The University of Louisville has a number of distinct units, called colleges. Within these colleges are departments. As a graduate student, you are a student member of a department as well as a student member of a college.

The College of Arts and Sciences (A&S) is the largest undergraduate college at UofL. The College offers an M.A. and M.S. in 26 disciplines, an MFA in Theatre Arts and a Ph.D. in 10 disciplines. A complete listing of all graduate programs offered in the College of Arts and Sciences is found in the next pages.

The College’s goals for students are that all students undertake research so that they experience the excitement of new knowledge and change; that all students be exposed to major ethical dilemmas they will face in the world; and that all students look at the world through the eyes of someone different from themselves.

The purpose of this handbook is to give you a sense of the College of Arts & Sciences, your college, and its many facilities and activities available to you as a student. It will serve as a quick access guide to information that may be of use to you while studying at the University and also includes some information about Louisville for those new to the city.

At the end of the handbook you will find a blank page that we have left for your notes and suggestions. Please take this opportunity to share with us any questions or suggestions you have for this handbook.

Welcome to UofL, and especially, to the College of Arts and Sciences!

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Mission Statement

The mission of the College of Arts and Sciences is to improve life in the Commonwealth and particularly in the greater Louisville urban area, creating knowledge through its research, sharing knowledge through its teaching, and guiding all its students to realize their potential.

We believe that an excellent education in the liberal arts and sciences is the best preparation for life and work in a world of increasing diversity and ever-accelerating change because it prepares our graduates to be informed and critical thinkers, creative problem-solvers, and confident communicators.

Our students learn by doing: They conduct research and express their creativity, include ethical considerations in their thinking, and experience the world from the perspectives of other cultures. The College brings the heritage of the intellectual tradition to bear on the challenges of the future.

Academic Policies

The governing document for graduate students is the graduate catalog. This book contains all the rules and regulations that concern graduate students. It is available in hard copy or you can view it online. The catalog is updated regularly and the most recent version is available online at

It is the responsibility of the graduate student to become familiar with and observe all policies and requirements of the Graduate School and of his or her particular degree program and department. Policies, procedures, and requirements are subject to change. It is the responsibility of graduate students to keep apprised of current regulations. All students must respond to official notices issued by administrative offices and instructors, whether these notices be posted on official bulletin boards, are sent by e-mail or snail mail (U.S. Postal Service).

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Students who seek to return after such a period of time are required to apply to their departments for readmission. Based on the request of the department, the Dean of the Graduate School will consider the student for readmission.

Prior to reapplying, students should speak with their department. Students may submit a reenrollment form to the Office of the Registrar if it has been less than two years since their last enrollment.
BIOLOGY
Master of Science (MS); Doctor of Philosophy (PhD)

CHEMISTRY
Master of Science (MS); Doctor of Philosophy (PhD)

CLASSICAL AND MODERN LANGUAGES
Master of Arts (MA) - French; Spanish

COMMUNICATION
Master of Arts (MA)

ENGLISH
Master of Arts (MA); Doctor of Philosophy (PhD) Rhetoric and Composition

FINE ARTS
Master of Arts (MA)– Art (Creative); Art History; Critical and Curatorial Studies
Doctor of Philosophy (PhD) Art History

HISTORY
Master of Arts (MA)

HUMANITIES
Master of Arts (MA) Humanities; Linguistics; Humanities & Civic Leadership
Doctor of Philosophy (PhD)

JUSTICE ADMINISTRATION
Master of Science (MS)

MATHEMATICS
Master of Arts (MA); Doctor of Philosophy (PhD) Applied and Industrial Mathematics

PAN-AFRICAN STUDIES
Master of Arts (MA); MA/MS Social Work Dual Degree

PHYSICS AND ASTRONOMY
Master of Science (MS); joint PhD program with U. of Kentucky
A&S Graduate Degrees

PHILOSOPHY
Master of Science (MS) Bioethics

POLITICAL SCIENCE
Master of Arts (MA)

PSYCHOLOGICAL AND BRAIN SCIENCES
Doctor of Philosophy (PhD) Clinical Psychology; Experimental Psychology

