UNIVERSITÀ CATTOLICA del Sacro Cuore

UCSC International Curriculum

Which are the International Curriculum classes?

UCSC International Curriculum – Spring 2022 dedicated page:
save the link in your favorites!
https://international.unicatt.it/ucscinternational-7764.htm

How to get in contact with me…

Francesca De Martini
International Curriculum Courses

Email: francesca.demartini1@unicatt.it

Phone: (0039) 0272345221

If you have any questions, look for me on TEAMS!

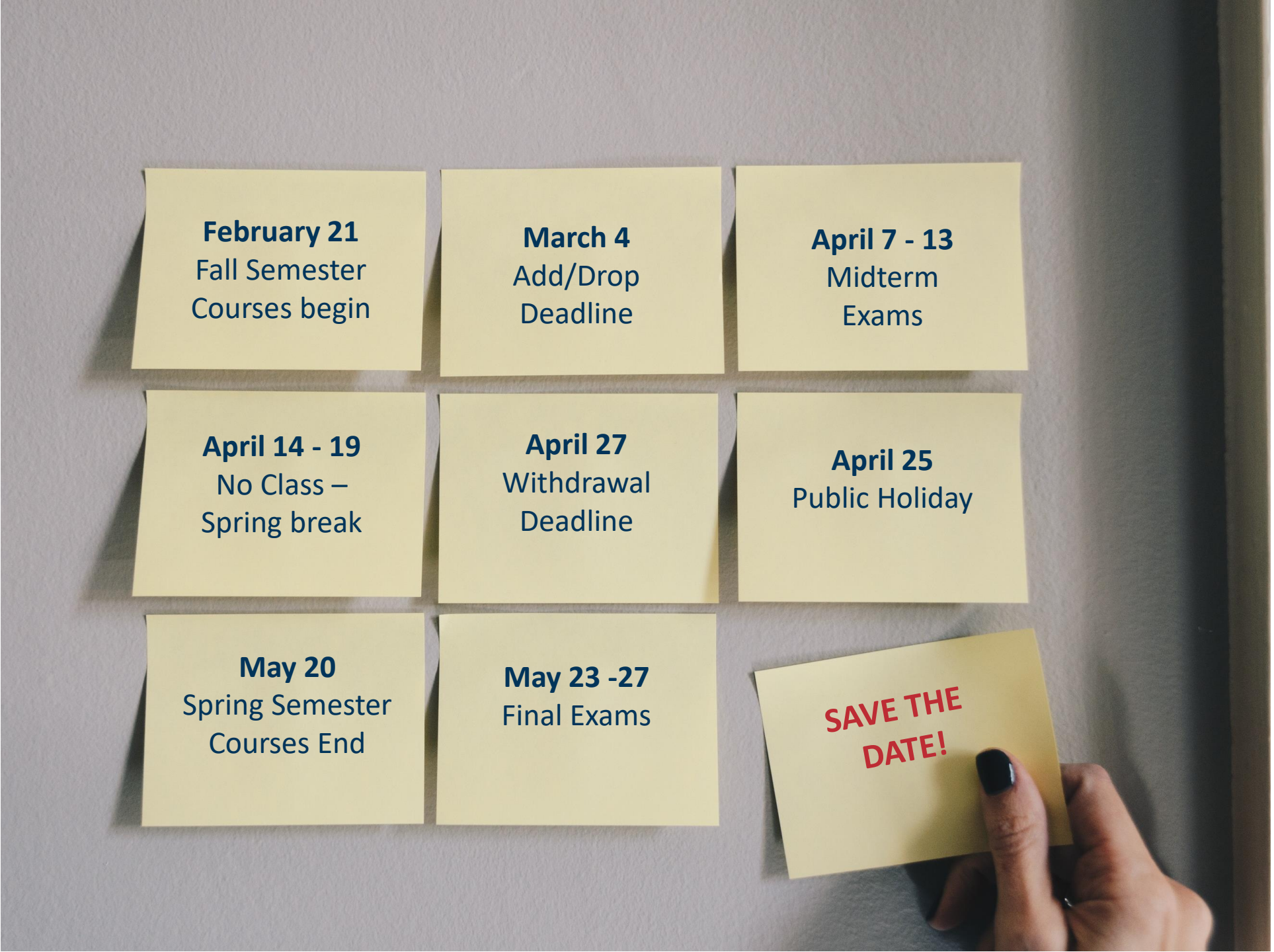
Content of the session

Spring 2022 Calendar

Course features /
UCSC Academic Policies

Add/drop Procedure

How courses are managed


February 21
Fall Semester
Courses begin
March 4
Add/Drop
Deadline
April 7 - 13
Midterm
Exams
April 14 - 19
No Class –
Spring break
April 27
Withdrawal
Deadline
April 25
Public Holiday
May 20
Spring Semester
Courses End
May 23 -27
Final Exams
SAVE THE
DATE!

Course features

- Classes will be offered in-person (live-streaming is guaranteed in case of quarantine or sickness)
- One exception: *What make us global* (Vitulli) is only live-streaming
- 6 ECTS Credits

- Mostly interactive classes; you are graded on interaction and participation
- Readings, exercises and short essay can be assigned during the semester
- Classes meet twice a week for 1h30 each session, with the exception of: ZXQ011 Vitulli, ZXQ005 Catalani, ZXQ654 Vitulli, ZXP693 de Vargas Machuca, ZXP705 Paglia, ZXP696 Pagani & ZXP704 Rinaldi

Academic Policies

- Attendance is mandatory for all classes and you are required to attend classes be in-person (unless in quarantine)
- Microphone and camera must be activated during live-streamed classes
- Internet connection must support live-streamed classes
  We advise you to use a pc or laptop and not a mobile (smartphone/tablet)
- **Unexcused absences** during in person classes and/or live-streamed classes , attendance without activating microphone and video or a frequent failure of the Internet connection **will have a negative impact on your grade**
