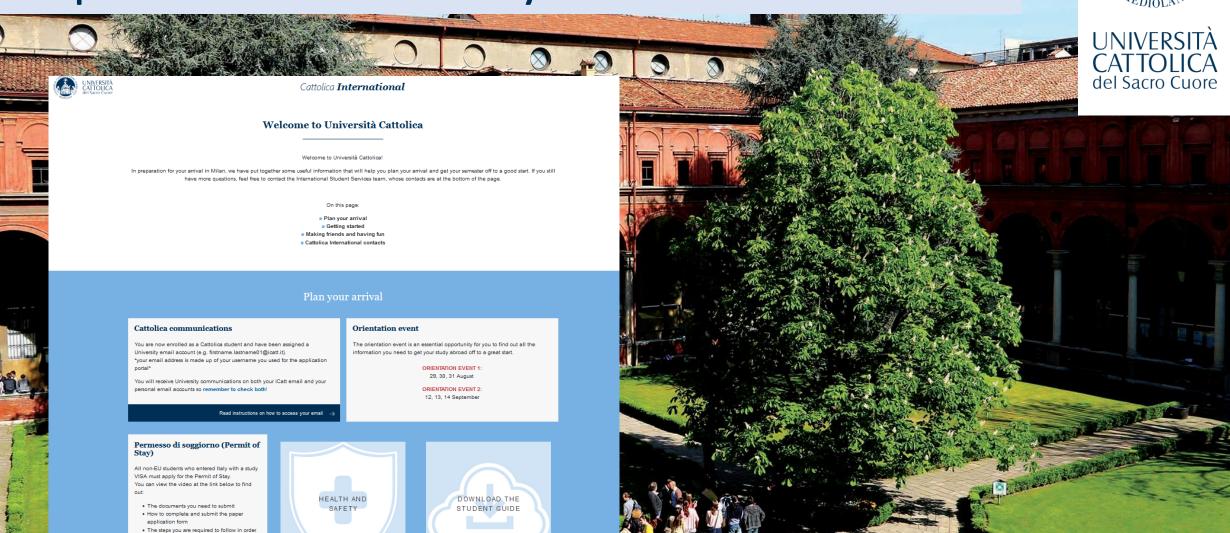
Cattolica International Curriculum



International Curriculum page

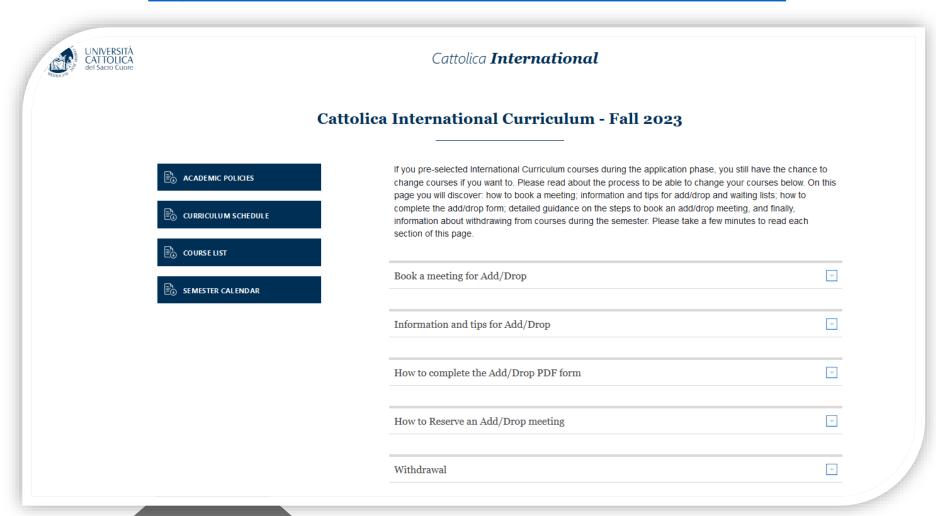


to obtain the permit of stay



International Curriculum Webpage

Cattolica International Curriculum – Fall 2023 page: save the link in your favorites! https://international.unicatt.it/ucscinternational-8674.htm



International Curriculum contacts:

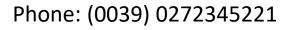
Francesca De Martini International Student Services Team Coordinator

Olivia Menghini International Curriculum Course advisor

Via Carducci 30, 3rd floor

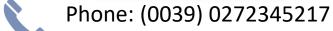








Email: oliviapaige.menghini@unicatt.it





Find us in the office or on TEAMS!



