

<b>Fall 2012</b>	<b>FULL TERM</b> Aug. 27-Dec. 16	<b>A-TERM</b> Aug. 27-Oct. 17	<b>B-TERM</b> Oct. 18-Dec. 16
On-time registration begins	May 23		
On-time registration ends	Aug 17	Aug 17	Oct 15
Payment due for on-time registration by 5:00 p.m.	Aug 17	Aug 17	Oct 15 (by 7:00 p.m.)
Late registration	Aug 18-Aug 24	Aug 18-Aug 24	Oct 16-17
Golden Age and audit registration	Aug 20-Aug 24	Aug 20-Aug 24	Oct 16-17
Payment due for late registration by 5:00 p.m.	Aug 24	Aug 24	Oct 17 (by 7:00 p.m.)
Classes begin	Aug 27	Aug 27	Oct 18
Last day to withdraw with refund and without record	Sep 4	Aug 31	Oct 22
Last day to withdraw	Oct 20	Oct 6	Dec 2
Classes end	Dec 16	Oct 17	Dec 16

**Campus Close Dates:**

Sept 3: Labor Day holiday; all campuses closed  
 Nov 11: Veterans' Day holiday; all campuses closed  
 Nov 22-23: Thanksgiving holiday; all campuses closed

<b>Spring 2013</b>	<b>FULL TERM</b> Jan 7-May 5	<b>A-TERM</b> Jan 7-Mar 1	<b>B-TERM</b> Mar 11-May 5
On-time registration begins	November 5		
On-time registration ends	Dec 21	Dec 21	March 6
Payment due for on-time registration by 5:00 p.m.	Dec 21	Dec 21	March 6 (by 7:00 p.m.)
Late registration	Dec 22-Jan 4	Dec 22-Jan 4	March 7-8
Golden Age and audit registration	Dec 31 & Jan 2-4	Dec 31 & Jan 2-4	March 7-8
Payment due for late-registration by 5:00 p.m.	Jan 4	Jan 4	March 8
Classes begin	Jan 7	Jan 7	March 11
Last day to withdraw with refund and without record	Jan 14	Jan 11	March 15
Last day to withdraw	Mar 3	Feb 18	April 22
Classes end	May 5	Mar 1	May 5

**Campus Close Dates:**

May 27: Memorial Day holiday; all campuses closed

Visit [www.sinclair.edu/services/registration/dates](http://www.sinclair.edu/services/registration/dates) for up-to-date information.

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*Note: The college reserves the right to make changes to the published schedule.*

<b>Summer 2013</b>	<b>FULL TERM</b> May 20-Aug 11	<b>A-TERM</b> May 20-Jul 12
On-time registration begins	April 1	
On-time registration ends	May 10	May 10
Payment due for on-time registration by 5:00 p.m.	May 10	May 10
Late registration	May 11-17	May 11-17
Golden Age and audit registration	May 13-17	May 13-17
Payment due for late registration by 5:00 p.m.	May 17	May 17
Classes begin	May 20	May 20
Last day to withdraw with refund and without record	May 28	May 24
Last day to withdraw	July 19	July 1
Classes end	Aug 11	July 12

**Campus Close Dates:**

Jul 4: Independence Day holiday; all campuses closed

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## **MAP—My Academic Plan**

*My Academic Plan (MAP)* is a prescriptive plan of courses, created with the input of an academic advisor that assists students in meeting their academic goals. The *MAP* uses the curriculum of a student's academic program and creates a personalized schedule of that curriculum that takes into consideration the student's academic and non-academic life. While the *MAP* process is currently being used extensively to assist students in a smooth transition from quarters to semesters, it is an excellent tool for all students.

In order to have a *MAP* created, a student should contact their academic advisor. Once the *MAP* is created and agreed upon by the advisor and the student, it will be made active. In order to ensure that they are staying *On Plan* with their *MAP*, a student can access their *MAP* electronically in a number of ways:

- Ask the academic advisor to email them a copy of their *MAP*
- Log in to the Course Schedule via [my.sinclair.edu](http://my.sinclair.edu)
- Go to <http://my.sinclair.edu/> either from a computer or smart phone, click on the *My Academic Plan (MAP)* icon.

A student with an active *MAP* will have the extra benefit of an easier time scheduling each term. By logging in to the Course Schedule available via the [my.sinclair](http://my.sinclair.edu) portal, these students will be presented with the courses for which they and their advisor agreed they should register that term. This serves as both a reminder and eliminates the need to search through the entire Sinclair catalog for their courses. Further, if a student has inadvertently registered for the wrong course or failed to register for agreed upon courses, they will receive notification that they are *Off Plan* and should contact their advisor to modify their plan or make corrections. All of these features serve to assist a student in meeting their academic goals in a timely and personalized fashion.

## **My Schedule**

*My Schedule* provides students with their course schedule for a specific term. The schedule can be viewed in weekly or daily format and also provides the student with a list of books required or recommended for their courses section as well as the ISBNs and prices for each book. This book list can be printed for use in the bookstore, but also provides a direct link to used to add books to the electronic bookstore shopping cart. To use these tools, login to <http://my.sinclair.edu> and select the option for *My Schedule* in the central light blue box.

A student can also access their schedule by going to <http://my.sinclair.edu/> from either a computer or smart phone and selecting the options for *My Schedule* and *My Booklist*.

## **Accreditation**

Sinclair is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440, (312) 263-0456, FAX (312) 263-7462. Sinclair is also a member of the Ohio Association of Community Colleges. Programs of study are approved by the Ohio Board of Regents. Sinclair is authorized to grant associate degrees in arts, sciences, applied science, and individualized and technical study.

To review a list of the associations, agencies, and/or governmental bodies that accredit, approve, or license the college's programs, check [www.sinclair.edu/about/information/accreditation](http://www.sinclair.edu/about/information/accreditation).

The official documents for the associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs are housed in the office of the Provost, Building 7, Room 7330. In order to receive a copy for review, go to this office. For additional and specific details regarding program accreditations, approvals or licensures, see the individual program descriptions in this catalog. Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460

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## Sinclair at-a-Glance

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**Change  
is Good**

## Welcome to semesters!

This is a very exciting time to be at Sinclair, as we mark our first year under semesters since 1968. Over the past two years, the faculty, staff and administration of Sinclair have worked not only to convert from a quarter-based system to a semester-based one, but also to look for opportunities to refresh, revamp and improve the college in every way they can. You will see these improvements reflected throughout the 2012-2013 catalog.

Throughout the transition to semesters, the progress and success of our students have been our top priorities. This commitment to our students will continue as they work through their personal shifts to semesters. Students are encouraged to maintain contact with their Academic/Faculty Advisor to ensure that the My Academic Plans (MAPs) created for their transitions are updated and current.