- Exams cannot be rescheduled, or deadline postponed

You can review and sign these Policies at this page (Box POLICIES)

Add/Drop weeks

- You can add or drop classes **from February 21 until March 4**
- How can you **ADD**?
  - ✓ Reserving an online appointment via TEAMS
  - ✓ Filling in the ADD form
- How can you **DROP**?
  - ✓ Filling in the DROP form
- **Where** can you find the forms?
  - ✓ On the dedicated page: **UCSC International Curriculum – Spring 2022 (Box ADD DROP)**. A reminder with the procedure will be sent you;
  - ✓ Under the Box ADD DROP you will find the link to **reserve an appointment**, the **ADD form** and the **DROP form**.

If you need to ADD classes you MUST reserve an **online appointment** via TEAMS with me in order to see if the class you would like to add has a free spot; the reservation link will be active from Wednesday 16 February at 2.30pm until Sunday 20 February at 11.59pm. The reservation is managed **on a first-come first-served basis**; I will contact you then via TEAMS on the day and time you selected.

- **Waiting List** for FULL classes will be created according to online appointments starting from Monday 21 February.

Suggestions for Add/Drop

- If you did not select any class by the deadline you have to submit the add form and reserve an online appointment to check if you can add classes (adding is possible ONLY if there are still spots available)

- Add and drop classes only after speaking with your home advisor; your university has to agree with your exchange semester course choice

- Please go to the classes you selected, you have also the second week to modify your schedule

Withdrawal

- You can withdraw from classes **by April 27**
- You will receive an email that directs you to the dedicated page where you can find the **Withdrawal form**; you must complete that form in order to modify your schedule
- A **W** will be reported on your final transcript of records and no credits will be assigned; the **W** means that you left the class along the semester