Content of this session



Fall 2023 Calendar



Add/drop Procedure



Cattolica International Academic Policies



Course features & How courses are managed



September 18 Fall Semester courses begin October 30 -November 1 (inclusive) No Class (Fall break)

December 6
Fall Semester lessons end

December 11-15
Final Exams

September 29
Add/Drop
Deadline

October 23 –
October 27
(inclusive)
Midterm Exams

November 10
Withdrawal
Deadline
Deadline
December
7 & 8
Public Holiday No class

xams SAVE THE

International Curriculum important dates



Cattolica International Curriculum - Fall 2023 Calendar

AUGUST/SEPTEMBER 2023					
28	MON	ARRIVAL 1			
29	TUE	Orientation event 1			
30	WED	Orientation event 1			
31	THU	Orientation event 1			
1	FRI				
2	SAT				
3	SUN				
4	MON				
5	TUE				
6	WED				
7	THU				
8	FRI				
9	SAT				
10	SUN				
11	MON	ARRIVAL 2			
12	TUE	Orientation event 2			
13	WED	Orientation event 2			
14	THU	Orientation event 2			
15	FRI				
16	SAT				
17	SUN				
18	MON	Courses begin			
19	TUE				
20	WED				
21	THU				
22	FRI				
23	SAT				
24	SUN				
25	MON				
26	TUE				
27	WED				
28	THU				
29	FRI	Add / Drop Deadline			
30	SAT				

	OCTOBER 2023					
1	SUN					
2	MON					
3	TUE					
4	WED					
5	THU					
6	FRI					
7	SAT					
8	SUN					
9	MON					
10	TUE					
11	WED					
12	THU					
13	FRI					
14	SAT					
15	SUN					
16	MON					
17	TUE					
18	WED					
19	THU					
20	FRI					
21	SAT					
22	SUN					
23	MON	Midterm Exams				
24	TUE	Midterm Exams				
25	WED	Midterm Exams				
26	THU	Midterm Exams				
27	FRI	Midterm Exams				
28	SAT					
29	SUN					
30	MON	Fall Break				
31	TUE	Fall Break				

		NOVEMBER 2023
1	WED	Public Holiday (All Saints)
2	THU	
3	FRI	
4 5	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	Withdrawal Deadline
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
	_	

DECEMBER 2023					
1	FRI				
2	SAT				
3	SUN				
4	MON				
5	TUE				
6	WED				
7	THU	Public Holiday			
8	FRI	Public Holiday (Immacolata)			
9	SAT				
10	SUN				
11	MON	Final Exams			
12	TUE	Final Exams			
13	WED	Final Exams			
14	THU	Final Exams			
15	FRI	Final Exams /Programme ends			
16	SAT				
17	SUN				
18	MON				
19	TUE				
20	WED				
21	THU				
22	FRI				
23	SAT				
24	SUN				
25	MON				
26	TUE				
27	WED				
28	THU				
29	FRI				
30	FRI				
31	SAT				