SOCIOLOGY
Master of Arts (MA)

THEATRE ARTS
Master of Fine Arts (MFA)

URBAN AND PUBLIC AFFAIRS
Master of Public Administration (MPA); Master of Urban Planning (MUP);
MPA/MUP Joint Degree; MUP/JD Joint Degree; Doctor of Philosophy (PhD) in Urban and Public Affairs

WOMEN’S AND GENDER STUDIES
Master of Arts (MA); MA/MS Social Work Dual Degree

A&S Certificate Programs

African American Theatre
Latin American Studies
Mathematics (Data Mining)
Pan-African Studies
Women’s and Gender Studies
The Graduate Student Association (GSA), governed by the Graduate Student Council (GSC), is a member of the Student Government Association (SGA). The GSA provides official channels for the administration of graduate student affairs and the budget allotted by the SGA. The GSA provides the following through council meetings:

- Forum of communication between graduate student populations.
- Opportunity to participate in the formation and revisions of budgetary and administrative policies.
- Open communication with the Officers of the GSC who represent the GSA at SGA Student Senate Meetings.
- A means to educate graduate students of their rights, responsibilities and privileges.
- A reservoir of interested students for appointment to University committees.

The Graduate Student Council's (GSC) goal is to address issues that are important to graduate students at the University of Louisville — issues like travel stipend increases, research assistance programs and making sure that graduate students are appropriately represented in all areas of the university. There are issues that concern graduate students in all departments that may be able to be addressed by the GSC. However, to bring about change requires your involvement and participation in the Graduate Student Council.

To participate you can simply sign on to the GSC listserv and give your opinion in the on-line discussions. You can choose to represent your department or organization as a member of GSC. You may even decide to sit on a committee or become a GSC officer. Regardless of the level of participation - you, as a graduate student, should participate. Through your participation better benefits and research climates can and will be achieved.

To join the GSC listserv, please email listserv@listserv.louisville.edu and type: subscribe gsc your-email@address in the body of the email message (For example: subscribe gsc john.doe@louisville.edu). You will then be emailed information on how to use the listserv.

**GSC OFFICERS FOR 2007-2008**

President: Tim Brauch - Mathematics
Vice President: Tim Robertson - Political Science
Secretary: Henry R. Luka - Educational and Counseling Psychology
Treasurer: Amber Carrier - Biology
Travel Administrator: Harrison Simrall - Physics & Mathematics
Graduate Teaching

If you are a graduate teaching assistant, you have a distinct set of responsibilities. You should have a faculty member in your department supervising your teaching. You should be very familiar with the Student Bill of Rights and with the Faculty Bill of Rights; both are in the graduate catalog.

All new international graduate teaching assistants, with the exception of those teaching a foreign language, must demonstrate their level of proficiency in the English language before they may begin their teaching. Information about the times and places for the examination may be obtained at the University of Louisville Testing Services (http://www.louisville.edu/a-s/iesl/).

You should remember that the job of teacher is one of great responsibility—you must convey information, knowledge, and serve as a role model for your students. To that end, it is important that you remain impartial, that you observe the rules of confidentiality, that you are sensitive to the needs and demands of your students, that you avoid any hint of sexual harassment. This seems like a long list, but it is very manageable and should become almost second nature in time.

Getting Started

The first thing you will want to do is make sure you get your university-issued identification card, also known as your Cardinal Card. The Campus Card office is located on the Belknap Campus in the lower level of the Houchens Building in room 08K. Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The office telephone number is 852-7520.

Your Cardinal Card will serve as your:

- Identification card
- Library card
- Facilities Access
- Meal plan card
- ATM card (if you have a bank account with USBank)
- Cardinal Cash Purse purchases for:
  - Vending Machines
  - Copiers
  - Dorm Laundry
  - CopyIT Centers
  - University Bookstores
  - Select Food Service Locations

For more information on the Cardinal Card, please visit http://www.louisville.edu/campuscard/index.html
This is the main university portal. It is the main functional page for ALL programs, operations, functions, etc. of the university. Through ULink, you will be able to register for your classes, check your financial aid, obtain your grades and use many other personalized features. You can get technical help and learn about free software and services available to you as a student. It is also an entry point for all programs at the university from NetMail, Groupwise, BlackBoard and more.