## What's Changing?

Academic Terms	Quarters	Semesters
Terms (not including summer)	3: Fall, Winter, Spring	2: Fall, Spring
Winter Break	Approx. 5 weeks (Thanksgiving-New Year's Day)	Approx. 3 weeks (End of Dec.-2nd week of January)
Summer Session	10 weeks total	12 weeks total
Spring Break	12 <sup>th</sup> week of year (mid to end of March)	10 <sup>th</sup> week of year (begin. to mid March)
Length of Mini-term	5 weeks	8 weeks
Credit Hours per Year (based on full-time student at 15 hours per term)	45	30
Length of Term (including 1 week for final exams)	11 weeks	16 weeks

Average Number of Classes Taken	Quarters	Semesters
Per Term	4	5
Per Academic Year	12	10

Cost (based on Fall 2011 rates)	Quarters	Semesters
Cost per Term (based on 15 credit hours per term)	\$768	\$1,152
Cost per Credit Hour (based on in-county rate)	\$51.20	\$76.80
Number of Times Purchasing Books	3	2

Class Numbers	Quarters	Semesters
Class numbering system	3 numbers (ENG 111)	4 numbers (ENG 1101)

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### What's Changing?

<b>FACTS Payment Plan</b>	<b>Quarters</b>	<b>Semesters</b>
Number of payments due (if enrolling during the first FACTS enrollment period)	4	5
Amount of each payment (based on Fall 2011 in-county rate at 15 credit hours per term)	\$192.00	\$230.40

### What's Staying the Same?

	<b>Quarters</b>	<b>Semesters</b>
Cost per Year	\$2,304	\$2,304
Average Credit Hours Taken by Term	15	15
FAFSA Deadline	April 15	July 15

### Benefits of Changing to Semesters

1. Transferring to other colleges/universities within Ohio will be easier because the calendars will be the same.
2. You will only have to register for classes and buy books twice per year.
3. You will have more time per term in each class, so you'll have more time to learn and understand the material.
4. You will have fewer fee bills to pay per year.



## **Campus Security Report (Campus Security Act of 1990)**

The federal Jeanne Clery Disclosure of the Campus Security Policy and Crime Statistics Act requires Sinclair Community College annual security report to include statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Sinclair Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, emergency response and evacuation procedures, the reporting of crimes, sexual assault, a statement of the enforcement authority of campus security personnel, and other matters. The public may obtain a copy of the report by contacting the Sinclair Department of Public Safety at (937) 512-2700 or [www.sinclair.edu/police](http://www.sinclair.edu/police).

## **Federal Education Rights & Privacy Act (FERPA)**

The Family Education Rights & Privacy Act (FERPA) grants four specific rights to current or former students with respect to their educational records at Sinclair. Those rights are a) the right to inspect and review all the information about them held by Sinclair; b) the right to seek amendment of incorrect records; c) the right to some control over disclosure of the students' education records; and d) the right to file a complaint with the FERPA office in Washington, D.C.

For more information about students' rights under FERPA, review the Sinclair Student Records Policy, available in the Registration & Student Records office or at [www.sinclair.edu/services/registration/policies](http://www.sinclair.edu/services/registration/policies). Problems or questions concerning the Sinclair Student Records Policy may be brought to the FERPA coordinator, director of Registration & Student Records.

## **Non-Discriminatory Practices**

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship.

Inquiries and complaints concerning this policy should be referred to the Equal Opportunity Officer who coordinates Title VI (discrimination claims on the basis of race, color, or national origin); Title IX (discrimination on the basis of sex/gender); ADA (as amended) and Section 504 (discrimination on the basis of disability) and ADEA (discrimination on the basis of age). Contact: Equal Opportunity Officer, Office of Human Resources, Sinclair Community College, 444 West Third Street, Room 7340, Dayton, Ohio 45402-1460. Or Title IX Student Coordinator who coordinates Title IX (discrimination claims by students on the basis of sex--including claims of sexual harassment or sexual assault). Contact: Title IX Student Coordinator, Gwen Jones, Chief Diversity Officer, Sinclair Community College, 444 West Third Street, Room 7342, Dayton, Ohio 45402-1460

## Degrees & Certificates

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### **Associate of Applied Science—AAS**

The associate of applied science degree provides students with the applied knowledge, theory and experience needed to pursue employment in specific occupational areas; these degrees may transfer into the academic curriculum at other four-year colleges and universities. Students who intend to transfer may find it beneficial to take additional general education courses, but because course requirements vary, it is recommended that students pursuing an AAS discuss goals with an academic advisor.

### **Associate of Arts Degree—AA**

An associate of arts degree provides background in general education and is equivalent to the first two years of study toward a bachelor's degree in the humanities, social sciences, general studies or fine arts. Students who intend to transfer to a four-year college or university should contact an admissions representative from that school to assure that elective courses will transfer.

### **Associate of Science—AS**

An associate of science degree provides background in general education and is equivalent to the first two years of a bachelor's degree in the sciences, social sciences, mathematics and selected pre-professional programs. Students who intend to transfer to a four-year college or university should contact an admissions representative from that school to assure that elective courses will transfer.

### **Associate of Technical Study—ATS**

The associate of technical study degree is open to any student whose technical degree goals cannot be accomplished through enrollment in one of Sinclair's existing technical degree programs. The student may design a degree which combines two or more technical areas into a unique education plan. As an alternative, part of the students' degree requirements may incorporate credit awarded through articulation agreements with community education providers, or a combination of both. In all cases, faculty members assist the student in planning the most appropriate course of study for the individual.

### **Associate of Individualized Study—AIS**

The associate of individualize study degree is open to any student who wishes to design an interdisciplinary degree program using liberal arts or combining liberal arts with technical areas of study. The student may focus specifically on education for individual development and enrichment or may design a curriculum which allows for employment or continuation into selected four-year degree programs. Students are assisted in the degree planning process by a faculty committee which represents the various areas of study incorporated into the degree.

*[www.sinclair.edu/online](http://www.sinclair.edu/online)  
[online@sinclair.edu](mailto:online@sinclair.edu)*

Online learning is an excellent alternative for motivated students who like a flexible class schedule. SinclairOnline offers a variety of courses. Course content is the same as regular, on-campus courses and meets all program and transfer requirements. Students register for SinclairOnline courses in the same way they register for other Sinclair courses. All course work must be completed within the term it is taken.

Students will retrieve their syllabus and assignments, send email to the instructor and fellow classmates, participate in discussion forums and link to other resources though the Internet. Students without personal computers and Internet access may use the computers located in the Sinclair's open labs.

### **SinclairOnline Registration Policy**

Current or returning Sinclair students will need a 2.0 minimum cumulative grade point average to enroll in online courses. Students who are new to Sinclair may register if they have met the course prerequisite.

