Welcome! We have compiled the information in this booklet to make your passage through Warner as smooth as possible. We don’t expect you to read it all at once but to keep it at hand for future reference. You will find answers to most of your questions right here; if you can’t find an answer, feel free to contact Student Services’ staff for help. That’s why we’re called “Student Services.”

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Welcome to the Warner School!

We are so pleased that you have chosen to join us at the Margaret Warner Graduate School of Education and Human Development. You will find that we are passionate about preparing practitioners and scholars who are committed to improving the human condition by becoming leaders in education.

We know that you want to do more than acquire professional credentials. Our master’s and doctoral degree programs in teaching and curriculum, counseling, human development, and educational leadership will prepare you for a lifetime of growth and success in your field, so that you will be able to inspire minds, invigorate your profession, and provide thoughtful and creative leadership.

Contained in this booklet is information to help you get started as a student at the Warner School. We have assembled information from parking to registration to maps of the campus. Our goal is to assist you in getting set up for your studies so that you can get down to the business of being a student.

Our hope is that you will find your time at Warner to be inspirational, educational, and motivational. Best wishes as you begin your studies!

Sincerely,

Raffaella Borasi, Dean
MISSION STATEMENT

At the Warner Graduate School of Education and Human Development, we believe that education can transform lives and make the world more just and humane. This vision informs our teaching, research and service as a research school of education, as we strive to:

**PREPARE** practitioners and researchers who are knowledgeable, reflective, skilled and caring educators, who can make a difference in individual lives as well as their fields, and who are leaders and agents of change;

**GENERATE** and disseminate knowledge leading to new understandings of education and human development, on which more effective educational policies and practices can be grounded;

**COLLABORATE** – across disciplines, professions and constituencies – to promote change that can significantly improve education and support positive human development.

Our diverse work in each of these domains is informed by the following underlying beliefs: the improvement of education is in pursuit of social justice; development and learning shape and are shaped by the contexts in which they occur; the complexity of educational problems requires an interdisciplinary and collaborative approach; and best practices are grounded in research and theory, just as useful theory and research are informed by practice.
FIRST ESSENTIALS

ID CARDS

- ID cards are required to enter LeChase Hall after business hours, get parking permits, access Library resources and gym facilities, and transact business at the Bursar’s Office, etc., so getting one should be the student’s first step.
  - ID cards are available to matriculated and non-matriculated students.
    - Non-matriculated students will require a letter from the Warner Register (walk-in hours from 11:00 a.m.–5:00 p.m. daily) verifying their registration for the current semester (the Warner Registrar can provide such a letter via e-mail).
    - UR employees with a valid employee ID will not be issued a separate student ID; one ID serves both purposes.
  - Students must have their URID (student ID) immediately available when getting their ID cards (students should not wait until they reach the ID Office desk to go searching for the number but should have it written down or memorized).
  - Students must bring one form of picture ID (driver's license, passport, etc.—and the registration verification letter for non-matriculated students) to the ID Office, located in the Susan B. Anthony Complex, behind the Rush Rhees Library Parking Lot.
  - Students having questions or wanting current ID Card Office hours should contact the ID Office directly at 585.275.3975.

PARKING PERMITS

- Students must have a valid student ID card in order to register for parking.
- All students, both matriculated and non-matriculated, will need to purchase a parking permit unless all classes they are taking meet after 7:00 p.m.
- UR is stringent in its enforcement of parking policies; parking without a permit will result in hefty fines (which if left unpaid will curtail the student’s ability to receive transcripts) and even wheel locks for repeat offenders.
- Students must secure permits at one of the parking offices (River Campus Parking is located in Fauver Stadium, Room 109; office hours are 7:45 a.m.–4:30 p.m., Monday through Friday).
- When students apply for parking permits, they must bring a current registration for each vehicle they plan to park on campus.
- Payments can be in cash, by check, or by Visa or MasterCard.
  - For current parking rates, call the Parking Office at 585.275.3983 or check their website: http://www.rochester.edu/parking/.
- A thumbnail sketch of parking regulations follows:
  - Student Commuters (non-resident students) with valid permits are allowed to park in the Park Lot (SE of River Campus intersection of Wilson Boulevard and Elmwood Avenue) during daytime hours.
  - After 4:00 p.m., students with valid parking permits may park in ungated lots or other restricted parking areas.
  - After 7:00 p.m. (and until 7:00 a.m.), no permit is required in non-restricted River Campus lots (the same is not the case for Medical Center parking).
PARKING PERMITS, continued…

- No permit is required to park on the River Campus on the weekends.
- Initially, students may purchase daily parking passes at the Information Booth on Wilson Boulevard ($5 before 4:00 p.m.; $3 after 4:00 p.m.); however, the University will not permit students to continue to utilize visitor parking for an extended period of time.
- A limited number of meters are available on Wilson Boulevard.
- For quick stops on campus, there are a small number of free 15-minute parking spaces on Joseph C. Wilson Boulevard and near LeChase Hall; emergency flashers must be turned on.

HEALTH INSURANCE OPTIONS & IMMUNIZATION FORMS

Health History Form

- All students must complete a Health History Form before beginning classes:
  - Student Services will send full-time students a form in the mail; students must have their health care provider complete some sections of the form;
  - Part-time students must complete the form, available on UHS’s website, and return it with the one-time set up fee to the address provided on the form: [http://www.rochester.edu/uhs/healthcare/files/PTImmunizationReportForm.pdf](http://www.rochester.edu/uhs/healthcare/files/PTImmunizationReportForm.pdf)

Health Insurance & Health Insurance Options Form

- All full-time students (only) must either enroll in or waive student health insurance:
  - Go to [http://www.rochester.edu/uhs/](http://www.rochester.edu/uhs/); click link in pink box at right); you will need your NetID and password;
- Note: only full-time matriculated students (those registered for 12 or more credit hours or those with a graduate assistantship and registered for 9 or more credit hours) are eligible for UR health insurance; other students should contact area health insurance providers to determine the plan that best meets their needs.

Proof of Immunizations Form

- All matriculated students born after December 31, 1956, must provide proof of immunizations; New York State law mandates that students failing to provide documentation within 30 days (45 days for non-New York residents) of the start of the term be removed from classes and the campus. So, it is imperative that students care for this promptly.
- For all part-time students (even those who are UR employees), there is a small one-time Health History Form set-up charge associated with this process; ideally, students should submit payment with the form. If no payment accompanies the paperwork, students will be billed.
- For full-time students, there is no additional charge for processing the Health History Form, as it is part of the Mandatory Health Fee. (Questions concerning immunization requirements or other related issues should be directed to Steven Witzberger at 585.275.0697 or switzberger@uhs.rochester.edu.)

Failure to handle these matters in a timely manner can have serious consequences.
MAIL FOLDERS

- Matriculated degree and certificate students have hanging mail folders in the Student Center on the third floor of LeChase Hall (308D), to the right of the stairs and elevator.
- Mail folders will not be in place until after students register.
- Many instructors utilize these folders to return papers and communicate with students, so students should check folders regularly.
- Should a matriculated student find s/he has no folder, s/he should contact the Office of Student Services immediately (585.273.2927 or studentservices@warner.rochester.edu).

PERSONAL CONTACT INFORMATION (& CONFIDENTIALITY OF THE SAME)

- Warner regularly communicates with students via e-mail and standard mail, so it is imperative that Student Services maintain accurate and current contact information.
- If students have not provided Warner with an e-mail address, they should do so, to avoid missed communications.
- A sample Change of Address or Personal Information Form is available on Warner’s website (https://www.warner.rochester.edu/files/studentservices/forms/chngaddr.doc), but an e-mail to the Warner Registrar will suffice, as well.
- Additionally, for international students in the United States on J- or F- visas, failure to notify the Warner School or the International Services Office [ISO] of changes in personal contact information can have serious consequences.
- Students may be assured that Warner regards personal contact information as confidential and privileged information and will share such information only with faculty, instructors, matriculated students and staff, as necessary. The Student Services Office will not provide contact information via phone (an e-mail request is verifiable; a phone request is not always); for example, should John Doe wish to contact Jane Smith, Student Services will be happy to contact Jane Smith on behalf of John Doe and relay any message he wishes to deliver, but Warner will never provide John Doe with Jean Smith’s phone or e-mail address on the phone.
- Should a student wish to further restrict access to personal contact information for any reason (e.g., divorce or stalking cases), s/he may request this restriction in writing by submitting the “Personal Information Release Form” (https://www.warner.rochester.edu/files/studentservices/forms/pers_info.doc) to the Warner Registrar’s Office or by e-mailing registrar@warner.rochester.edu.
- Please take note: by default, students’ preferred e-mail addresses are available on the University of Rochester website’s directory. Should a student wish to keep this contact information strictly confidential, s/he should contact the Warner School Registrar’s Office.
FREQUENTLY REQUESTED CONTACT INFORMATION

Admissions 585.275.3950 (select 1)
admissions@warner.rochester.edu

Alumni Affairs & Advancement 585.275.3950 (select 6)

Blackboard Questions/Problems kmager@warner.rochester.edu

Bursar’s Office 585.275.3931 (ask for “Cindy”) ccheng@admin.rochester.edu

Certification Officer (Warner) 585.275.1009 bgrosswirth@warner.rochester.edu

Communications/Public Relations 585.275.3950 (select 3)

Dean’s Office 585.275.3950 (select 5)

Departmental Support Staff 585.276.5405 help@warner.rochester.edu

E-mail Questions/Problems www.warner.rochester.edu/students/technology/email

Fax Numbers for Warner 585.273.5550 (Admissions/Finance/Student Services)
585.486.1159 (Faculty)
585.473.9598 (Dean)

Financial Aid Office (for loans) 585.275.3226

Finance Office (Warner) 585.275.3950 (select 4)

Registrar’s Office 585.273.3383 (Warner) registrar@warner.rochester.edu 585.275.5131 (University—for transcripts only)

Rush Rhees Library
Circulation: 585.275.4471
Reference: 585.275.4478

Security 585.275.3333 (non-emergencies: vehicle lock-outs/no-starts, or requests for escort to car)
13 (emergency—from campus phones)
413 (emergency—from Verizon or AT&T phones)

Student Services 585.275.3950 (select 2) studentservices@warner.rochester.edu

UIT/ITS Office 585.275.2000 (University) 585.270.1870 (Warner)
support@warner.rochester.edu

University Health Service (UHS) 585.275.2161 or 275.2662 HealthInsuranceMail@UR.Rochester.edu

Last updated 08/22/2013
PLEASE NOTE:

a) You should notify Warner School promptly of changes in any personal contact information in order to avoid missing pertinent announcements (emergency class cancellations or time changes, mailings, etc.);

b) If you are an international student, here in the U.S. on a J- or F- visa, you have a very narrow window of time in which to care for this and should make it a priority; failure to do so can result in serious consequences, both to you and the school;

c) You need only complete those fields that indicate a change;

d) If you are submitting this form by e-mail, do NOT substitute your Social Security Number for your Student ID Number; e-mail is not a secure means of transmitting personal information (if you cannot recall your Student ID Number, leave that field blank, but be sure to supply complete and accurate information for all other fields—Warner will “find” you!);

e) Should you wish to mail this form, please use the following address:

The Warner School
ATTN: Registrar
University of Rochester, LeChase Hall
R.C. Box 270425
Rochester, NY 14627-0425

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<thead>
<tr>
<th>Name:</th>
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<td>E-mail:</td>
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<tr>
<td>Emergency Contact Info:</td>
<td>Emergency Contact Info:</td>
</tr>
</tbody>
</table>

| Today’s Date: | Effective Date: |

Additional Instructions/Comments:
PERSONAL INFORMATION

Name: ____________________________________________  ____________________________________________  ____________________________________________

Last  First  Middle

UR ID# (or SSN): ________________________  Advisor: ____________________________________________

Home Address: ____________________________________________  ____________________________________________  ____________________________________________  ____________________________________________

Street Address & Apt. No. or P.O. Box  City  State  Zip Code

Phone Number(s): (______)  (______)  

Home Phone  Work Phone

E-mail Address: ____________________________________________

NOTICE:
Warner School will release, upon request, a student’s name, home address, phone number(s) and e-mail (information required for Warner’s records and provided at time of admission and registration) to fellow Warner students, other members of classes in which the student is enrolled, as well as the broader University community through the University of Rochester’s website Directory (home phone number and e-mail address automatically appear in the Directory as soon as a student is admitted to any UR school), unless the student completes the Request for Privacy portion of this form. Note that Warner never releases the student’s Social Security Number to any entities other than UR and Warner Financial Administration without the student’s express written permission.

A student may activate a Request for Privacy, revoke, or revise this permission at any time during his/her association with the Warner School by completing and submitting this form to the Warner Registrar’s Office.

REQUEST FOR PRIVACY

I wish to stipulate that all my contact information (address[es], phone number[s], e-mail address[es], Skype address, etc.) be kept confidential and released only upon my written permission.

Student: ____________________________________________  Signature  Date

Form updated 01/08/2013
PROGRAM OF STUDY ESSENTIALS

WHAT IS THE PROGRAM OF STUDY (“POS”)?

At a glance, a Program of Study (often referred to as a “POS” at Warner) is a list of courses and requirements for a particular degree program. But it is more than that. Just as you and your travel agent would plan very carefully a trip abroad to get the most out of a vacation, so you, in consult with your advisor, should plan your course of study at the Warner School carefully to maximize the benefit you’ll receive from your educational experience here. Your POS, then, is the complete “itinerary” for your journey through Warner School toward degree completion.

While each program has a different POS form, they all include these main components:

1. **Cover page**: here you will find
   - the title of your program, any certifications the degree would prepare you for and the number of credits required to complete the degree;
   - your advisor’s name;
   - signature fields for all who need to approve your POS after you and your advisor have completed it (note that you need to sign the form yourself and obtain your advisor’s signature; the Office of Student Services will assure that the Program Chair and the Associate Dean review and sign the form for you);
   - instructions for completing the Course Requirements section.