Go to: https://ulink.louisville.edu/, to ULink, the university portal.

1. Under the “Log In” section, select the link For First-time Users
2. Follow the 2 steps for locating your userID and then use the formula for calculating your password for the first login.
3. Once you have logged in, you will be prompted to change your password.
4. This new password will be of your own choosing and the university does not keep record of it.
5. You will need to wait 10 minutes before you can use this new password.
6. Your userID and this password will now work for ULink, NetMail and Blackboard.

- **NetMail** is an email account assigned to every student at the university. Go to www.netmail.louisville.edu. Netmail is a basic email program and is where you will receive important information from the university or your professors. Please become familiar with how to view mail, send mail and add attachments as well as all the other features of this email program.

- **BlackBoard** is the university’s online classroom system. Your class may be fully online or web-enhanced, using BlackBoard as only one component of the course. BlackBoard has features such as course documents, units, lessons, assignments, video and audio features, chat session and discussion boards as well as assessments and tests.

  Go to: https://blackboard.louisville.edu/webapps/login, to BlackBoard, your online classroom.

1. Enter your userID and password and click on the login button.
2. This will take you to your BlackBoard front page. Here you will see a list of all the courses you are taking or have for this and the last semester.
3. ALL courses have a BlackBoard link whether they are delivered online or face to face.
4. Locate the course you want to enter and click on it.
5. Spend some time learning to navigate thru the course and become familiar with the set up and other features. Not all online courses are set up alike.
**Benefits**

There are many benefits available to you as a student at UofL. The first and most important benefit is a quality education, but other benefits are not that obvious. For instance, did you know that…

- As a student of A&S, you can take courses or participate in activities of other A&S departments. For example, you are able to take classes in the Department of Military Science ROTC or sit in on symposiums presented by other departments.

- You can use your UofL Cardinal Card to ride the Louisville public transportation system, TARC, for free.

- UofL students can purchase software at reduced rates at the UofL bookstore and online using ULink.

- The university provides a high-speed wireless internet access in many classrooms and public areas on the campus. For more information on wireless networks and downloads of the client software, please visit [http://www.louisville.edu/it/wireless/](http://www.louisville.edu/it/wireless/)

- Many local businesses offer discounts and perks on many products and services. For a complete list of participating business, check out the discounts webpage located at [http://php.louisville.edu/admin/humanr/staffdev/discounts/](http://php.louisville.edu/admin/humanr/staffdev/discounts/)

**TARC**

Your Cardinal Card just became even more valuable! With a current UofL I.D. you can ride anytime, anywhere on the Transit Authority of River City (TARC) for FREE.

**TARC** has more than 50 routes that travel through Louisville and Southern Indiana. Individual route schedules and maps are available in the SAC, the lobby of the Houchens building and Ekstrom library. You can also go online at [http://www.ridetarc.org](http://www.ridetarc.org) or call customer service at 502/585-1234

**TARC** buses only stop at TARC bus stops. These are clearly marked by red signs along every route. Destination signs above the front bus window display the route number, the route name and the destination of the bus.

All **TARC** buses are bike rack-equipped and will carry most bicycles. This is a great way to get around the entire Louisville area, and it takes less than 10 seconds to load your bike on the rack. Each rack can carry two bikes and space is first come, first served.
Resources

Many resources are available to the students at the University of Louisville.

- The University offers an extensive library system designed to support undergraduate and graduate teaching, learning and research. The Library system consists of the Main Library, the Fine Arts Library, the Law Library, the Music Library, the Health Sciences Library, the Physical Science, and Technology Library and the University Archives and Records Center. Total library holdings number approximately two million volumes. The Libraries website is [http://library.louisville.edu/](http://library.louisville.edu/) and the telephone number is 852-6747.