### **Testing Information**

Most online courses have online testing in the course. Courses that do not offer this option require that students living within 60 miles of the Dayton campus take their tests at Sinclair's Testing Center. (Information about testing will be included in the course syllabus.) A listing of the method of testing for each online course per specific term may be found on the SinclairOnline website ([www.sinclair.edu/online](http://www.sinclair.edu/online)).

Students who live beyond 60 miles of Dayton have the option of using a proctor to have their tests administered locally. It is the students' responsibility to obtain suitable proctors and proctors are not reimbursed for their time. More information and the proctor application form may be obtained on the website ([www.sinclair.edu/online](http://www.sinclair.edu/online), click on "Testing Information").

### **How to Succeed in an Online Course**

All students who wish to take a SinclairOnline course are required to complete the free course, How to Succeed in an Online Course. Information and registration instructions, maybe be found on the SinclairOnline website: [www.sinclair.edu/online/benefits/success/](http://www.sinclair.edu/online/benefits/success/)

### **SinclairOnline Degrees**

- Associate of Science, Business Administration
- Associate of Applied Science, Business Management
- Associate of Applied Science, Health Information Management
- Associate of Arts, Liberal Arts and Sciences
- Associate of Science, Liberal Arts and Sciences
- Associate of Arts, Psychology Emphasis, Liberal Arts and Sciences

## **Admissions**

### **Degree/Certificate Seeking Students**

#### **Apply to Sinclair**

There are three ways to apply:

- Fill out your application online at [www.sinclair.edu](http://www.sinclair.edu).
- Mail the application to the address provided.
- Drop off the application at the office of Admissions, Building 10, First Floor, Dayton campus or at the main desk at any Learning Center.

You will receive an acceptance letter within one week.

Admission is open to all applicants, with the exception of international students on an F-1 visa. Some academic programs have additional requirements that must be completed prior to actually beginning the program. These include the Life & Health Sciences programs, Paralegal, Police Academy, Early Childhood Education, ASEP, CAP, Honda PACT, and the A.I.S. and A.T.S. degrees.

Those who would like information about Sinclair Community College and its academic programs or would like to schedule a tour of the campus, contact Admissions, (937) 512-3648.

#### **Placement Testing**

Sinclair's mandatory assessment policy requires that all degree and certificate seeking students test for proper placement in math, reading and writing. The placement testing process begins at the Enrollment Center kiosk located in Building 10, lobby of the fourth floor. All tests are administered to students on a first come, first served (walk-in) basis. Students must present a valid photo I.D. to take the test. The Accuplacer placement test is an untimed computerized test. Students may take all three sections—math, reading and writing—in one session. Some students may only need to take one or two sections if they qualify for an exemption based on prior college or ACT scores. The Enrollment Center staff will be able to assist with the next steps in the enrollment process.

The Placement Test requirement may be waived if you:

- Submit transcripts. To transfer college credit to Sinclair, you must have your previous college(s) send your official transcript(s) to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton, Ohio, 45402-1460.
- Submit ACT scores. You are exempt from the Placement Test if your scores are at or above a certain level (Math  $\geq$  22, Reading  $\geq$  21, Writing  $\geq$  18).

#### **SinclairOnline Students**

Living beyond 60 miles from Sinclair's Dayton Campus, students needing placement and/or academic testing may require that a test proctor be obtained. Information regarding proctored testing can be found at [www.sinclair.edu/online](http://www.sinclair.edu/online). For additional information call (937) 512-2990 or toll free 1-888-226-2457.

#### **Attend New Student Orientation**

Staff at the Enrollment Center will schedule you for this mandatory information session.

#### **Meet with an Academic Advisor**

An advisor will help you select appropriate courses based on educational goals and placement test results.

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## Registration & Records

### Develop a class schedule

View Sinclair's course schedule online at [www.sinclair.edu/schedule](http://www.sinclair.edu/schedule).

Staff at Sinclair Central (Building 10, Second Floor, Dayton Campus) or at the Learning Centers will help you select days, times, and sections of courses, and show you how to register online.

### Register for classes

There are two ways to register:

1. Online—log on to [my.sinclair.edu](http://my.sinclair.edu), click on the Web Advisor tab, select Student, and Register
  - Online registration begins at 12:01 a.m. on the first day of the registration period each semester. For dates, check the calendar in the catalog, online calendar, or call (937) 512-3000 or 1-800-315-3000.
  - Log on to <http://my.sinclair.edu> and click Web Advisor.
  - Search for classes and build a schedule.
  - Register!
2. In person—go to Registration & Student Records, Building 10, Second Floor, Dayton Campus or at the Learning Centers
  - In-person registration begins at 8:00 a.m. on the first day of the registration period each term.
  - Registration forms and drop/add/withdrawal forms are available and may be processed in Registration & Student Records, Building 10, Second Floor Lobby, or at the Learning Centers, and Courseview Campus Center.

NOTE: Registration is final when the bill is paid in full by the scheduled deadline. Payment options are shown under the section *Methods of Payment*.

Please visit [www.sinclair.edu/services/bursar](http://www.sinclair.edu/services/bursar)

NOTE: Courses in the 1100 series usually are recommended for first-year students and courses in the 1200 series for second-year students. Those numbered below 1100 are developmental courses, do not count toward a degree and may not be accepted by other colleges and universities as transfer credits.

### Get a Tartan Card (Student I.D.)

Pick up your Tartan Card from Registration & Student Records, Building 10, Second Floor, Dayton Campus, after you register for the first time or take your photo at the Learning Centers.

## Tuition & Fees

### Pay for classes

There are four ways to pay:

- Online—using any computer with Internet access, log on to [my.sinclair.edu](http://my.sinclair.edu) (click on Web Advisor, Student, Select, Make Payment, under Financial Information, and the click on Pay on My Account); follow remaining instructions accordingly.
- In person—go to the Bursar’s Office, Building 10, Second Floor, Room 10244, Dayton Campus or at the Learning Centers
- Mail—send a check or money order made out to Sinclair Community College to: Bursar’s Office, Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460
- FACTS Tuition Payment Plan—please visit <http://facts.sinclair.edu>

### Cost of Attendance or Budget

The average amount a student pays to attend a college or university varies. This amount includes direct expenses such as tuition, fees and books and indirect expenses such as supplies, transportation and personal expenses. Please keep in mind that a student attending Sinclair is only required to pay the direct expenses on his or her student accounts.