	08:30	09:30	10:30	10:30	11:30	12:30	12:30	13:30	14:30	14:30	15:30	16:30	16:30	17:30	18:30	18:30 - 20:30			
		dition A Z			dition B Z			reda ZXP		14.00		ooking lat			10.00	10.00 20.00			
>																Semester Italian			
da	0	vidi ZXP7	00	Perbellini ZXP702			Perbellini /Provenzi ZXP724			Carini ZXS571			Bettinelli/Casagrande Edition A ZXP698						
on	Ovidi ZXP700 Rinaldi Editio			n A ZXP704			Pietroboni ZXS569			Toccaceli ZXP694			Cornaggia ZXS570			language course			
Σ					Groves ZXP706			Groves ZXP692			Groves Mentoring success				I	â			
	Saltini/Colasurdo Edition A ZXP711								<u>a</u>										
			Saltini/Colasurdo Edition B ZXS601			Nielsen ZXP708													
				Gara	Garassini/ Fornasari														
	ZXP695 Cau/Sottini Edition A Cau/Sottini Edition B			tion B	C	au ZXP71	12			ooking lat	2 7XS17	71							
	ZXP709			ZXS173															
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Tuesday	Be	elloni ZXP	722	Belloni/Bongiovanni			Groves ZXS568			Groves ZXT430			Ar	mori ZXP7	13	C			
esc	Mazzı	ucotelli Z	XP728	ZXP723 Procacci ZXP718			Pietroboni ZXP699			Minciullo	Minciullo Edition A ZXP710			Edition B	ZXS600	Semester Italian language course			
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			Colombo ZXP707					Toccaceli ZXT431		Regalia ZXQ016									
					Rinaldi/ Nap			poli ZXS567					Bellini ZXT857						
												Vitulli Z	XQ011						
	Sana F	dition A 7	7YP730	Sepa Edition B ZXT880			Cereda ZXP729			Cooking lab 4 ZXP6				P608					
<u>~</u>		Sepa Edition A ZXP730			·														
sds	0	Ovidi ZXP700			Perbellini ZXP702		Perbellini /Provenzi ZXP724		Carini ZXS571		Bettinelli/Casagrande Edition B ZXS171								
Wednesday		Ri	naldi Editio	on B ZXS170			Pietroboni ZXS569		Toccaceli ZXP694			Cornaggia ZXS570			Semester Italian language course				
þə,			I	Groves ZXP706		Groves ZXP692							<u> </u>						
>	Caltini/C	olasurdo	Edition A	Saltini/Colasurdo Edition B		Nielsen ZXP708													
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Thursday	Mazzucotelli ZXP728		Procacci ZXP718				Toccaceli ZXT431		Regalia ZXQ016		anguage course								
				Colombo ZXP707								Be	ellini ZXT8	57					
			Catalani Editi		ion A ZXS609		Catalani Edit		ion B ZXQ005										
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>	Pagani ZXP696																		
Friday	Paglia 2			ZXP705															
Fri																			

The curriculum schedule

- See the full course list on the International
 Curriculum page
- Look at this when making your add/drop choices
- You are not given a personalised schedule

Course features

- In-person, not online
- 6 ECTS Credits
- Focus on interaction: your participation is key!
- Readings, exercises and short essays may be assigned
- Travel time is given between classes
- Most classes meet twice a week for 2 hours each session, with the exception of: ZXQ011 Vitulli, ZXS609 Catalani, ZXQ005 Catalani, ZXP693 de Vargas Machuca, ZXP705 Paglia, ZXP704 Rinaldi, ZXS170 Rinaldi, ZXS567 Rinaldi/Napoli and ZXP696 Pagani that meet once a week for 4 hours.









Academic Policies (read them here)



- In-person attendance is mandatory for all classes; students must inform professors in advance if they cannot attend
- Unexcused absences will have a negative impact on your grade
- For classes that meet twice a week the maximum number of unexcused absences is five. For classes that meet once a week the maximum number of unexcused absences is two.
- Exams cannot be rescheduled. Read the detailed syllabus on Blackboard to know exactly when lessons, field trips and exams will be

Do not book a flight for the end of term without checking/knowing your exam dates.

