2012-2013 Parent Handbook

LORAS.EDU

BE MORE. BE LORAS.

Table of Contents

Welcome 2

Differences Between High School and College 3

What Parents Can Do 4

Rhythm of College Life 5

Academics 6
- January Term Information 6

Health Center 7
- Elevator Keys 7
- Air Conditioner 7
- Health Insurance 7
- Required Immunization Records 7
- Transportation to Class or to Healthcare Facilities 8
- Missed Class Policy 8
- Administrative Withdrawal Due to Medical Issues 8
- Confidentiality 8

Counseling Center 9
- Our Role 9
- Confidentiality 9
- Identifying Potential Student Problems 9
- What can I do to help my son/daughter who is having trouble adjusting to college? 10
- What to do if a Student is Reluctant to Seek Help 10
- Already in counseling or treatment? 10
- Administrative Withdrawal Due to Psychological Disability 11
- Referring a Student for Services 11

Money Matters 12
- Billing and Fees 12
- Financial Aid 12
- Student Employment 13

Discipline and Student Responsibility 14
- Alcohol Issues 14
- Other Drugs 14
- Sexual Assault 14

Notification of Rights Under FERPA 15
- What rights does FERPA grant to students? 15
- How can a student review his/her disciplinary record? 15
- What records does FERPA exclude from inspection? 15
- How can a student request that his/her disciplinary record be changed? 15
- Under what exceptions does FERPA allow disclosure of a student's record? 15
- What is considered to be directory information? 16
- How do students request that their directory information not be released? 16

Information and Services 17
- Academic Success Center (Headwaters) 17
  - Supplemental Instruction (SI) 17
  - Tutoring 17
  - Writing Center 17
- Barnes and Noble Bookstore 17
- Spiritual Life and Campus Ministry 17
- Campus Safety 18
- Center for Experiential Learning 18
  - Academic Internships 18
  - Education Abroad 18
  - Service Learning 18
  - Student Employment 19
  - Career Exploration and Planning 19
- Dining Services 19
- First Year Student Support 20
- Honors Program 20
- Intercultural Programs Office 20
- Lynch Office of Disability Services 20
- Mail Services 21
- Parent and Family Services 21
- Parking and Traffic 22
- Residence Life 22
- Student Life 23
- Telecommunications 23
- Technology Services 23

Important Phone Numbers 24

2012-2013 Academic Calendar 24

Web Address 24

The information provided is accurate as of April 1, 2012. Information is subject to change.
This publication provided by the Office of Student Life. For more information, call (563) 588-7206.

Welcome

Dear Families:

Welcome to Loras College! We share something very unique and special -- your student. We are excited your student chose Loras and hope this Loras College Parent Handbook provides helpful information as you navigate through the Loras College experience. While we hope the contents of this handbook provide assistance, we also know that it is difficult to address all the questions and situations you or your student may encounter during the next several years. The main intent of this handbook is to provide answers and resources to common questions.

The intellectual, emotional and social development of a college student is ongoing and dynamic. For some, the college experience begins fast and is navigated successfully. For others, expectations are not met and challenges seem to lurk around each corner. The faculty and staff of Loras are committed to helping students find and achieve success. We will work with your student to develop and hone traits such as active learning, reflective thinking, ethical decision making and responsible contributing to the campus and the world. This learning experience is a partnership with shared expectations; however, we cannot do this to or for students. Rather, the way students experience the most reward and success is by working in collaboration with faculty, staff, parents, and others.

Again, I welcome you to Loras College and look forward to working with your student as they embark on the exciting adventure and opportunity higher education provides.

Sincerely,

Art Sunleaf
Vice President for Student Development
and Dean of Students

Differences Between High School and College

HIGH SCHOOL

Teacher/Student Contact
Contact closer and more frequent (5 days a week).

Competition/Grades
Academic competition is not as strong; good grades can often be obtained with minimal effort.

Status
Students establish a personal status in academic and social activities based on family and community factors.

Counseling/Dependence
Students can rely on parents, teachers and counselors to help make decisions and give advice. Students must abide by parents' boundaries and restrictions.

Motivation
Students receive stimulation to achieve or participate from parents, teachers and counselors.

Freedom
Students' freedom is limited. Parents will often help students out of a crisis should one arise.

Distractions
There are distractions from school, but these are partially controlled by school and home.

Value Judgments
Students often make value judgments based on parental values; thus, many of their value judgments are made for them.

COLLEGE

Teacher/Student Contact
Faculty are available during office hours (posted hours each week) and by appointment to address students' concerns.

Competition/Grades
Academic competition is much stronger; minimum effort may produce poor grades.

Status
Students can build their status as they wish; high school status can be repeated or changed.

Counseling/Dependence
Students rely on themselves; they see the results of making their own decisions. It is their responsibility to seek advice as needed. Students set their own restrictions.

Motivation
Students apply their own motivation to their work and activities as they wish.

Freedom
Students have much more freedom. Students must accept responsibility for their own actions.

Distractions
The opportunity for more distractions exists. Time management will become more important.

Value Judgments
Students have the opportunity to see the world through their own eyes and develop their own opinions and values.

Adapted from Mullendore, R.H. and Hatch, C (2000). Helping your first-year college student succeed: A guide for parents. Columbia, S.C.: OCM. And Texas A&M University (2000).

What Parents Can Do

Parents frequently ask, *"What can I do to support my daughter or son?"* or *"What things should we be prepared for?"* The following suggestions may help you help your student with their transition to college:

- Parents can be supportive and trusting. Encourage independence, but provide a safety net.

- Understand that your student may have difficulties returning home on holidays after experiencing life on his or her own. For the last several months they've been accustomed to having to be concerned about only their own daily routine - not the family's, and they've lived without the former house rules that may have been in existence. Sometimes they also come home with new expectations for family members. It's a transition time for everyone.

- Show concern about their lives and understand their struggles. Ask questions, but try not to invade their privacy. Often your student will let you know what is happening, but at their own pace and timing. Accept that you won't know every detail of your student's life.