<b>BUDGET A/Dependent</b>	<b>In-County/Two Semesters (9 months)</b>
Tuition, Fees and Lab Fees	\$2,216
Books and Supplies	\$1,140
Transportation	\$680
Room and Board	\$2,700
Personal and Other	\$1,340
<b>TOTAL</b>	<b>\$8,076</b>
<b>BUDGET B/Independent</b>	<b>In-County/Two Semesters (9 months)</b>
Tuition, Fees and Lab Fees	\$2,216
Books and Supplies	\$1,140
Transportation	\$680
Room and Board	\$5,442
Personal and Other	\$1,340
<b>TOTAL</b>	<b>\$10,818</b>

*Out of county surcharge for 9 months \$1,134 • Out of state surcharge for 9 months \$4,176*

### Apply for Financial Aid

There are three critical first steps to qualify for financial aid of any kind:

1. First complete the Free Application for Federal Student Aid (FAFSA) each year. The need for any financial aid will be determined by the information provided in the FAFSA application.
2. If students are selected for verification, they will receive an e-mail asking them to provide verification documents. Sinclair will not be able to award any federal aid until all the requested documentation has been verified.
  - See Verification Process section for more details.
3. Some scholarships will require additional applications, available online or from the financial aid office. See Additional Information about Federal Loans and also Private/Alternative Loans for more details.

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To complete the FAFSA students will need the following documents:

- Student's Federal Income Tax Return
- Parent's Federal Income Tax Return (dependent students only)
- Student's W2s
- Parent's W2s (dependent students only)
- Parent's social security number, birth date, marital status and date (dependent students only)
- Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students will receive two replies after submitting this application.

- From Department of Education, the students will receive a Student Aid Report (SAR).
- From Sinclair, students will receive an email explaining the next steps.

Please keep in mind that the complete financial aid process may require additional paper work and/or applications in order to offer the best financial aid package possible.

The FAFSA application is used to determine if students qualify for grants.

When should I apply? Apply as early as possible each year. **July 15** is the annual priority date established by Sinclair. Those who apply by **July 16** this year, have the best chance of receiving financial aid. Priority dates for each term will be posted in the class schedules. If students miss a priority date, they can still apply for financial aid but may be required to pay up front for tuition and books. If students receive a financial aid award after they have paid tuition, Sinclair can arrange for students to be reimbursed up to the amount of the award.

The complete financial aid process could take as little as four to six weeks from start to finish or as long as ten to twelve weeks, depending on individual circumstances; so plan accordingly.

## Tuition and Fees (per credit hour)\*

Fees current as of Fall 2012. For current tuition rates see [www.sinclair.edu/services/bursar](http://www.sinclair.edu/services/bursar) or call (937) 512-3000.

Per Credit Hour Fees	Montgomery County Residents	Other Ohio Residents	Out-of-State and International Students
Instructional Fee	\$78.12	\$78.12	\$78.12
General Fee	\$14.25	\$14.25	\$14.25
Out-of-County Surcharge	---	\$47.25	---
Out-of-State Surcharge	---	---	\$174.03
Total Tuition and Fees			
Per Credit Hour	\$92.37	\$139.62	\$266.40

### Other Fees

Application for Admission . . . . .	\$20.00
Late Registration Fee (nonrefundable) . . . . .	\$30.00
Online Classes (extra fee beyond tuition) . . . . .	\$5.00 per credit hour
Returned Check . . . . .	\$25.00
Tartan Card deposits (credit/check) . . . . .	\$10.00 minimum
Transcripts (each) . . . . .	\$5.00
Transcripts (same day service) . . . . .	\$10.00
Laboratory fees determined for individual classes.	

\*The college reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, or other matters.

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## Federal Financial Aid

Name of Aid	Type of Aid	College Expenses Covered	Annual Limits	Special Requirements
Federal Pell Grant	Grant	Tuition; fees; books; educational expenses	\$5,550; award amount based on need determined by EFC	Not have a bachelor's or advanced degree *Subject to lifetime limits
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant	Tuition; fees; books; educational expenses	Limits based on availability of funds	Not have a bachelor's or advanced degree Enroll in at least 6 credit hours Have exceptional need
Federal Work Study	Work	Educational Expenses	\$7,500; award amount based on need and determined by Sinclair Financial Aid after reviewing other aid student received	Enroll in at least 6 credit hours Have unmet financial need
Federal Direct Stafford Loan	Loan	Tuition; fees; books; educational expenses	<b>Dependent:</b> \$5,500 - No more than \$3,500 may be in subsidized loans; 2nd year dependent limit \$6,500 with no more than \$4,500 in subsidized <b>Independent:</b> \$9,500 - No more than \$3,500 may be in subsidized loans; 2nd year independent limit \$10,500 with no more than \$4,500 in subsidized Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC	Enroll in at least 6 credit hours Complete online entrance counseling. Complete online master promissory note **Subject to lifetime limits Students interested in borrowing the full amount are required to attend a loan counseling session All loans MUST be repaid
***Federal Parent PLUS Loan (Dependent Students Only)	Loan	Tuition; fees; books; educational expense	Parents may borrow up to the Cost of Attendance less any other aid and EFC	Enroll in at least 6 credit hours Complete parent loan application Complete online master promissory note All loans MUST be repaid

\* A student can receive the Pell Grant only up to 12 full time semesters or the equivalent

\*\* Lifetime Stafford Loan Limits: Dependent

\*\*\*- \$31,000 with no more than \$23,000 in subsidized; Independent - \$57,500 with no more than \$23,000 in subsidized.

\*\*\* Dependent students whose parents are unable to obtain a PLUS Loan may be eligible for additional Stafford Loan amounts

Educational expenses include books, supplies, equipment, dependent child care expenses, transportation and computer rental/purchase

All students using federal aid are subject to federal aid guidelines. The most up to date policies are available at [www.sinclair.edu/services/finaid](http://www.sinclair.edu/services/finaid)

All federal loans must be repaid. Repayment begins 6 months after a student's enrollment drops below 6 credit hours, including students attending part-time, graduating, and withdrawing. Additional information regarding loan repayment and required exit counseling is available at [www.sinclair.edu/services/finaid](http://www.sinclair.edu/services/finaid). Contact the financial aid office with any questions regarding federal aid.

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**Important Note:** Aid received at another institution may affect the amount of aid a student is eligible for at Sinclair and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the financial aid office with any questions concerning aid amounts and eligibility.

## Results of Financial Aid Application

Notification: If students are eligible for financial aid, they will receive a letter via email from Sinclair's Financial Aid & Scholarships office within 4-6 weeks. Students will need to go through Web Advisor to retrieve their awards. Students will need to accept or reject the award before funds will be available for tuition, fees and/or books. Students interested in taking out federal loans are required to complete online Entrance Counseling and an online Master Promissory Note prior to loans being disbursed. Both can be found at [www.studentloans.gov](http://www.studentloans.gov)

Payment of Aid: Students' financial aid will first be credited toward payment of tuition and fees and then for books. Look for the amount of aid on your fee bill after you have registered for classes each term.