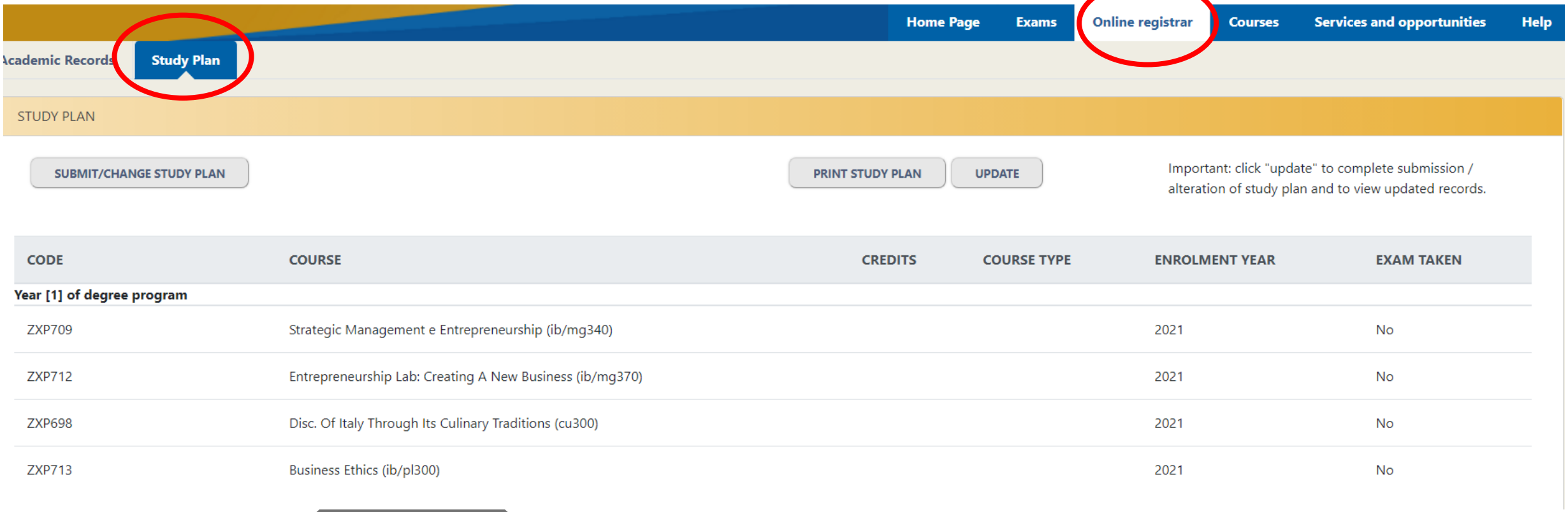
How courses are managed via WEB page?

- View list of classes
- View classroom number

- View course material /announcements/grades
- Access live-streamed class

Where will you be able to see the classes you registered for?

- Go to your iCatt page
- Click on the tab named *Online registrar*
- Click on *Study plan* you can see the **list of your courses**
- **Classes will be displayed by Tuesday 15 February**



CODE	COURSE	CREDITS	COURSE TYPE	ENROLMENT YEAR	EXAM TAKEN
Year [1] of degree program					
ZXP709	Strategic Management e Entrepreneurship (ib/mg340)			2021	No
ZXP712	Entrepreneurship Lab: Creating A New Business (ib/mg370)			2021	No
ZXP698	Disc. Of Italy Through Its Culinary Traditions (cu300)			2021	No
ZXP713	Business Ethics (ib/pl300)			2021	No

Where can you view the room number?

- Go to your [iCatt page]
- Click on the tab named *Courses*
  - ✓ 1 - Click on the arrow close to the title of the course
  - ✓ 2 - Select the tab Spring – 2° semestre
  - ✓ 3 - Click on the star **Add to favourites;** this will facilitate the view of the course on the APP

Notes on classroom & building

Make sure to check the letter reported before the room number!
It indicates the building where the class is located.
The first number indicates the floor.

