

Frequently Asked Questions

[Academic Counseling](#)

[Academic Learning Environments](#)

[Academic Policies and Regulations](#)

[Academic Resources](#)

[Grade Point Average Calculation](#)

[Graduation](#)

[On-Line “E-Services”](#)

[Orientation](#)

[Majors](#)

[NJSTARS](#)

[Placement Testing](#)

[Probation & Academic Dismissal](#)

[Registration Information](#)

[Transferring Credits](#)

[Withdrawal](#)

[Visiting Students](#)

Academic Counseling

What is Academic Advisement?

Academic advising is an interactive relationship between a student and their advisor. At the center is a shared responsibility for ensuring that students work towards an appropriate educational plan that incorporates their personal, social, academic and career considerations. Advising teaches students goal identification and learning skills and attitudes that promote their intellectual growth and academic success.

Where can I Receive Academic Advising Services?

Students can receive advising services from either Counseling Services or our faculty members. Counseling Services are located on the Cranford, Elizabeth & Plainfield Campuses. Our office hours are: Monday-Thursday 8:30 -7:30 and Fridays 8:30 – 4:30; closed on Fridays in the summer. Drop-ins are welcome.

How do I obtain an educational plan?

An educational plan can be obtain from an advisor and by accessing your degree audit. The degree audit allows students to identify the series of courses that they need to complete in order to earn their degree. Along with the degree audit, an advisor can work with the student to

identify appropriate social and career options that can enhance their educational experience. Students can obtain their degree audit through their [Online E-Services](#) account.

To access Online “E-Services”, [click here](#).
[Back to Top](#)

Academic Learning Environments

UCC offers students a variety of classroom learning experiences. Here, students can complete their studies in traditional classroom environments, online, telecourses, campus-web courses, blended courses, learning communities, independent study, cooperative and internships experiences.

Additionally, one of UCC’s most popular internship programs is the Disney College Program. This academic endeavor allows students to gain worldly experience, obtain internship credit and continue their UCC classes while working at Walt Disney World for a semester.

For more information on the Disney College Program, [click here](#).
[Back to Top](#)

Academic Policies and Regulations

For all college academic policies and regulations, [click here](#).
[Back to Top](#)

Academic Resources

What is the difference between the College Catalog and the Course Schedule?

The College Catalog is the academic guide that primarily lists the college’s academic policies and regulations, academic programs and course descriptions along with their required prerequisites and co-requisites. The Course Schedule is the academic guide that primarily contains the courses that are being taught each semester along with their corresponding professor, time, date and location. One is printed for each Fall, Spring and for the Summer Sessions. Winter Session classes are listed in each Fall Semester Course Schedule.

To access the College Catalog, [click here](#).

What is the Student Handbook?

The Student Handbook is the guide that provides students with academic rights and responsibilities, faculty and staff office location information and student code of conduct expectations.

To access the Student Handbook, [click here](#).

How can I Register for Classes?

Students can register for classes on-line or in-person; however, certain student groups are restricted from utilizing our on-line registration services. All registered classes are dropped if tuition payments are not paid within 24 hours of registering for classes. Students desiring to adjust schedules or to re-register once their initial schedule has been processed each semester are charged an adjustment fee to so. There is however, no add/drop fee to replace a cancelled course.

To register on-line, [click here](#).

For more information on Registration, [click here](#).

First year students are highly encouraged to seek the assistance of the college counselors, program coordinator, or faculty advisor for assistance with planning their schedules. It is always the student's ultimate responsibility to be aware of his curriculum, graduation requirements, to select the correct courses, to accumulate the required number of credits, and to avoid duplication of subjects.

[Back to Top](#)

GPA Calculation

What is a GPA?

A GPA is your **G**rade **P**oint **A**verage and is calculated computing credit hours and quality points. It is important for you to understand how to determine a GPA and its potential impact on your academic and career success.

How do I calculate my GPA?

To determine your GPA you need to first understand how to determine Credits Earned and Quality Point Values.