Add / Drop meetings to change your courses

1st week of Add/Drop

- 1st reservations: 13 17 September
- 1st week of Add/Drop: 18- 22 September
- Go to your classes, and if you still want to change...
- 2nd reservations: 21 24 September
- 2nd week of Add/Drop:February 25 29 September

September 13: Students will receive an email with a link to the website

- 1. Select your Add/Drop appointment day and time. Enter Week 1 of Online Reservations for Add/Drop meetings link. Link active on 13th from 14:30 until Sunday 17 September 23:59 CEST.
- 2. Enter the PDF link to the Add/Drop form, where you will write the courses you wish to Add and/or Drop. Complete this before the meeting and send to Olivia @ international.advisor@unicatt.it with the email subject and document name as your LASTNAME_NAME

- On a first- come first-served basis, students will select a time slot on the online meeting booking platform.
- The platform to reserve your appointment is the same as the one for Online Registration to International Curriculum courses. You will receive an online Microsoft TEAMS invitation link from international.advisor@unicatt.it with the time and day of your meeting (the time you selected!)
- In the meeting we will help you to Add/Drop courses in order to create your schedule. We will verify if the courses you want to ADD still have spaces; if YES then you will be added. If NOT you can join the waiting list or select a different course.



Add / Drop meetings to change your courses

■ 1st reservations: 13 – 17 September

- 1st week of Add/Drop: 18- 22 September
- Go to your classes, and if you still want to change...
- 2nd reservations: 21 24 September
- 2nd week of Add/Drop:February 25 29 September

2nd week of Add/Drop

September 21: Students will receive an email with a link to the website.

- 1. Select your Add/Drop appointment day and time. Enter Week 2 of Online Reservations for Add/Drop meetings link. Link active on 21st from 14:30 until Sunday 24 September 23:59 CEST.
- 2. Enter the PDF link to the Add/Drop **form**, where you will write the courses you wish to Add and/or Drop. **Complete this before the meeting and send to Olivia** @ <u>international.advisor@unicatt.it</u> with the <u>email</u> subject and <u>document name</u> as your <u>LASTNAME_NAME</u>

- On a first- come first-served basis, students will select a time slot on the online meeting booking platform.
- The platform to reserve your appointment is the same as the one for Online Registration to International Curriculum courses. You will receive an online Microsoft TEAMS invitation link from international.advisor@unicatt.it with the time and day of your meeting (the time you select!)
- In the meeting we will help you to Add/Drop courses in order to create your schedule. We will verify if the courses you want to ADD still have spaces; if YES then you will be added. If NOT you can join the **waiting list** or select a different course.

Suggestions for Add/Drop

- Verify your ADD/DROP choices with your home advisor first! (check the course list and send them your course wishlist today!)
- Come to your Add/Drop meeting with back-up choices in case your desired course/s are full
- You also have the second week to modify your schedule
- Send us an email if you don't need your appointment anymore
- You don't need an appointment if you only want to drop a course. Send an email with the Drop form attached.
- Waiting Lists for full classes will be created. If you tell us during the ADD/DOP meetings that you wish to join the waiting list for a class, be sure to check your iCatt page every day to see if you have been added to the course.





Withdrawal



- To Withdraw means to officially leave a course after the ADD/DROP period.
- A 'W' will be reported on your final Transcript of Records and no credits will be assigned; the 'W' means that you left the course during the semester. (There is no negative impact)
- You can withdraw from courses after Midterm exams. We will send an email.
- You will find the Withdrawal form on the international curriculum page; which you must complete and send to me / <u>international.advisor@unicatt.it</u> to officially leave a course.
- If you don't plan to complete a course or take the final exam for a course but you do not officially withdraw from it, your Transcript of Records will show a FAIL.

Courses are managed via the web page and via apps





- https://login.unicatt.it/
- iCatt App

- View list of classes
- View classroom number
- Activate your courses for BLACKBOARD
 (Only possible on the WEB page (not the App)