- Be knowledgeable about campus resources. Ask your student to let you read the plethora of materials that come to them in the mail as they're preparing to begin college. Check out the Academic Year Schedule included in the beginning pages of the institution's academic calendar, so you're aware of significant times of the year. If they're living on-campus, read the residence contract and other materials enclosed with their room assignment. You'll find a wealth of information about campus and residence resources, services and staff!

- Be prepared for "the phone call." Often it comes just after midterms or near the end of first term, when work is piling up, grades aren't what they'd hoped, they're feeling overwhelmed and their coping skills begin to fail. They're upset and chances are they're going to call you. It's important that you don't panic; remember that this is normal, and as much as you'd like to alleviate their stress, you cannot (and should not) "fix this" for them. They will rely on you to be calm, and reassure them of their ability to successfully work through the challenge(s). Encourage them to seek help from campus resources.

- Remember your student has joined the ranks of the "best of the best" at college, and the academic expectations are rigorous. It is normal for students with high-school marks in the 80s and 90s to see them drop to the 60s and 70s. This may come as a shock to both you and your student, given that they were always the best in their high school. Your student is experiencing a difficult life-transition from high school to college, both in and out of the classroom. It is typical for grades to go down in the first year, so don't let your student get super-depressed, but do encourage them to get help. Students who seek a little assistance typically get back on track and do fine.

- Send food and care packages, a sure sign of support and concern. (You've no idea how excited students get when these arrive.) Or ask them what their favorite pizza place is and surprise them by having a pizza delivered to them one night!

- Even though it might be a great life being a student, be careful about romanticizing about college as the "best years of one's life." For a student who may be struggling with exams, papers and worries about a career, this is of little comfort and sometimes downright discouraging.

- Trust your son or daughter. Finding oneself is a difficult-enough process without feeling that the people whose opinions you respect most are second-guessing your own second-guessing.

Adapted from Robinson, J. http://www.reslife.net/html/ppreparing_0700a.html

Rhythm of College Life

Certain times in the academic year tend to be universally challenging to students. Parents who understand the ups and downs of the first college year are better able to help their son or daughter negotiate the challenges of transitions. Below are some typical adjustment issues faced throughout the first year:

August/September
- Excitement
- Testing new found freedom
- Frequent calls and visits home
- Homesickness and loneliness
- Anxiety about roommates, professors and classes
- First exams
- Potential for alcohol abuse

October
- Roommate problems begin to arise
- Students question: "Do I fit in here?"
- First test grades returned
- Midterm exams
- Love relationships from home remain strong
- Consequences of decision making experienced

November
- Midterm grades returned
- Roommate challenges become more clear
- Many exams and papers due before Thanksgiving
- Excitement and/or anxiety regarding going home for Thanksgiving
- First series of campus-wide illness (cold, flu, strep, etc.)

December
- Anxiety over preparations for finals
- Excitement and/or anxiety regarding going home for the holidays
- Sadness about leaving new friendships and/or love relationships

January
- "Fresh Start" mentality sets in with new term
- Satisfaction and/or disappointment with fall term grades
- Homesickness
- Loneliness for love relationship back home
- Relief being away from home and back at school

February
- Feelings of claustrophobia and depression of winter sets in
- Potential increase in alcohol and other substance abuse
- Challenges with love relationships back home
- Valentine's Day brings out loneliness, isolation

March
- Anxiety regarding finding roommate(s) for next year
- Excitement and/or disappointments regarding Spring Break plans
- Midterm exam stress
- Concern over summer employment
- Concern over winter weight gain

April
- Concern over declaring major
- End of semester pressure
- Excitement with arrival of spring

May
- Final exam anxiety
- Apprehension about returning home for the summer
- Sadness over leaving new friendships and/or love relationship at school
- Realization of how college influences life decisions

Adapted from Mullendore, R.H. and Hatch C. (2000). Helping your first-year college student succeed: A guide for parents. Columbia, S.C.: OCM and Texas A&M University (2000).

Academics

For a complete listing of academic policies and procedures please refer to the *Loras College 2012-2014 Undergraduate Course Bulletin-Catalog* at the following link: http://depts.loras.edu/academics/catalog/main.html

January Term Information

New students are required to successfully complete two (2) January term courses. During the January term students will take a single course for a three-week period. It will be both challenging and fast-paced. The courses offered in the January term include study travel courses, community-based learning courses, and in-depth study courses. Students should consider taking at least one January term on campus and another January term as a study away or study abroad course.

No matter what type of course the student takes, the student will have a chance to concentrate on one topic rather than the four or five that are part of a traditional fall or spring semester. The January courses will have an emphasis on experiential learning, which is an approach that connects classroom study with learning experiences inside and outside the classroom.

The January term courses offer students a different and exciting learning opportunity that will challenge them in new ways.

Information on the January term is available on the Loras website at the following link: http://www.loras.edu/academics/jterm.asp.

Health Center

The Loras College Health Center is staffed by two professional registered nurses. We provide a range of health services to the campus community including ambulatory care for most general medical problems, health education, wellness promotion, self-care opportunities, and the loaning of equipment. We work closely with many other campus and community services. If we assess a need for a referral to a physician, or other health care provider, we will discuss this with the client and assist with an appropriate referral and appointment. The Health Center can be reached at (563) 588-7142 or fax (563) 588-7659.

Elevator Keys

Elevator keys are issued through the Health Center after receiving written documentation from a physician that details the student's need for access to an elevator due to injury or illness.

Air Conditioner

Students requiring an air conditioner must submit an air conditioner request form that has been completed, signed and stamped by their attending allergist or specialist. This documentation must be submitted each academic year. Approval of an air conditioner in the past does not guarantee the continued use of an air conditioner. Due to safety restrictions and electrical load limitations, a limited amount of air conditioners will be approved based on physician documentation of medical necessity.

Health Insurance

Health insurance is important. Loras does not currently endorse a specific health insurance plan. Check the Health Center website for insurance tips. Students should be knowledgeable of their health insurance information and the providers the insurance covers in Dubuque. Students should bring a copy of their current health coverage to the Health Center where the information will be kept on file. In addition, we encourage students to always carry a copy of their insurance card. If they become ill or injured when the Health Center is closed, contact the Area Coordinator or Resident Advisor for assistance.

