

ACADEMIC SERVICES

Andersen Library

262-472-1032

<http://library.uww.edu/>

Andersen Library provides an innovative learning environment that takes full advantage of emerging information technologies while preserving traditional formats and services. The Library's homepage is the gateway to all of its resources, both print and electronic. Its more than 2 million items include books, electronic books, print journals, electronic journals, databases, indexes, audio-visual items, camcorders, laptops, and electronic readers. Electronic resources such as databases (including reserve items) are accessible 24-7 by our registered students on and off campus. In addition, students can freely borrow from other University of Wisconsin libraries using the "Universal Borrowing" function in the common online catalog system. The physical facility is Wi-Fi enabled. Microsoft Office and other common applications are installed on most public workstations to accommodate the multitasking interests of students. Group study rooms, many equipped with audio-visual facilities, white board, and online capability, provide collaborative space for team work. Laptops, camcorders, computer gaming consoles, electronic readers, and portable projectors are available for presentation practices. Comfortable and varied seating abounds throughout the three floors. Floors one and three are reserved for quiet study, and the second floor is a talking floor for groups or casual conversation. A wide-screen TV adjoins the Food For Thought café, and displays on wide-ranging topics enhance the library experience. The children's area on the main floor has books, games, TV and CDs that are open to the public. Co-curricular interests are supported by extensive collections of DVDs, CDs, graphic novels, audio books, and computer games. A computer gaming room can be reserved by faculty and students. The friendly reference librarians are on hand most hours that the library is open to assist any students who need help in their research. More than 300 library instruction classes are offered each semester. Trained 'tech helpers' provide hardware and software assistance Sunday through Thursday evenings. Virtual reference assistance is available 24-7.

Other Learning Materials

In addition to the wide variety of information available in the library, several other collections of teaching and learning materials are available on campus. Many departments and academic programs have small libraries of periodicals or reference works for use by students, who may receive information at their major departments.

The College of Arts and Communication maintains an Arts Media Center. While the Arts Media Center collections (sound recordings on LP and compact disc, recorded opera on DVD and 35mm art slides) serve primarily to support teaching within the Departments of Music and Art and Design in the College of Arts and Communication, the sound recordings collections also serve as a campus music resource and are available for use in the Arts Media Center by all faculty/staff/students as well as members of the local community. The facility features a listening/viewing/study area with multiple dedicated listening stations for CDs, LPs, audiocassette tapes and online music databases, and one viewing station for playback of videocassette, and DVDs.

The Wisconsin Instructional Technology Resource Center (WITRC) is located in the College of Education on the first floor of Winther Hall. The Resource Center contains a state-of-the-art instructional

technology software collection and the latest developments in multimedia technology.

Finally, various University offices, such as Career and Leadership Development and the University Health and Counseling Services, have collections of information dealing with their functions.

Future Teacher Program

262-472-1101

<http://www.uww.edu/coeps/ftp/>

The Future Teacher Programs Mission is to increase the retention and graduation of diverse students in the teaching profession and of students seeking licensure in STEM (science, technology, engineering, mathematics) education and other academic disciplines experiencing teaching shortages.

The Future Teacher Programs goal is to build a bridge from the dream of teaching to the reality of being equipped to teach. The program's goal is to increase numbers of:

1. Minority graduates who are licensed to teach
2. Graduates licensed to teach in STEM disciplines
3. Graduates licensed in subjects with teacher shortages

The Future Teacher Program provides a hand and a road map to full academic and professional requirements. Students can participate in high-impact academic programming and transformational learning experiences aimed at promoting student success, such as:

- **The Future Teachers Summer Institute:** mentoring and involvement in important workshops a week prior to the start of classes
- **Learning Communities:** reside with other education majors, take some common courses with other LC participants and participate in off-campus experiences related to education undergraduate that makes an original intellectual or creative contribution to the discipline
- **The Praxis CORE:** earn credit while learning test strategies
- **Praxis CORE practice tests**
- **Undergraduate research:** Undergraduate research is an inquiry or investigation conducted by an undergraduate that makes an original intellectual or creative contribution to the discipline
- **Early experiences in schools:** hands-on experience in the classroom before your field placement
- **Service learning projects:** get involved and gain professional experience while completing a volunteer project
- **Study abroad programs:** unique opportunity to travel internationally while actively learning
- **Employment and internship opportunities**

Multicultural Business Programs

262-472-4900

<http://www.uww.edu/cobe/bachelors/student-resources/multicultural-business-program/>

The Multicultural Business Programs (MBP) is designed to support increased recruitment, retention, and graduation rate of ethnic minority students who pursue majors and careers in business. MBP provides an array of activities, the purpose of which is to:

- enhance multicultural students' awareness of career opportunities in business
- increase the undergraduate enrollment and graduation of multicultural students who have business majors
- provide opportunities for multicultural students to meet with business professionals in order to develop realistic perceptions of what it takes to be successful in the business arena
- provide academic support in the form of advising and counseling for students with such needs

MBP also identifies students with academic promise to involve them in summer internship experiences.