First time borrowers are subject to a 30 day waiting period after the start of the semester, prior to loans being disbursed. Disbursements of additional loans may require a student to attend a loan counseling session. Information regarding the frequency of disbursements, including dates, is available online at [www.sinclair.edu](http://www.sinclair.edu).

## Priority Dates

- Priority dates are critical when applying for financial aid. Apply as early as possible.
- **July 15** is the annual priority date established by Sinclair. Apply by **July 16** this year for the best chance of receiving a financial aid award for the next academic year.
- Sinclair also has established semester priority dates. See [www.sinclair.edu/services/finaid](http://www.sinclair.edu/services/finaid) for dates.
- After priority dates, there may be less state and institutional aid available. Students still may submit applications, but they may be required to pay their tuition and books themselves before receiving a reimbursement credit. See a financial aid representative for possible reimbursements.
- Students who have difficulty paying 100 percent of tuition and fees at the time payment is due should see the Bursar office about the FACTS payment plan. This plan allows students to spread tuition over two or three payments. Students also may apply online at <http://facts.sinclair.edu>.

NOTE: The priority dates are the dates that all forms must be submitted to Financial Aid including the results of the students' FAFSA application. It is recommended that students begin the process 3-4 weeks prior to the priority date.

## Veterans Educational Benefits

Students who meet the V.A. eligibility criteria may be certified to receive educational benefits by registering with Sinclair's V.A. coordinator. The following chapters currently exist for educational benefits:

- Montgomery GI Bill - Active Duty (Chapter 30)
- Montgomery GI Bill - Selected Reserve/National Guard (Chapter 1606)
- Reserve Educational Assistance Program (REAP) Chapter 1607  
This educational program is designed to provide educational assistance to reservist who were activated after September 11, 2001, for 90 continuous days or more.
- Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Post 9/11 GI Bill - Educational benefits for eligible individuals, veterans and service members who served on active duty after September 11, 2001 (Chapter 33)
- Survivors' and Dependents' Educational assistance Program (Chapter 35)
- Vocational Rehabilitation Program (Chapter 31)

Benefits are paid based on chapter and number of credit hours enrolled per term:

- Full-time: 12 or more credit hours
  - Three-quarter time: 9 to 11 credit hours
  - Half-time: 6 to 8 credit hours
  - \*Less than half-time: 5 credit hours or less (tuition and fees only)
- \*Chapter 31 Does Not Apply

Students may be certified before classes begin in order to receive an early check to assist in paying registration expenses. \*The regulations vary for Chapter 31 veterans.

For specific benefit and payment information, contact the Veterans Assistance office, Building 10, Room 10324, Dayton Campus, (937) 512-2586.

## Repayment of Benefits

Under certain circumstances, withdrawing from courses could mean repayment of V.A. benefits, so veterans should contact the V.A. coordinator before withdrawing. Non-attendance of classes could also result in repayment. To eliminate any problems with benefits, each veteran must verify courses with a paid receipt for each term of enrollment. If the benefit recipient receives an "N" grade, a "Z" grade or all "F" grades in one term, benefits will be affected that term or in the future.

## Courses and Programs of Study

Students with prior credits who attended previous college(s) or served in the military must request official transcripts. Transcripts will be evaluated by the office of Registration & Student Records, and once the credits have been evaluated the school will send the student a letter informing them of the number of credits accepted.

Next, make an appointment with the academic advisor and request a degree audit to be sent to the Veterans Assistance office. The degree audit must be completed by the end of the second term or benefits will be suspended or delayed.

Sinclair's Developmental Studies courses are approved for all chapters as long as students have tested into the courses through placement testing.

Two-year associate degree programs qualify for educational benefits. One-year certificate programs do not qualify.

The following is a listing of courses that are not approved for V.A. benefits:

1. All certificate (one year) programs
2. Any course that cannot be credited toward graduation in the degree program
3. A third attempt at a failed ("F") course
4. Real estate courses through Dayton Board of Realtors for students not enrolled in Real Estate & Property Management degree program

Remember: Assistance may be received in course selection, but the final course selection is the students' responsibility. Students should follow the course outline as contained in the college catalog and see the academic advisor.

## Non-Degree Seeking Students

## Apply to Sinclair

There are three ways to apply:

- Online at [www.sinclair.edu](http://www.sinclair.edu)
- Mail the application to the address provided
- Drop off the application at the office of Admissions, Building 10, First Floor, Dayton Campus or at the main desk at any Learning Center.

You will receive an acceptance letter within one week. Visiting students should send or bring in a copy of your unofficial transcript or grade report for academic advising purposes (i.e. waiving prerequisites).

For more information: [enrollmentcenter@sinclair.edu](mailto:enrollmentcenter@sinclair.edu) (937) 512-3000, or 1-800-315-3000 (toll free in Ohio and Indiana).

## Develop a Class Schedule

View Sinclair's course schedule online at [www.sinclair.edu](http://www.sinclair.edu) and click on the Course Schedule link. Staff at Sinclair Central (Building 10, Second Floor, Dayton Campus) will help you select days, times, and sections of courses, and show you how to register online.

## Register for Classes

There are two ways to register:

- Online—log on to [my.sinclair.edu](http://my.sinclair.edu), click on the Web Advisor tab, select Student, and Register
- In person—go to Registration & Student Records, Building 10, Second Floor, Dayton Campus or at the Learning Centers

## Get a Tartan Card (Student I.D.)

Pick up your Tartan Card (Student I.D.) from Registration & Student Records, Building 10, Second Floor, Dayton Campus or at the Learning Centers, after you register for the first time.

## Pay for classes

There are four ways to pay:

- Online—using any computer with Internet access, log on to [my.sinclair.edu](http://my.sinclair.edu) (click on Web Advisor, Student, Select, Make Payment, under Financial Information, and the click on Pay on My Account); follow remaining instructions accordingly.
- In person—go to the Bursar's Office, Building 10, Second Floor, Room 10244, Dayton Campus or at the Learning Centers.
- Mail—send a check or money order made out to Sinclair Community College to: Bursar's Office, Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460

## **Campus Directory & Facilities**

*This catalog is meant to  
serve as a guide; official  
and current information is  
available at:*  
**[www.sinclair.edu](http://www.sinclair.edu)**

## Academic Advising

Building 11, Room 11346 • (937) 512-3700 • [www.sinclair.edu/services/advising](http://www.sinclair.edu/services/advising)

All students are encouraged to meet with an academic advisor before and during their academic career at Sinclair. Students who are new, first time to college, should plan to work with advisors in the *First Year Advising Center* located in Building 10, Room 10335. Academic advisors are available to assist with understanding requirements for degree, certificate and short term certificate programs, placement test results and many other services.