All international students are required to have current medical insurance. Proof of this insurance must be on file in the Loras College Health Center within the first two weeks of each semester. If the student does not have proof of health insurance through their parents or home country, the student is required to purchase health insurance from Loras College. The Health Center will assist students who do not have insurance with the process of obtaining coverage.

Required Immunization Records

1. Loras College follows the American College Health Association immunization guidelines.
2. All students, first year, transfer, international, and continuing education/ graduate students registered for more than 7 credit hours and born after January 1, 1957 must provide proof of immunity to MMR (Rubeola, Mumps and Rubella). These students must provide an official signed and stamped record showing proof of receiving 2 MMR immunizations on or after their first birthday and at least 30 days apart OR laboratory evidence of immunity (Rubeola and Rubella titers and Mumps IgG immune status).
3. The MMR documentation must be on file at the Health Center prior to the beginning of classes. The Health Center will assist students needing immunizations or laboratory work. Students will be required to pay for the immunizations or laboratory work. Students needing both MMR immunizations must wait 30 days between shots.
4. Students who have not complied with the requirements will be notified that their registration for the next semester will be held until the requirements are met.
5. Additional Requirements for International Students:
   A. All international students must report to the Loras College Health Center within 2 weeks of arriving to campus to evaluate their current TB immunization status. All students, who previously tested positive for active TB in the past, must provide documentation of this test and treatment. QuantiFERON-TB Gold is the only accepted TB test and must be

completed in the United States within the past year. All students who cannot provide proof of the above must have a QuantiFERON-TB Gold drawn at a time scheduled by the Health Center. The test fee must be paid by the student when the test is drawn.

B. All documentation must be in English. All students who do not comply with the above requirements will not be allowed to register for the next semester classes.

6. Although not required, we highly recommend that students be immunized for meningitis. Talk to your physician about the benefits of receiving the vaccination. Information on the disease is available at our web site: http://depts.loras.edu/StudentDevelopment/health/meningitis.html.

Transportation to Class or to Healthcare Facilities

Loras College does not provide transportation to class or to healthcare facilities for medical appointments, therapy, pharmacy, etc. Information including bus schedules, taxi cabs, and maps are available in the Residence Life office.

Missed Class Policy

When a student is absent from class due to illness, injury or hospitalization, it is the responsibility of the student to communicate with their professor and to follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

Written documentation from a physician excusing a student from class due to illness, injury or hospitalization is required if a student misses three or more consecutive days. This documentation can be brought or faxed to the Health Center (Fax 563-588-7659). The Health Center will relay this information via email to the Associate Vice President Student Development/Dean of Students who will in turn notify the professors via email. The Health Center will only send an email notification when the student is excused from classes for three or more consecutive days.

Professors wishing to verify other cases of student absence due to illness, injury or hospitalization may call the Health Center at 7142. Dates on which the student received care can be verified if permission has been granted by the student; other health information is confidential.

In some cases such as mono, a physician may give a student a class excuse with the instruction to attend classes as tolerated. The student is required to contact the Health Center either by stopping in, phone call or email on the days that they are not able to attend class with a condition report.

Administrative Withdrawal Due to Medical Issues

When a student is unable to complete a semester due to significant medical issues an administrative withdrawal may be considered. The student must be evaluated by an appropriate medical professional to document the serious condition and specifically verify its impact on academic functioning. This evaluation can be conducted at the Health Center or through an outside professional. If someone outside the College is used, the student must sign a release to allow contact between the evaluator and the Director of the Health Center. On the basis of the evaluation the Health Center Director makes a recommendation to the Dean of Students, who makes a final decision concerning the withdrawal.

Confidentiality

All patient records maintained by the Health Center are private. Only authorized Health Center personnel may release patient records, and then only with written authorization from the patient. Parents of patients eighteen years and older, parents or spouses of emancipated minors, and other next of kin will not have access to the medical record without the written consent of the patient.

Counseling Center

The staff members in the Counseling Center help students identify barriers interfering with success at Loras and develop strategies to overcome them. The focus is to help students use the skills they already have as well as develop new approaches to solving problems and achieving goals. Staff members provide individual and group counseling, workshops and classes and testing to address issues such as: depression and anxiety, adjustment to college and adult life, relationship difficulties, test-taking or other study problems and vocational concerns. If you have any questions about the programs or services offered by the Counseling Center, please feel free to contact the office at (563) 588-7024.

Our Role

The role of Counseling Center is to assist students to learn about their emotional and psychological development and to improve academic decision-making and student success. We work to help students resolve problems that interfere with personal, social, and academic functioning while also emphasizing prevention, development, adjustment, and wellness. Counseling Services provides short-term psychological services free of charge to all registered students. We also provide consultation, referral, crisis, and outreach services.

Confidentiality

In order to provide a safe environment for students to explore their thoughts and feelings, all consultation and counseling services are confidential. This means that our staff does not reveal the identity of students who seek services, will not confirm or deny participation in services and will not discuss the details of therapy sessions with anyone outside of the Counseling Center without the student's knowledge and written consent. Similarly, information about participation in counseling does not appear on a student's academic record.

Students may request to sign a written release granting us permission to share confidential counseling information with others, including parents.

Identifying Potential Student Problems

Parents, as well as faculty and staff, often may be the first to notice any changes that suggest that a student is having difficulties. In order to aid early identification of difficulties, listed below are some possible warning signs which may suggest that your student is in need of assistance.

- a change in appearance (e.g., poor hygiene, weight gain/loss)
- a drop in GPA or academic performance from the previous semester, especially for students who generally perform above average
- increased irritability or agitation
- consistently inappropriate, illogical, or unrelated questions
- distracted or preoccupied thought processes
- withdrawal from social interactions with peers, family and significant others, frequent class absences and expressions of loneliness
- fearful responses, such as avoidance or apprehension about being alone
- occurrence of a recent loss or other crisis (e.g., relationship breakup, death of a friend or family member, academic failure, physical illness, rape/sexual assault)
- expressions of hopelessness (statements such as "there's no use trying" or "what's the point?")
- indirect statements or written essays about death or suicide ("I want to disappear," or "there's no way out") as well as more direct suicidal statements about hurting oneself.