Ronald E. McNair Achievement Program

262-472-2804

<http://www.uww.edu/sdes/diversity-programs/mcnair-scholars/>

The Ronald E. McNair Achievement Program at the University of Wisconsin-Whitewater is designed to achieve four goals:

1. to introduce undergraduate students from targeted groups to high quality research settings as well as educational and professional role models;
2. to create an environment where graduate study is an expectation;
3. to provide academic support and preparation; and
4. to provide financial support for pre-doctoral study.

The program enrolls twenty-eight students each year, one-half juniors and one-half seniors. Students are expected to participate in the program for up to two years.

Students participating in the McNair Program will work in a mentoring relationship with a faculty member; participate in seminars addressing graduate school preparation, expectations and opportunities; demonstrate their research ability in independent research projects; and present their research at regional and national conferences.

Textbook Rental

262-472-1302

<http://www.uww.edu/textbookrental/>

A. Guidelines

1. The Textbook Rental adoption policy requires that titles normally be retained for a **three year** period.
2. Books are **not** automatically updated when a new edition becomes available. A request for a new edition may be submitted as a new book order, subject to the three year adoption policy.
3. A request for a new text may be submitted as a new book order: 1) when a new edition of an existing text becomes available; or b) when the existing text goes out of print.
4. Books will be purchased from used book companies when available. A request for all new books will be evaluated on an individual basis.
5. The book designated as the main textbook for a course will not be subject to any maximum dollar amount. There is a **\$10 minimum** for any book purchased for the Textbook Rental Service.
6. If multiple texts are used in a course, **the total dollar value at list price may not exceed \$80**. A request for multiple texts exceeds a total of

\$80 may be submitted to a faculty textbook advisory committee for review.

7. Supplemental texts not covered by the Textbook Rental guidelines may be ordered through the University Bookstore to be purchased by the students.
8. When a new book is adopted for a course or section, the existing text used by that instructor or the previous instructor will be discarded. Options include:
 - a. Selling books to used book companies.
 - b. Selling books to students at a reduced rate.
 - c. Sending books to the academic department upon request. These requests are subject to limitations determined by the wholesale value of the book.
 - d. Sending books to the Reserve Library in accordance with their policies.
9. **Any textbook that has not been used for three years will be discarded upon notification of the department chairperson.** Exceptions may be submitted in writing to the Textbook Rental Director.
10. **Textbooks for graduate courses, workshops, seminars and other one-time offerings are not available through Textbook Rental.**

B. Practices - The following existing practices will remain in effect.

1. Textbooks for workshops, seminars and one-time offerings are not available through textbook rental.
2. Fines, \$20 for the first book and \$2.50 for each additional book.
3. Incompletes. The textbook rental office must be notified if any books are needed for an incomplete in a course. Books must be returned upon completion of the course.
4. Any book from the textbook rental department may be purchased at a discount during the advertised periods. These times occur approximately 30 days after the start of a semester and end approximately 20 days prior to the last day of classes. Summer school purchase periods will be one week from the start of classes and end one week prior to the end of classes.
5. The discount of 10% on any book less than one year old, 20% on any book one or two years old and 30% off any book three years or older. The discount will be applied to the retail price of the book at the time it was last purchased by the textbook rental department.
6. Those who wish to purchase books at other times of the year must pay the full retail price of the book at the time it was last purchased by the textbook rental department.
7. Students must pay for all textbooks, audio CDs and CD-ROMs that are not returned to the textbook rental. Discounts will be applied if applicable. A full refund will be given if the materials are found and returned within 30 days. A refund on materials returned after 30 days will be at the discretion of the textbook rental supervisor.
8. For books removed from inventory: Books which are checked out by students and that have been subsequently removed from the Textbook rental Inventory must be returned to avoid being billed for the retail price of the books:
 - a. Within 30 days of the end of the semester that the book was last used, or
 - b. Within 30 days after the completion of an incomplete that required the use of the discontinued book.
 - c. Discarded books may not be returned for credit in lieu of purchasing the books if they do not fall under the guidelines set forth in (1) and (2) above.

9. Marking in a new book will result in a fine ranging from \$2.00 up to the replacement cost of the book.
10. Graduate students are not allowed the use of the textbook rental area unless they wish to purchase a book.
11. Desk copies will be requested for faculty when a new adoption is placed. A faculty member may check out one copy of the book being used in the courses being taught that semester. These books must be returned at the end of the semester, or when the desk copy is received.

C. General policy - All matters of disagreement in either guidelines or practices are to be directed to the textbook rental committee.

Tutorial Services

262-472-1230

<http://www.uww.edu/tutorial/>

Tutoring is a customized, student-centered, action-oriented process designed to help all students - full-time and part-time undergraduate and graduate students, and returning adults - who need both short and long-term academic assistance. In meeting these various student needs, Campus Tutorial Services has developed individual and group tutoring approaches which specifically focus on problem-solving techniques and intensive subject review sessions. Tutoring has often been thought of as short-term, immediate assistance to overcome one specific problem or trouble spot. Successful students, however, have typically viewed tutoring as a long-term strategy in resolving more complex learning problems, including difficult content as well as organizational techniques, pattern synthesis, and higher-level reasoning.