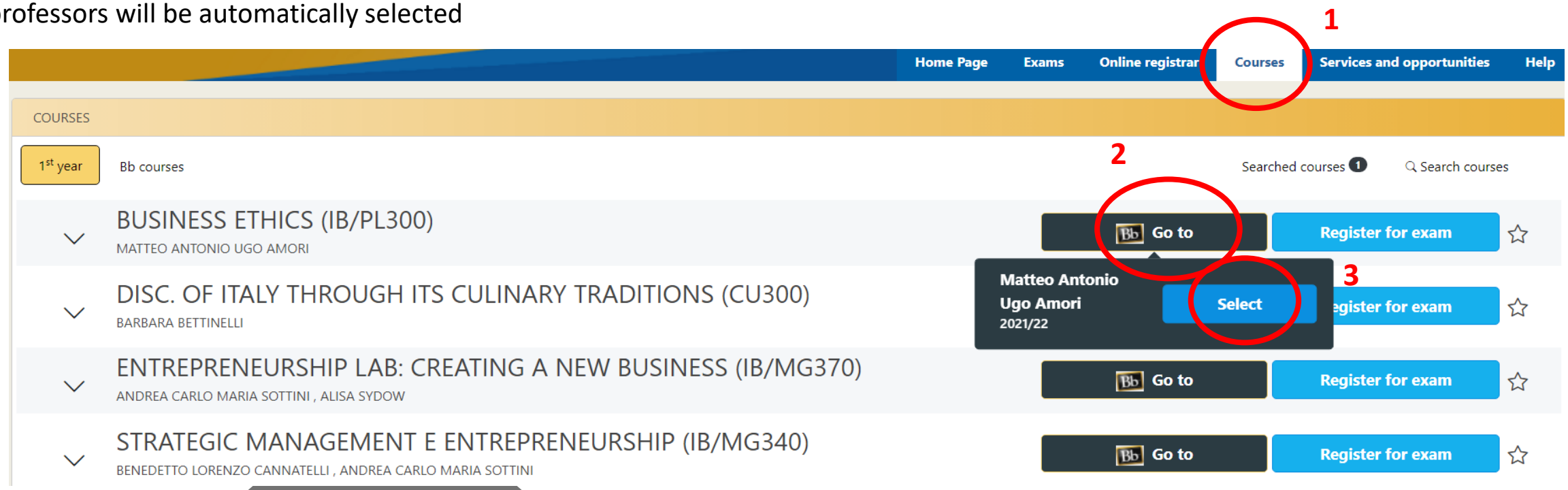
Index of the buildings:

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

Where can you activate Blackboard?

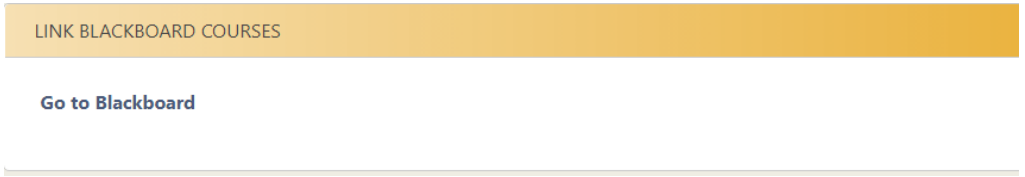
In order to access material and live streamed class in case of quarantine, you have to activate blackboard for each class

- Go to your [iCatt page]
  - ✓ 1 - Click on the tab named *Courses*
  - ✓ 2 - Click on the black button
  - ✓ 3 - Click on select
- Do these actions for all the international curriculum classes
- You might have several blue buttons (Select) for one class, one for each professor will teach the course, just click one button and all professors will be automatically selected