2. **Course Requirements**: here you will find
   - blank lines to list coursework you are transferring in from previous degree(s) (on doctoral programs only);
   - a list of all courses and internship hours (if any) required for your degree program, as well as conditions, if any, to consider if you have elective choices to make;
   - notes specific to your program (doctoral programs usually will have a long list, while some Master’s programs may have none); it is imperative, no matter how tedious and time-consuming, that you read the fine print in this section. Failure to do so can lead to serious problems as you near completion of your program.
     - some programs also give a recommended course sequence in this section.
   - the total number of credits in your program, the total number of transfer credits you requested and the total number of retroactive credits accepted.

3. **Other Requirements and/or Certification Requirements**: here you will find
   - a list of degree requirements beyond coursework, such as
     - previous degree (BA, BS, etc.);
     - workshops required for certification (e.g., School Violence Prevention);
     - “milestones” such as portfolios, comprehensive exams, proposals, etc.;
     - additional exams (e.g., various New York State teachers’ exams required for certification);
     - major research papers or projects (Master’s Thesis or Essay, Doctoral Dissertation, etc.—for doctoral students, this particular section will be longer and more detailed than for most Master’s programs).
**Other Requirements and/or Certification Requirements**, continued…

- space in which you must indicate **when** you plan to complete these additional requirements (Student Services sends detailed instructions concerning these requirements and milestones; please be sure to read these very carefully, as they contain information necessary for your planning).

4. **Additional Certifications** (on Teaching & Curriculum programs, primarily): here you will find

- a space where you can indicate your interest in obtaining other New York State certifications not already included in your primary program;
  - **Why** pursue a second certificate while completing your degree?
    - it could help your marketability, depending on your career choice;
    - because there may be overlap in course requirements between certificates, it may only require adding a few more courses and/or internships;
    - you may be able to choose at least some electives in your primary program to correspond to requirements for a second certificate;
    - even if you have no electives to utilize, you may be able to take a course or two toward the end of your program when your degree requirements are nearly complete;
    - in most cases, certificate-only students are not eligible for Federal loan monies, so if you can complete a second certificate while completing your degree, you can utilize financial aid to cover tuition cost.

- space to record additional courses required for this second certificate and when you plan to complete them.

5. **Academic Policies**: here you will find

- Synopsis of Warner’s Incomplete Grade Policy
- Synopsis of the University’s Continuous Enrollment Policy

**YOUR PERSONALIZED PROGRAM OF STUDY**

When you meet with your advisor, you will receive a copy of your personalized POS. This supersedes any list of courses you printed off the website. This is the guideline specific to the program you are enrolled in—and from which you intend to graduate.

- If you do not have a POS yet, please contact Admissions or Student Services immediately.

- If you think the form you received does not correctly identify the program you want to follow, **first** discuss it with your advisor. If indeed you do decide a change of program is warranted*, contact Admissions or Student Services who will provide you with a new personalized POS form.

* If this is a change from one department to another (e.g., from Counseling to Teaching & Curriculum), from one degree to another (e.g., from Ed.D. to Ph.D.) or from one teaching level to another (e.g., from early childhood to adolescent education), the change must be reviewed in an admission cycle; contact the Office of Admissions for details.
WHEN, HOW TO, & WHY COMPLETE A PROGRAM OF STUDY

Q I know what I need to take; why do I need to meet with my advisor (or department) and complete a Program of Study? I made it through my undergraduate program on my own.

A Not infrequently, advisors are aware of potential glitches in planning and can guide you around them. For example, you may find four courses on the Schedule in your first semester that are required courses, so you register for them; when you get to the end of your program, you realize that the one course you are lacking was offered that first semester but not again for three years, and you missed it!

Q Why must I complete it NOW? What harm is there in waiting a while?

A First, see the answer above. Some programs are less structured than others. You do not want to discover later on that an elective you chose, for example, was not the best choice for the degree you are completing.

Second, Warner needs to be able to project enrollments for classes in the future; if you do not complete your POS until well into your program, it will make such projections difficult.

NOTE: Just because you are required to complete your POS now, you are not locked into the choices you make. Inevitably, some changes will occur as you proceed with your studies; we know that. If you decide you want to make a change to your original POS, you should simply discuss it with your advisor, get his/her approval, and then have your advisor communicate the change to the Student Services Office, so your official record can be changed. (However, your POS is not just a suggestion of what might be helpful to take; it is a signed document that is, in a way, a “contract” you’ve made to complete your degree; you cannot simply decide on your own to register for other classes not on your POS without your advisor’s approval.)

Q When do I complete my Program of Study?

A Most students should complete their POS during their initial meeting with their academic advisor.* For teacher preparation programs, however, since the choices are rather limited due to the very specific certification and accreditation requirements, Warner arranges program-specific orientations providing all the information necessary for students to complete their POS forms. Since most students in these programs start in the summer, these mandatory orientations are scheduled in May.

Most Warner faculty are on a nine-month contract, meaning that the summers are theirs to do research or pursue other interests. While most will be happy to respond to e-mail during the summer, they likely will be unavailable to meet until late-August when they return to work at Warner; in such situations, you should make the appointment, but we don’t recommend waiting to register until two weeks before the term begins. Below are some suggestions if you need to register before you’ve met with your advisor (note that these options will get you started, but they are not a substitute for advisement):

Students in the Counseling & Human Development or Teaching & Curriculum Programs may find the assistance they need to get started right on the Warner website; there are sample Programs of Study providing you a suggested sequence of courses to take: go to Programs & Courses; at the bottom of the page, select your area (either
Teaching & Curriculum or Counseling & Human Development); toward the bottom of the page under Degrees, click your degree. Counseling & Human Development students may now select their program from the list and proceed to View Sample Programs. Teaching & Curriculum students will have to narrow down their search a bit more (choosing their status [e.g., entry-level, current teacher], targeted age level, area of interest [for middle to adolescent education], level and type of certification they will pursue [e.g. initial, professional, with or without inclusion], etc.) before they reach the link to the Program of Study & Course Sequence.

If you need guidance in selecting courses beyond what is listed on the website or if you just want reassurance that your choices are correct, please contact Student Services for assistance (Student Services can provide you the name of a Program Advisor who will be able to help you). Of course, after you meet with your advisor, if you find you have made a wrong choice, you can easily drop a course and add another.

* E-mail is often the best way to contact your advisor to arrange a meeting to complete your POS (when you received your “Welcome to Warner” e-mail from Admissions, it contained the name and contact information for your advisor). In initial communications with your advisor, indicate your name and program so your advisor can gather what s/he needs in preparation for your meeting; don’t assume s/he knows who you are—it will happen, but not instantly!

Q How long can I take to complete my Program of Study?

A Warner recommends that Masters’ students complete their POS, if at all possible, before registering for courses (see exception in note above) or at least within their first semester. We expect doctoral students to complete theirs during their first year (it may take a bit longer for doctoral students to consult with their advisors and decide what courses are most appropriate, and their programs leave a bit more room for flexibility in the choice of electives).
University of Rochester, Warner School Program Plan of Study

M.S. in Reading & Literacies
(grades 5-12)[SR2]
(as of 08/21/2013)

Leading to the following NYS Certifications:

- Teaching Literacy (grades 5-12) (Initial + professional)
- Professional teaching certification in the original area of certification

See [http://warner.rochester.edu/certification](http://warner.rochester.edu/certification) for important certification information.


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<td></td>
<td>End Term</td>
</tr>
</tbody>
</table>

Mailing Address: __________________________________________  Phone#: __________________________________________
Address: __________________________________________        Email: __________________________________________

NOTE: Program requirements and related program of study forms may change over time as a result of our commitment to ongoing curriculum improvement. Students are expected to follow the most recent guidelines in preparing their program of study for approval. Please make sure this form reflects the most recent updates.

The following set of courses and other requirements have been approved by:

Student Name: ___________________________  Signature: ___________________________  Date: __________
Advisor: ___________________________  Signature: ___________________________  Date: __________
Program Chair: ___________________________  Signature: ___________________________  Date: __________
Associate Dean: ___________________________  Signature: ___________________________  Date: __________

Course Requirements:
This section of your program of study will identify the courses you need to take in order to complete your program. Required courses, available choices, and guidelines for selecting electives, have already been filled in for your convenience. To complete this section, you need to do the following (after meeting with your advisor to discuss these decisions):

1. Whenever there is a choice, please mark your selection. For electives, write in the course numbers and titles you have selected. Please note that these decisions should always be made in consultation with your advisor.
2. For each course, indicate in the To Be Taken column the semester and year (e.g., F09; Sp10; Su10) when you plan to take that course. For your convenience, whenever a course has prerequisites, these are listed in square brackets following the title of the course. An asterisk will indicate that the prerequisite could also be taken concurrently with the course and two asterisks will indicate that the prerequisite is only recommended-not required.
3. For courses you have already completed, if any, please report the grade you earned in the course. If the course was taken at the Warner School prior to your matriculation, indicate that by writing R in the first column. If the course was taken outside the Warner School prior to matriculation, indicate that by writing T in the first column and attach supporting documentation (e.g., relevant transcripts, a note explaining why you think the course should be transferred into your program, and the course description and syllabus when requested).
4. Restrictions about transfer/retroactive credits:
   - Your request for transfer/retroactive credits (identified by a T or R in the first column) will need to be reviewed and approved by your advisor, program chair, and associate dean of graduate studies.
   - Transfer/retroactive credits are usually only granted for graduate coursework taken in the last 5 years prior to matriculation for master's students and in the last 10 years prior to matriculation for doctoral students. Exceptions may be made only in cases where the student can provide alternative evidence of having kept current with the field/content addressed in courses taken outside these time limits.
   - Transfer credits are usually not granted for required courses.
   - Retroactive credits taken by University of Rochester undergraduates may count toward this program.

To complete this section, you need to do the following (after meeting with your advisor to discuss these decisions):
only if they were taken above and beyond the minimum 128 credits required for the completion of an undergraduate degree.

- Transfer/retroactive credits are only granted for graduate level courses with a grade of B or higher.
- No transfer credits will be granted for courses taken AFTER matriculation into our program.

### SR2 Courses:

<table>
<thead>
<tr>
<th>Course T/R #</th>
<th>Course Title</th>
<th>Credits Offered</th>
<th>To Be Taken (sem-yr)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED406</td>
<td>Master's Research Methods</td>
<td>3</td>
<td>F, Sp, SuA, and SuB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Race, Class, Gender, and Disability in American Education OR:</td>
<td>3</td>
<td>F, Sp, SuB</td>
<td></td>
</tr>
<tr>
<td>ED404</td>
<td>Teaching, Curriculum, and Change</td>
<td>3</td>
<td>F, Sp, SuB</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:**

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course T/R #</th>
<th>Course Title</th>
<th>Credits Offered</th>
<th>To Be Taken (sem-yr)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED446</td>
<td>Collaborative Teaching Partnerships in Inclusive Classrooms</td>
<td>3</td>
<td>Sp, Most SuB</td>
<td></td>
</tr>
<tr>
<td>ED405</td>
<td>Assessment in Instructional Contexts</td>
<td>3</td>
<td>F, Most SuA</td>
<td></td>
</tr>
<tr>
<td>ED498</td>
<td>Literacy Learning as Social Practice</td>
<td>3</td>
<td>F, SuA</td>
<td></td>
</tr>
<tr>
<td>ED409</td>
<td>Language and Literacy in Education [EDU498 recommended]</td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>ED427</td>
<td>Theory and Practice in Teaching and Learning Literacy in Elementary School [EDU498]</td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>ED495</td>
<td>Theory and Practice for Reading Professionals [Course must be taken concurrently with EDF422; EDU498]</td>
<td>3</td>
<td>Sp</td>
<td></td>
</tr>
</tbody>
</table>

Choose 2 reading electives; options include but are not limited to:

<table>
<thead>
<tr>
<th>Course T/R #</th>
<th>Course Title</th>
<th>Credits Offered</th>
<th>To Be Taken (sem-yr)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED440</td>
<td>Children's Literature and Literacy Learning [EDU498 recommended]</td>
<td>3</td>
<td>SuB</td>
<td></td>
</tr>
<tr>
<td>ED467</td>
<td>Language, Literacy, and Cognitive Development</td>
<td>3</td>
<td>Every Sp</td>
<td></td>
</tr>
<tr>
<td>ED480</td>
<td>Second Language Acquisition and Bilingualism</td>
<td>3</td>
<td>SuB</td>
<td></td>
</tr>
<tr>
<td>ED582</td>
<td>Critical Literacy [EDU498, or by permission of instructor]</td>
<td>3</td>
<td>Occ</td>
<td></td>
</tr>
<tr>
<td>ED482</td>
<td>Integrating Mathematics and Literacy</td>
<td>3</td>
<td>SuB(even)</td>
<td></td>
</tr>
<tr>
<td>ED487</td>
<td>Integrating Science and Literacy</td>
<td>3</td>
<td>SuA(odd)</td>
<td></td>
</tr>
<tr>
<td>ED433</td>
<td>Integrating Social Studies and Literacy</td>
<td>3</td>
<td>Su(odd)</td>
<td></td>
</tr>
<tr>
<td>ED477</td>
<td>Integrating Curriculum in Early Childhood</td>
<td>3</td>
<td>SuA(odd)</td>
<td></td>
</tr>
<tr>
<td>ED435</td>
<td>Theory and Practice in Teaching and Learning Foreign Languages and ESOL (English to Speakers of Other Languages) [ED480, or by permission of instructor]</td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>ED431</td>
<td>Theory and Practice in Teaching and Learning English [EDU498 recommended]</td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>ED443</td>
<td>Implementing Innovation in English Education [EDU431, or by permission of instructor]</td>
<td>3</td>
<td>Sp</td>
<td></td>
</tr>
<tr>
<td>ED490</td>
<td>Genesee Valley Writing Project +</td>
<td>3.0</td>
<td>Occ</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:**

#### Internships

<table>
<thead>
<tr>
<th>Course T/R #</th>
<th>Course Title</th>
<th>Credits Offered</th>
<th>To Be Taken (sem-yr)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF424</td>
<td>Practica in Teaching Literacy in Middle Childhood [EDU498; *EDU431]</td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>EDF425</td>
<td>Practica in Teaching Literacy in Secondary Schools [EDU498; *EDU443]</td>
<td>3</td>
<td>Sp</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:**

**Total # Credits in Proposed Program:**
Total # Transfer Credits Requested: ____
Total # Retroactive Credits: ____

SR2 Notes:

1. Students interested in obtaining certification in Teaching Literacy in birth to grade 6 only need to complete two additional reading practice experiences -- one in grades K-3 and one in grades 4-6 for 6 additional credits. If you are interested in this option, please let the Reading Program Director know immediately so appropriate internship placements can be arranged for you.