Finally, because of the high degree of danger of alcohol abuse in all colleges, be aware of the signs of possible alcohol abuse by your son or daughter, such as falling grades, never available or reluctant to talk with you, trouble

with campus authorities or serious mood changes. If you believe your son or daughter is having a problem with alcohol, do not blame them, but find appropriate treatment. Call or visit the campus and speak with a counselor.

What can I do to help my son/daughter who is having trouble adjusting to college?

For your son or daughter, college will likely be a period of intellectual stimulation and growth, career exploration and development, increased autonomy, self-exploration and discovery and social involvement. It may also be a time for exploration and experimentation, and a period in which your children may question or challenge the values you hold dear. This may require an examination of self, friends and family. It is important to recognize that every child will experience his or her own unique set of challenges and adjustments, just as every parent will have different expectations for and reactions to their child's college experience. If you see your student struggling consider these suggestions:

- Do talk to them about it as much as possible.
- Don't belittle how s/he is feeling.
- Do try to get to the root of the problem - roommate issues, workload is too hard, missing boy/girlfriend, doesn't "fit in" etc.
- Don't let him/her come home often - it will take them out of the school routine making it harder for her/him to be there during the week.
- Do encourage him/her to get involved in activities.
- Do (if at all possible) plan a visit (either you there or him/her home) in about a month - it will give her/him something to look forward to.
- Do encourage him/her to seek help on campus, an RA, counselor, favorite professor, etc.

What to do if a Student is Reluctant to Seek Help

While it is important to care about the emotional well-being of your student, we cannot make their decisions for them, and counseling is always a personal choice. Nevertheless, you can assist your student who is ambivalent about seeking professional help in a number of ways.

- Normalize the process of pursuing counseling. This may be especially helpful for students whose cultural backgrounds may include differing views of mental health treatment.
- Reassure your student that you do not view him or her as "crazy."
- Let your student know that no problem is too big or too small for treatment.
- Inform your student that he or she can make an appointment to speak to a counselor once without making a commitment to ongoing therapy.
- Remind your student that any information shared during counseling sessions is kept strictly confidential and will not be disclosed to parents, faculty or other college departments without the student's written permission.
- Acknowledge and discuss your student's real fears and concerns about seeking help. Some students may feel that counseling is an admission of weakness or failure; we tell students that it takes considerable courage and integrity to face oneself, acknowledge one's limitations and admit the desire or need for assistance.
- Consult with us!

Already in counseling or treatment?

If your offspring has been in counseling or psychiatric treatment and especially if he or she has been on medication, the transition to college life offers some extra challenges. The following is designed to help students and their families make the transition to college life a smooth, seamless change.

Counseling Center

Loras College's counseling service is staffed by a clinical psychologist. We do not have a psychiatrist on staff for prescribing or consulting, however, during the school year we can assist a student in choosing a physician, if needed, and getting an appointment. With this in mind, it is important that you plan ahead with your doctor at home to make a referral to the Dubuque community and to arrange appointments prior to coming to campus.

Even if you plan to continue treatment with your doctor or counselor at home, please consider sharing treatment history with the staff of the Counseling Center. This information is held in strictest confidence and, following state law, will not be shared with any other offices on campus.

If your student is taking medication it is important to consider how you are going to refill prescriptions. Families need to arrange necessary student insurance cards and information to ensure the student has a way to pay for the medication. If needed, contact the Counseling Center and the staff can provide information on pharmacies in the area. In addition, some people will need to have periodic lab tests done. Ask your doctor for a written order for the necessary lab work and deliver this order to either Mercy or Finley Hospital. The student will then be able to have their blood drawn at the hospital under their private insurance. A copy of the report will be sent to your home doctor. Encourage your student to keep any medication in the same place in his/her residence hall room and carry only what is needed for a day in a small pill box.

Administrative Withdrawal Due to Psychological Disability

When a student is unable to complete a semester due to significant psychological issues an administrative withdrawal may be considered. The student must be evaluated by a psychiatrist or psychologist to document the serious condition and specifically verify its impact on academic functioning. This evaluation can be conducted at the Counseling Center or through an outside professional. If someone outside the College is used, the student must sign a release to allow contact between the evaluator and the Director of the Counseling Center. On the basis of the evaluation the Counseling Center Director makes a recommendation to the Vice President for Student Development, who makes a final decision concerning the withdrawal. Any request for this withdrawal must be completed prior to the end of the last day of classes for a semester.

Referring a Student for Services

Referral is easy. Call the Counseling Center at 563-588-7024 and speak to a counselor about your concerns. We are available from 8:00 a.m. to 4:30 p.m. through the work week.

Money Matters

Billing and Fees

Tuition, room and board charges are billed by the semester. Monthly statements will be published through Loras College's online system, CASHNet. The College does not mail paper statements to students and/or parents. Students can access their account online by going to the Loras College Portal, selecting Loras Links, then eBill, then Make a Payment. For a parent or authorized user to access a student account, please review the instructions on how to set up a Parent PIN located on the eBill page of the Loras College Portal. Statements will be published online in mid-July for the fall term, mid-November for the January term, late-November for the spring term and early May for the summer term.

Loras College requires all students to make monthly payments on their student account. By registering for classes, the student is agreeing to make monthly payments on their student account balance. If the student chooses to pay the balance off in full prior to the start of the semester there is no penalty. Payments being made in full are due by August 15 for the fall term and December 15 for the spring term. Students wishing to make monthly payments can find their payment plan details under the My Payment Plan section of their online student account. Payments for the fall payment plan are due August 15, September 15, October 15 and November 15. Payments for the spring payment plan are due December 15, January 15, February 15 and March 15. Please note–this payment amount may fluctuate each month if charges and credits are applied to the student account. The payment plan will adjust automatically to reflect these changes. Students who do not fulfill their minimum monthly payment requirement will be assessed a $25 service charge each month if the payment is not received by the 20th of the month.