- The Swain Student Activity Center and Recreational Sports Area is known as the SAC. The SAC houses the UofL bookstore, numerous restaurants, a theater and athletic facilities. All these are available to students. It is also where student organizations can have offices, including the Recognized Student Organizations, the Student Government Association, the National Student Exchange and the Student Activities Board, to name a few. [http://campuslife.louisville.edu/intramurals/facilities/sac](http://campuslife.louisville.edu/intramurals/facilities/sac) is the SAC’s website.

- The University has a career development center located in the lower level of the Houchens building, LL04. This office helps current students find jobs after graduation. You can get career counseling, career assessment and testing, and other career related information. Not a bad place to know about. Their website is located at [http://campuslife.louisville.edu/career](http://campuslife.louisville.edu/career).

- For your mental and physical well-being, the University offers a Counseling Center. The Counseling Center’s staff and programs are ready to assist with the personal and academic development of University of Louisville students. Their telephone number is 852-6585 and the website is located at [http://campuslife.louisville.edu/counseling](http://campuslife.louisville.edu/counseling).

- The University of Louisville is committed to equal opportunity for all academically qualified students and does not discriminate based on disability. For this reason the Disability Resource Center (DRC) was established, with their mission to coordinate services that ensure that individuals with disabilities have equal access to the University's educational, social, and cultural opportunities. Their website is located at [http://www.louisville.edu/student/dev/drc](http://www.louisville.edu/student/dev/drc).

- The International Center, located in Brodschi Hall, is the place for all study abroad. Graduate students can participate in study abroad programs and are encouraged to do so. International student services and programs are organized and administered by the International Student and Scholar Services (ISSS) staff, located in the International Center. The webpage for the center is: [http://www.louisville.edu/provost/intcent/](http://www.louisville.edu/provost/intcent/) and the phone number is 852-6602.
The College of Arts and Sciences sponsors a plethora of conferences, lectures, exhibits. As a student in the College you are a welcome participant. For some of these events, where there is a registration fee, as a UofL student, you can attend for free! You will want to check in your home department, on university bulletin boards (cork and electronic), or on the television monitors posted in numerous buildings on campus to see what’s happening.

- 20th-Century Conference on Literature and Culture (hosted by Classical and Modern Languages and English)
- Watson Conference on Rhetoric and Composition (hosted by English)
- Summer Institute on Contemporary American Literature (hosted by the Commonwealth Center for the Humanities and Society)
- Bullitt Lectures, one in Astronomy, another in Mathematics
- Na’amani Lecture (organized by the Na’amani Committee)
- Axton Reading Series (English)
- Morgan Lectures in Architectural History (organized by Fine Arts)
- Bingham Professor Lecture
- Meet the Professors Centennial Lectures Series (coordinated by Dean of A&S)
- Life of the Mind Lectures (coordinated by Dean of A&S)
- Phi Beta Kappa Lecture Series (coordinated by Dean of A&S)
- Chemistry Graduate Student Association Distinguished Lecturer (hosted by Chemistry GSA)
- IMD3 Lecture Series (sponsored by Chemistry and Biochemistry)
- Gottschalk Lectures (hosted by History)
- McConnell Center Lectures (organized by Political Science and the McConnell Center)
- Grawemeyer Lectures (organized by the Grawemeyer Committee)
- Regular exhibits in the galleries of the Department of Fine Arts
- Latin American Studies Lecture (organized by LAS)
- Regular season of University Theater performances plus special events featuring actors, playwrights and other theater professionals. (organized by Theatre Arts)
The City of Louisville

If you know the story of Goldilocks and the Three Bears, you will understand Louisville: it is not too big, not too small, but just right!

Louisville is 16th largest city in the U.S. and the largest city in the state, with lots to see and do, there are over 90 Louisville attractions. Call 1-888-Louisville for tourist information. Some of Louisville’s attractions are:

- Fourth Street Live!: Louisville’s $70 million entertainment district has revitalized downtown, adding a variety of restaurants and entertainment venues.