2. Students interested in pursuing a Warner School certificate in Urban Teaching and Leadership in conjunction with this program need to (a) teach in an urban setting for three years; (b) choose EDU442 and take some additional courses and other experiences (requiring 6 additional credit hours). If interested in this option, please enroll in SR8 and complete the requirements specific to that program.

Other Requirements and/or Certification Requirements:
This section of your program of study will identify what you need to accomplish, in addition to the coursework indicated in the previous section, in order to graduate and receive the certification(s) you are seeking. Please note that in some cases, while our program will provide you with all the academic experiences required for the certification you are seeking, there may be some additional requirements to complete independently and outside of our program in order to be granted that certification (e.g., completing a certain number of years of mentored experiences). When that is the case, we have listed these requirements, but have indicated that they are not graduation requirements.

To complete this section, please indicate next to each requirement the semester and year when you expect to fulfill that requirement or, if you have already completed the requirement, the actual date of completion (also attaching relevant documentation as evidence).

<table>
<thead>
<tr>
<th>SR2 Additional requirements:</th>
<th>Expected completion date</th>
<th>Actual completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Teaching Certification in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Essay or Thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYS-approved Workshop on Recognizing the Signs of Child Abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYS-approved Workshop on School Violence Prevention and Intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dignity for All Students (DASA) Training in Harassment, Bullying, and Discrimination Prevention and Intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finger-print Supported Background Check</td>
<td>(to be completed and submitted directly to NYS at the beginning of the program)</td>
<td></td>
</tr>
<tr>
<td>NYS Exam - Liberal Arts &amp; Science Test (LAST)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYS Exam - Assessment of Teaching Skills-Written (ATS-W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NYS Exam - Content Specialty Test (CST) for each area of specialization sought</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate NY State Teacher certification process with the Warner School Certification Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Years of Teaching Experience with the First One Conducted in a Mentored Situation (NOT a graduation requirement but needed before applying for professional certification)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional admissions conditions that need to be fulfilled prior to graduation (if any are listed below):</td>
<td></td>
<td></td>
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<tr>
<td>+</td>
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<td></td>
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<tr>
<td>+</td>
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<td></td>
</tr>
</tbody>
</table>
Academic Policies

The academic policies below are important policies that relate to your program of study. For more information on academic policies, please review the Registrar’s Web page and the University of Rochester Graduate Studies Bulletin.

Incomplete Grades:
Students may receive a grade of "Incomplete" (I) only by arrangement with the instructor and with the completion of the Incomplete Grade Agreement. Failure to make such arrangements will lead to a grade being assigned on the basis of your completed work. Once assigned, such a grade cannot be changed. Work for courses with grades of "Incomplete" must be completed no later than one year after the course concludes, although instructors may require that work be submitted sooner. If the work is not completed within the designated period of time, the instructor will grade the course on the basis of your completed work, and this grade will be permanent. Extensions will be granted only for documented cases of illness or disability.

Substandard Grades:
The grading policy of the Warner School stipulates that grades of "C" or below are substandard evaluations for matriculated degree students. Master's degree students who receive a "C" grade will receive a warning; a second grade of "C" will result in the master's student being involuntarily withdrawn from the degree program. Doctoral degree students who receive one grade of "C" or below will become the subject of a general program faculty discussion, which may result in a recommendation that the student be involuntarily withdrawn from the degree program; a second "C" grade will result in the doctoral student being withdrawn from the degree program. For either master’s or doctoral students, one "E" grade will result in the student being involuntarily withdrawn from the program.

Continuous Enrollment Policy:
The University of Rochester and its graduate schools enforce a Continuous Enrollment Policy that requires that all students enrolled in a degree-bearing program register each fall and spring until they receive their degrees (this policy does not mandate that you register during the summer term). Further, you must complete a minimum of nine (9) credit hours in each fiscal year (summer/fall/spring-in that order). If you matriculated in the fall term, you are required to complete six (6) credit hours in your first year. If you matriculated in the spring term, you are required to complete three (3) credit hours in your first year. If you have less than nine (9) credit hours remaining to complete your program, you may register for ED 899: Master’s Thesis (you can use this only twice as a stand-alone registration), ED 999: Doctoral Dissertation (you can use this only four times), ED 895: Continuation of Master's Enrollment, or ED 995: Continuation of Doctoral Enrollment each fall and spring until you complete your degree. Audits do not count toward continuous enrollment. Candidates who do not register for two consecutive semesters, either fall/spring or spring/fall, will be withdrawn from their degree program, effective their last registration date. Warner will make an effort to notify candidates that they have been withdrawn, though notification is not guaranteed.
COURSE & SCHEDULING INFORMATION
AVAILABLE ON WARNER’S WEBSITE

The most updated information about our courses and course schedules can be found on the Warner website:  http://www.warner.rochester.edu/content/programs/.

GENERAL COURSE INFORMATION

You will find general course information at the bottom of this web page: http://www.warner.rochester.edu/content/courses/, including:

- a Master List of current courses, arranged numerically by course number*
- more detailed course descriptions listed under department titles
- course prerequisites and/or restrictions, listed at the end of the more detailed course description
- potential instructors for each course, listed in the course description
- semesters in which course is normally offered (e.g., if we offer it every semester, every fall, fall in even years only)**

SEMESTER COURSE SCHEDULE

You will also find Course Schedules for the current and following one or two semesters here:  http://www.warner.rochester.edu/programs/schedules/.  These schedules contain more specific information, including:

- the actual list of courses being offered in that semester
- specific days and times courses are offered
- locations of the courses
- names of course instructors

Inevitably, there will be changes to the Schedule after it is posted on the website.  These changes are noted first on the website.  Students should make periodic checks of the website for the most current information on course offerings.  Before leaving for the first session of class, students should always check the online Course Schedule to assure that locations have not changed.  Students without Internet access should contact the Office of Student Services.

* Occasionally, Warner creates new courses that may not appear immediately on this list of courses or in the more detailed course descriptions; when the new Information Guide is ready for publication each year, updates will also appear on the website.

** Warner makes every effort to provide students with as much advance planning information as possible (we most often have at least one future term posted), but in doing that, some of the information published is, of necessity, in draft form, and changes will inevitably occur.  It is as complete and accurate as we can provide in advance of the actual term.  Warner therefore again recommends that students check the website periodically for Course Schedule changes.
Blackboard - Info for Warner School Students

Check your browser

Blackboard works best with certain browsers on the Mac and Windows operating systems. Please check the End User configuration Matrix on the reverse of this page.

To log on -

Open a supported browser and point to http://my.rochester.edu

You should have received your login information in an email from the Blackboard system. Most people will use their netid and password, but a few people will have a different user name ending in _bb. For any of those users, the login name and initial password will be in the Blackboard email.

Once you’ve logged on . . .

You’ll be on the “Main” tab of the portal. This tab will display announcements and calendar items from any courses that are using these tools.

Switch to the “Courses” tab to access the links to your course(s).

When you’re done, log out. Otherwise the next person at that machine will be able to access your information.

Help

If you are having issues, email Kristine Mager (kmager@warner.rochester.edu).
# Browser Support for SP 11

The following tables highlight the new platform and browser configurations tested for SP 11 using the following support terms:

- **Certified**: Fully supported technology with highest level of testing before release.
- **Compatible**: Fully supported technology with minimal level of testing before release.
- **Unsupported**: Unsupported technology because it is either impossible or not tested.
- **Provisional**: (Client Technologies ONLY) future technologies considered supported by Blackboard Support.

## Microsoft Windows

<table>
<thead>
<tr>
<th></th>
<th>Internet Explorer 10</th>
<th>Internet Explorer 9</th>
<th>Internet Explorer 8</th>
<th>Firefox ESR¹</th>
<th>Firefox (Final Release Channel)²</th>
<th>Chrome (Stable Channel)³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP (32-bit)</td>
<td>Unsupported by Microsoft</td>
<td>Unsupported by Microsoft</td>
<td>Compatible</td>
<td>Certified</td>
<td>Compatible</td>
<td>Compatible</td>
</tr>
<tr>
<td>Windows Vista (32-bit)</td>
<td>Unsupported by Microsoft</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Compatible</td>
</tr>
<tr>
<td>Windows Vista (64-bit)</td>
<td>Unsupported by Microsoft</td>
<td>Compatible</td>
<td>Compatible</td>
<td>Certified</td>
<td>Compatible</td>
<td>Compatible</td>
</tr>
<tr>
<td>Windows 7 (32-bit)</td>
<td>Provisional</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
<tr>
<td>Windows 7 (64-bit)</td>
<td>Provisional</td>
<td>Certified</td>
<td>Compatible</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
<tr>
<td>Windows 8 (32-bit)</td>
<td>Compatible</td>
<td>Unsupported by Microsoft</td>
<td>Unsupported by Microsoft</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
<tr>
<td>Windows 8 (64-bit)</td>
<td>Certified</td>
<td>Unsupported by Microsoft</td>
<td>Unsupported by Microsoft</td>
<td>Certified</td>
<td>Certified</td>
<td>Certified</td>
</tr>
</tbody>
</table>
What is my.rochester.edu?
My.rochester.edu is the University's student portal. It is based on a system called Blackboard. Incoming students should have already received an email when their account was created. This email would have told them how to log in (usually NetID).

How do I get access?
Student and faculty accounts are created automatically based on registration data. The system receives course listing and enrollments periodically. These automatically generate accounts for the instructors on record for courses, and the students enrolled in those courses. If you are not enrolled in courses, you may not automatically receive an account.

What is the student's username in my.rochester.edu?
Most students will log in to the student portal with their NetID and NetID password.

Why would a student NOT use their NetID?
We are sharing the Blackboard system with the Medical Center. They use a different authentication system for their users. If a user from their system was already in Blackboard with the same username, we cannot duplicate it.

Does it matter what operating system and browser I use to connect to my.rochester.edu?
Yes. The software that runs my.rochester.edu (Blackboard) is tested and certified (or compatible) only with certain browser versions on either Windows or MacOS. Check the Browser Compatibility document for details.

What features are available in the portal?
Students at the Warner Graduate School of Education see Main, Courses, My Accounts, Student Access and Libraries.

For more explanation about tabs, see detail below.

Why do some of my courses say they're "unavailable?"
The availability of courses in Blackboard is controlled by the instructor. Early in the semester, some instructors may still be building the content in their Blackboard courses, and may not make it available until they're ready. Also, there are instructors who do not use Blackboard, so their courses will not be made available.

I just registered for a new course - why don't I see the link for it in Blackboard?
The registrar's database (ISIS) and Blackboard do not have "real time" synchronization. Blackboard data is updated from ISIS three times a day Monday through Friday. If you've
registered for a new course, first be sure that it shows up for you in Student Access. Once it does, it should show up as a Course link on your Blackboard Main tab within a few hours. If it shows up on the Main tab but says "Unavailable," it means that your instructor has not turned on the course yet. The instructor may not be ready to allow access to the course, or may not be using Blackboard.

I need to be added to a course as a student/TA. How do I do that? 8/22/13 MyRochester: University of Rochester

The request must be submitted to studentservices@warner.rochester.edu who will be the proper authorization.

How can I see courses from a previous semester?

Course availability for students is turned off 30 days after the end of a semester. If you need access to something in a previous course you will need to contact studentservices@warner.rochester.edu

My email address is wrong in Blackboard. How can I fix it?

Go to the Global Navigation in the top right hand banner of Blackboard. This is the pull-down menu where your name is located. Click on Settings, then Personal Information, then Edit Personal Information. Enter your preferred email address and click Submit.

Is there any information about Campus services and offices available?

There are links to a number of academic and campus services available on the Main tab. These links are customized based on the school affiliation, so students at Eastman see links specific to Eastman. Additionally, some links are available on the Activities tab.

Can I pay my tuition bill through my.rochester.edu?

Yes. Access to the online bill presentation and payment system is available through my.rochester.edu. Click on the UR ePAY link on the Main tab. This system is managed independently. Questions about billing and payments should be directed to the Bursar's office.

Why don't I see the link to UR ePay?

The UR ePay link appears under the University of Rochester Links menu in the left column of the page. If you are not seeing this link, contact your Blackboard support team.

I have questions about UR ePay (questions about my bill, setting up an Authorized Payer). For any questions about UR ePay (other than the availability of the link) contact the Bursar's office at (585) 275-3931 or bursar@ur.rochester.edu. Or visit the Bursar's office web site at http://www.rochester.edu/adminfinance/bursar/epay.htm

Do parents have access to my.rochester.edu?

No, parents do not have accounts in my.rochester.edu. Parents can be set up to view and pay a student's tuition bill within the external system. This must be initiated and managed by the student. For information about this option, see the Bursar's office web site and review Authorized Payers.
I should see a tab for Student Access in Blackboard and I don't. How can I get this fixed?
If you think that you should be seeing a tab for Student Access and you don't, contact your Blackboard support team – studentservices@warner.rochester.edu

I have questions about what I see on my Student Access tab.
If you see the Student Access tab, but something is not working, or you have questions about the data you receive, contact the Registrar's Office at (585) 275-8131, or registrar@rochester.edu.