Final payment for the fall and spring semesters (November and March) should pay the account in full. January term course fees are included in the spring payment plan. Summer term payments are due in full by June 15. Students are not permitted to register for the next semester or receive transcripts unless payment has been completed.

Loras College accepts cash, personal checks, money orders or traveler's checks in the Business Office in Keane Hall. Checks can also be mailed directly to Loras by using the payment mailing address provided on the last page of each statement. Electronic check payments (eCheck) and credit card payments can be made online through the student account. eCheck payments allow the student or authorized user to securely pay the statement directly from a bank account. There is no service charge for an eCheck. Credit cards are accepted for a convenience fee of 2.75%. Only MasterCard, Discover and American Express are accepted. Please note that VISA card payments are NOT accepted.

For further information regarding billing, payments, or the online system, please contact the Business Office at (563) 588-7232 or (563) 588-7335.

Financial Aid

The Financial Planning Office administers all Federal, state and Loras financial assistance, including grants, scholarships and loans. In the event a student is receiving an outside scholarship, the Office of Financial Planning must be notified in order to include this resource in a student's financial aid package. If a Federal Direct Stafford loan was included in a student's financial aid package, a Direct Loan Master Promissory note for the loan must be submitted by July 15 to assure timely processing. Please be aware that the net amount of the Direct loan will be slightly lower

than the total amount awarded to the student, due to the .50% origination fee charged to the borrower at the time of disbursement. Half of the total loan amount will be disbursed each semester. The anticipated disbursement amount for each semester will appear as pending aid on the semester's first billing statement, as we are obligated to wait the required length of time before disbursing Federal funds to students. If the loan has not been credited to the student account by September 30, contact the Financial Planning Office at (563) 588-7136 or use the MyDirectLoan website https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp to learn the cause of the delay.

New Direct Stafford loan borrowers are required to complete a loan counseling session. This counseling session is mandatory before a student receives loan proceeds. Online counseling can be completed at https://www.dl.ed.gov/borrower/BorrowerWelcomPage.jsp

Student Employment

All incoming first year students have the opportunity to apply for employment with campus dining. These campus positions afford our students the opportunity to interact with their peers, make new acquaintances and become familiar with the campus environment. Students will be supplied with campus dining applications and information in their orientation packages.

Sophomores, juniors and seniors are eligible to apply for employment throughout campus. The Center for Experiential Learning coordinates these opportunities.

The maximum hours allowed for all campus employment positions is 15 hours per week.

Discipline and Student Responsibility

All students enrolled at Loras College are responsible for rules and regulations set forth in order to cultivate a healthy community. Each year, every student is encouraged to review the Loras College *Student Handbook*, which can be found on the inside.loras.edu page, on the A-Z Index, under *Student Handbook*. The *Student Handbook* outlines the College's expectations for students and the processes that may occur when a student fails to adhere to these expectations.

The responsibility for administering the discipline system is delegated from the Loras College Board of Regents to the Dean of Students by the President. In turn, the Dean of Students may further delegate disciplinary/judicial authority to Student Life and Residence Life. Each of these groups may be authorized to handle violations of the code of student conduct. All cases should be resolved at the lowest possible level.

Alcohol Issues

As a community, the College will strive to advocate healthy choices, embrace responsibility, cultivate respect and challenge each other to be people of integrity. Loras College is committed to providing a quality education and work environment where every student and employee has the right to work, learn and live in an environment free from the negative effects of alcohol and other drug use. The College recognizes that the decision to use alcohol is a personal choice; however, this choice must be made in accordance with federal, state and local laws regarding the use of alcohol. The legal age for consumption of alcohol in the state of Iowa is 21. As a result, Loras College will partner with local law enforcement to uphold and enforce all laws, ordinances and College policies regarding alcohol use. Therefore, it is the policy of Loras College to prohibit the unlawful use, sale, distribution, transfer or possession of alcoholic beverages. Loras College prohibits the lawful consumption of alcohol when it might impair an individual's academic or work performance, or pose a hazard to the individual, public, students or employees of the College on its property or at any of its activities. Students who are not 21 years of age are not to be present where alcohol is present.

In compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Loras College prohibits the unlawful possession, distribution or dispensing of drugs and alcohol by students and employees on College property or as any part of College activities. All Loras College community members are responsible for abiding by the College *Alcohol Policy* found in the faculty, staff and student handbooks.

Other Drugs

In order to ensure the College commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and drugs. Disciplinary action may be taken up to, and including, dismissal and expulsion from the College and possible criminal prosecution for drug offenses.

Sexual Assault

It is important to discuss sexual assault with your student. Nationally, one in six women is sexually assaulted during the course of their college career. Stress the importance of open, honest communication in any relationship. Encourage your son or daughter to use all campus safety precautions in place and to set healthy limits in relationships. Since most sexual assaults involve alcohol, encourage your son or daughter to abstain from alcohol or drink responsibly after the age 21. If you or your son or daughter wants more information regarding sexual assault prevention, contact Campus Safety at (563) 588-7114 or the Counseling Center at (563) 588-7024.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, last amended on July 1, 2003, protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

What rights does FERPA grant to students?

Once enrolled at Loras College, students have the right to inspect and review their own education records, as defined in FERPA, within 45 days of the day the College receives a request for access.

Students have the right to request the amendment of their education records that are believed to be inaccurate or misleading.

Students must consent to disclosures of personally identifiable information contained in the student's educational records, except in cases that FERPA authorizes disclosure without consent.

Students have the right to file a complaint with the Department of Education concerning alleged failure by the College to comply with the requirements of FERPA.

How can a student review his/her disciplinary record?

A student, wishing to inspect his/her disciplinary file should make a written request to the Office of Student Life identifying the record he/she wishes to review. An official in the Office of Student Life will notify the student of the time and place where the disciplinary records may be inspected.

What records does FERPA exclude from inspection?