Student peer-tutors are hired for the program on the basis of departmental recommendations and personal interviews, and take part in an intensive training program. Tutors are expected not only to know their subject matter well, but also to be able to communicate effectively with students from a wide variety of backgrounds and with varying degrees of knowledge and skill.

Students requesting tutoring represent a cross-section of all students, from those doing very well in classes but who request additional practice and feedback as to their progress, to those individuals who are experiencing major difficulty with content and study procedures and techniques. Campus Tutorial Services is equipped to handle all these students with appropriate strategies and confidentiality.

Campus Tutorial Services is able to provide subject area tutoring in most basic courses and provides tutoring in many advanced courses, depending upon requests.

For assistance in writing, students may schedule appointments in the Writing Center, where they work one-on-one with qualified tutors. For assistance in math, students may consult tutors in the Math Center on a walk-in basis.

Although most students use Campus Tutorial Services on a voluntary basis, some students may be referred directly by faculty. In this case, the students work on developing those skills and competencies which have been identified by the faculty members as necessary for success in their classes.

Up-to-date information on current programming and schedules may be viewed on the Campus Tutorial Services website. Students can also

get information by visiting the Campus Tutorial Services main office. Both voluntary visits and direct referrals are generally more successful if made before serious problems develop. Tutoring is generally available from 8:00 am to 9:00 pm Monday-Thursday, 8:00 am to 3:00 pm Friday in the Marry Poppe Chrisman Student Success Center. Weekend hours in satellite locations in Anderson Library and certain Residence Halls is also available at other times and places by arrangement.

Undergraduate Research Program

262-472-1296

<http://www.uww.edu/urp/>

For those wishing to excel in scholarly and creative enterprises outside of their classes, this is the right university. UW-Whitewater has a national reputation in undergraduate research, for two reasons: 1) we have terrific student researchers, and 2) we are committed to providing them with first-rate opportunities. In particular, we provide strong financial support of undergraduate researchers and we support top quality mentoring. On this website you will find details of our programs and information on how to be successful as an undergraduate researcher or mentor. If you need additional information on any aspect of our program, or have ideas for what we can do to improve, please contact the Program Director.

University Honors Program

262-472-1296

<http://www.uww.edu/honors/>

The University Honors Program is based on the conviction that students should be given the opportunity to develop their academic talents and interests to the fullest extent possible. Honors students are provided with instructional options designed to challenge their abilities and allow them to more fully realize their intellectual potential.

Through enrollment in honors courses and engagement in individualized honors-contract projects, students are able to explore subject matter areas in greater depth than would otherwise be possible. For those who come to the University seeking the maximum return for their educational investment, the University Honors Program offers an excellent means of matching interests and skills with University expertise. The end results can be both personally and professionally rewarding.

Students active in the University Honors Program are afforded opportunities to participate in an Honors Learning Community, study abroad programs, undergraduate research, and a variety of co-curricular activities that will augment their formal educational experience. Participation in special Honors courses, undergraduate research, the Upper Midwest Honors Council, educational field trips, and social interaction with other talented and motivated students combine to provide the University Honors Program participant with opportunities for enriching experiences beyond the laboratory or classroom setting. Entering freshmen eligible for honors courses and continuing students in good standing in the program are extended priority registration to accommodate the potential scheduling complications arising from the coursework requirements of the program.

In addition to the enhanced educational opportunities presented by the University Honors Program, students who successfully meet all specified requirements are privileged to graduate with a University Honors designation. This achievement is both personally gratifying and

of importance as students seek professional employment or admission to graduate schools.

University Honors Program students must maintain a cumulative grade point average of 3.40 or higher and complete honors courses and/or honors option work.

Students will be recognized as University Honors Program Scholars upon their completion of 21 honors units. Honors sections are offered in all General Education courses, and additional Honors sections are offered in several upper-division courses with high enrollments.

University Honors Program students should not go two consecutive terms without completing an honors course or an H-option contract. All University Honors Program requirements and regulations must be met and adhered to throughout the time of enrollment.

Eligibility Requirements

Entering freshman students are eligible to become members of the University Honors Program if they meet these criteria:

1. Graduated in the top 10% of their high school class AND attained an ACT composite score of 24 or greater.
OR
2. Graduated in the top 25% of their high school class AND attained an ACT score of 28 or greater.
OR
3. Highly recommended with letters of nomination by high school counselor and at least one teacher.

University Marketing and Communications

262-472-5536

<http://www.uww.edu/umc/>

University Marketing and Communications is responsible for enhancing the image and visibility of the UW-Whitewater through a wide range of services, including media relations, institutional marketing, publications, photography, publication design, Website management, off-campus printing and copy services.

University Marketing and Communications responsibilities include:

- Coordination and approval of all university marketing, advertising and external communication campaigns and communication.
- Coordination and approval of all publications and video productions directed toward an external audience.
- Final review of all press releases.
- Coordination of all university press conferences.
- Oversight of any other university public and/or media relation event as directed by the Chancellor.

Faculty, staff, and students may submit ideas for possible news stories to the University Marketing and Communications Office.