- Louisville Zoo: The Louisville Zoo has more than 1,300 animals from all over the world, exhibited in beautiful natural settings. Enjoy the popular, interactive Lorikeet Landing and the award-winning Gorilla Forest featuring 11 gorillas. The zoo is open year-round.

- Churchill Downs: Recently completing a $121 million renovation and expansion, the racetrack is most famous for the oldest continuously run sporting event in the United States – the Kentucky Derby. Known as the “Run for the Roses” or “the greatest two minutes in sports,” the Derby is the first leg of the Triple Crown of Thoroughbred horse racing and is the biggest event on the Louisville calendar. The Derby is preceded by two weeks of festivities kicked off by Thunder Over Louisville, the largest and longest fireworks display in the nation.

- Six Flags Kentucky Kingdom: Featuring more than 110 rides and attractions, including eight roller coasters, innovative shows, special concerts and events, games, gift shops and restaurants.

- Muhammad Ali Center: The Muhammad Ali Center serves as both a destination site and an international education and cultural center that is inspired by the ideals of its founder Muhammad Ali.

Louisville is also host to multiple museums and theaters. These include The Speed Museum of Art, The Kentucky Derby Museum, Frazier International History Museum, Actor’s Theater of Louisville and The Kentucky Center for Performing Arts. Whatever your taste or flavor, you’ll find something to do in the city! Visit [http://www.gotolouisville.com/](http://www.gotolouisville.com/) for the calendar of events.

How to Dress in Louisville

Although Louisville experiences four distinct seasons, summer tends to come early, fall lasts easily into December, and the relatively short winters bring more rain than snow. March is usually the wettest month, October the driest.

Spring can have warm days but cool nights can linger. To stay warm, long-sleeved shirts or light sweaters are suggested. An umbrella will come in handy.

Summer can be very hot and humid. Bright, light-weight clothing is a must.

Fall, like spring, can have fluctuating temperatures between day and night, so have sweaters or light jackets ready.

Layering is the key to the winter months. Long sleeves, sweaters, medium to heavy coats, hat and gloves should be included in your wardrobe.
How do I register?
In order to register for classes, students must use ULink at https://ulink.louisville.edu/. On this page, students must log-in using their university-issued name and personal password. Once logged in, click on the student services tab. At the bottom of this page, you will find the links for registration.

Where do I go for Financial Aid?
The offices of Financial Aid are located in the Houchens building. For more information, go to http://www.louisville.edu/student/services/fin-aid/

What about housing?
Assignments for new residents are made on a first-come, first-served basis. The Confirmation and License Forms for new applicants are mailed beginning the third week of February for the Fall Semester and the first week of December for the Spring Semester. As students decline or cancel their assignments, housing continues to assign from the waiting list. For more information on housing, go to http://www.louisville.edu/student/housing/

How do I get local utilities?
For telephone service, contact BellSouth at 888/757-6500
For gas & electric, contact LG&E at 502/589-1444
For water service, contact Louisville Water Company at 502/583-6610. For cable service, contact Insight Communication at 502/357-4400. Please note that Insight Communication also offers telephone service and high-speed internet which you can bundle together with cable service for a nominal discount.

What if I get sick?
UofL students can use the Student Health Center, located between the SAC and the Houchens building. It is assumed that all students have health insurance. UofL does offer a health insurance plan for its students. Go to http://www.med.louisville.edu/clinical/studenthealth/HSOHome.htm for more information.

What’s the story with transportation?
The public transportation in Louisville is provided by TARC. At UofL, there is a shuttle service that links the Belknap campus to the main student parking lots, located at Papa John’s Cardinal Stadium.

Where can I park?
Campus parking is limited; students are generally encouraged to park in Green Lots, particularly those near Papa John’s Cardinal Stadium. Students who reside on campus are eligible for Yellow permits. After 7:30 pm and on weekends, you can park on campus without a permit in all areas except handicap and yellow lots. For more information on parking, go to http://www.louisville.edu/admin/dps/.
How do I get a carrel in the Library?
Open carrels are located in the Art Library, Ekstrom Library, the Law Library and the Music Library.
Enclosed carrels are located in Ekstrom Library and are for the use of PhD and Masters candidates. Contact the Administration Office at 852-6745, to request an enclosed carrel.