FERPA excludes certain records from inspection and these records will not be made available. The following records are specifically excluded from inspection and are not considered educational records as defined by FERPA:

a. Financial records of parents.
b. Confidential letters and statements of recommendation entered in the education record after January 1, 1975, to which the student has waived right of access.
c. Personal notes of institutional, supervisory and educational personnel.
d. Campus law enforcement records, except reports of investigations and incidents that have been forwarded for action or information to other College officials.
e. Employee files, if the student is employed by the College.
f. Medical, psychological-counseling and psychiatric records, or case notes maintained by appropriate professional personnel.
g. Admissions record on file in other component units (of the College) in which the student has not yet enrolled.

How can a student request that his/her disciplinary record be changed?

If a student believes his/her record is misleading or inaccurate, he/she should contact the Office of Student Life, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading.

If the Office of Student Life decides not to amend the record as requested by the student, Student Life will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Under what exceptions does FERPA allow disclosure of a student's record?

The College may disclose, without consent, personally identifiable information contained in the student's education records to school officials with legitimate educational interests. A school official is a person employed by the

Notification of Rights Under FERPA

College in an administrative, supervisory, academic, research or support staff position (including safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

What is considered to be directory information?

Directory information may be disclosed without prior consent from the student unless the student requests that such information is kept confidential. Directory information consists of the following information:

- Student's name, telephone number, e-mail address, local and permanent address
- Date and place of birth
- Major field of study, degrees held, honors and awards granted or received
- Dates of attendance
- Academic classification such as first year, sophomore, junior, senior, etc.
- Gender
- Class schedule
- Educational institutions previously attended
- Thesis title
- Participation in officially recognized organizations, activities and sports
- Weight and height of student participating in officially recognized sports
- Photograph
- E-mail addresses
- Enrollment status
- Credits enrolled
- Damages and costs

How do students request that their directory information not be released?

Written requests not to release directory information must be filed with the Vice President of Student Development during the first two weeks of each fall semester and must be renewed each fall. Such requests must apply to all of the categories that are classified as directory information; a student may not specify that only some of the categories not be released.

Information and Services

Academic Success Center (Headwaters)

The Academic Success Center offers a variety of services and opportunities for your student to enhance their academic experience and strengthen their learning skills. The following programs provide a foundation for your student to prosper: the Writing Center, the Lynch Office of Disability Services, the Honors Program, Supplemental Instruction (SI), Tutoring and individual academic coaching.

Supplemental Instruction (SI)

The SI program is designed to assist your student in developing critical learning and study skills, while strengthening their grade. In this program, students will have the opportunity to improve their grades through voluntary participation in a peer-led group study session. SI is offered in traditionally first- and second-year courses in the disciplines of biology, chemistry, economics, math, physics and sports science.

Tutoring

Tutoring is available throughout the day and evening. The student tutors have excelled in their discipline, so they are able to provide students with assistance in nearly every discipline offered at Loras. Each semester the opportunities change, so please encourage your student to check the Headwaters Inside Loras portal site regularly for resource updates and schedule changes.

All of these services are FREE to your student! While other colleges may charge for similar services, we offer these as a way to provide the quality learning experience you and your student anticipate in a small college atmosphere. Students may also use the center for studying or group work.

Writing Center

The Writing Center peer tutors can assist students with papers and other writing assignments for their classes. Instruction is available in many areas including understanding an assignment, identifying possible topics, composing a thesis statement, generating supporting materials, revising an initial draft and editing a final draft. Students can sign up for a one-on-one appointment using the online scheduling program or call the Writing Center.

Barnes and Noble Bookstore

Textbooks, clothing, gift items, trade books, Nook items and Nook accessories and school supplies can be purchased at the Loras College Bookstore located in the Academic Resource Center. Students are able to charge textbooks and school supplies to their student accounts. The bookstore is a student's on-campus source of new, used and rental textbooks as well as the place to sell back textbooks at the end of each semester. Students can reserve their textbooks each semester by going to loras.bncollege.com and putting in their schedules. Doing so helps students avoid long waiting lines and also offers students the first chance at our supply of rental and used textbooks. Please stop by and the friendly staff will answer any questions you may have.

Spiritual Life and Campus Ministry

Within the Division of Spiritual Life, Campus Ministry and the Fr. Ray Herman Peace and Justice Center serve the entire Loras faith community with a focus on **hospitality** as well as, opportunities for development and enrichment in: **spiritual life** (worship and prayer, Sacraments/RCIA, retreats, faith-sharing, Bible studies, spiritual direction, etc.), **service** (service trips, community volunteer work, teaching religious education, tutoring, etc.) and **social justice** (Peace & Justice Community, Hope House Catholic Worker, awareness of issues and teachings of the Church, social action, etc.). Recognizing and appreciating the spirituality of each individual, Campus Ministry works with the entire Loras community to bring to life the College's *Catholic Identity Statement*. Campus Ministry also

helps students to recognize and develop their gifts and talents; and assists them in coming to better understand the ways that they are being called to use their gifts for transforming the world as ethical decision-makers, reflective thinkers and responsible contributors.

Campus Safety

Campus Safety Department strives to make Loras a safe, secure place for students to live and learn. Safety personnel work hard to create and maintain an environment conducive to the educational mission of the College. This is achieved through crime prevention, proactive educational programming, intervention and investigation and continual efforts to increase awareness among members of the community.

Loras College has implemented an Emergency Notification System whereby students, faculty and staff are notified within minutes via e-mail, phone, public announcement and text message in the event of an emergency. Students are encouraged to enter multiple points of contact into the Emergency Notification System database, including family members' contact numbers into the IQ system at inside.loras.edu. A ***Loras Alert*** on the Loras College Web site, www.loras.edu, provides the current status of emergencies on campus. In the event of an emergency, all details and further instruction will be communicated through the ***Loras Alert***. Students and their families are strongly encouraged to check this page periodically as a way to stay informed in such an event.

Most Campus Safety services, including ID photos, purchase of parking permits, and replacement fob access, are available 24 hours per day, 7 days per week, at the Information Desk, located on the 4th floor of the Alumni Campus Center.

