has been renovated and expanded to more than double the amount of recreational space available on campus.

Features in the new Recreation Center include:
• New natatorium with an 8-lane competition pool, dive well, and active shallow water area
• 6 basketball courts
• 17,000 square feet of weight/fitness space
• 3 multi-purpose rooms
• 2 racquetball courts
• Multi-activity court for indoor soccer and floor hockey
• Bouldering wall
• New locker rooms and sauna
• Lounge and study areas
• Outdoor courtyard

Students wishing to access the NKU Recreation Center can park in the garage located on Kenton Drive.

Please reference the Campus Recreation Center’s website for additional facility descriptions, policies, summer hours, and other relevant information.
TIPS FOR ACADEMIC SUCCESS

TIME MANAGEMENT & STUDY SKILLS

What does it mean to “study”?
In college, studying encompasses a lot of different activities. Simply put, it means anything required for successful completion of a course. This can include writing assignments, worksheets/surveys, research, presentations, group projects, computer assignments, reviewing lecture notes and reading assignments, and preparing for tests and quizzes. When professors and advisors talk about how much “study time” you are setting aside, they are talking about all of these things.

Formula for Academic Success
Most university professors make an assumption about how much time you should spend studying outside of class. This assumption is used to determine how much work they assign to students. We call this assumption the Formula for Academic Success. Here it is: For every hour in class, plan on studying 2 to 3 hours outside of class. So, if you are enrolled in 12 credit hours, you should plan on spending at least 24 hours per week studying.

The Reality of College Life – Balancing Act 101
College is hard. It is supposed to be. You have busy, complicated lives. Most of you are working and have family and friends you are involved with on a daily basis. Work, family, commuting, school … they all take time. Your challenge is to manage your time. It will take practice to balance all of your commitments. Ask for help and be willing to try new ideas. Be as flexible as possible. Try taking classes at different times of day than you might have considered and try to find an employer that values your education and is willing to work with your class schedule.

IMPORTANT NKU CONTACT INFORMATION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Based Scholars Program</td>
<td>(859) 572-5498 nkusbs.nku.edu</td>
</tr>
<tr>
<td>NKU Grant County Campus</td>
<td>(859) 824-3600 grantcounty.nku.edu</td>
</tr>
<tr>
<td>Norse Advising</td>
<td>(859) 572-6900 Advising.nku.edu</td>
</tr>
<tr>
<td>ALL-CARD (your NKU ID)</td>
<td>(859) 572-6016 allcard.nku.edu</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(859) 572-5142 bookstore.nku.edu</td>
</tr>
<tr>
<td>Health and Counseling</td>
<td>(859) 572-5650 hcp.nku.edu</td>
</tr>
<tr>
<td>Honors Program</td>
<td>(859) 572-5400 honors.nku.edu</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>(859) 572-6911 it.nku.edu</td>
</tr>
<tr>
<td>Learning PLUS</td>
<td>(859) 572-5475 plus.nku.edu</td>
</tr>
<tr>
<td>NKU Operator</td>
<td>(859) 572-5100</td>
</tr>
<tr>
<td>Steely Library</td>
<td>(859) 572-5457 library.nku.edu</td>
</tr>
<tr>
<td>Testing Services</td>
<td>(859) 572-6373 testing.nku.edu</td>
</tr>
<tr>
<td>Disability Programs and Services</td>
<td>(859) 572-5401 disability.nku.edu</td>
</tr>
<tr>
<td>Student Engagement</td>
<td>(859) 572-5806 tinyurl.com/nkustudentengagement</td>
</tr>
</tbody>
</table>
**NKU ACADEMIC CALENDAR**
**FALL SEMESTER 2017**
**AUGUST 21 - DECEMBER 8**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21 (Mon.)</td>
<td>Tuition and fees due Classes begin</td>
</tr>
<tr>
<td>August 28 (Mon.)</td>
<td>Last day to drop with a 100% tuition adjustment</td>
</tr>
<tr>
<td>August 28 (Mon.)</td>
<td>Last day to register or enter a course</td>
</tr>
<tr>
<td>September 4 (Mon.)</td>
<td>Labor Day – University Closed/No Classes</td>
</tr>
<tr>
<td>September 11 (Mon.)</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript</td>
</tr>
<tr>
<td>September 11 (Mon.)</td>
<td>Last day to drop a course with a 50% tuition</td>
</tr>
<tr>
<td>October 16 – 17 (Mon. – Tues.)</td>
<td>Fall Break – University Open/No Classes</td>
</tr>
<tr>
<td>October 30 (Mon.)</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>November 22 (Wed.)</td>
<td>University Open/No Classes</td>
</tr>
<tr>
<td>November 23 – 24 (Thurs. – Fri.)</td>
<td>Thanksgiving Holiday – University Closed/No Classes</td>
</tr>
<tr>
<td>December 8 (Fri.)</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 9 – 15 (Sat. – Fri.)</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December – January (Dates TBD)</td>
<td>Winter Break (Select offices open on specific dates with limited services available. Please call in advance for availability.)</td>
</tr>
</tbody>
</table>