Credits Earned:

Each UCC course has a credit value (i.e.- 1 credit, 2 credits, 3 credits, etc) that is associated with that class. Please reference the College Catalog or Course Schedule for further information. To total the Credits Earned Value for each class, simply assign the appropriate credits that are given to each course. *Note: If you earn an F, UF, or XF you do not earn credits for that class but you must still add those credits when doing a GPA calculation.*

Quality Points:

Each UCC grade has a point value that is associated with that grade. To total the Quality Point Value, assign the appropriate point value to each respective grade and multiply it by its appropriate credit earn value for that class that you received the grade in.

Grade Received	A	B+	B	C+	C	D+	D	F	UF*	XF*
----------------	---	----	---	----	---	----	---	---	-----	-----

Points	4	3.5	3	2.5	2	1.5	1	0	0	0
--------	---	-----	---	-----	---	-----	---	---	---	---

$$(Points\ for\ Grade) \times (\#\ of\ credits\ for\ class) = Quality\ Points$$

GPA Calculation

To calculate your GPA, calculate your total quality point value for all of your classes and divide that number by the total credits you have earned. This will give you a semester GPA.

$$Semester\ GPA = (Quality\ Points) / (Credits\ Earned)$$

[Back to Top](#)

Graduation

What are the graduation requirements?

Each academic major has its own set of course and credit requirements. These can be found in the [UCC Catalog](#) or on your [degree audit](#). All students must meet the minimum 2.0 cumulative GPA requirement in order to be considered for graduation.

How do I apply for graduation?

In order to graduate, student must apply for graduation through the Admissions Office by completing the Final Audit Application and by paying a non-refundable graduation application fee. Students are encouraged to complete this process after they have earned 30 college level credits or more.

The college's Commencement ceremony is held each May. However, degrees, diplomas or certificates are awarded according to the below schedule:

Spring Semester completion = May

Fall Semester completion = January

Summer Semester completion = October

To download a Graduation Application, [click here](#).

How do I get an official transcript?

Transcripts are requested through the Records Office and can be obtained after the \$10 processing fee is paid.

To download a Transcript Request Form, [click here](#).

[Back to Top](#)

Majors

What majors are offered at UCC?

There are many different majors offered at UCC. A full listing of them can be found [here](#).

How do I choose/change a major?

UCC students initially choose their majors at the time that they complete their Admission Application. However, many students often discover that as they develop, so too does career interests. If this occurs, students are encouraged to speak with a Counselor to discuss their options and to complete a Curriculum Change Form.

What if I am not sure about my major? Is there someone who can help me choose a major?

UCC offers Career Services assistance to students who are interested in exploring possible majors and career options completing interest testing, researching careers, conducting interviews and a host of other opportunities. These services are offered on the Cranford, Elizabeth and Plainfield Campuses.

I started out as non-matriculated and now I want to declare a major. How do I do that?

Non-matriculated students interested in declaring a major must complete the Matriculation Form which is available in our Admissions Offices to become a degree seeking student.

To download a Matriculation Form, [click here](#).

Can I complete two different majors?

Yes. Students wishing to complete a second UCC degree should speak with a Counselor. A maximum of 32 transfer credits can be applied to the second major.

[Back to Top](#)

NJ STARS

What is NJ Stars?

NJSTARS is a scholarship program exclusively for the top 15% of New Jersey high school graduates that covers the cost of tuition and approved fees at New Jersey's 19 community colleges.

Can I continue to receive funding if I transfer to a four-year school?

Definitely! This is known as NJ Stars II and provides funding for students who graduate with a 3.25 or better and are attending a four-year public school in New Jersey.

How do I get more information on NJ Stars?

To find out more information about the program or to learn about the application procedure, please click below and feel free to contact Mrs. Liz Ramos at (908)965-2986 or ramos@ucc.edu.

For more information the NJSTARS Program, [click here](#).

[Back to Top](#)

Online E-Services

What is E-Services?

UCC's E-services provide students, faculty and staff with online access to course schedules, descriptions, registration, schedules, transcripts, grades, tuition/payment and financial aid information.

How do I use Online E-Services?

To access Online E-services, [click here](#). You will need your CWID and password to log-on to use certain features.

What is a CWID number?