Center for Experiential Learning

The Center for Experiential Learning dramatically expands the dimensions of a Loras education by working with students to integrate their knowledge, experience, skills and capacities. Through structured learning experiences in other countries, cities, communities and working environments, students are encouraged to design and pursue their learning objectives outside the traditional classroom. The CEL works with students to reflect critically on their experiences and to communicate what they have learned from their experiences through a portfolio.

CEL works with students and faculty to help coordinate the following opportunities:

Academic Internships

Students use their knowledge and skills to learn about and gain experience in the world of profit and not-for-profit organizations. Exploratory internships are designed for students who want to explore different career possibilities or different professional settings. More advanced internship experiences support students who are looking for practical opportunities to apply and enhance what they have learned in the classroom. Students have the opportunity to participate in internships across the country and internationally.

Education Abroad

Students directly experience another culture through opportunities sponsored by Loras College or other accredited institutions. Loras College directs semester programs in Gaborone, Botswana; Dublin, Ireland; Pretoria, South Africa; and Santiago de Compostela, Spain. International study travel courses are also offered during the January term. Institutional aid as well as state and federal aid are applied on Loras and other accredited study abroad programs. There are additional costs associated with study abroad.

Service Learning

Students gain a deeper understanding of community and societal issues and develop a response and commitment to addressing them. Service learning opportunities occur locally, nationally, or even internationally through coursework, employment and volunteering.

Information and Services

Student Employment
Designed to assist students in meeting the cost of their Loras education while enhancing their college experience and success at Loras. Employment, both off-and-on campus, provides an opportunity for students to develop and expand their skills in professional work settings and to deepen interpersonal competencies.

Career Exploration and Planning
Through workshops, programs, resources and individual assistance, CEL encourages students to identify and to articulate the integrated outcomes of their learning experiences as it relates to generating a successful path to satisfying work following graduation. CEL promotes exploration of career options and teaches job search skills. Through its statewide professional, employer and alumni connections it introduces students to entry-level employment opportunities.

Through these experiential learning opportunities, the CEL seeks to foster a level of inquiry and reflection in students that lasts long after their days at Loras College. CEL is located on the fifth floor of the Alumni Campus Center, room 590.

Dining Services

Campus Dining offers three meal plan options. All first year and sophomore students who reside in a traditional residence hall (i.e. Binz, Beckman, Rohlman and Visitation) are required to be on the 180 Block meal plan. The Duhawk meal plan and the 125 Block meal plan are only available to students living in Byrne Oaks, Smyth Hall, the Lynch McCarthy Apartment Complex, College-owned houses or living off campus. Juniors and seniors in college housing can choose any of the three meal plan options. Students off campus are welcome but not required to choose any of the meal plan options. Contact the Student Life office at (563) 588-7137 with questions regarding meal plan options. Students who purchase a meal plan use their student ID to eat in the Café, the Pub, the Duhawk Market or the P.O.D. Students who are not required to be on a meal plan can use cash and credit/debit cards in any of the dining venues on campus. Additional money can be added to any meal plan by using our E-Commerce website at www.loras.campusdish.com. Any money added on will be billed to the student's college account.

The newly renovated Café is all you can eat and options range from a wide selection of cereals to the gourmet dessert bake shop. The "Have it your way" concept shines in the Café throughout the year with the Home, Grill, Pizza & Pasta, Asian and Action stations, along with the deli and salad bar stations. The Café also sponsors several premium nights throughout the year that have the best selection of upscale carved meats, cuisine and other gourmet delights. The Café Dining Room is open through 12 midnight to allow for a gathering place for students to socialize or study. There are three flat panel televisions for them to enjoy as well.

The Pub offers familiar favorites and can be taken to go. Montague's Deli, the Grille Works, Jump, and Bene Pizzeria serve quality food fast. This location accepts Duhawk Dollars, cash and credit/debit cards.

The Duhawk Market in the Alumni Campus Center features a full Java City coffee station and Freshens Smoothies. Try a cappuccino, gourmet coffee, or your favorite latte or select from our large selection of Smoothies. Also available is a great assortment of candy, beverages, assorted grocery items and health and beauty aids and much more. Yogurt, fresh fruit, grab-and-go and many other delicious food items are also available. This location accepts Duhawk Dollars, credit/debit cards and cash.

The P.O.D. in Hoffmann Hall offers a wide variety of Grab-n-Go options of pre-made sandwiches and salads. This location is open

Sunday through Friday and accepts Duhawk Dollars, credit/debit cards and cash.

First Year Student Support

First year student support is a program function of the Student Life Office. Orientation and Launch into Loras programs are offered to help ease a student's transition to the college environment.

Orientation is designed to make students and families feel comfortable about becoming a part of the Loras College community. Faculty, staff and students will answer any questions, and help prepare students for their first semester at college. During orientation, students will register for classes, receive their laptop, meet fellow Duhawks and interact with faculty and staff members. The entire Orientation program is designed to prepare incoming students for their transition to college life at Loras.

The Launch into Loras Program offers participants an enriched opportunity within Loras College and helps students in the successful transition from high school to college. The program provides first year students one-on-one interaction with distinguished faculty and staff and also provides a positive start to the student's college career. Participants move into the residence halls three days early and from the very beginning a faculty member, student development staff member and an upper-class student will assist and guide students while they make friends and adjust to the college environment. Students will be challenged to think about what's important to them, to explore their values and find ways to act on them in their daily life. Loras College not only prepares students for a wide variety of careers and advanced study, it also educates them to think critically about the private and public choices they make so that as tomorrow's citizens and leaders, they can work effectively for the things they care about.

Honors Program

The Honors Program at Loras College seeks to provide academically talented students with an enriched and stimulating environment and a strong community of highly motivated peers. The Honors Program offers innovative, interdisciplinary courses that ask students to think critically and creatively and reflect broadly on the significance of their work. It emphasizes Creativity, Great Ideas, and Global Engagement and asks students to engage in service, maintain or build language skills, and encourages research. Because the Honors Program is tied to the General Education Curriculum at Loras, it requires few additional credits beyond what a student would take anyway. Instead, it provides alternative coursework in an enhanced atmosphere. Students who complete the program and maintain a G.P.A. of 3.5 will receive an Honors Degree in addition to their academic major. There is a very active Honors Student Organization, Paideia, that schedules a wide range of social and learning events and service opportunities throughout the year.