## Academic Resource Center (ARC)

Library, Room 7L001 • (937) 512-3495 • [www.sinclair.edu/support/readiness](http://www.sinclair.edu/support/readiness)

The primary function of the ARC instruction facilitator is to review skill levels once Accuplacer has been completed and guide the students to help improve their Developmental Math, English and Reading skills. The facilitator will also work with students that have tested into a developmental class and would like to utilize the ARC lab in conjunction with developmental class work.

## Admissions

Building 10, Room 10112 • (937) 512-3000, or 1-800-315-3000 (Ohio and Indiana)  
TDD 512-2187 • [www.sinclair.edu/admissions](http://www.sinclair.edu/admissions)

Hours:           Monday-Thursday           8:00 a.m. - 6:00 p.m.  
                      Friday                               8:00 a.m. - 5:00 p.m.

Admissions serves as the Welcome Center for prospective students. Staff is there to assist in the enrollment process, and can provide general information about academic programs and services to students, college publications such as catalogs, and enrollment information.

## Alumni Relations

Building 12, Room 12201 • (937) 512-2510 • [www.sinclair.edu/alumni](http://www.sinclair.edu/alumni)

The Alumni Affairs office develops and maintains relationships with all Sinclair's 42,000+ graduates through social and service opportunities, benefits, publications, and special events.

## Bookstore

Building 7, Room 7110 • (937) 512-2665 (BOOK) • <http://bookstore.sinclair.edu>

Students may shop for all college needs at the Bookstore. Students can also order conveniently online for their course materials, supplies and Sinclair insignia items.

## Bursar Office

Building 10, Room 10244 • (937) 512-3000 • [www.sinclair.edu/services/bursar/](http://www.sinclair.edu/services/bursar/)

Bursar's Office Hours:

Monday thru Friday                               8:00 a.m. - 5:00 p.m.

Cashier's Window:

Monday thru Thursday                           8:00 a.m. - 7:00 p.m.

Friday   8:00 a.m. - 5:00 p.m.

The Bursar Office handles payments of tuition and fees.

## Campus Ministry

Building 10, Room 10310 • (937) 512-2768 • [www.sinclair.edu/support/ministry](http://www.sinclair.edu/support/ministry)

The office of Campus Ministry, a Multi-Faith Center for Spiritual Life is served by two Interfaith Campus Ministers. Students, staff, faculty and administrators of all religious and spiritual traditions are welcome. Campus Ministry offers programming for spiritual growth and many other services.

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## Enrollment Center

Building 10, Fourth Floor Lobby • (937) 512-3000 • [www.sinclair.edu/services/enroll](http://www.sinclair.edu/services/enroll)

The Enrollment Center is the starting place for all new students ready to begin at Sinclair. Students who are new to college, transferring from another institution, or just coming to pick up a couple classes will find a helpful staff ready to assist them. Placement testing is done on a walk-in basis—no appointment needed. Valid photo I.D. is required.

## Financial Aid & Scholarships

Building 10, Room 10324 • (937) 512-3000 • [www.sinclair.edu/services/finaid](http://www.sinclair.edu/services/finaid)

Hours:      Monday - Thursday      8:00 a.m. - 7:00 p.m.  
                 Friday                              8:00 a.m. - 5:00 p.m.

The office of Financial Aid & Scholarships provides financial aid applications and advising and awards financial aid packages including federal, state, and institutional grants, loans, and scholarships.

## International Study Abroad

Building 12, Room 12211 • (937) 512-2510

Studying abroad allows students to get to know and understand another country's culture and everyday life. Students become more aware of perspectives that may be different from their own. Through study abroad opportunities, ranging from a few weeks to an entire academic year, students can earn academic credit in a wide variety of disciplines. To qualify, participants need to have a grade point average of 2.0 or better at Sinclair and meet any other specific requirements of the particular study abroad opportunity.

## I.T. Help Desk

(937) 512-4357 (HELP) • (866) 781-4357 (HELP) • [www.sinclair.edu/about/offices/helpdesk](http://www.sinclair.edu/about/offices/helpdesk)

Hours      6:00 a.m. - 12:00 midnight

The Information Technology Help Desk provides students, faculty and staff with a single primary point of contact for technology related issues. Assistance is available over the phone or via the Help Desk Tickets Online, <http://hdto.sinclair.edu>. They will not be expected to answer questions about non-supported software or commercial online services (AOL, FastNet, etc).

## Learning Communities

Building 3, Room 3142 • (937) 512-2347

The Learning Communities program improves student success by providing opportunities for increased student engagement and pass rates. It also gives advisors and/or counselors direct classroom connections. The Learning Communities program ties two courses together with a common theme, schedules them back to back, and has two instructors joining forces to help students learn.

## Library

Building 7, Lower Level • (937) 512-3007 • [www.sinclair.edu/library](http://www.sinclair.edu/library)

Hours:      Monday - Thursday      7:30 a.m. – 9:30 p.m.  
                 Friday                              7:30 a.m. – 5:00 p.m.  
                 Saturday                              9:00 a.m. – 4:00 p.m.  
                 Summer session and interim hours vary

The Sinclair Library is a state-of-the-art facility on the lower level of Buildings 1 through 7 and a complete digital library on the Internet. The Library offers an exciting mix of student friendly learning and social spaces. Librarians and I.T. professionals work with faculty to assure student access to the college information resources needed to be successful learners. Sinclair belongs to the OhioLINK consortium and students can use their Tartan Cards as library cards at other Ohio college and university libraries.

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**[www.sinclair.edu](http://www.sinclair.edu)**

### **Military Services**

Building 10, Room 10324 • (937) 512-2586

The Army Reserve Officer Training Corps (ROTC) program is designed to provide the Army, Army Reserve and National Guard with commissioned officers. Full-time students at Sinclair can enroll in Army ROTC and participate without obligation in the first two years of the four-year program.

### **Ombudsman (Center for Student Success)**

Building 10, Room 10424 • (937) 512-2205 • [www.sinclair.edu/support/advocate](http://www.sinclair.edu/support/advocate)

The Ombudsman provides assistance to individuals who have problems/issues or concerns that need resolution within the campus community. The Ombudsman can cut red tape, investigate, mediate, and provide clarification of college policies and procedures.

### **Out-of-School Youth Fast Forward Center**

Job Center, Edwin C. Moses Blvd. • (937) 512-FAST (3278)

The Fast Forward Center primarily serves youth, ages 15-21, who have previously dropped out of, or are not regularly attending, high school. The goal of the Fast Forward Center is to return the youth to high school, help them achieve proficiency, earn a high school diploma, and have a positive placement upon graduation (employment, military, or post secondary education). The Fast Forward program is one of the few (if not the only) county wide out-of-school youth initiatives in the country that encourages and allows students 15-21 to earn a high school diploma. G.E.D. is only recommended if the student is of the age where obtaining a high school diploma is not feasible (Ohio law allows high schools to be reimbursed for a child's education until that child is 22 years of age).

