Students with Disabilities
The RT DL program is firmly committed to providing learning opportunities for students with disabilities, in accordance with the Americans with Disabilities Act (ADA). Students with disabilities (including identified visual impairment, hearing impairment, physical impairment, communication disorder, and/or specific learning disability) that may affect their experience in the DL program must register with the Disability Services Office. Students are advised to do so upon acceptance into the program or upon diagnosis. Students need to contact the Disability Services Office by calling (513) 556-6823 or by emailing disabisv@ucmail.uc.edu.

Special Needs Policy
Students should notify the course director and program coordinator at the beginning of the semester of any circumstances that could affect their participation in a course, including medical issues (pregnancy, pending surgeries, etc.) and military status.

Academic Calendar
The Program follows the University of Cincinnati Academic Calendar. The Academic Calendar may be found on the following web site: http://www.uc.edu/registrar/calendars.html

The program recognizes and observes University holidays. The Blackboard site and course materials will remain available on these recognized holidays.

NOTE: Each didactic course is taught in a rolling curricular plan, which means that each course is taught once every 2.5 years. Students who elect to skip or withdraw from any didactic semester will not be able to take the skipped course until it is taught again 2.5 years later. Courses taught during the final two semesters are taught every semester. Students will not be permitted to register for the final two semester’s courses until each didactic course has been successfully completed.

Registration
After being accepted by the university, students are issued a student ID number. Registration for classes is accomplished via the Onestop web site, http://www.onestop.uc.edu. Students also have the opportunity to review and pay their tuition bill and change personal information from this web site. It is very important to register by the stated registration deadline, or late fees may be incurred. Enrollment advisors and the Program staff are available for assistance with class registration.

Student Health Insurance
Each student is responsible for his/her own health insurance. A comprehensive health insurance plan is available through the University of Cincinnati. Any questions relating to student health insurance should be directed to the UC Student Health Insurance Office at 513-558-6868.

Emergency medical needs that occur during normal student clinical activities will be available to a student through their clinical practicum training site. Any financial obligation for such treatment is the responsibility of the student.

Inclement Weather
CAHS Weather Related Protocol When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing. The College of Allied Health Sciences will observe the university emergency closing protocol for all on-campus classes. During a university emergency
Success in Distance Learning

The University of Cincinnati understands students who are new to the distance learning format are often concerned about adapting to unfamiliar methods of information delivery. While the courses do incorporate computer-based techniques that require some competency with information age technologies, they also require the same skills necessary for success in the traditional classroom. Therefore, successful students adapt conventional techniques for academic success to the newer methods of distance learning courses.

The RT program course work does not include self-paced correspondence courses; rather, they offer opportunities to assimilate information in a variety of different ways, to build a valuable community of learners, and to establish new professional relationships with peers. Below are some helpful suggestions to assist you with distance learning success.

Get Organized
You should prepare for the challenge of learning online by organizing all of your materials and references at the beginning of the course.

- Complete the online Orientation.*
- Gather all required materials—including textbooks, syllabi and presentation outlines — and assemble all print materials in one binder.
- Access the course web site and bookmark it (save it as a “favorite”) in your Internet browser for easy reference. Save email addresses of your Course Director and Facilitator in your email address book.
- Print the Course Syllabus and list of weekly assignments from the web site and preview upcoming activities and assignments.
- Use the course calendar to keep track of assignment due dates.

* Students who step away from UC RT classes for more than one semester must complete the online Orientation before progressing into the desired course. Doing so ensures currency regarding technical and academic updates. The program will notify the student if s/he needs to satisfy this requirement.

Schedule Your Time
University of Cincinnati has designed the program to allow busy working professionals to integrate academic pursuits into their existing professional and personal commitments. Participants complete many of the activities and assignments at their own convenience. However, the courses are not self-paced. Course Directors announce deadlines for each task, and participants are expected to meet those deadlines. Therefore, you must create a study schedule that will allow you to digest the course material over time while also adhering to deadlines. Pace yourself to study only one topic or module, with its related readings and assignments, at a time.

Communicate