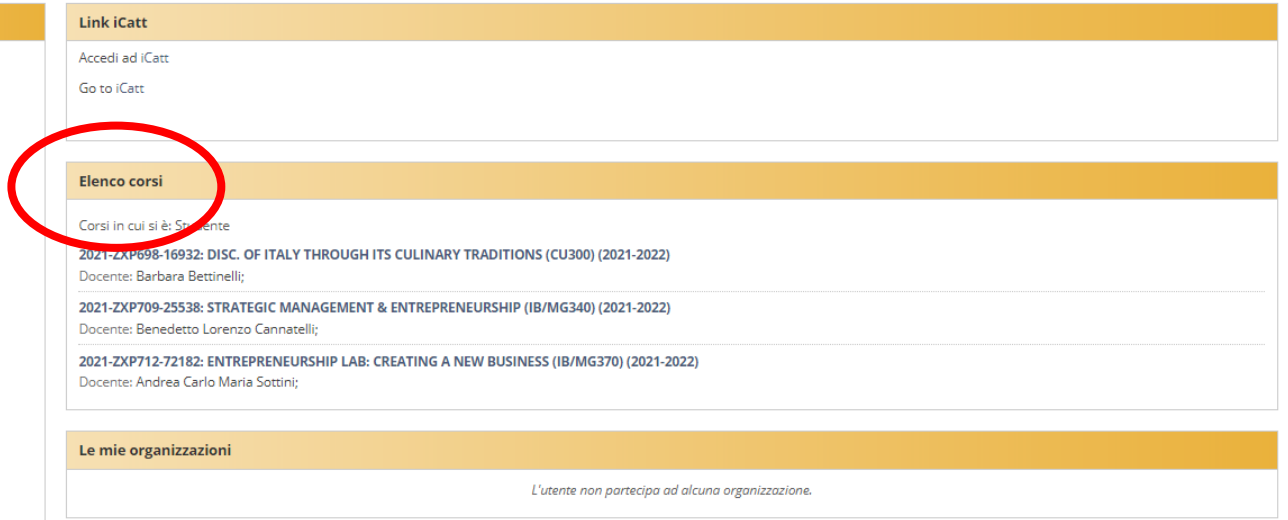


How can you access Bb for the classes you activate?

- Go to your [iCatt page]
- From the home page click on **Go to Blackboard** under the box LINK BLACKBOARD COURSES



- In the new page, your courses will be displayed under the box **Elenco Corsi**



How can you access the single course?

- Click on the **title of the course**

- On the left side of the course page you can find the following menu (some sections might not be activated yet):
  - ✓ **Announcements**: check every day this section! it will be updated with professors' requests/announcements
  - ✓ **Syllabus**: it contains the course syllabus that is the agreement between you and the professor of the course
  - ✓ **Instructor**: Professors might report information on themselves
  - ✓ **Course Materials**: it contains slides and/or readings uploaded by professors;
  - ✓ **Online Lecture**: you access to the live streamed class through Blackboard Collaborate Ultra
  - ✓ **Assessment**: professors upload/manage midterm and final exams
  - ✓ **Panopto Video:** class recordings will be automatically sent into this section
  - ✓ **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.
  - ✓ **UCSC Course Evaluation**: this section contains an anonymous survey on the course you will be requested to fill in at the end of the semester

IMPORTANT: all the emails will be sent to you @icatt.it email address

How can you access the live-streamed class in case of quarantine?

Blackboard Collaborate Ultra

- Blackboard Collaborate Ultra is the tool used to deliver classes in dual mode
- from the course menu click on **Online lectures**
- In order to join the live streamed class, click the **session title,** then **join session**
- We reccomend the latest versions of Chrome or Firefox

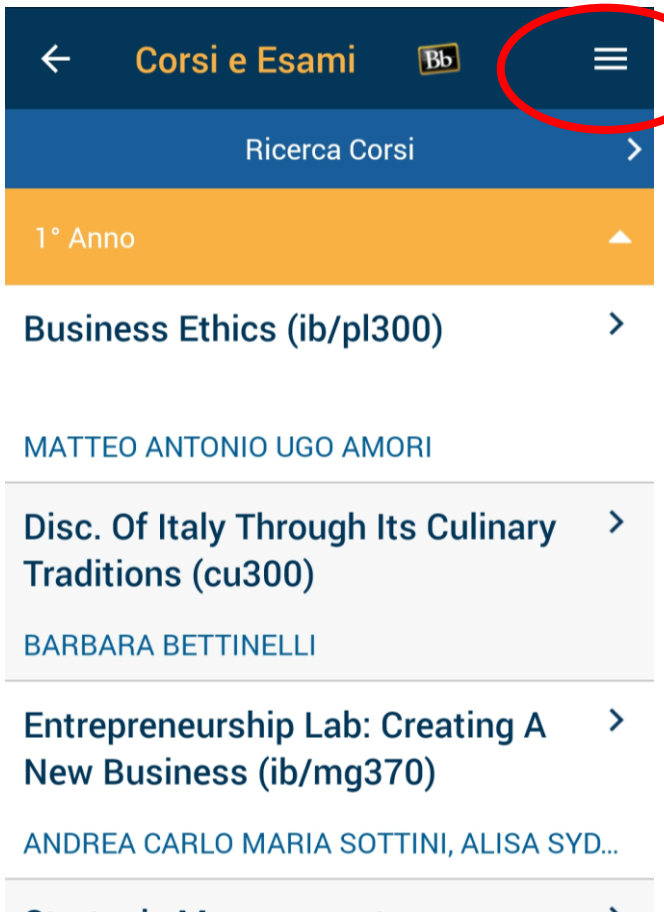
A reminder
Students are required to attend class in person!
Live-streamed classes are available only for students in quarantine