### **Pre-College Programs**

Building 12, Room 12331 • (937) 512-5188 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

The office of Pre-College Programs promotes and provides access to academic support services, program and resources while proactively and collaboratively guiding students to achieve their academic and career goals in a learning college environment. Students interested in Advanced College Entry, Educational Talent Search, PSEO, Quick Start, Seniors to Sophomores, Upward Bound, or Young Scholars, should contact Pre-College Programs.

#### **Advanced College Entry (ACE) – Grades 8-12**

Building 12, Room 12331 • (937) 512-2495 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

The ACE program is a self-pay program open to upper middle\* and high school students. Program participants have an opportunity to enroll, acquire college credit and possibly earn a certificate or associates degree from Sinclair. Enrollment is at the discretion of Sinclair's Office of Pre-College Programs and the academic chairperson.

#### **Carl. D. Perkins Act 2006**

Building 12, Room 12331 • (937) 512-5226 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

Funded through the Ohio Department of Education, Perkins funding is used to promote and support academic achievement, career and technical education, strengthen the connection between secondary and post-secondary education, and improve state and local level accountability.

### **Educational Talent Search—Grades 9-12**

Building 12, Room 12331 • (937) 512-5186 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

The goal of Talent Search is to increase the number of program participants to complete high school and enroll in and complete their postsecondary education. This 5-year program will provide academic, career and financial literacy and a comprehensive academic rigorous track for selected students to enroll in college courses while in high school.

### **Post Secondary Enrollment Options Program (PSEO)— Grades 9-12**

Building 6, Room 6122 • (937) 512-2461 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

PSEO, one of the State of Ohio's dual enrollment programs, permits high school students to take college classes while enrolled in high school. The program is fully funded to include tuition, fees and books based on specific criteria and proposed limits by the State of Ohio.

### **Quick Start—Grades 11-12**

Building 12, Room 12331 • (937) 512-2335 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

This pre-college program offers college courses in technical academic areas to high school juniors and seniors enrolled in career education programs at their high school. Quick Start gives participating students an opportunity to earn college credit, experience college life, engage their interest and support their high school and college goals.

### **Seniors to Sophomores (S2S)—Grade 12**

Building 12, Room 12331 • (937) 512-4188 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

Sinclair's S2S program, a State of Ohio dual enrollment program, selects students from Dayton Public Schools to complete their final year of high school and earn dual credit for their freshman year of college. In addition to their regularly scheduled classes, students participate in a customized academic-enriched support program.

### **Upward Bound—Grades 9-12**

Building 12, Room 12382 • (937) 512-2331 • [www.sinclair.edu/precollege](http://www.sinclair.edu/precollege)

A federally funded pre-college program for low-income and/or first generation students, Upward Bound is designed to increase the probability that participants will complete their high school education, enroll in, and graduate from college. Upward Bound provides several cultural trips, supplemental education, ACT/SAT review, and a six-week summer program of each year of participation.

### **Young Scholars Program (YSP) - Grades 8-12**

Building 12, Room 12331 • (937) 512-3730 • [www.sinclair.edu/precollege/ysp](http://www.sinclair.edu/precollege/ysp)

YSP is a five-year pre-college program designed to help first generation Montgomery County youth become academically and socially prepared to graduate from high school and enroll in college. YSP recruits 7th and 8th grade academic middle students with grade point averages between 2.0 and 3.0. Selected students attend ten, four-hour Saturday sessions guided by a five-year curriculum, that is aligned to the Ohio Graduation Test outcomes.

### **Project READ**

Building 6, Room 6130 • (937) 461-7323 or 512-4570 • [www.project-read.org](http://www.project-read.org)

Although Sinclair does not have a GED program, Project READ is a grant-funded program that provides student and volunteer referral for literacy programs, outreach and literacy awareness in the local three-county area. The program recruits, trains and manages volunteer literacy tutors that work with children and adult learners in free classes focusing on basic literacy, GED preparation and English as a second language (ESL) studies.

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### **Sinclair Public Safety**

Building 7, Room 7112 • (937) 512-2700 • [www.sinclair.edu/police](http://www.sinclair.edu/police)

To reduce crime and ensure the safety and security of the campus community, the Sinclair department of Public Safety employs 24 sworn public safety officers, 85 part-time safety information officers and 4 student safety information officers. Personnel is stationed in Buildings 9, 12, 13, 14, 19 and 20, as well as the library, perimeter parking lots and each level of the garage. Safety officers are also stationed at the Huber Heights, Englewood and Preble County learning centers, Miami Valley Research Park and the Courseview Campus Center on a limited basis. All of these officers provide a visible public safety presence to help prevent crime.

### **Registration & Student Records**

Building 10, Second Floor • (937) 512-3000, TDD (937) 512-3096  
[www.sinclair.edu/services/registration](http://www.sinclair.edu/services/registration)

Hours:           Monday - Thursday       8:00 a.m - 7:00 p.m.  
                  Friday                       8:00 a.m. - 5:00 p.m.  
                  Saturday                   9:00 a.m. - 12:00 noon  
  before and after the first day of classes each term

The Registration & Student Records office handles student records, registration for classes, transcripts, diplomas, Tartan I.D. cards. The office also reviews student eligibility for awards such as scholarships, graduation honors, Dean's List and degrees.

### **Service Learning**

Building 14, Room 14324 • (937) 512-204 • [www.sinclair.edu/about/learning/slearning](http://www.sinclair.edu/about/learning/slearning)

Students who want to develop and explore academic, personal, social and career goals, gain work experience, and meet community needs can do that while meeting a course requirement. Students may sign up for Service Learning, a teaching and learning strategy that provides students with community based experiences to meet course objectives. Students participating in course related Service Learning gives "real world experience" building their resumes and increasing employment opportunities.

### **Sinclair Central**

Building 10, Room 10242 • (937) 512-2201

Sinclair Central assists students with enrollment and registration. Students can access current information about open classes or to register online using Web Advisor.

### **Student Judicial Affairs**

Building 8, Room 8025 • (937) 512-2509 • [www.sinclair.edu/student/leader](http://www.sinclair.edu/student/leader)

The mission of Sinclair Student Judicial Affairs is to provide an atmosphere which is conducive to study and educational growth and one that enables students to develop in a positive manner. By virtue of enrollment at Sinclair Community College, students consent to follow the policies and procedures of Sinclair. Disciplinary action as described in the Student Judicial Affairs Code of Conduct Handbook may be taken against a person who has been admitted to Sinclair, as well as against student organizations.