Information about Portal Tabs:
- Main provides a dashboard into your courses and organizations, as well as quick links to various academic and campus services.
- Courses is used to provide access to any courses that a student is enrolled in and are made available with content.
- Student Access provides a portal to the Registrar's Access site for your registration history and grade information.
- My Accounts provides access to account information centers, as well as access to your OneCard account.
- Activities is a tab where we have provided both static and dynamic information from various local and campus activities.
- Libraries is a tab for quick access to the River Campus Library home page.
KEY INFORMATION ABOUT REGISTRATION

Registrar’s Contact Information:  585.273.3383; registrar@warner.rochester.edu
(The URL for Warner’s website, referenced throughout, is:  www.warner.rochester.edu)

REGISTRATION PROCESS

Matriculated Warner Students (for specific instructions, see sheet included in this packet)

- If you are a newly matriculated student utilizing online registration for the first time you must create a NetID and password:  http://www.rochester.edu/its/netid/.
  - If you are a UR employee or have taken classes at the University before (as an undergraduate, a student at another school or as a non-matriculated student), you already have a NetID; you should not create a new one. Try using the current NetID; if you cannot, see the next bullet below.
  - If you encounter problems creating the NetID and password, you should contact either the Warner School Registrar (number above) or Warner’s Blackboard and Student Email Coordinator (585.273.4564 or studentservices@warner.rochester.edu) immediately.
- Once you have a NetID and password, you must complete an electronic Payment Agreement (https://secure1.rochester.edu/bursar/payment/login.php), which will remain in effect as long as you remain active; failure to do so will result in a Bursar’s hold on your account, preventing you from registering.
  - If you have taken classes at the University before (as an undergraduate, a student at another school or as a non-matriculated student), you may already have a Payment Agreement on record, so when you register online, it will not force you to create a new one. But you still must do this or face holds on your account. Use the web address above to go directly to the Payment Agreement site and complete the online form.
  - Should you change your billing address or wish to change the payment option selection at any time after initial matriculation, you must complete a new Payment Agreement online and submit it to the Bursar’s Office.
- To register online, you can go to Warner’s website, click on Student Services in the box on the left, next Matriculated Students, then Registration; you’ll find a link at the top of that page to online registration.
  - If you have no Internet access, contact the Warner Registrar’s Office for instructions.
- For matriculated Warner students, registration opens approximately two months before a term begins, and you will receive an e-mail shortly before that time, notifying you of the exact date and providing links to online registration, etc.
- You should direct any questions relating to registration to the Warner Registrar; she would rather be “bothered” than to have to correct mistakes in later in the process.

Matriculated Non-Warner Students

- Matriculated graduate students in other UR schools as well as rising or current undergraduate Seniors may register for Warner’s classes online with Instructor Permission Codes (IPC’s), available from the Warner Registrar, not the instructors.
- Matriculated undergraduate students who are rising or current Juniors must complete a Drop/Add Form (available on Warner’s website https://www.warner.rochester.edu/files/studentservices/forms/dropadd.doc) and obtain the signature of one of their advisors, giving permission for them to take a graduate level course. Students then bring the completed Drop/Add Form to the Warner Registrar to initial, giving Warner’s permission for the student to register for the class. Finally, they return the Drop/Add Form to their own registrar to process for them.
Non-Matriculated Students

- Individuals having completed a Bachelor’s degree* but not matriculated into either a Warner degree or certificate program are welcome to register for classes at the Warner School, provided the classes are not restricted to matriculated students only. (*All counseling courses require the written permission of the instructor or program chair [an e-mail is acceptable]; if you are a non-matriculated student, the Warner Registrar will be happy to supply you with instructors’ contact information. Most seminar courses are at a more advanced level and would not be open to non-matriculated students; exceptions are made in unusual cases.)

- The Admissions Office maintains a list of courses open to non-matriculated students, should you wish to peruse such a list: https://www.warner.rochester.edu/files/admissions/nonmatric_classes.pdf

- Warner School utilizes its own specialized registration forms and handles its own non-matriculated student registration. If you have questions concerning registration as a non-matriculated student, you can contact the Warner’s Registrar at registrar@warner.rochester.edu or 585.273.3383.

- If you are planning to matriculate into either a degree or certificate program, Warner strongly discourages you from registering for more than a total of three (3) classes before matriculation.

- If you are taking classes strictly for personal enrichment or professional development, feel free to complete as many courses as you choose. Warner will never mandate matriculation.

* If you do not possess a Bachelor’s degree you may also register for a select number of Warner classes. You must contact the University Registrar’s Office at 585.275.5131 and complete the University’s Non-Matriculated Student Registration Form. You will next bring the completed form to the Warner Registrar’s Office (Dewey Hall, 2:160A) for the Registrar’s approval to enroll in the class. You will finally return the form(s) to the UR Registrar’s Office for processing.

PLEASE NOTE: if you were once enrolled as an undergraduate at the UR and withdrew before receiving a degree, a hold exists on your record preventing future registration until you provide proof of degree completion at another institution. You should procure a transcript from the institution granting your degree and bring that form to the University of Rochester Registrar’s Office (main floor of Lattimore Hall). As soon as the hold has been lifted, you are free to register for classes at the Warner School.

EARLY REGISTRATION PERIOD

- Matriculated Warner graduate and certificate students are offered a three-week early registration period—before non-matriculated graduate student registration opens—during which time you may register for classes without competition from those not pursuing a degree/certificate.

- Students registering early are not expected to pay tuition any sooner than if you had registered closer to the start of the term, so this deferred payment practice affords a real benefit.

- The rationale behind the early registration is two-fold:
  o first, Warner gives matriculated students a slight advantage in selecting classes;
  o second, if a course should reach capacity well before the term begins, it allows Warner other options, such as opening a second section, hiring a graduate assistant to assist with the class to allow for more students, or helping you find alternate courses that will meet your needs.
COURSE CAP POLICY

- Maximum enrollment for most Warner classes is 25 students, unless stated otherwise in the Course Schedule, and Warner adheres to this policy quite closely. Warner believes the Course Cap Policy is necessary for two main reasons:
  - Warner values class participation as part of the learning experience; such involvement is better supported by smaller class sizes;
  - Graduate students investing substantial funds in an education at Warner expect smaller classes, affording more instructor attention, more one-on-one interaction with the instructor, and more networking with fellow students.
- **Walk-ins the day a class begins are not welcomed.**
  - If you choose to attend class without first registering, you still may not be able to secure a spot in the class, if others are on the waiting list ahead of you. Warner very strongly encourages you to register early to avoid such unpleasant circumstances.

COURSE AUDITS

- You may be allowed to audit select Warner School courses (**NOTE: this does NOT include any 1-credit hour courses**), except research courses that you intend to bundle under the credit-bearing course, ED 533).
- Warner requires written permission from the instructor (an e-mail is acceptable)
- If you are auditing a class, you must understand you cannot expect instructor time or assistance; if you choose to participate in group projects or to write papers, you should be aware the instructor will not grade such projects/papers.
- You may participate in but not monopolize class discussions.
- Audit courses receive no grade, either letter or pass/no-credit, nor will they count toward any degree requirements at the Warner School (unless mandated to fulfill a pre-admission requirement).
- Audited courses will **not** satisfy the registration requirement for Continuous Enrollment.

REGISTRATION CONFIRMATION & Using UR Access Plus

- Through online registration, you have instant confirmation of registration. The UR online registration system is a remote access program allowing you to register directly in ISIS, the University database. If you can see a course on your schedule, you have registered correctly.
- If you are unable to utilize online registration for whatever reason, you may contact Warner’s Registrar to check on registration status.
- The University also provides an online program, **UR Access Plus**, by which you may check registration status.* Students wishing to utilize this service may login to the Blackboard site ([https://my.rochester.edu](https://my.rochester.edu)) and click on Student Access.
  - **CAUTION**: over the course of the registration period, many room assignment changes are inevitable, due to changes in enrollment. You cannot assume the room number shown on your printed schedule when you register will remain unchanged. You must check the Course
Schedule on Warner’s website (under Programs & Courses, then Schedules) or call Student Services before the first class to get accurate, up-to-the-minute information.

**DROPPING and/or ADDING COURSES**

- If you are able to utilize online registration and wish to drop or add courses, you may do so online with ease up to the end of the second week of the fall and spring terms or the end of the first week of the summer session A.
- If you are unable to utilize online registration or are dropping or adding courses after the second week of the session, you will find a Drop/Add Form on Warner’s website: [https://www.warner.rochester.edu/files/studentservices/forms/dropadd.doc](https://www.warner.rochester.edu/files/studentservices/forms/dropadd.doc).
  - Using the Word format, you may type directly into the form, assuring that all fields are complete, save it to your disk or hard drive, then attach it to an e-mail to the Warner Registrar for processing.
  - If you have difficulty typing into the online form, you may print it out and hand deliver or mail it to the Warner Registrar’s Office.
  - If you do not have Internet access, you may contact the Warner Registrar for a hard-copy Drop/Add Form.
- You may add courses until the end of the second week of the fall and spring terms or the end of the first week of each summer session. Should you wish to add a class after this time, you must have written consent of the instructor and then contact the Warner School Registrar for assistance.
- If you drop a course or courses, you will receive refunds according to the following refund schedule (*determined by the date upon which the Registrar receives your Drop/Add Form, not the date upon which you discontinue attending the class*):
  - Classes dropped
    - *before* 3rd class session, 100% refund
    - *before* 4th class session, 90% refund
    - *before* 5th class session, 50% refund
    - *before* 6th class session, 20% refund
    - *from* 6th class session to end of course, 0% refund

**LATE REGISTRATION FEE**

- Warner hopes, with the deferred billing option available, to encourage you not to procrastinate, but some will. No payment needs to accompany registration, so early registration should not impose any hardship on you.
- You may register without penalty until two weeks from the first day of the term.
- If you wait until the beginning of the third week of the term or beyond to register, you will incur a $160 late fee.
- If you must add a class (at the instruction of an advisor, for example) after this date, as long as this is an addition to the initial registration, no late fee will apply.

Last updated 8/23/2013
ONLINE REGISTRATION INSTRUCTIONS

(Minimum system requirements: recent version of Internet Explorer, Foxfire or Safari Web Browser and 800 X 600 dpi resolution; AOL users may need to minimize AOL and use an alternate browser to utilize web registration. You also will need to disable all pop-up blockers in order for this program to run successfully.)

Address any problems or questions to Crys Cassano, Warner School Registrar, at registrar@warner.rochester.edu or 585.273.3383.

**STEP 0**  Get your URID (or Student ID) from the Warner Registrar. Create a NetID and password (not over 8 characters)*, using your URID: http://www.rochester.edu/its/netid/.

**STEP 1**  Go to Warner’s website (http://www.warner.rochester.edu/programs/schedules/), select the correct term and print out a copy of Warner's Official Course Schedule. If you're unable to do so, contact the Warner Registrar to receive an e-mailed copy, or drop in the Registrar's Office during office hours to get a hard copy schedule.

**STEP 2**  Go to Student Services page on Warner’s website (https://www.warner.rochester.edu/students/); click on Online Registration on right – OR – go directly to online registration site (https://webreg.its.rochester.edu/prod/web/RchRegDefault.jsp).

**STEP 3**  Read the disclaimer (in red) and click on I agree.

**STEP 4**  Sign in using your NetID and password. Click Enter.

**STEP 5**  If you’re a newly matriculated Warner student, you will be required to complete a Payment Agreement online this first time**, using your NetID and password. Follow the link in online registration – OR – go to: https://secure1.rochester.edu/bursar/payment/login.php.

Once you have completed the Payment Agreement, you may:

1) call the Bursar’s Office (585.275.3931—9:00 a.m.–4:30 p.m.), provide your URID and indicate which payment option you chose;

2) e-mail Warner’s representative in the Bursar’s Office, Cindy Cheng, providing her your URID and payment option: ccheng@admin.rochester.edu; when she arrives in the morning, she will enter your payment option;

3) wait 24 hours, and complete your registration after your Payment Agreement is recorded on your record.

**STEP 6**  If this is your first time registering this term, you’ll be directed to the Address Verification page. You must complete all fields marked with a red asterisk. **SCROLL DOWN and check all information on this page carefully.** (If you click Submit at the top of the page before completing all required fields, including the separate Residential Address section***, you will receive an error message to that effect.) When complete, click Submit at the bottom of the page.

- If you’ve made corrections to any of your personal contact information, **make a note to contact the Warner Registrar so Warner’s records will be correct.** Failure to update outdated address information will result in holds on your account preventing future registrations.

- Should you need to change contact information mid-term, contact the Warner Registrar.

**STEP 7**  You will next be directed to the Personal Information page, where you will be able to view any holds on your account. Check information on this page, as well. If anything appears incorrect, contact the Warner Registrar. Click on Continue.

**STEP 8**  You are now ready to register (if you wish to abort this process at any time, you may click the yellowLogout tab at the top left of the screen). The Warner School and current term will open by default. On the Course Schedule, select the courses for which you wish to register. Note the course prefix (ED 404, EDF 404 or EDU 404).