- blackboard.unicatt.it
- Blackboard app

- View course material, announcements and grades
- Email professors



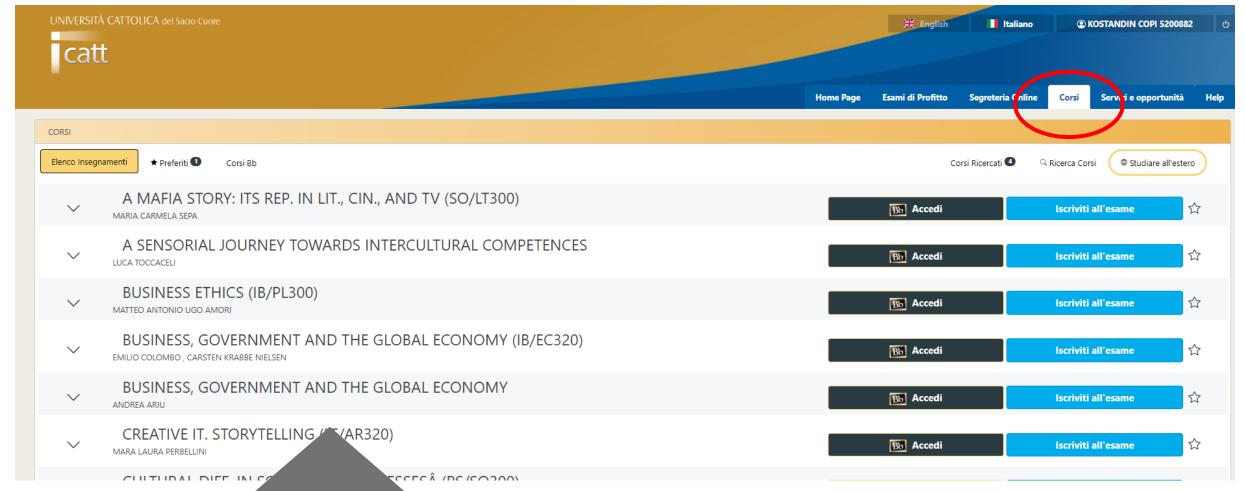
We recommend using Chrome and Firefox for all University platforms



Where can you see your courses?

- Go to your <u>iCatt page</u>
- Click on the tab Corsi (courses)





Where can you view the room number?

- Go to your <u>iCatt page</u>
- Click on the tab Courses
 - √ 1 Click on the arrow close to the title of the course
 - ✓ 2 Select the tab Fall 1° semestre
 - ✓ 3 Click on the star Add to favourites; this will help you to see the course on the iCatt APP





Notes on classrooms & buildings

Check the **letter** written before the room number: it indicates the building where

the class is located. (e.g., C.310)

On the APP you can click the map which shows you the location of the room.

Index of the buildings:

- G= Gemelli: **Main Campus** L.go Gemelli, 1 20123 Milano
- C = Carducci: **UCSC International Building** via Carducci, 28 20123 Milano
- SA = Sant'Agnese: **Sant'Agnese Building** via Sant'Agnese, 2 20123 Milano
- B = Buonarroti: **Buonarroti Building** piazza Buonarroti 30, entrance from via Giotto 20145 Milano

ISCRIVITI ALL' ESAME

Lezioni 2022/23 - 20/02/2023 - 27/05/2023

C.310

Mercoledì C.310 **APPELLI**

08:30 (durata 02:00)

08:30 (durata 02:00)