Every student who applies to UCC is given a CWID #. It replaces your Social Security Number and should be used for identification purposes and at all times. To obtain your CWID # and set up your UCC e-mail account, [click here](#). Your CWID# is also the first part of your e-mail address: CWID#@ucc.edu.

How do I access my email address?

Every UCC student is given a UCC email address once they register for classes. This is the only email address that the college uses to conduct all electronic communication with our students through. To set up your UCC e-mail account, [click here](#).

How do I get my Student ID?

Students will receive ID cards in the mail. There is no need to get your picture taken for this card. The card allows students to use both Student Activity and Library Services.

How do I find out my grades?

Grades can only be obtained by utilizing the On-line E-Services. To access Online "E-Services", [click here](#).

[Back to Top](#)

Orientation

What is Orientation?

Orientation is the primary program that welcomes students introduces them to the academic culture of the college. During this event, students and family members are provided with relevant information as well as tools, support services and strategies for college success. New students complete the tasks of registering for classes, meeting with other students, discovering their career paths, and networking with returning students, faculty and staff.

Do I need to attend orientation?

Yes! As a new student to UCC, it is highly recommended that you attend orientation. Orientation is held on all three campuses before the start of both the Fall and Spring semesters.

I already registered for my classes, do I still need to attend orientation.

Yes! Orientation is more than just registering for classes. The information given at the beginning of the session will be pertinent to you and you can leave once the advising portion of the program begins.

[Back to Top](#)

Placement Testing

What is the Placement Test?

All degree seeking full and part-time students are required to complete a placement test to show basic efficiency in reading, writing and math. This free computerized test is a major factor in determining whether students are required to complete developmental coursework before they can begin their college level studies. There is no charge to take the test. It can be taken on the Cranford Campus in the Nomahegan Building in room N-22, on a walk-in basis.

How can I practice for the test before completing it?

The college's Academic Learning Center offers students the opportunity to complete practice tests on reading, math and writing material online. To access this information, [click here](#).

Do transfer students need to take the Placement Test?

Transfer students who have received UCC credit for college English (i.e. ENG 101) must take the reading part of the placement tests unless there is evidence of college level reading proficiency. Students who will receive UCC credit for college Math are exempt from the math part of the Placement Test. Additionally, students who have completed a placement test at another college can also have those scores forwarded to the Testing Office for evaluation.

Can SAT scores replace the Placement Test requirement?

Yes. Students who score 540 or above in Reading, 530 or above in Math, or 500 or above in Writing are exempt from completing its corresponding Placement Test.

What if I need special accommodations during the test?

Self-identified disabled students can have appropriate special testing accommodations arranged for them. Students are advised to make arrangements with Counseling Services a few weeks prior to taking the test to ensure accommodations can be supplied.

I feel I can do better on the test, can I re-take it?

Students may re-test for reading and/or math once if their scores fall in a certain range. Students should meet with a counselor to determine if their scores qualify. Re-testing is not available for the writing exam and for those who have begun completing the sequence of developmental classes.

How do I interpret my test scores?

Once you have completed the test, you can print out your scores and bring them to Counseling Services. Your math placement results will be indicated on your form; however, you will need to meet with a counselor to determine your English placement results.

For more information on Placement Testing, [click here](#).

[Back to Top](#)

Probation & Academic Dismissal

Why am I on Probation or Academic Dismissal?

All students must maintain a minimum 2.0 cumulative g.p.a. in order to be considered in good academic standing and to graduate from the College. The college's minimum Satisfactory Academic Progress and Performance Requirements for each semester can be found in the Student Handbook.

Where can I go for help?

Students on academic probation are highly recommended to meet with a Counselor to develop a comprehensive academic plan. Together, you will discuss your academic concerns and possible remedies such as attending the Academic Learning Center, joining study groups, utilizing online resources, etc. to help you increase your academic success. Follow-up sessions are also held throughout the semester.

How does Academic Dismissal affect me?

Any UCC student who has been dismissed for academic reasons must wait one semester before seeking readmission. In applying for readmission, the student must adhere to the policies set by the Admissions Office.

Can I appeal my Academic Dismissal?