- Click on the heading where your course will appear (ED 404 would appear in the ED Prefix list). Select the course from the drop down menu.
- When the course details appear in the window on the right of the page, click Add Now (if you wish to audit a class, before clicking Add Now, click the little box to the right of the course details).
- Repeat process until you have selected all courses you plan to take; should you make a mistake, simply click the box to the left of the course you want to remove and click Remove Selected.
- When you’ve completed your selections, click Submit Shopping Cart

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>If everything worked properly, you will receive a message that your course(s) were “successfully added.” Click OK. You’ll now be back at the registration home page.</td>
</tr>
<tr>
<td>10</td>
<td>Should you wish to view or print your schedule, click View Current Schedule and click your choice from the options listed: View Weekly Schedule, Print This Page, E-Mail This Page. When you are finished, click Return to Registration.</td>
</tr>
<tr>
<td>11</td>
<td>Should you wish to change your registration after having submitted your shopping cart, click the Main Menu “folder” tab at the top right of your screen, and select Drop Courses.</td>
</tr>
<tr>
<td>12</td>
<td>Log out, and you are finished! (FYI: the UR’s Online Registration process utilizes a remote access connection to the same database the registrars use to register students, so if your schedule shows that you have successfully added the course[s] you believe you added, you can rest assured that you have registered correctly.)</td>
</tr>
</tbody>
</table>

* If you are a UR employee, you already have a NetID; do not create a second one. If you cannot seem to use the one you have, please contact Warner’s Blackboard Coordinator, Kristine Mager, at 585.273.4564 or kmager@warner.rochester.edu.

** If you took classes as an undergrad, a matriculated student in another school at the UR or even as a non-matriculated student, the system will not prompt you to complete the Online Payment Agreement, but you still must do so. Failure to complete this simple form can result in your being blocked from registering for future terms.

*** If you are an international or out-of-state student who does not yet have a residence address in New York State, the system may come back with an error message, stating that you must enter a local address; if this happens, feel free to use the Registrar’s mailing address temporarily: PO Box 270425, Rochester, NY 14627; if you choose to do this, note that it is your responsibility to update this address as soon as you have a local residence. This is a matter of security so that the campus administration knows where students are at all times.
# COMMON GLITCHES/PROBLEMS & SOLUTIONS

## #1 Hold(s) on Account
If you have hold(s) on your account (most often because you owe the University money), you will not be able to register until you’ve cared for them. Contact the Bursar’s Office (585.275.3931) and ask to speak with Warner’s Student Account Rep; she can assist you in determining the reason for the hold and what you need to do to see that it is removed.

## #2 Permission Code
When you try to add a class to your Shopping Cart and receive the message, “Permission of the course instructor is required. At this time a Permission Code is required to register for…,” you need to contact the Warner Registrar to receive the four-digit code. Your advisor will not supply you with this code.

## #3 Variable Credit Course
When you register for an Independent Study, Field Study, Research Apprenticeship, Administrative Internship class, a pop-up window will appear asking you to indicate the number of credit hours and the instructor for this course. When you click “Send Request to Your Registrar,” another pop-up will appear telling you that you have successfully sent a request for this class. It will also tell you that 1) this change in course hours will not be reflected immediately until your registrar processes it and 2) you must close this window and go back and click the “Add Now” button in order to add the course to your Shopping Cart. When you submit your Shopping Cart, you’ve done all you need to do. The Warner Registrar will receive an e-mail indicating the instructor and hours, will update your registration accordingly, and will notify you when the update has been made.

## #4 Multiple Sections
Some courses have more than one section, and it is difficult to know which one to choose from the list. Go to Programs & Courses, then Schedules on the Warner Website: [https://www.warner.rochester.edu/programs/schedules/](https://www.warner.rochester.edu/programs/schedules/), select the correct term’s Schedule, note the CRN (course reference number) and choose the course with the corresponding CRN.

## #5 Number & Title Mismatch
A few courses appear on the course pull-down menu with a number corresponding to a course on the Course Schedule, but the title is vastly different. Ignore the erroneous title. If the prefix and number are correct, when you click on the course, the selection at the right will show the correct title. (These numbers originally belonged to another course, and the online registration menu displays titles from the original list when there are two or more sections of a particular class.)

## IRRESOLVABLE PROBLEMS

## #1 NetID Problems
Contact Warner’s Blackboard Coordinator; if she can’t assist you, she will forward your request on to the appropriate experts to solve.

## #2 Registration Problems
Contact Warner’s Registrar; if she is unable to correct the problem, she will forward your request to University Information Technology for resolution.

Online Registration Instructions:StudentServices:Updated 8/23/2013
OTHER ENROLLMENT INFORMATION

BILLING & PROBLEMS WITH BILLING

- The Bursar’s Office generates bills on or near the 15th day of the first month of each term and the 15th day of every month thereafter (providing there has been activity on the account) until the end of the term.

- It is your personal responsibility to keep accounts current. Accounts falling into arrears result in monthly late fees (one percent [1%] of the outstanding balance) and Bursar’s holds on your account, preventing future registrations.

- If your account remains delinquent, and the Bursar’s Office must send it to collections, you will be required to pay the additional collections fees, even if paying the overdue amount in full, and will also be required to pay tuition in full prior to all future registrations (or provide proof of payment from another source).

- If you are receiving tuition assistance from the Warner School, your school district or employer or a tuition waiver from the University of Rochester, you will note that the first invoice you receive will most often be incorrect. It will appear as if you are expected to pay the entire tuition bill.
  - This is not a cause for panic, but you should pay only the amount you will owe after the tuition award is applied to your account; you should not wait for a second invoice before paying, or late fees will assess to the account.
  - By the second billing, the invoice should reflect the correct award/waiver granted.
    - If the second invoice is still incorrect, please contact the Warner Registrar first (585.273.3383 or registrar@warner.rochester.edu). Please do not contact the Bursar’s or Benefits Offices first. Most often, the Warner School will be able to explain or correct the error within minutes.

ENROLLMENT VERIFICATIONS

- If you require verification of enrollment for Unemployment, Public Assistance, or other purposes, you may request such verification from the Warner Registrar. Normally, the Registrar can complete this form the same day she receives the request.

- Please note that the Warner Registrar cannot verify anything but present and past enrollment. Should you need verification beyond the current term, you may request a letter from the Warner Registrar, indicating that it is your intent to remain in attendance through the designated time period.

LOAN DEFERRAL REQUESTS

- If you wish to defer loan repayment while enrolled in classes, you may submit paperwork to the Warner Registrar for processing. Most forms can be completed while you wait, if you so desire.

- Note that for Federal and most alternative loans (some bank loans may differ), you must be enrolled in no less than six (6) credit hours of coursework in order to be eligible for loan deferral.
CALCULATING GRADE POINT AVERAGES (GPA) Q & A

Q: Why doesn’t Warner track my GPA?

A: Warner School, like most graduate schools at the University of Rochester, feels that while grades (and GPA’s) are useful tools in assessing progress, they are poor motivators for true learning. It is the Warner School’s aim to encourage students to achieve to their personal potential—not to a particular GPA—and to strive for excellence. Our goal is for every student to achieve a level of proficiency and to excel to his/her own highest potential, rather than to measure him/herself in comparison to the level of achievement of others.

Q: My certification paperwork [or employer] requires me to supply my GPA. Now what?

A: If you want, you may contact the Warner Registrar’s Office (585.273.3383) or the Warner Certification Officer (585.275.1009); one of these staff members will be happy to calculate your GPA for you.

• If you’d like to calculate your own GPA, it’s a rather simple process:
  o In short, your GPA is your total quality points (or grade points) divided by the total number of credit hours completed.
  o For each course for which you received a letter grade (an “A,” “B,” or “C” grade), multiply the number of credit hours by the “quality points” (grade points) corresponding to that particular grade (see table at right);
  o Tally the list of total quality points for each class you took;
  o Tally the number of credit hours for these same classes;
  o Divide the grand total of quality points by the total number of credit hours;
  o Round the result to the nearest hundredth. That is your GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>E</td>
<td>0.00</td>
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<tr>
<td>S</td>
<td>0.00</td>
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<tr>
<td>N</td>
<td>0.00</td>
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<td>K</td>
<td>0.00</td>
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Last updated 8/22/2013
TUITION, FEE, & REFUND SCHEDULE
Summer 2013 – Spring 2014

REGISTRATION CATEGORY | TUITION/FEE
---|---
**CREDIT-BEARING COURSES:**
| | ($1248.00/credit hour)
Warner School Courses (other schools have different tuition schedules)
Independent Studies ……… ED 491 (Master’s) or ED 591 (Doctoral)
Field Studies ………………… ED 492 (Master’s) or ED 592 (Doctoral)
Research Courses ………….. ED 493 (Master’s), ED 593 (EdD) or ED 595 (PhD)
Research Apprenticeships ……… ED 496 (Master’s), ED 596 (Doctoral)
Internships …………………… EDF 497 (Higher Education, Master’s & Doctoral)
ED 498 (Administration, Master’s & Doctoral)

**NON-CREDIT-BEARING REGISTRATION CATEGORIES:**
| | ($1035.00)
Continuation of Enrollment … ED 895 (Master’s) or ED 995 (Doctoral)
Master’s Thesis ……………… ED 898 (half-time status)*
Doctoral Dissertation ……… ED 998 (half-time status)*
ED 999 (full-time status)*
* 898/899 & 998/999 qualify student to obtain/defer loans; 899 & 999, qualify student to a) live and/or work on campus & b) procure UR health insurance, as well.

Other fees:
- Late registration fee: Assessed all matriculated students registering in the fall and spring after second week of term
- Please note:
  Students registering after fifth week of term (or after June 10th in summer) will be required to submit full payment (or proof of payment from another source) with registration and will be unable to register until they submit payment or proof of coverage from a third party.

**INTERNATIONAL STUDENT FEE:**
Assessed all international students only (charged first semester of attendance each year)

$246.00/fall & spring
$25.00/year

**HEALTH & INSURANCE FEES** (insurance available to full-time matriculated students only):
- Mandatory Health Fee—assessed all full-time students, no matter source of insurance
- Health History Form Set-Up Fee—assessed once to all half-time students (6 hrs. or more)
- Health History Form Late Fee—charged all not submitting form within 30 days of term start
- Health Insurance—Single Student, Spouse or Domestic Partner (couple would be double these amounts)
- Dependent Children (flat fee, paid directly to UHS, no matter number of children)

**REFUND SCHEDULE**

<table>
<thead>
<tr>
<th>COURSE DROPPED:</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>before 3rd class session</td>
<td>100% refund</td>
</tr>
<tr>
<td>before 4th class session</td>
<td>90% refund</td>
</tr>
<tr>
<td>before 5th class session</td>
<td>50% refund</td>
</tr>
<tr>
<td>before 6th class session</td>
<td>20% refund</td>
</tr>
<tr>
<td>from 6th class session to end of course</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

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* This fee is managed directly through UHS and is not payable through student billing

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**PLEASE NOTE:** Students registering after fifth week of term (or after June 10th in summer) will be required to submit full payment (or proof of payment from another source) with registration and will be unable to register until they submit payment or proof of coverage from a third party.
GRADUATE STUDENT EXPECTATIONS & KEY POLICIES

STANDARDS FOR GRADUATE STUDENTS

As a graduate student at the Warner School, we expect you to be responsible for your own academic work and for following all Warner School and University of Rochester regulations. It is important, therefore, that you become familiar with the information provided in the University of Rochester’s Regulations and University Policies Concerning Graduate Studies (often referred to as the “Red Book”), which is available online at http://www.rochester.edu/GradBulletin/PDFbulletin/Regulations12-14.pdf. Please make sure that you also read carefully all materials sent to you both at the time of your admission and throughout the academic year; these materials contain important information about additional regulations specific to the Warner School as well as deadlines you must follow.

It is your responsibility to register for, pay for, and complete all coursework in your Program of Study (POS), as well as complete all additional requirements indicated in your POS. If any deviation from your POS becomes necessary, please secure the written approval of your advisor and submit that written approval to the Office of Student Services, so that these changes can be officially recorded and your POS updated accordingly.

Finally, Warner requires attendance of all class sessions for each of your courses. If you must miss a class, you should contact your instructor prior to class.

PROGRAM “MILESTONES”

While courses (and student teaching/internships/field experiences) are an important component of each of our graduate programs, there are also other requirements that must be completed. We often refer to these requirements as “milestones.” These milestones are explicitly identified in your POS and detailed information about each is provided on the Warner School website. In the descriptions below, we briefly describe some of the most important “milestones” typical of master’s degree and doctoral degree programs, respectively. Please note that these are only some of the most important milestones. You must consult both your advisor and the Warner website for a complete list of all milestones and requirements for your specific program.

- Milestones for Master’s Degree Programs:

  According to University of Rochester regulation, all students enrolled in a master’s degree program at the University of Rochester are expected to pass some kind of comprehensive assessment at the end of their program.

  If you are enrolled in a teacher preparation program leading to a first Initial Certification, this assessment takes the form of a Comprehensive Portfolio. You must assemble and submit this for review after completion of all coursework and student teaching. (Please consult both your advisor and the Warner website for detailed guidelines and deadlines for the Portfolio.)

  If you are enrolled in any other M.S. or M.A.T. program, a Masters’ Essay, Thesis, Case Study, Exam, or other culminating experience must be completed. Guidelines/ deadlines for these culminating experiences differ according to program; please obtain this information by consulting both your advisor and the Warner website.
Milestones for Doctoral Programs:

Listed below are only some of the most important milestones for the doctoral program at the Warner School. You must consult both your advisor and the Warner website for a complete list of all milestones and requirements for your specific program.

1. Residency Year (required for Ph.D. students only). A minimum of one year (two consecutive semesters, excluding summers) in residence and enrolled as a full-time student is required for Ph.D. students. Full-time registration is a registration of 12 credit hours (or 9 credit hours, with an assistantship) in each of the two consecutive semesters. Doctoral Dissertation (ED 999) may not be used to fulfill the one-year residency requirement.

2. Portfolio Examination. This first comprehensive assessment takes place toward the beginning of the doctoral program, to provide early feedback and guidance about potential for success in the program. All portfolios are reviewed by a school-wide faculty committee during the Fall semester; specific guidelines and deadlines for portfolio submission are announced during the preceding summer. All doctoral students should plan to submit their portfolio as soon as possible after completion of 18 credits of coursework. This coursework must include ED 506: Concepts and Issues in Social Science Research, and one additional doctoral-level course among those identified by the program area. For more information, consult both your advisor and the Warner website.