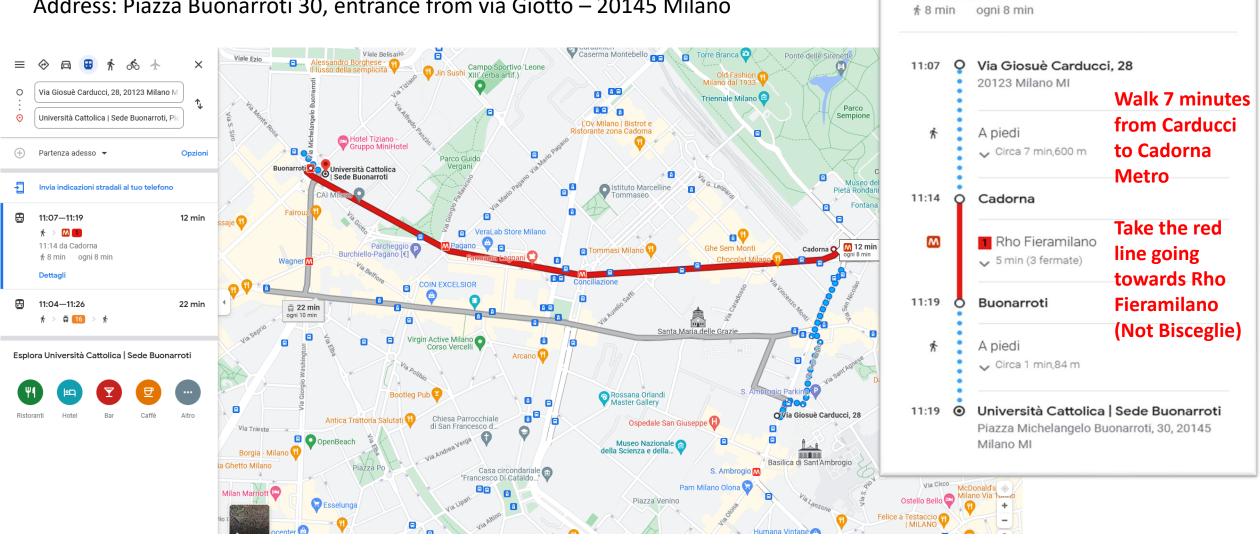
OL = Olona: Olona Building – via Olona 2 – 20123 Milano



B.111 = Buonarroti, room 111

Buonarroti building

Address: Piazza Buonarroti 30, entrance from via Giotto – 20145 Milano



11:07 - 11:19 (12 min)

11:14 da Cadorna

Notes on classroom & buildings

Your classroom may change: check the section ROOM CHANGES on ICatt

Wed Mar 30 2022

12:30 (02:00)

ROOM C.111



Exams

Most International Curriculum final exams will be held between 11-15 December

The exam date shown on iCatt is the same for all courses and is WRONG. This is just for administrative purposes: ignore it!

The exams for each course will be during the regular lesson time for that course. Read the syllabus /ask the professor for further details.

You do NOT need to register to the International curriculum exams. (You do need to for Academic courses. Listen to Laura later!)



Where can you activate Blackboard?

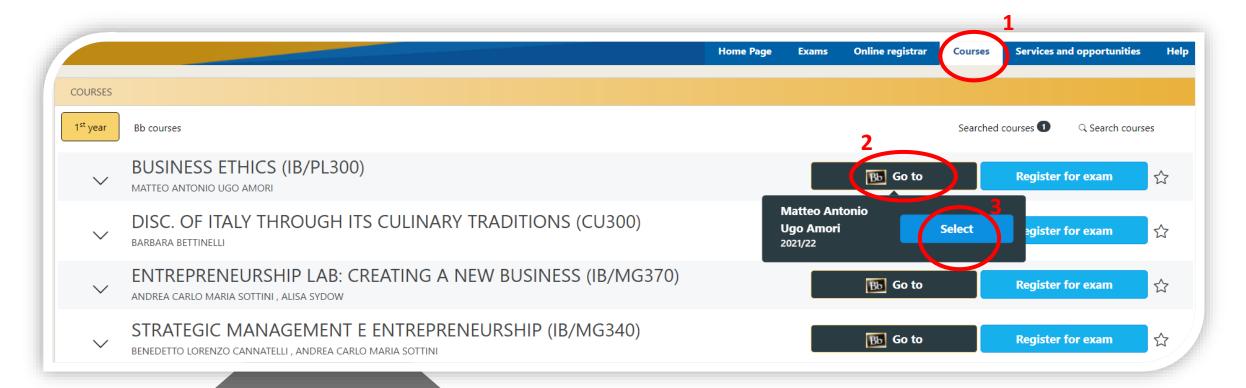
You must activate blackboard for each course through your iCatt page (web)

- On a computer, go to your iCatt page
 - ✓ 1 Click on the tab *Courses*
 - ✓ 2 Click on the black 'BB' button
 - √ 3 Click on 'select' next to the professor's name
- Do these actions for each of your international curriculum classes (iCatt web version, NOT on the iCatt app).