Where can I get food?
There are numerous restaurants in the SAC for your convenience. A favorite is the Halftime Grill which has a nightly buffet. There is also food service in the basement of the Miller Information Technology Center called Mitzi’s and on the ground floor of Ekstrom Library at the Tulip Tree Cafe. For more information, go to http://www.dineoncampus.com/louisville/.

Where can I buy groceries?
The store in the SAC has a limited supply of food items. There is a Save-A-Step market across from campus on Third Street. There is a large Kroger supermarket at the corner of Fourth and Central Avenue. Louisville is also home to a number of farmer’s markets and ethnic food stores.

Where can I cash a check?
Students can cash checks up to the amount of $25 at the Bursar’s office.

Where’s the nearest bank?
There is a bank on campus in the SAC. The university also houses a branch of Kentucky Telco, a credit union, whose office is in the Parking Structure on Floyd Street. There are other banks nearby, notably a branch of PNC Bank at Third and Cardinal.

Where can I exchange foreign currency?
If you need to exchange currency, Fifth Third Bank’s branch office inside the airport is open Monday-Friday, 8:00-6:00, Saturday 9:00-1:00, and Sunday 11:00-4:00. You can also exchange currency at Chase Bank at 4th and Jefferson street in downtown Louisville. The hours are Monday-Friday, 8:00-5:00.

What about Postal Services?
A stamp vending machine is available in the lobby of the Student Activities Center. There is also a Postal Service Center located at the north entrance of the Houchens building (by the Floyd Street parking garage). Mailboxes are available for students who reside in University housing where no mail delivery is available. Students may obtain a mailbox at the University Postal Service as long as they reside in University housing and can provide a current housing agreement contract. Go to http://postal.louisville.edu/ for more information.
What about federal work study?
The University of Louisville participates in the Federal Work Study (FWS) Program. If you have been awarded financial aid through the FWS Program, you will be given the opportunity to seek employment on one of the University's campuses.

What about volunteering?
The University of Louisville works with several organizations to provide volunteer opportunities to students. Visit the Office of External Affairs website at http://louisville.edu/ur/ct/volunteer.html for more information on volunteering.

What athletic facilities can I use?
The University of Louisville offers the entire student body one of the top physical plants in the mid-South, among the finest facilities in college athletics. Many U of L facilities have been recently built with the generosity of our supporters. Complete information on all U of L Athletics facilities including maps, seating charts, photo galleries and more is found at: http://uoflsports.cstv.com/facilities/lou-facilities.html

How do I get tickets to games?
To buy all sports tickets in Louisville and throughout the U.S., visit TicketsNow at http://www.ticketsnow.com/, an Official Sponsor of University of Louisville Athletics. You can also purchase tickets at the ticket office on the 3rd floor of the SAC. The demand for Cardinal Football season tickets is at an all-time high. Remember that Baseball, Field Hockey, Softball, Men's and Women's Swimming and Men's and Women's Tennis are all FREE. Go to http://uoflsports.cstv.com/tickets/lou-tickets.html for more information on tickets.

Where can I find out what’s going on in Louisville?
The best place to find out what is going on in the Louisville area is online at http://www.gotolouisville.com/. You can also pick up Louisville’s Eccentric Observer, The LEO, and Velocity for free at establishments all over town. The LEO and Velocity are local “what’s happening” magazines. The Courier-Journal is the local newspaper and will list any events currently going on around town. The price is 75 cents during the week and 1.75 for the Sunday paper. The local television stations are WAVE (NBC), WHAS (ABC), WLKY (CBS) and WDRB (Fox).
Finally, what information do you, as a graduate student in the College of Arts and Sciences, want to know? What FAQs need answers? Please give me any comments or suggestions on the following blank page that has been provided for you. Your input will be helpful to me as I assist you during your graduate education at the University of Louisville.

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Please write any comments or suggestions in the area provided below. You can remove this page and return it to the address provided on the previous page.