### **Veterans Assistance**

Building 10, Room 10324 • (937) 512-2586 • [www.sinclair.edu/support/counseling/veterans](http://www.sinclair.edu/support/counseling/veterans)

Hours : Monday-Friday 8:00 a.m. - 5:00 p.m.

Veterans Assistance provides assistance regarding V.A. educational benefits for service members, veterans, reservists, National Guard and dependents of veterans.

### **Workforce Development**

Building 12, Room 12101 • Dayton Campus • (937) 252-9787 • [www.sinclair.edu/workforce](http://www.sinclair.edu/workforce)

Sinclair's Workforce Development (WFD) is a first-stop solution for a growing number of employers and individuals striving to function at the top of their game. WFD offers a wide array of innovative, high value, customer-focused programs and services in organizational and professional development, career assessments and coaching, leadership, information technology, advanced engineering and manufacturing, industry credentials and online learning.

### **Courseview Campus Centers**

Courseview Campus Center is located in Mason, Ohio off Interstate 71 and State Route 741 across from Kings Island. Courseview offers eight complete degree programs and fifteen certificates and provides all necessary services and support needed for academic success.

Courseview Campus Center  
5386 Courseview Drive  
Mason, Ohio 54040  
(513) 339-1212 • [www.sinclair.edu/courseview](http://www.sinclair.edu/courseview)

### **Learning Centers**

[www.sinclair.edu/learningcenters](http://www.sinclair.edu/learningcenters)

Going to college just got easier for regional residents. Every minute counts, and convenience is key. Sinclair understands, so that's why we're bringing college to the students.

Three regional learning centers located next to the YMCAs, provide Sinclair's award winning academics and services in the convenience of students' neighborhoods.

These regional campuses provide degree, certificate and general education opportunities and university parallel courses. There are day, evening, and weekend courses, on-site student services such as admissions, registration, financial aid, student advising, Bursar/Cashier and computer lab services.

Englewood Learning Center  
1150 West National Road  
Clayton, Ohio 45315  
Corner of Hoke Road and State Route 40 in Englewood next to the Kleptz YMCA  
(937) 836-8750

Huber Heights Learning Center  
7301 Shull Road  
Huber Heights, Ohio 45424  
Next to the Huber Heights YMCA  
(937) 233-5550

Preble County Learning Center  
450E Washington-Jackson Road  
Eaton, Ohio 45320  
Next to the YMCA  
(937) 456-5252

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## Articulation & Transfer Policies

Students can complete many freshman and sophomore level courses before transferring to a four-year institution. At the same time, students can earn an associate degree and apply many of those credits toward a bachelor's degree.

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## Credit at Other Colleges Articulation Agreements

Articulation agreements are formal agreements between organizations detailing the recognition of college credit between those organizations. Sinclair uses articulation agreements as a means to avoid duplication of resources and to encourage and enhance students' interest in post secondary education and transfer from one institution to another.

The college has developed articulation agreements with secondary schools, hospitals, professional organizations, and colleges and universities.

Articulation agreements can be categorized in two ways:

- Incoming agreements with secondary schools, hospitals and professional organizations indicate how credits will be recognized at Sinclair Community College. Information regarding incoming agreements is available from your academic advisor.
- Outgoing agreements with other colleges and universities indicate how Sinclair Community College programs and courses will transfer to those institutions. Consult with your academic advisor for the most up-to-date agreements.

## Articulation & Transfer Policy Institutional Transfer

The Ohio Board of Regents in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy.

While all state assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate, and convey transcripts among state assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

## **Transfer Module**

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in AA, AS and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each state assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

## **Transfer Assurance Guidelines (TAGS)**

Transfer Assurance Guides (TAGs) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher education system. A number of area specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged. A complete list of approved TAG courses can be viewed at <http://ohiohighered.org/transfer/reportingsystem>

## Conditions for Transfer Admission

1. Ohio residents with associate degrees from state assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.
2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college level courses.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an AA or AS degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college level courses will be eligible for preferential consideration for admission as transfer students.
4. Students who have not earned an AA or AS degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college level courses are eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

## Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college level courses completed in and after fall 2005 from Ohio state assisted institutions of higher education. Students who successfully completed AA or AS degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college level course they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

Pass/fail courses, credit by examination courses, experiential learning courses, and other non-traditional credit courses that meet these conditions will also be accepted and posted to the student record.

## Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

## Appeals Process

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

## Ohio Transfer Module (OTM)

The Transfer Module is a subset or the complete set of a college or university's general education requirements. The Transfer Module consists of 54-60 quarter hours or 36 - 40 semester hours of courses in the following areas:

1. English
2. mathematics
3. arts and humanities
4. social and behavioral science
5. natural and physical sciences
6. interdisciplinary study

A Transfer Module completed at one Ohio public college or university will automatically meet the requirements of the Transfer Module at another Ohio public college or university once the students are accepted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer that are not included in the Transfer Module. A complete list of approved transfer module courses can be viewed at <http://ohiohighered.org/transfer/reportingsystem>

## Completing the Transfer Module

When completing the Transfer Module at Sinclair prior to transferring to a four-year institution, students are guaranteed completion of the Transfer Module requirements at any state college or university in the state of Ohio.

To finish the requirements for the Transfer Module at Sinclair, students have to start by completing the required minimum hours of the Transfer Module from each section on the following list. The total number of "minimum hours" is equal to 36. Since the Transfer Module at Sinclair requires 54 quarter hours to be complete, students should consult with their academic advisor to determine the most appropriate courses—depending on their academic program and transfer institution—to take to complete the Transfer Module.

NOTE: The Transfer Module is updated twice per year.

*This catalog is meant to serve as a guide; official and current information is available at:*

**www.sinclair.edu**

### **Advanced Placement Credit Award**

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities. Beginning fall 2009:

1. Students obtaining an Advanced Placement (AP) exam score of three (3) or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied toward graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied toward graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of four (4) or five (5) is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Science, Technology, Engineering and Mathematics –STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced course work within the sequence.

A complete list of approved AP courses equivalencies can be viewed at <http://ohiohighered.org/transfer/reportingsystem>

### **u.select**

u.select (formerly CAS) is an online tool that will help students view program requirements, research course equivalencies, and see how courses they have taken or plan to take transfer to another college or university.

Anyone can create a free u.select account in order to:

- View course equivalencies
- See program requirements
- Enter and store course work
- Request an evaluation of transfer work against a program

Access u.select at <https://oh.transfer.org/cas/uselect>

### **OHTech eStudent Services**

The Ohio Learning Network provides an OhioLearns online course catalog at [www.ohiolearns.org](http://www.ohiolearns.org) to help Ohioans find information regarding online degrees, certificates, and courses offered by accredited Ohio colleges and universities.