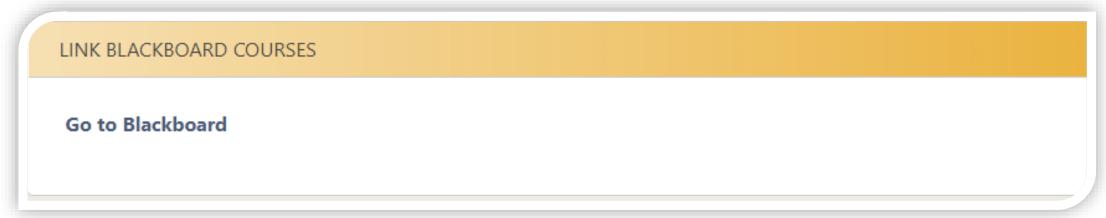


Blackboard



How to enter Blackboard to see your activated courses

- Go to your <u>iCatt page</u>
- From the home page click on Go to Blackboard under the box LINK BLACKBOARD COURSES



You can also enter BB at this link and log in using your iCatt credentials:

http://blackboard.unicatt.it

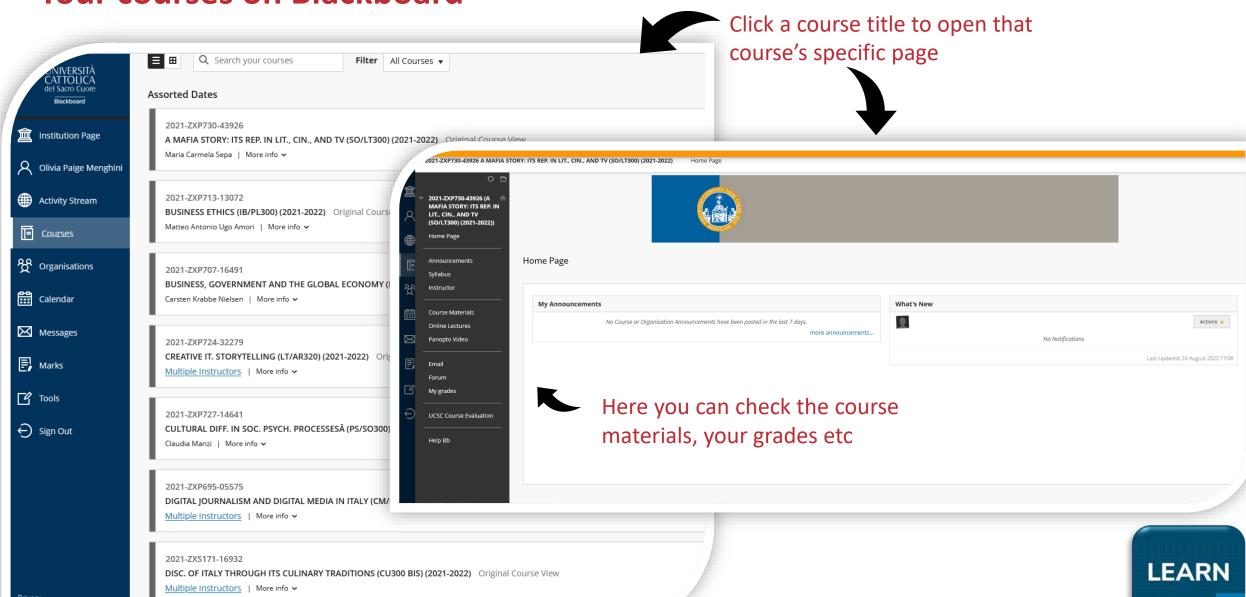








Your courses on Blackboard



How can you access a specific course page on BB?