3. Research Apprenticeship (required for Ph.D. students). After successfully completing the portfolio examination, Ph.D. students must make arrangements for a “research apprenticeship,” during which they participate in an existing research project. Students thus experience the use of particular research methodologies and the particular phases of a research project before embarking on the design of their research project for the dissertation. In conjunction with this research apprenticeship, Ph.D. students must write a “research paper”—again, to learn to report research results in a situation prior to the dissertation. Expectations and guidelines for doctoral research requirements vary across programs. You must consult both your advisor and the Warner website for your program’s specific guidelines.

4. Comprehensive Examination. This assessment takes place after a doctoral student completes all coursework (with the exception of dissertation credits or other courses designed to support the dissertation process) and before registration for dissertation credits: i.e., ED 593 or 595. Unlike the Portfolio Examination, the Comprehensive Exam is evaluated by an ad-hoc committee selected by the student, in consultation with the advisor, and approved by the Associate Dean of Graduate Studies. Each student has a maximum of one year to complete the exam. Requirements for the Comprehensive Exam vary by program. You must consult both your advisor and the Warner website for your program’s specific guidelines.

The writing of the proposal begins after your dissertation committee has been
approved, so that the writing of the proposal can be guided by the committee.
Basic procedures for writing the proposal and detailed instructions for the oral
examination of the proposal are contained in documents for both Ed.D. students
of the Ph.D. Dissertation Proposal"). Both documents are available in the Office
of Student Services and on the Warner website.

7. The Dissertation and Final Dissertation Defense. Following successful examination
of the proposal, students proceed with the dissertation, under the direction of the
dissertation committee. Basic information on the style of the dissertation and
detailed instructions for the final defense of the dissertation are contained in
documents for both Ed.D. students ("Registration and Final Defense of the Ed.D.
Dissertation) and Ph.D. students (Registration and Final Defense of the Ph.D.
Dissertation). Both documents are available in the Office of Student Services and
on the Warner website.

**ASSESSMENT AT WARNER SCHOOL**

At the Warner School, we pride ourselves on evaluating our students’ learning through a
variety of complementary assessment vehicles and modes. Depending on the nature
and goals of each course, these assessments may include reflective writing, individual
and/or group projects, oral presentations, written reports, participation in class activities
or discussions, in-class and/or take-home exams, etc. While not all these assessments
may receive a “grade,” the instructor will always provide some form of feedback on
students’ work.

Each course syllabus includes detailed information about the major assessments used
in the course as well as how they will be used to determine the course grade. When
appropriate, instructors may make provisions for enabling students to revise and improve
one’s work; specific guidelines and limitations are set and communicated by each
instructor.

Consistent with University-wide regulation, grades in courses are reported by utilizing
one of two systems: (1) letter grades, or (2) “pass-fail” (in which an “S” indicates
satisfactory performance, and an “E” indicates a failure of satisfactory performance).
The system used in a given course is determined at the program level; the course
syllabus indicates which of these two systems is used. When letter grades are employed,
only the following are awarded: A, A-, B+, B, B-, C, E. A grade of “C” is considered a
substandard grade for students in Warner School degree programs. A master’s degree
student who receives more than one “C” grade (or one “E” grade) will be dropped from
his/her degree program. The awarding of a “C” grade to a doctoral student results in a
general faculty discussion and a subsequent recommendation for action to the Associate
Dean; the awarding of more than one “C” grade or one “E” grade to a doctoral student
results in that student’s involuntary withdrawal from the Warner School.

Students are expected to complete coursework according to deadlines established by the
instructor, and are graded based on the work submitted by those deadlines. Only in
special circumstances and with the approval of the instructor may students be allowed to
complete work after the course concludes; in these cases, a written document articulating
the expectations and deadlines for completing the work must be approved by the instructor.
(This document, the “Memo of Understanding: Incomplete Grades” is available on Warner’s website: https://www.warner.rochester.edu/files/studentservices/forms/inc_grade.pdf. The student will receive an “incomplete” (“I”) grade for the course until all work is completed and evaluated by the instructor—at which point a grade will be posted. If the work is not submitted by the agreed-upon deadline, the incomplete grade will automatically convert to either the grade earned for work already completed or a failing grade: i.e., an “E.”

MAINTAINING “GOOD ACADEMIC STATUS” IN YOUR PROGRAM

Students in the Warner School are expected to maintain “good academic status” in their programs by fulfilling, at a minimum, the following conditions:

1) Completing all coursework satisfactorily with a grade of “B-” or above;
2) Passing all program “milestones” in a timely manner;
3) Maintaining continuous registration (see paragraphs below).

Students who do not fulfill these conditions, or otherwise fail to make timely progress in their programs, will be informed in writing by the Associate Dean of Graduate Studies and may be involuntarily withdrawn from the Warner School.

CONTINUOUS REGISTRATION POLICIES

A student, once admitted to a degree program and registered for courses, is considered to be matriculated and is required to maintain continuous registration. Continuous registration means registration for a total of nine (9) credit hours during every academic-year sequence of Summer-Fall-Spring, or registration for Continuation of Enrollment (ED 895 or ED 995) during every fall semester and spring semester, until the degree program is complete. (Please note that the counting of nine credit hours during every summer-fall-spring sequence begins with every summer.) For example, a student may register for 3 hours in summer of a given year, 3 hours in fall of the same year, and 3 hours in spring of the following year; or a student may register for 3 hours in the summer, 0 hours in the fall, and 6 hours in the spring.

Students who do not satisfy the nine-credit-hour registration requirement must register for Continuation of Enrollment (ED 895 or ED 995) during the fall and/or spring semester in which they are not registered for coursework. For example, a student who registers for one 3-credit course in summer of a given year and one 3-credit course in fall of the same year, but does not register for coursework in the following spring—that student must register for Continuation of Enrollment (ED 895 or ED 995) in that spring term.

When students no longer have nine credit hours to complete in any given year, they should contact the Warner Registrar for guidance in registering to avoid unnecessary hours or costs.

ACADEMIC WRITING

Students at the Warner School are expected to be proficient in a variety of forms of academic writing. Consistent with any new genre of writing, academic writing presents its own challenges and must be understood and mastered. To support our students in this undertaking, the Warner School’s “Writing Support Services” offers assistance in all phases of writing.
ACADEMIC HONESTY

Academic honesty is considered a central responsibility of all students at the University of Rochester. The most common form of academic dishonesty is plagiarism, i.e., “the use, whether deliberate or unintentional, of an idea or phrase from another source without appropriate acknowledgement of that source” (University of Rochester Regulations and University Policies Concerning Graduate Studies—“Red Book”—page 50). Sources may include published documents as well as materials that have been accessed through the Internet, other students’ work, and even one’s own previous work.

Please consult the University of Rochester Regulations and University Policies Concerning Graduate Studies (“Red Book”) on the University website for more information about this important component of our expectations for graduate students. Do not hesitate to ask your instructors if you have questions about what may constitute plagiarism.
FAQ
Financing Your Education at the Warner School

Warner Admissions 585-275-3950 ■ Financial Aid Office 585-275-3226

Types of Aid Available for Graduate Study

Student Loans
Federal loans are available to US citizens and permanent residents who qualify, to help cover the costs of graduate study. In addition, many alternative loans are available to graduate students through lenders such as Nellie Mae or Citibank. For more information about federal or alternative loans, contact the University of Rochester Financial Aid Office, (585) 275-3226.

Warner Scholarships
Thanks to the generosity of our dedicated donors, the Warner School is able to award merit scholarships and assistantships each year. In addition, many Dean’s Scholarships are available to exceptional students.

External Funding
Many private and public organizations provide financial assistance (usually in the form of grants) to eligible students pursuing graduate study. Warner encourages your pursuit of outside funding and requests that you disclose any outside award on the admission application and during the financial aid process.

Student Loan Information

How do I apply for student loans?
As soon as you’ve been admitted to a Warner program, you need to contact the Office of Students Financial Assistance to begin the financial aid process. You will need to complete a Free Application for Federal Student Assistance (FAFSA). Also, you will need to provide a completed “Graduate Verification Statement” and copies of your federal tax return and W-2 forms to the Financial Aid Office. If you are applying for an alternative loan, you must complete a separate loan application, available in the Financial Aid Office.

Can I apply for student loans as a non-matriculated student?
“Non-matriculated” is defined as a student who is taking courses but not enrolled in a degree program. Non-matriculated students are not eligible for federal student loans, but some alternative loans are available through private lenders. For more information about alternative loans available to non-matriculated students, contact the University of Rochester Financial Aid Office, (585) 275-3226. Many employers will reimburse tuition in certain instances; contact your employer’s Human Resource or Benefits Office for information.

I’m enrolling in a non-degree certificate program, am I still eligible for student loans?
While you are not eligible for federal student loans, there are some alternative loans available through private lenders to help finance your certificate program. Be sure to discuss your options with the financial aid office to expedite the loan process.

I have student loans from my undergraduate study. Can I defer my loan payments while pursuing my graduate education?
Yes. To defer loan payments while enrolled in a graduate program, you must be registered at least half-time (6 credits) during each fall and spring semester, from the term of matriculation through the semester of graduation. Deferment forms are available through your lender; Warner’s Registrar will be happy to assist you in completing these forms.
Warner Scholarship Information

**How do I apply for a Warner Scholarship or Assistantship?**
Once you have answered "yes" to applying for financial aid on the Warner application form, you will be considered for all Warner assistance offered during the cycle in which you apply. All scholarship awards are made independent of admissions decisions, and applying for financial assistance in no way impacts your application for admission. To apply for financial aid (loans) you will need to fill out a separate application form. See "Student Loan" information.

**I wasn’t awarded a scholarship. Am I eligible to apply again?**
Applicants can only apply once for scholarship assistance. This is done by checking the box on the Warner application form.

**Are there any Warner Scholarships for part-time study?**
Yes! Many Dean’s Scholarships are available to part-time students. To apply, be sure to indicate on your application that you intend to study part-time, and that you would like to be considered for scholarship support.

**In which admission cycle are scholarships awarded?**
Scholarships can be awarded in any of our four admission cycles: January 15, March 15, June 15, and October 15.

**Is there any scholarship assistance for international students?**
Yes. Partial merit scholarship support is available for a limited number of international students.

**When will I be notified if I have been awarded a Warner Scholarship?**
Applicants will be notified of any scholarship award in their admission decision letter, mailed approximately one month after the admission deadline.

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**Important Dates and Deadlines**


February 1 – Admission & Scholarship Deadline

April 1 – Admission & Scholarship Deadline

June 1 – Deadline for filing for federal assistance

July 1 – Admission & Scholarship Deadline

November 1 – Admission & Scholarship Deadline

*Please see the Warner Application Form or Information Guide for details on the application process and deadlines.*
MORE ON UNIVERSITY PARKING

http://www.rochester.edu/parking/

PERMIT HOLDER'S RESPONSIBILITIES

The person in whose name a vehicle is registered is held responsible for any violation involving the vehicle, even if incurred by a different operator. It is the permit holder's responsibility to make parking regulations known to any person operating the vehicle on the University's premises. Inoperative or unlicensed vehicles may not be parked on University property.

Permit holders using an alternate vehicle for one day only may call the appropriate Parking Office (River Campus: 585.275.3983—see http://www.rochester.edu/parking/ for other numbers) to report the plate number, color, make, and location of the alternate vehicle. When the Parking Office is closed, you may leave alternate vehicle information on voice mail (585.275.3983). If the alternate vehicle is to be driven for more than one day, a gratis temporary permit must be obtained at the appropriate Parking Office.

FREQUENTLY ASKED QUESTIONS

Q. Where do I register for parking?
A. River Campus Parking Office, located in Fauver Stadium, Rm. 109

Q. What do I need in order to register for parking?
A. University identification card
   Current registration for each vehicle being registered

Q. How can I pay for my parking permit?
A. Cash, Check, MasterCard or Visa

Q. What will my permit cost?
A. See the Parking website for current rates

Q. Where will my permit allow me to park?
A. Students must park in their assigned lots. After 4:00 p.m., paid permit holders may park in any ungated lot or unreserved space. After 7:00 p.m. and until 7:00 a.m. the following morning, permits are not required on the River Campus, but care should be taken not to block fire lanes. Permits are also not required on the River Campus on weekends. After 5:00 p.m. and until 8:00 a.m. the following morning, River Campus permit holders may park in Lot 1, Lot 2 and Lot A at the Medical Center. Between the hours of 5:00 p.m. and 10:00 a.m. the following day, River Campus permit holders may park in the Ramp Garage and Visitor Lot 3. Permit holders may also park in the aforementioned areas anytime on the weekends, however, unlike the River Campus, the Medical Center requires that a valid permit be displayed at all times.
Q. What do I do if I receive a ticket?
A. Parking fines may be paid at the River Campus Parking Office with cash, Visa, MC, or Discover, money order or personal check. Appeals of parking violations must be received within 10 business days of the date the violation was issued. See the parking website for instructions on how to appeal: http://www.rochester.edu/parking/employees/eviol-app.html.

Q. Where do visitors park on campus?
A. Visitors to River Campus can purchase one-day permits at the River Campus Information Booth for a fee of $5.00 (after 4:00 p.m. the fee is reduced to $3.00), or they may use the meters along Wilson Boulevard for short term parking.

Parking permits are required on River Campus 7:30 a.m. to 7:00 p.m., except on weekends. Reserved spaces are reserved at all times.

Q. How do I cancel my parking permit?
A. Remove as much of your permit as possible from your vehicle and return it to the River Campus Parking Office. Refunds will be calculated based upon the date of return. There will be a $20.00 fee for any permit or keycard that is NOT returned.
OFFICE OF THE BURSAR (University Billing)

The Bursar’s Office is responsible for student billing and cashiering operations.