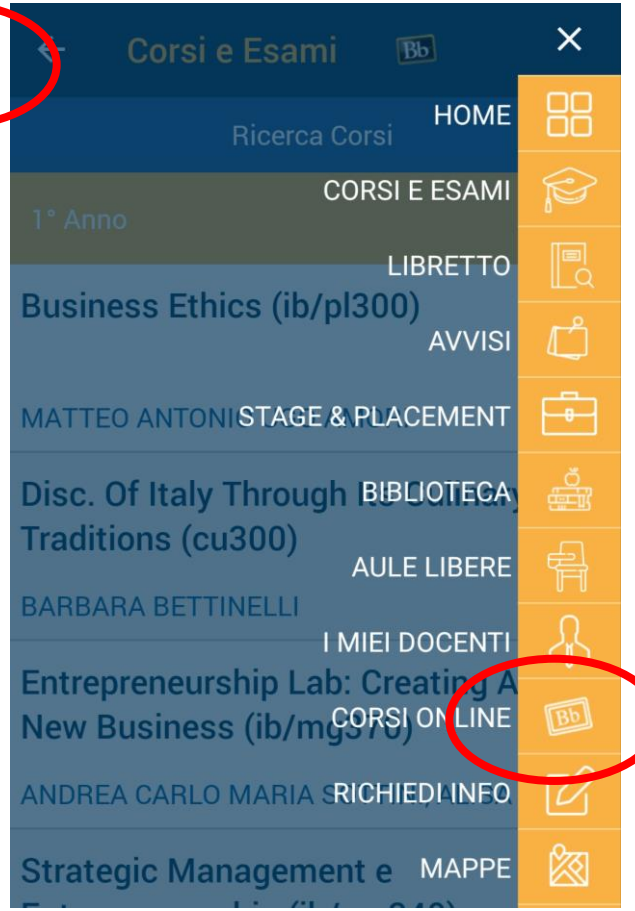
How courses are managed via APPs?

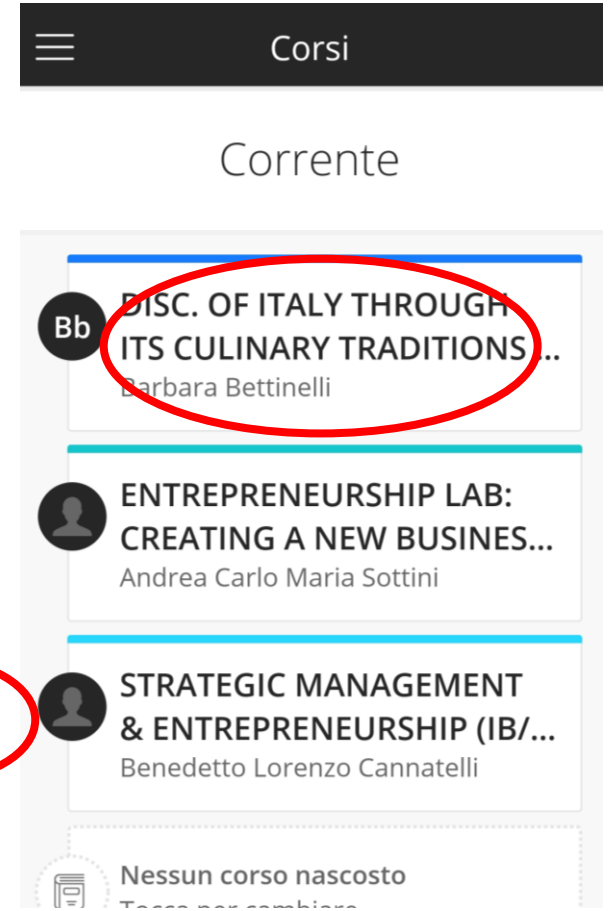
- View list of classes
- View classroom number
- Manage access to the campus