On Blackboard, click 'Courses' then click on the title of the course

Blackboard

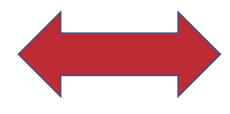
- On the left side of the course page you can find the following menu (some sections might not be activated yet):
 - ✓ Announcements: announcements from professors
 - ✓ **Syllabus**: course syllabus that is the 'agreement' between you and the professor of the course
 - ✓ **Instructor**: Professors might report information on themselves
 - ✓ Course Materials: slides and/or readings uploaded by professors.
 - ✓ Online Lecture: N/A
 - ✓ Panopto Video: class recordings will be in this section in case of Covid quarantine
 - ✓ E-mail: you can get in contact directly with your professors or classmates;
 - ✓ Forum: this section might be used to share information within the entire class
 - ✓ My Grades: you may view your personal grades if submitted by the professors.
 - ✓ Cattolica Course Evaluation: anonymous survey on the course you will be requested to fill in at the end of the semester





How are courses managed via APPs?







- View list of classes
- View building/ classroom number

 View course material/ announcements/ grades

Useful when you are moving between lessons to check classrooms and buildings. You will receive updates and messages from your professors through Blackboard.

Remember you must use the web version of iCatt to activate Blackboard!

Classroom numbers and room changes



This is the iCatt APP

You can view the room number in the section



LEZIONI

You are told about room changes in the section





For courses with cooking labs...

Cooking lab fee: 80€ per course



- ZXP699 Italy a country to savor Professor Pietroboni one cooking lab in a professional kitchen
- ZXP698 / ZXS171 The discovery of Italy through its culinary traditions Professor Bettinelli and Casagrande cooking labs every week
- You have received an email with more information (including which day your lab is), and the link to pay the fee. Please pay by Friday 15 September! (Failure to pay will mean you are removed from the course)
- If you don't want to pay the fee, please let me know and I will remove you from the course

How grades are assigned

 Partial and final grades are available on Blackboard. Professors then publish the final course grade on your ICatt page at the end of the semester. Blackboard

• Grades will be assigned according to the Italian grading system (30/30). A grade below 18/30 is insufficient and will be marked as F (Whereas failing grades from the Academic curriculum do not

show on the Transcript)

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	25
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	23
	22
	21
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	18-19
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Your home
 institution will
 convert the grade
 when Cattolica
 sends the final
 transcript to
 them at the end
 of your study
 abroad.



Cattolica International curriculum VS Cattolica Academic Curriculum

	Cattolica International Curriculum	Cattolica Academic Curriculum					
Course registration	In July via dedicated linkFirst-come first-servedLimited spots in each class	No action neededUnlimited spots in each class					
Blackboard courses	 Activation in iCatt done by students 	 Activation in iCatt done by students 					
Add/drop process	 From September 18-29 Specific forms to be filled in by students Changes must be considered with home institution and must be approved by the International Office office 	 No Add/Drop form requested; students can modify study plan on iCatt Changes must be considered with home institution 					
Study plan in iCatt	 No action needed - It is completed by the International Office 	 Students can complete it under the tab: Online Registrar Due by October 31 					
Exams registration	 No registration required ONE exam date. NO rescheduling or re-taking exams 	 Students must sign up to exams 4 days before the exam date 2 to 3 possibile exam dates for each course 					
Grades	from 18/30 - 30/30Grades below 18 are marked as F (Fail)	from 18/30 to 30/30Grades below 18 are not recorded					
Advisors of reference	 Olivia Menghini, Francesca De Martini 	• Laura Ferrari					

Next Orientation Events:

Today

11.30 am - 12 pm: <u>G.A03 Franceschini</u> - ISEP Exchange students' benefits (only for ISEP Exchange students)

12 pm - 12.30 pm: G.A03 Franceschini – Info session on Italian Language Course

2 pm - 3.30 pm: <u>G.A03 Franceschini</u> – Info session on Cattolica Academic Curriculum (the session will be held in English language)

Tomorrow

9.30 am - 10.30 am: <u>C.310</u>- Info session on Cattolica Academic Curriculum (the session will be held in Italian language)

12 pm – 1 pm: <u>Q&A virtual session</u>
The link will be sent to you on Wednesday







For any questions:

oliviapaige.menghini@unicatt.it international.advisor@unicatt.it

International Curriculum page