**NKU ACADEMIC CALENDAR**
**SPRING SEMESTER 2018**
**JANUARY 8 - APRIL 5**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8 (Mon.)</td>
<td>Tuition and fees due Classes begin</td>
</tr>
<tr>
<td>January 15 (Mon.)</td>
<td>Martin Luther King Day – University Closed/No Classes</td>
</tr>
<tr>
<td>January 16 (Tues.)</td>
<td>Last day to drop with a 100% tuition adjustment</td>
</tr>
<tr>
<td>January 16 (Tues.)</td>
<td>Last day to register or enter a course</td>
</tr>
<tr>
<td>January 29 (Mon.)</td>
<td>Last day to drop a course without a grade appearing on a student’s transcript</td>
</tr>
<tr>
<td>January 29 (Mon.)</td>
<td>Last day to drop a course with a 50% tuition</td>
</tr>
<tr>
<td>February 19 (Mon.)</td>
<td>President’s Day – University Open/Classes Held</td>
</tr>
<tr>
<td>March 5 – 9 (Mon. – Sat.)</td>
<td>Spring Break – University Open/No Classes</td>
</tr>
<tr>
<td>March 19 (Mon.)</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>April 27 (Fri.)</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 28 – May 4 (Sat. – Fri.)</td>
<td>Final examinations</td>
</tr>
</tbody>
</table>

**This is the NKU Spring Academic Calendar. Always consult your NKU syllabus or instructor for the calendar for your NKU class. For a full calendar, please visit inside.nku.edu/registrar/calendars/fall-2018.html**
**Glossary of Useful Terms**

These are some important terms that you will need to become familiar with during your academic tenure at Northern Kentucky University.

**Academic Advisor** – either a professional advisor or a faculty advisor that helps students define and develop educational and career goals that are consistent with their personal values, interests, and talents.

**Academic Bankruptcy** – a procedure whereby grades that a student received are removed from the cumulative GPA. This procedure may be applied only once and is not available until a student has been absent from the university for at least two academic years. See NKU’s undergraduate catalog for more details.

**Academic Standing** – a student’s academic standing is determined jointly by the number of credit hours attempted and the number of quality points earned. There are four categories of academic standing: good, academic warning, probation, and suspension:

- **Good Standing** – a student is making satisfactory academic progress.
- **Academic Warning** – a student with fewer than 16 semester hours who receives a GPA of 1.66 or lower; or a student with more than 16 semester hours who receives a GPA of 2.00 or lower.
- **Probation** – a student is experiencing academic difficulty. Students whose performance does not improve may be subsequently suspended from the university.
- **Suspension** – a student who has made unsatisfactory academic progress and has been asked to leave the university for at least two semesters.

**Associate Degree** – a degree awarded upon completion of one of the various programs designed for preparation in technical or semi-professional careers. Most degree programs at NKU require completion of a minimum of 60 credit hours. See NKU’s undergraduate catalog for more details.

**Bachelor Degree** – a degree in an academic discipline that requires the completion of 120 credit hours comprising general studies requirements, major requirements, and minor or area of concentration requirements; a GPA of 2.0 is required for graduation. See NKU’s undergraduate catalog for more details.

**College** – an academic division within a university comprising academic departments and directed by a Dean.

**Co-requisites** – two or more courses that must be taken simultaneously within one semester. For example: the co-requisite for BIO 120 is BIO 120 L – General Biology Laboratory.

**Course Load** – the number of credit hours carried by a student in a given semester. The average course load is 15 credit hours. A full time course load is 12 – 18 hours. Students should consult with their advisor about appropriate course loads.

**Credit Hour** – equivalent to the numbers of hours of instruction received per week in a given course. For example: most courses at NKU are 3 credit hours and therefore students can expect to spend 3 hours per week in a given class.

**Dean’s List** – all full time undergraduates attempting at least 8 semester hours earning quality points (excluding developmental courses) achieving a GPA of 3.60 or greater at completion of a semester’s work will be appointed to the Dean’s List.

**Department Chair** – a faculty member who is in charge of an academic department. This individual has administrative responsibilities, handles curriculum issues, and oversees department faculty.

**Drop/Add** – the process used if students wish to alter their schedule after they have registered for courses. This is accomplished through myNKU for all students in good standing. See page 24-25 for specific drop/add deadlines each semester.

**Earned Hours** – credit hours earned for college-level courses (numbered 100 and above) with a passing grade.

**Elective** – a course in a student’s curriculum that counts toward graduation, but is not required for a major, minor, area of concentration, or Foundation of Knowledge (general studies) requirement.