**PLEASE NOTE:**

Most billing issues can be resolved at Warner without contacting the Bursar’s Office. For problems with a Warner tuition award or stipend, please contact Ed Morgan (585.275.3087 or emorgan@warner.rochester.edu). For usual billing questions, contact the Warner Registrar (registrar@warner.rochester.edu or 585.273.3383). For questions relating to a UR Tuition Waiver, contact Lori Paradiso in the Office of Human Resources (lori.paradiso@rochester.edu or 585.275.7013).

Hours of Operation:
8:30 a.m. – 4:30 p.m. Monday, Tuesday, Thursday & Friday
9:00 a.m. – 4:30 p.m. Wednesday
(Summer hours 9:00 a.m. – 4:30 p.m. daily—mid-May to the end of August)

Contact Information:
General Information: 585-275-3931 or www.rochester.edu/adminfinance/bursar/

Cindy Cheng, Warner Student Account Representative
330 Meliora Hall, P.O. Box 270037
Rochester, NY 14627-0037
Phone: 585-275-3931 or -8029    Fax: 585-461-3356
E-mail: ccheng@admin.rochester.edu
Office Hours: 8:30 a.m. – 4:30 p.m.

Financial Holds on Student Account
- **B** = Bursar’s hold indicating past due balance†
- **Q** = No Payment Agreement on file†
- **S** = Special hold placed by Bursar’s Office† (could be due to incorrect address on file, collections issues, etc.)
- **Y** = Less than $25 outstanding†
- **Z** = Parking violation hold†

* holds preventing registration
† holds preventing receipt of transcripts or diplomas

**NOTE:** 9 holds are “harmless” online registration holds, forcing the student to verify address and contact information

Past Due Balances
Students with past-due balances must contact the Bursar’s Office immediately to avoid collections activity; once an account is sent to collections, the student must pay collection fees in addition to past-due amounts, and all subsequent registrations must be accompanied by payment in full.

Last updated 8/22/2013
MORE ON UNIVERSITY PARKING

http://www.rochester.edu/parking/

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Last updated 1/08/2013
**INFORMATION FROM BARNES & NOBLE BOOKSTORE**

http://urochester.bkstore.com/

**Store Information**

**STORE HOURS:**

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<tr>
<th>Day</th>
<th>Regular Hours</th>
<th>Summer Hours</th>
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<tr>
<td>Monday</td>
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</tbody>
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**STORE LOCATION**

Across from the Goergen Athletic Center and next door to Wilson Commons

**CONTACT INFORMATION**

Phone Number: (585) 275-4012  
Fax Number: (585) 442-0168

Store Address: Frederick Douglass Building  
Rochester, NY, 14627

**PAYMENT**

Our Accepted Forms of Payment are:  
- Visa  
- Master Card  
- Barnes and Noble Gift Cards  
- Barnes and Noble Gift Certificates  
- Flex Card  
- Discover  
- American Express
Library FAQs for Warner students

1. Who is the Education Librarian in Rush Rhees Library?

Kathy McGowan

Reference Office – located on the main floor (Level 1) of Rush Rhees Library

kathym@library.rochester.edu OR kmcgowan@library.rochester.edu

585-275-9302

Kathy is your “go-to” person for all things library-related.

She can help you:

- identify the best sources
- search databases for articles
- create a personal library using software (EndNote, RefWorks)

Students usually make appointments with Kathy but you are also most welcome to stop by the Reference Desk weekdays to see if she’s available.

2. How do I find materials for my research?

To find books: go to the library homepage (http://library.rochester.edu) and enter your terms in the box labeled Voyager Catalog. The circulation desk will hold books for you at the circ desk. Just click “Place Requests” at the top of the Voyager catalog record for the book.

To find journal articles: a good place to start is the Databases link on the library homepage (http://library.rochester.edu). Click on Education for a highlighted list of the more specialized education and human development databases, such as Education FullText and PsycINFO, followed by an alphabetical list of other databases of interest, such as JSTOR and Google Scholar.

3. How do I get from the journal article reference in the database to the full text?

Many library databases include the full text but sometimes there will just be the citation and abstract. To see if we have access to the article in another database, click on the button attached to each article citation. “Find Text” will either show you a link to the full text OR you will see this: Not in Voyager? Request via Interlibrary Loan. Clicking “Not in Voyager” will ask for your NetID and password and then take you to a filled out interlibrary loan form.

4. Does the library own this journal?

Click on eJournals on the library homepage and enter the title of the journal (NOT an article title!) in the search box. Results will indicate if we own the journal online and what years are available.
If you need a journal article in less than 24 hours or you’d like to browse the journal, search the Voyager catalog by Journal Title to get the call number. Bound journals (individual issues bound together into one volume) may be borrowed.

Otherwise, fill out an interlibrary loan request for a “Journal Article” (see also 6.) Interlibrary loan, at no charge to you, copies articles in paper-only journals we own, as well as articles in journals we don’t own. Interlibrary loan will email you a link to the article.

5. How do I access ejournals and databases off campus?

When you click on the link of a library resource with restricted access, you will be prompted to login with your NetID and password.

6. How do I get journal articles and books that the UR libraries don’t own?

Interlibrary Loan borrows books from other libraries and obtains journal articles. The articles are sent to you online. Find the Interlibrary Loan link on the library homepage under Borrowing. After logging in, the Journal Article request form may also be used to request copies of journal articles we own as long as the issue of the journal is in paper format only (no online copy).

7. All the books I want are checked out!

Recall checked out or overdue material by clicking “Place Requests” at the top of the Voyager catalog page for the individual title or by visiting or calling any circulation desk.

You can also request another copy of a checked out book through Interlibrary Loan (see 6.).

8. What’s the deal with the stacks?

The stacks (shelves and shelves of books and journals just waiting to be checked out!) are divided into the Old Stacks—levels G100 through 500m—and the New Stacks—levels 3, A and B. Be sure to pick up a stack directory at the Reference Desk and ask about elevators before your first venture. You can also find a Rush Rhees stack directory on the library website—do a “Search Site” (top right corner of any library web page) for “stacks”.

Most of the lights in the Rush Rhees Library stacks are on timers. The timers for the Old Stacks—many education books have the call letter “L” and are on level 300m in the Old Stacks—are located in the central corridor on each floor. When you get out of the elevator, go to your left and turn on the light switches.

Kathy McGowan
kathym@library.rochester.edu
275-9302 8/26/08
UNIVERSITY HEALTH SERVICES (UHS) Q & A
http://www.rochester.edu/uhs/ or http://www.rochester.edu/uhs/contact/PhoneNumbers.html

LOCATION: University Health Service Building, 1st floor, on the River Campus behind the Rush Rhees Library parking lot

HOURS: 8:00 a.m. – 9:00 p.m. Monday, Wednesday, Thursday
9:00 a.m. – 9:00 p.m. Tuesday
8:00 a.m. – 5:00 p.m. Friday
9:00 a.m. – 5:00 p.m. Saturday
1:00 p.m. – 6:00 p.m. Sunday

HEALTH INSURANCE

Q. Who is eligible for health insurance through the University?
A. All full-time matriculated students

Q. What constitutes full-time?
A. At Warner and most schools at the UR, full-time is defined for both doctoral and master’s students as twelve (12) or more credit hours per term. The only exceptions to this are for those doctoral students (and rarely a master’s student) who have a graduate assistantship and are registered for nine (9) or more hours ~ or ~ for students working on their culminating experience (i.e., thesis, essay, portfolio, dissertation, etc.) and utilizing ED 899 or ED 999.

Q. How do I sign up for health insurance?
A. Complete the Health Insurance Options Process online, and you can elect the coverage you need: http://www.rochester.edu/uhs/ (click on appropriate link in pink box at right).

Q. If I elect UR Health Insurance, what services can I expect to receive?
A. The same services you would expect from a Primary Care Physician, including referrals to specialists. However, in addition, you will have access to some lab services (x-rays, lab tests, etc.), lower cost common prescription medications, physical therapy, mental health counseling, free health education and even transportation to specialists’ appointments (if needed) for a fee.

Health education topics available on the UHS website include:
- Alcohol & Other Drugs
- Cold Self Care
- General Health
- Men’s Health
- Nutrition
- Sexual Health
- Sexual Assault
- Smoking Cessation
- Women’s Health

Q. How much will it cost me?
A. Rates increase each January, so you need to check the UHS website (http://www.rochester.edu/uhs/) for up-to-date information or call 585.275.2637. In addition to the posted rates, be aware you will also pay a Mandatory Health Fee (see in topic to follow) each fall and spring; if the rate for the current academic year is not posted on the website, you will find the Tuition, Fee & Refund Schedule on Warner’s website: https://www.warner.rochester.edu/files/studentservices/tuition_fees.pdf. There you will find the current rate for the Mandatory Health Fee.

Q. Why is the amount I was billed in the fall considerably less than what I was billed in the spring?
A. The amount charged for fall covers August through December. The amount for spring covers January through July, so includes the summer months, as well.
Q. What if I graduate in May and won’t need health insurance in the summer because my future employer is picking it up?
A. Contact UHS immediately and request a prorated refund for spring term.

Q. What if I’m not a full-time student but need to see a doctor? Can I go to UHS?
A. Yes, you may, but on a fee-for-service basis, just as you would pay at any other urgent/critical care facility. You will also need to make an appointment to be seen.

Q. I got billed for health insurance, and I don’t need or want it because I have my own coverage. What should I do?
A. All full-time students not providing proof of private insurance during the open enrollment period, will be billed for the UR Student Health Insurance plan. If you have your own coverage, you must contact UHS immediately for instructions to determine if there is any way to receive a refund.

Q. I got billed for health insurance, and I’m not even a full-time student!
A. Contact the Warner Registrar immediately; again, failure to handle this promptly can have serious implications.

MANDATORY HEALTH FEE

Q. What IS the Mandatory Health Fee and why must I pay it?
A. This fee is charged to every full-time student, regardless of their health insurance choices; even those with private health insurance must pay. The purpose of the fee is to help to keep the cost of UR health insurance at a reasonable rate for students.

Q. What is covered by the Mandatory Health Fee?
A. Here are some things covered by the Mandatory Health Fee:
  • Health History Set-Up Fee (see below) that part-time students must pay out of pocket;
  • Office visits at the University Health Service
  • Office visits to the University Counseling Center; even if you have your own private insurance, you may take advantage of this service; and if your private insurance covers a limited number of visits to a counselor, you may be eligible for additional visits to a mental health professional
  • Walk-in care for non-life-threatening urgent/critical care at the UHS clinic on campus

HEALTH HISTORY SET-UP FEE

Q. What is the Health History Set-Up Fee for?
A. When you were admitted, you were required to complete a Health History form (full-time students and part-time students complete different forms, so if you were admitted as a part-time student but decided to attend full-time, you should contact the Warner Registrar’s Office to get the correct form to complete). This fee helps defray expenses involved in creating this State-mandated health history, including proof of immunizations.

Q. My roommate didn’t have to pay this fee. How come I did?
A. Your friend may be a full-time student whose fee is rolled into his Mandatory Health Fee.

PROOF OF IMMUNIZATION

Q. I’m a part-time student; do I still need to be immunized?
A. All students born after December 31, 1956, no matter their time status, must provide valid proof of immunity (against measles, mumps, and rubella). The UR is required by
law to physically remove you from the campus if you fail to provide such proof within 30 (for NY State residents) to 45 (for out of State residents) days of the start of the term.

In addition to State requirements, for full-time students, the UR also requires proof of Tetanus/diphtheria (Td) immunization, as well as a Tuberculin skin test (PPD) for students coming to the United States from many other countries; international students should check with UHS to determine if this is a requirement for them.

Q. **My religion forbids me to be immunized** [or I hold deep religious beliefs that prohibit me from being immunized]; what should I do?
A. If this is the case, you must provide UHS with written proof of your active affiliation with your church and of its restrictions regarding immunization ~ OR~ a signed statement of your personal religious beliefs that prohibit you from being vaccinated. (The following elements should be included in your personal statement: 1) an explanation, in your own words, why you are requesting religious exemption; 2) a description of the religious principles guiding your objection to immunization; 3) a statement whether this objection is to all immunizations or to specific vaccinations and, if the latter, the religious basis for the prohibition to the particular immunization[s].) You should be aware that should there be an outbreak of one of the diseases covered by these immunizations, you will be asked to refrain from coming on campus until the crisis is past.

**DENTAL INSURANCE**

Q. **Does the UR have a dental insurance plan for students?**
A. Yes. The Eastman Dental Center offers a dental insurance plan for full-time students. The enrollment period for this dental plan is from September 1 through October 31. As soon as the current year’s information is available, it will be posted on the UHS website in the “Health Insurance for Full-time Students” section.

Two plans are available: an in-network option and an out-of-network option. For the in-network option, you must utilize the Eastman Dental Center’s or Strong Memorial Hospital’s services, and you’ll receive 100% coverage for preventative care, fillings and extractions up to $500 per year. For the out-of-network option, you must utilize Excellus Blue Cross/Blue Shield’s list of approved providers, and you’ll receive 50% of the fee schedule allowance up to a $500 maximum per year.

**PRESCRIPTION DRUG PLAN**

Q. I need to get a prescription filled. **Does the UR offer any discounts to students?**
A. Full-time students utilizing the UR’s Student Health Insurance have a prescription drug plan built into their policy.

All UR students (no matter your time-status or insurance provider) can take advantage of a prescription drug discount card plan offered by Monroe County. For information, check www.monroecounty.gov. Click on “Prescription Discount Plan” under “On-Line Forms.” You can enroll anytime during the year, and there’s no cost to participate.

