

FREQUENTLY ASKED QUESTIONS:



What is the cost of tuition and other fees?

Tuition:	\$888.00 per course
Application Fee for Admission:	\$10.00 (one-time)
Registration Fee:	\$10.00 (per semester)
Experienced Credit Fee:	\$75.00 per credit
Official Transcripts:	The first official transcript is free. Each official transcript thereafter costs \$2.00.
Unofficial Transcripts:	Free, upon request from Enrollment Services staff.
Returned Check Fee:	\$25.00 will be charged for any check returned to UCB because of insufficient funds.

UCB accepts cash, checks, money orders, credit card, and Requests for Billing from the student's employer. UCB reserves the right to adjust tuition, schedules, or fees when necessary.

How do I find out if classes are cancelled?

Students can call 617-449-7070. UCB also uses all local television stations and WBZ News Radio AM 1030 to be the source of emergency and storm-related weather information. Information is also posted on our website. If classes are cancelled because of inclement weather or instructor illness, makeup classes will be scheduled at times convenient to students' commitments to work, additional courses, and activities.

What do I do if I want to add a course or switch courses?

Students have until the third class meeting for standard courses and up to the second class meeting for a Saturday course or five-week course to add or drop courses. Speak to an advisor who will complete a Registration or Add/Drop form with you.

What do I do if I need to withdraw from a course?

Speak to an advisor immediately who will complete a Withdrawal form with you. Students have until the fourth class meeting for standard courses, the third class meeting for five-week courses, and the second class meeting for Saturday courses to withdraw from a course with a full tuition refund. Additionally, the course will *not* appear on the student's transcript. This is called the "Add/Drop period."

What do I do if I need to withdraw from a course later in the semester, i.e. after the "Add/Drop period"?

Courses dropped before the fourth class meeting for standard courses, the third class meeting for five-week courses, and the second class meeting for Saturday courses will *not* appear on the student's transcript. Courses withdrawn from after the Add/Drop period will result in a "W" on the student's transcript and the student may have to pay for some or all of the tuition.

Students withdrawing after the Add/Drop period should complete a Withdrawal Refund Appeal form and include a brief written statement of the reason for course withdrawal and provide any relevant documentation. The Withdrawal Appeals Committee will review all appeals. A majority vote will determine whether an appeal is granted or denied and students will be informed via email or mail of the decision within two weeks of the withdrawal.

How do I get an official transcript?

Complete a Transcript Request form available in the Enrollment Office or on the UCB website. You can call 617-449-7070 if you need us to fax or e-mail you a request form. Official transcripts are issued only after receiving the original signature of the student or graduate on the completed Transcript Request form and all financial accounts are settled with the College.

I moved or changed my phone number or changed my name. Do I need to let UCB know?

Yes, students are required to immediately notify the Enrollment Office at 617-449-7070 or e-mail contact@urbancollege.edu of any change of home address, phone number, or any change of legal name.

I took classes at another college. How can I transfer credits from the other college to UCB?

Transfer of credits is granted for College courses completed at other institutions with a grade of "C" or better up to a maximum of 45 credits, provided that the course content relates appropriately to the student's program of study at UCB. Transcripts are reviewed by the Enrollment Office. Transfer students may appeal the results of the report to the Dean of Enrollment Services. All remaining credits required for the degree must be awarded by UCB.

How do I get financial aid?

Students must re-apply for financial aid before the beginning of *every* academic year in which they enroll. To apply for financial aid, a student must provide: 1.) copy of the 2013 federal income tax return, 2.) a copy of the high school diploma or GED certificate (translated if not in English), and 3.) proof of citizenship or proof of legal residency in the U.S.

To be eligible for financial aid a student must:

- Complete the FAFSA form
- Be enrolled in a Degree or Certificate program
- Be a U.S. citizen or permanent resident of the U.S.
- Have not yet earned a bachelor's degree
- Be in good standing on any previous federal student loan ***and***
- Make "satisfactory academic progress".

Do I have to earn a minimum grade point average to get financial aid?

Yes. To meet the financial aid requirements of "satisfactory academic progress", students must maintain a minimum Cumulative Grade Point Average as follows:

NUMBER OF CREDITS EARNED	CUMULATIVE GRADE POINT AVERAGE
1-9	1.50
10-21	1.70
22-45	1.90
46+	2.00

Students should speak to the Financial Aid office for further information about the "satisfactory academic progress" requirement.

Departmental Directory:

Main Number: 617-449-7070

contact@urbancollege.edu
enrollment@urbancollege.edu

FINANCIAL AID

Mia Taylor 617-449-7428
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STUDENT BILLING

Kathleen Bardell 617-449-7430
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STUDENT SERVICES

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REGISTRAR & ENROLLMENT SERVICES

- Avanti Seymour: 617-449-7041
- Rebeca Davila: 617-449-7042
- Kathy Dwyer: 617-449-7043
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EARLY CHILDHOOD EDUCATION STUDENT

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HUMAN SERVICES ADMINISTRATION AND GENERAL STUDIES STUDENT ADVISING

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LIBRARY/TUTORING SERVICES

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STUDENT ADVISORS

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