Yes. Letters regarding students' academic standing are mailed out at the end of each semester after the decisions have been made. Contained within these letters are instructions on the appeal process.

How often can I be readmitted after being academically dismissed?

A student can be readmitted into the college only twice after sitting out in accordance with dismissal action. In special cases this requirement may be waived, but only through the written appeal to and approval of the Academic Evaluation Committee. All reinstated students are required to meet with a counselor before registering for classes.

For more information on Probation & Academic Dismissal, [click here](#).

[Back to Top](#)

Registration Information

How many credits can I register for per semester?

Students in good academic standing may register for a maximum of 18 credits for each Fall and Spring Semester and a maximum of 10 credits for each Summer I and Summer II session. Students who desire to exceed these credit limits must get permission from the Vice President of Academic Affairs.

How do I know if I am a part-time or full-time student?

Students who register for 11 or less credits are considered part-time students. Students who register for 12 or more credits are considered full-time students.

What if I want to add or drop a course after registering?

Students may make adjustments to their schedules until:

- The 5th day of the Fall or Spring Semester
- The 3rd day of the Summer Sessions
- The 1st day of the Winter Session.

For more information on Registration, [click here](#).

[Back to Top](#)

TRANSFERRING CREDITS

I took classes at another school. Can I transfer them to UCC?

Students must notify the college of their interest in having previously earned credits transferred to UCC by completing the Transcript Evaluation form that is located in the Admission's Office. The acceptability of transfer credits depends largely upon the institution involved and the type of program to which the student seeks admission.

To download a Transfer Evaluation Form, [click here](#).

Can AP courses from High School transfer?

Yes. Students interested in having their AP courses evaluated for transfer credit must forward their official test scores and complete a Transfer Evaluation form with the Admission Office.

To download a Transfer Evaluation Form, [click here](#).

Can I get credits for taking the CLEP exam?

Yes. Students may take CLEP exams to receive credit for courses needed in their program. UCC has required scores for these exams. Students interested in having their CLEP scores evaluated must forward their official test scores and complete a Transfer Evaluation form with the Admission Office.

To download a Transfer Evaluation Form, [click here](#).

How many credits can I transfer into UCC?

For most UCC academic programs, a maximum of 32 credits may be transferred from any combination of credits earned from other colleges, AP courses and CLEP exams.

Will my grades from another institution affect my UCC GPA?

No, grades do not transfer, only credits. However, only grades of "C" or higher can be considered for transfer credit.

Where can I receive information on how to transfer to other colleges?

Counseling Services has Transfer Counselors who are available to assist students with transferring to four-year colleges upon their graduation from UCC. Students have access the many resources, scholarship opportunities, NJ Transfer, Dual Articulations, Instant Admission Days and Transfer Fair opportunities that are available.

For more information about Transferring from UCC, [click here](#).

[Back to Top](#)

WITHDRAWAL

Can I withdraw from my classes?

Yes, the college offers students several different opportunities to withdraw from classes by using the appropriate withdrawal form. However, each opportunity may have specific requirements and ramifications.

Are there any special procedures to withdraw from developmental courses?

Yes, withdrawing from a developmental course requires a student's approval from the Coordinator of the developmental Mathematics and/or English programs. This withdrawal will be seen as a failure to fulfill the requirements established by the Academic Evaluation Committee.

How do I withdrawal from the college?

Withdrawal from all courses within a given semester constitutes a withdrawal from the college. Students should never stop attending classes without notifying a counselor and completing the exit interview process. All students who do so will still maintain their current semester enrollment in the college; and therefore will be issued appropriate final grades from the professors.

For more information on Withdrawals, [click here](#).

[Back to Top](#)

VISITING STUDENT

Can I take a course at another college while enrolled at UCC?

Yes. Students must obtain authorization by completing the Visiting Student Form in the Admission Office. Upon completion of the course, students must complete the Transcript Evaluation form to request UCC transfer credit for the course.

Can I take a course at UCC if I am enrolled at another college?

Yes. Students who wish to do so must first obtain a Visiting Student Form from their home college. Upon authorization from our Admission Office, visiting students can use our online registration services to register for the specified course.

[Back to Top](#)