- View course material /announcements/grades
- Access live streamed class

A quick overview of the APPS







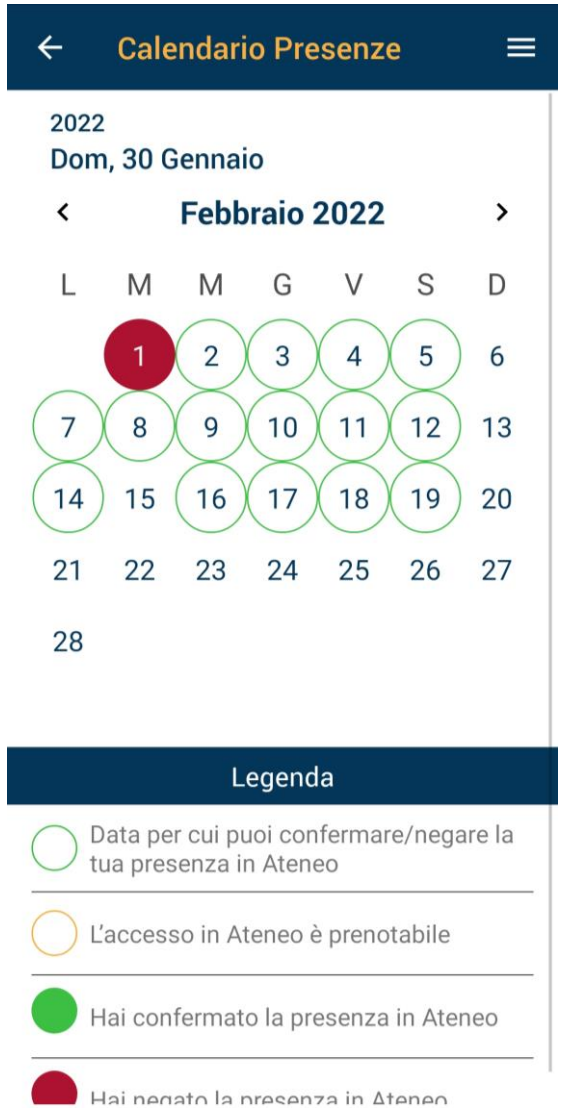
- APPS of ICatt and Blackboard are also integrated
- Same info as on the WEB page
- IMPORTANT: you cannot activate Blackboard for your classes from the ICatt APP

Confirm your presence on campus

All students are expected to attend in person unless you are in quarantine. However, you are required to confirm your presence.

You can book your presence using the **Icatt APP**

- Click on Manage attendace
- Select the days circled in green and click yes to confirm
- The University uses this app to monitor the number of students on campus and in buildings



How grades are assigned

- You may view your personal grades if submitted by the professors. You will be informed when partial and final grades are available on **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 (this is only valid for international curriculum courses)

A	95-100	Excellent	29-30 (30L – A+)
A-	90-94	Very good	28
B+	85-89	Very good	27
B	80-84	Good	26
B-	75-79	Good	25
C+	70-74	Decent	24
C	65-69	Satisfactory	23
C-	60-64	Satisfactory	22
D+	55-59	Pass	21
D	50-54	Pass	20
D-	45-49	Barely Pass	18-19
F	44 and below	Fail	‹18

UCSC International CV vs UCSC Academic CV…

	UCSC International Curriculum	UCSC Academic Curriculum
Course registration	• **Due by Janury 16 (now closed)** via dedicated link • First-come first-served • Limited spots in each class	• No action needed • No limited spots in each class
Blackboard course/s	• Activation done by students	• Activation done by students
Add/drop process	• From **February 21 to March 4** • Specific forms to be filled in by students • Changes must be approved by the ISS office	• From **January 7 to April 30** • No 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 ISS Office	• Students have to complete it under the tab: *Online Registrar* • **Due by April 30** (for students taking second quarter courses the deadline is March 11)
Exams registration	• ISS office registers students to exams • **Unique exam** date per each course	• Students must sign up 4 days before the exam date • 2/3 possibile dates per each course
Grades	• from 18/30 to 30/30 • Grades below 18 are marked as F (Failed)	• from 18/30 to 30/30 • Grades below 18 are not recorded
Advisor of reference	• Francesca De Martini	• Laura Ferrari

Next appointments:

Tomorrow – Tuesday, February 1

From 9.30am to 11.00am (English language session;)

UCSC Academic Curriculum session

Dalle 11.30 alle 13.00pm (sessione in lingua italiana)

Sessione sui corsi di UCSC Academic Curriculum

For any questions you can turn to:
international.advisor@unicatt.it