NOTE: The discount card cannot be used for purchasing medications at UHS.
Who’s Who in Warner School Support Services

**CONTACTS:**
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Black-Colton, Director</td>
<td>585.275.6338</td>
<td><a href="mailto:pblackcolton@warner.rochester.edu">pblackcolton@warner.rochester.edu</a></td>
</tr>
<tr>
<td>Brian Brent, Associate Dean</td>
<td>585.275.3930</td>
<td><a href="mailto:bbrent@warner.rochester.edu">bbrent@warner.rochester.edu</a></td>
</tr>
<tr>
<td>Crys Cassano, Registrar</td>
<td>585.273.3383</td>
<td><a href="mailto:ccassano@warner.rochester.edu">ccassano@warner.rochester.edu</a></td>
</tr>
<tr>
<td>Brenda Grosswirth, Administrator &amp;</td>
<td>585.275.1009</td>
<td><a href="mailto:bgrosswirth@warner.rochester.edu">bgrosswirth@warner.rochester.edu</a></td>
</tr>
<tr>
<td>Certification Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristine Mager, Blackboard &amp; Accreditation Coordinator</td>
<td>585.273.4564</td>
<td><a href="mailto:kmager@warner.rochester.edu">kmager@warner.rochester.edu</a></td>
</tr>
<tr>
<td>Claire Urbanowicz, Secretarial Assistant</td>
<td>585.273.2927</td>
<td><a href="mailto:curbanowicz@warner.rochester.edu">curbanowicz@warner.rochester.edu</a></td>
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**ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
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<tbody>
<tr>
<td>ACADEMIC HISTORY REPORT</td>
<td>Crys Cassano</td>
</tr>
<tr>
<td>ACADEMIC HONESTY ISSUES &amp; REPORTS OF SAME</td>
<td>Brian Brent</td>
</tr>
<tr>
<td>ACADEMIC WARNINGS</td>
<td>Brian Brent</td>
</tr>
<tr>
<td>ADA ACCOMMODATION REQUESTS</td>
<td>Brenda Grosswirth</td>
</tr>
<tr>
<td>ADDING COURSE(S)</td>
<td>Crys Cassano</td>
</tr>
<tr>
<td>ADDRESSES &amp; PERSONAL INFORMATION CHANGES</td>
<td>Crys Cassano or Student Services</td>
</tr>
<tr>
<td>BILLING PROBLEMS</td>
<td>Ed Morgan, Finance</td>
</tr>
<tr>
<td>BLACKBOARD</td>
<td>Kristine Mager</td>
</tr>
<tr>
<td>BREACHES OF ACCEPTABLE CONDUCT &amp; REPORTS</td>
<td>Brenda Brent</td>
</tr>
<tr>
<td>CONFIDENTIAL EXAMINATION</td>
<td>Brenda Grosswirth</td>
</tr>
<tr>
<td>CONFLICT RESOLUTION &amp; DUE PROCESS</td>
<td>Brian Brent</td>
</tr>
<tr>
<td>COURSE ROSTER OMISSIONS</td>
<td>Crys Cassano</td>
</tr>
<tr>
<td>COURSE SCHEDULE PREPARATION, CORRECTIONS</td>
<td>Claire Urbanowicz</td>
</tr>
<tr>
<td>DEGREE CONFIRMATION/VERIFICATION</td>
<td>Crys Cassano</td>
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</table>

**ACADEMIC CALENDAR (Warner cannot supply transcripts but can provide an Academic History Report showing all courses student has taken & grades assigned, printed either in its entirety or by term)**

**ACADEMIC HONESTY ISSUES & REPORTS OF SAME**

**ACADEMIC WARNINGS** (e.g., notification of implications for “C” or “E” grades, repeated incomplete, or other criteria not being met, etc.)

**ADA ACCOMMODATION REQUESTS** (students with disabilities requiring accommodation may request additional services)

**ADDING COURSE(S)** (after online registration closes, a Drop/Add Form is available on Warner’s website: [https://www.warner.rochester.edu/files/student services/forms/dropadd.doc](https://www.warner.rochester.edu/files/student services/forms/dropadd.doc); should a student not have internet access, s/he can request a hard-copy form from the Warner Registrar’s Office)

**ADDRESS & PERSONAL INFORMATION CHANGES** (students MUST notify Warner of address, e-mail & phone changes—Warner corrects internal & external records; a Personal Information Change Form is on Warner’s website [https://www.warner.rochester.edu/files/studentservices/forms/chngaddr.doc](https://www.warner.rochester.edu/files/studentservices/forms/chngaddr.doc), but an e-mail or phone call will also suffice)

**BILLING PROBLEMS:**

<table>
<thead>
<tr>
<th>Warner Tuition Award</th>
<th>Ed Morgan, Finance (585.275.3087)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UR Tuition Waiver Missing</td>
<td>Lori Paradiso, Benefits (585.275.7013)</td>
</tr>
<tr>
<td>General Questions (call Warner before the Bursar’s Office)</td>
<td>Crys Cassano</td>
</tr>
</tbody>
</table>

**BLACKBOARD**—UR Intranet Program (set-up, support, troubleshooting)

**BREACHES OF ACCEPTABLE CONDUCT & REPORTS OF SAME** (sexual abuse/harassment, etc.)

**CERTIFICATION** (packets, information, recommendations to New York State, online certification questions)

**COMPREHENSIVE EXAMINATION:**

<table>
<thead>
<tr>
<th>Administration</th>
<th>Brian Brent</th>
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<tr>
<td>Process coordination &amp; information</td>
<td>Brenda Grosswirth</td>
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</table>

**CONFLICT RESOLUTION & DUE PROCESS** (See student issues)

**COURSE ROSTER OMISSIONS** (student claims s/he registered but not on roster)

**COURSE SCHEDULE PREPARATION, CORRECTIONS & UPDATES**

**COURSE SYLLABI REQUESTS** (current syllabi are seldom available prior to course start dates; past syllabi for the same course may be available on Blackboard or from the Student Services Office)

**DEGREE CONFIRMATION/VERIFICATION:**

<table>
<thead>
<tr>
<th>General</th>
<th>Crys Cassano</th>
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<tbody>
<tr>
<td>Degree confirmations &amp; completion letters for certification requirements</td>
<td>Brenda Grosswirth</td>
</tr>
<tr>
<td>DISSEPTION PROCESS:</td>
<td>Financial Aid Office notification of tuition awards from Warner</td>
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<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Administration</td>
<td>Financial Aid Office notification of tuition awards from Warner</td>
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<tr>
<td>Process Coordination</td>
<td>CLAIURBANOWICZ (585.275.3087)</td>
</tr>
</tbody>
</table>

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<tr>
<th>DOCTORAL CONFERENCE PRESENTATION AWARD FUNDS</th>
<th>Logan Hazen</th>
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| DROPPING COURSE(S) | After online registration closes, a Drop/Add Form is available on Warner’s website: [https://www.warner.rochester.edu/files/student services/forms/dropadd.doc](https://www.warner.rochester.edu/files/student services/forms/dropadd.doc); should a student not have internet access, s/he can request a hard-copy form from the Warner Registrar’s Office | Crys Cassano |

| E-MAIL COMMUNICATIONS | (Warner’s unwritten policy is to disseminate no global e-mails relating to anything but UR or Warner information. Warner avoids sending students’ political, religious, or other biased e-mails, & it forbids sending frivolous or chain e-mails using contact information provided on application or registration forms; students should respect this practice, as well.) | Student Services ([studentservices@warner.rochester.edu](mailto:studentservices@warner.rochester.edu)) |

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<thead>
<tr>
<th>ENROLLMENT VERIFICATION</th>
<th>(For Department of Labor, employers, etc.)</th>
<th>Crys Cassano</th>
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| FACULTY/COURSE EVALUATIONS | (Distribution, collection & processing) | Claire Urbanowicz |

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<thead>
<tr>
<th>FINANCIAL AID REPORTING</th>
<th>(Financial Aid Office notification of tuition awards from Warner)</th>
<th>Ed Morgan, Finance (585.275.3087)</th>
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</table>

| FORMS | (Most forms are available on Warner’s website [https://www.warner. rochester.edu/students/matriculated/forms](https://www.warner.rochester.edu/students/matriculated/forms) and those that are not are available in the Student Services’ Office) | Claire Urbanowicz |

| GRADE REQUESTS | (Warner no longer automatically provides grade reports to students; students can access grades online through Student Access. Should the student require a more official document for reimbursement or other purposes, s/he should contact Crys.) | Crys Cassano |

| GRADES | (Warner allows instructors approximately two weeks following the last class period to submit grades; should grades not appear on the student’s Student Access Account [https://my.rochester.edu](https://my.rochester.edu) within a reasonable length of time, the student should contact Crys.) | Crys Cassano |

| GRADUATION | (Students planning to graduate in October, March or May will receive instructions from Brenda; should a student not receive such a mailing, it is the student’s responsibility to notify Brenda of the oversight.) | Brenda Grosswirth |

| HUMAN SUBJECTS FORMS & PROCESS | (Has moved to CHD Department) | Constance Flahive (585.275.3592) |

| INDEPENDENT/FIELD STUDIES: | Forms for Independent & Field Studies can be found on Warner’s website under Student Services/Matriculated Students/Forms/Registration and Related Forms; note there are two forms available: 1) the Warner School Independent/Field Study Form and 2) the University’s form, to be used for Independent or Field Study courses taken outside Warner School. Should a student not have internet access, s/he may contact Crys for a hard-copy form. Policies, regulations, processing paperwork | Crys Cassano |

| INTERNATIONAL STUDENT SERVICES | Any questions or problems relating to an international student’s time at the Warner School | Lynne Kirst, liaison with ISO (International Services Office) |

| LEAVE OF ABSENCE (LOA): | Requests (Letter to be written to Brian, but completed form and letter then sent to Brenda) | Brian Brent & Brenda Grosswirth |

| MAIL FOLDER PREPARATION & PROBLEMS | | Claire Urbanowicz |

<p>| POLICY CLARIFICATION &amp; INTERPRETATION | | Brenda Grosswirth &amp; Brian Brent |</p>
<table>
<thead>
<tr>
<th>PORTFOLIO REVIEW PROCESS:</th>
<th>Brian Brent</th>
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<tr>
<td>Administration</td>
<td>Brenda Grosswirth</td>
</tr>
<tr>
<td>Process coordination</td>
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</tbody>
</table>

| PROGRAMS OF STUDY (after matriculation):                                                   | Crys Cassano or Claire Urbanowicz |
| Printing (student may need a new or replacement Program of Study)                           |            |

| PROGRESS ASSESSMENT (Brenda double-checks to assure student is following his/her Program of Study & moving at an acceptable pace toward graduation; she can answer students’ questions on their progress and provide updated Programs of Study) | Brenda Grosswirth |

| PROOF OF REGISTRATION (for ID or ITS purposes)                                             | Crys Cassano |
| RECEIPTS (for tuition payments)                                                            | Cindy Cheng (585.275.3931) |

| REGISTRATION (Warner handles all aspects of registration, and students do not need to see the Bursar before registering. However, University Health Service forms must be returned directly to UHS, Financial Aid forms must be returned to the Financial Aid Office, and UR Tuition Benefit Waivers must be returned to the Office of Human Resources) | Crys Cassano |

| REGISTRATION VERIFICATION (online registration provides matriculated students verification of registration, but they can contact Crys at any time to check on status or use Student Access to view registration) | Crys Cassano |

| REQUIREMENT/POLICY WAIVERS (justifiable requests for variances from policies or requirements [e.g., residency requirement for PhD’s]) | Brian Brent |

| ROOM ASSIGNMENTS                                                                           | rooms@warner.rochester.edu |
| STUDENT CONTACT INFORMATION REQUESTS (for privacy & security reasons, instructors have access to student home addresses, phone numbers & e-mails, but students do not; students may contact Crys, providing personal contact information, & she will be happy to forward that information via phone or e-mail to a third party, if necessary) | Crys Cassano |

| STUDENT ISSUES (questions regarding any of the listed areas in this section or issues arising between student and faculty, student and staff or student and student) | Brian Brent |

| TRANSCRIPTS (students having a Student Access account may now request a transcript online; or a form to print out is available on the University Registrar’s site: http://www.rochester.edu/registrar/forms/TranscriptRequest.pdf; there is no charge for up to a total of 30 transcripts at the UR; after that, there is a $2.00 charge) | UR Registrar (Crys Cassano can give information or provide an academic history, if requested) |

| WITHDRAWAL NOTIFICATION (students Warner must involuntarily withdraw first receive warnings then notification of this action from the Office of the Associate Dean; students voluntarily withdrawing from a program must notify the Associate Dean in writing) | Brian Brent |

Last updated 8/22/2013
ACCESSIBILITY ISSUES/STUDENTS WITH DISABILITIES

The Warner School and the University of Rochester welcome applications from students with disabilities. The University employs professional staff committed to assisting students with disabilities in the classroom, residence halls, libraries, and elsewhere on campus.

It is a personal decision to disclose the existence of a disability and to request an accommodation. A decision not to disclose will be respected. Students requesting an accommodation must provide appropriate documentation to the Warner’s Student Services Administrator who also serves as Disability Coordinator.

The University remains flexible regarding the types of reasonable accommodations that can be made. Students with disabilities are invited to offer suggestions for accommodations.

Information on specific accommodations may be found at http://www.rochester.edu/eoc/resources/forStudents.html.

Contact the Disability Coordinator in the Office of Student Services for more information or assistance: 585. 275.1009.
MAP & DIRECTIONS

For those new to the UR, our new building, LeChase Hall, is located just east/northeast of Todd Union, off Alumni Drive (if driving in on Wilson Boulevard from Scottsville Road and Elmwood Avenue, it is the road to the right just as you enter the roundabout).

There is no long-term parking available on site, but there are a few 15-minute free parking spaces available for quick trips. For parking suggestions your first time here, ask the attendant at the guard booth on Wilson Boulevard.

For maps (including city streets in the nearby vicinity) and interactive devices, visit the following University of Rochester website locations:

http://www.rochester.edu/maps/
http://www.rochester.edu/aboutus/chapelwebcam.html
http://www.rochester.edu/aboutus/wilsonwebcam.html