**Full-time Student** – a student who is registered for 12 or more credit hours in the fall or spring semesters.
Minor – a secondary or supplementary field of study usually requiring 21-27 credit hours. For example: an Archaeology minor.

Foundation of Knowledge (General Studies) – courses common to all undergraduate programs at NKU; focusing on a broad range of topics including English literature and composition, history, mathematics, natural sciences, humanities and fine arts, foreign language, behavioral sciences, and social sciences. See the catalog for more information.

Grade Point Average (GPA) – the ratio of the number of quality points earned to the number of quality hours. Each grade earns quality points for each credit hour attempted. To compute the GPA, add all of the quality points and divide this sum by the number of quality hours.

Hold – an official action taken by the university to halt student registration and receipt of grades or transcript. Often imposed as a result of unpaid bills, probation, and/or advising requirements.

Honor’s List – all full time undergraduates attempting at least 8 semester hours earning quality points who achieve a GPA of 4.00 after the completion of a semester’s work will be appointed to the Honor’s List.

Incomplete – grade assigned when part of the work in a course remains incomplete. It is only given at the student’s request and where there is reasonable possibility that a passing grade will result from completion of work. It must be completed by midterm of the next full semester; otherwise a grade of “F” is assigned by the instructor. See catalog for more details.

Late Withdrawal – a process where a student may petition to withdraw from a class or all classes after the regular drop date. The associate or assistant dean of the college of your major must approve withdrawals.

Major – a concentrated study in an academic discipline usually totaling 30-75 credit hours.

Office Hours – those hours designated by faculty members as times for students to visit or call for assistance.

Part-time Student – a student who is registered for fewer than 12 credit hours in the fall or spring semesters or fewer than 9 hours in the summer.

Placement Test – a test given to determine the appropriate level at which to “place” a student in certain courses. The Testing Office at NKU offers placement tests in English, mathematics, and reading.

Prerequisite – a course that a student must take prior to taking a more advanced course. For example: PSY 100 is a prerequisite for PSY 200.

Quality Hours – credit hours attempted for NKU college-level courses receiving passing or failing grades. (Withdrawals, transfer courses, and developmental courses do not count toward quality hours.)

Quality Points – the value assigned to each grade. For example: an “A” earns four quality points for each credit hour attempted. For a three-credit hour course in which an “A” was earned, a student would receive 12 quality points.

Registration – the process of signing up for courses for the following semester.

Repeat Option – an option whereby a student may retake a course in which he/she earned a D or F and have that grade replaced by the new grade. Only four courses may be repeated with this option. See the catalog for further details.

Semester – an academic term consisting of 15 weeks of in-class time followed by one week of final exams. There are two 15-week semesters (Fall and Spring) and shorter Summer sessions in an academic year.

Schedule of Classes – an online listing of courses to be offered the following semester; also contains final exam schedule and academic calendar.

Scholar’s List – recognition of scholarly achievement for part time students earning a GPA of 3.60 to 4.00. Similar to Honor’s and Dean’s Lists.
Student Classification –
• Freshman: 0 – 29 hours
• Sophomore: 30 – 59 hours
• Junior: 60 – 89 hours
• Senior: 90 + hours

Syllabus – a document provided by a course instructor which outlines the course objectives, requirements, and attendance and grading policies.

Transcript – an official record of a student’s academic work at the university listing courses, grades, academic standing, and degrees completed.

Transfer Credit – courses completed at another institution and accepted by NKU as part of a student’s academic record. The Admissions Office and/or the appropriate academic department must evaluate all transfer work.

Undergraduate Catalog – the official university document that contains information pertaining to academic requirements and policies, as well as course descriptions and campus resources. The catalog functions as the student’s contract with the university throughout his/her academic tenure. The catalog is valid for eight years.
According to a 2010 report shared by the US Department of Education*, high school students who participate in dual enrollment had:

- Higher grade point averages (GPAs) in College
- Earn 15.1 more college credits than students who did not take dual-enrollment classes
- Decreased time to completion of a college degree
- Significant college cost savings of $5,000 to $24,000 for each full year of dual-enrollment participation


“The School-Based Scholars Program has enabled me to get ahead on my college coursework by obtaining over 25 college credit hours during my junior and senior years of high school. Not only that, but I was able to pay for those classes at a much cheaper rate than a normal college freshman. Throughout my years as a SBS student, I’ve learned the necessary skills to achieve excellent grades [and] I’ve met some of the greatest professors as well. I highly recommend the school based scholars program to anyone who is even considering college as a post high school option. I was hesitant at first but soon realized that I had nothing to lose. The school based scholars program is one that allows for opportunity in anyone’s life. It’s a chance that’s not worth missing.”

- Alex Herrmann, SBS Student at Williamstown High School