Intercultural Programs Office

In partnership with the Loras community, the Office of Intercultural Programs weaves the commitment to diversity into the educational, spiritual, academic, cultural and social fabric of the institution. The office administers and supports a variety of programs, as well as interpersonal activities that facilitate the adjustment of multicultural and international students to the College. It provides leadership and advocacy in celebrating the individual differences each student, faculty and staff member brings with them. The Intercultural Office is committed to assisting faculty in educating students and the Loras community to the constantly evolving world of diversity and inclusion.

Lynch Office of Disability Services

The Lynch Office of Disability Services (LODS) serves students with diagnosed disabilities, including, but not limited to, learning disabilities

and attention deficit disorders, who request support services. Two types of services are available: Accommodation Services and the Enhanced Program.

Accommodation Services, including textbooks in alternative formats, extended-time testing, assistive technology and note-taking services are available. Current (within the past three years) documentation must be submitted and reviewed by program staff after a student's acceptance to the College to determine what accommodations are needed. No fee is charged for Accommodation Services.

Applicants interested in the Enhanced Program complete the College's regular application form and submit SAT or ACT results, a high school transcript and a personal essay to the Admission Office. In addition, interested students must submit a separate application to the Enhanced Program which includes current documentation of the disability. The application and documentation guidelines are available on the LODS website http://depts.loras.edu/lods/index.html. Official visits with LODS program staff are scheduled on Friday afternoons, beginning in August. Students may also join the Enhanced Program after enrollment at the College.

Students selected for the Enhanced Program attend a two-credit class both semesters of their first year. In addition, all students in the Enhanced Program attend a weekly individual meeting with a staff member who also serves as his/her advisor, may request peer tutors and receive the Accommodation Services that their documentation supports. A fee is charged for the Enhanced Program.

Mail Services

Student mailboxes are available to all students enrolled at Loras College. The Campus Mailroom is located in the Alumni Campus Center. Students living on-campus are automatically assigned a mailbox number.

Students living off-campus can stop by the Campus Mailroom to request a mailbox. Regular mail delivery occurs daily, Monday through Friday. All mail should be addressed as follows:

Student Name
Loras College Mail #
1450 Alta Vista
Dubuque, IA 52001

A student mailbox is small, but anything (cards, letters) that can fit in the mailbox can be picked up any time, day or night. Larger letters and packages must be called for at the Mailroom window between the hours of 7:30 a.m. and 2:00 p.m. Monday-Friday and Saturday 11:00 a.m.-1:00 p.m. Any USPS mail that arrives on a Saturday will not be sorted and available to the student until Monday morning. UPS and FedEx do not deliver to the campus on the weekend. Please plan ahead if you have an important, time-sensitive item to mail to your student (medicine, birthday gifts/cards, live flowers, etc.).

Parent and Family Services

Parent and Family Services is a program function of the Student Life Office that provides programs, services and resources to enhance the partnership between the College, families and their students. The Student Life staff emails the website link to the *Parent Newsletter* to interested family members of all current students four times a year. The newsletter includes specific items about campus and local activities and events, as well as information about various College programs and offices. The Student Life staff also coordinates Family Weekend and Siblings Weekend each year.

Another opportunity for parental involvement is the Parent Council. The purpose of the Loras College Parent Council is to promote continued parental involvement. The council will advance a greater understanding of the traditions and mission of Loras College. If you are interested in getting involved in the Parent Council, please contact Kim Walsh at kimberly.walsh@loras.edu or at (563) 588-7417.

Information and Services

Parking and Traffic

Loras College allows for any student to bring a car to campus providing that it has been properly registered and a permit has been purchased from Campus Safety Students may purchase a permit at the Information Desk, in the Alumni Campus Center. The Information Desk is open 24 hours per day and is located on the 4th floor of the Alumni Campus Center.

Loras College is private property and assumes no liability or responsibility for any theft or damage to any vehicle parked in or on College property. The College does not guarantee a parking space by sale of a permit. Parking is always on an "as available" basis. Using vehicles and parking at Loras is a privilege, not a right. All drivers should use proper care and caution while operating vehicles on campus.

Students who choose to bring a vehicle to campus agree to abide by all traffic and parking regulations set by the College. The regulations are available for viewing on the Loras College website under the heading of "Campus Safety and Security." Violations of these regulations are subject to fines which are posted to the violator's student account.

Residence Life

Because research supports that living on campus truly enhances the student learning experience, Loras identifies itself as a residential campus – a campus that takes great care in providing intentional out of classroom learning experiences for our students. Based on our residential identity, **students with less than 80 credits or who are under the age of 21 by the first day of classes in the fall, are required to live in College housing.** To meet the changing needs of our students, Loras provides a variety of housing options, including traditional residence halls that offer several different living styles, 4 and 6 person apartments, as well as several houses located around the perimeter of campus.

Residence Life administers all aspects of on-campus living, including the day-to-day operation of each residence facility. The office is located in room 540 Alumni Campus Center and can be reached at (563) 588-7137. An area coordinator (a live-in professional staff member) supervises each residential area and is responsible for promoting a positive environment through residential programs. A Resident Advisor (RA) is an upper-class student on each floor who assists your student in adjusting to college. He or she will also work with your student's floor to build a community where everyone interacts and respects one another. Residence hall custodians clean all public areas, including hallways, lounges, and common area restrooms and showers. Students are responsible for cleaning their own rooms, including emptying the trash. Students in apartments or rooms with semi-private baths are responsible for cleaning their own space. If you or your student has a question about the terms of a housing contract or rental agreement, please contact the office at (563) 588-7137 for clarification.

In many of the available housing options, students will be living with one or more roommates. Adjusting to living with a new person can be one of the most rewarding experiences of college life. Having a good roommate relationship is possible without sharing common interests or being best friends. All students are required to live with their assigned roommates for a minimum of two weeks before requesting a change in order to facilitate the move in procedures and confirm vacancies. The staff in a student's residence hall should be the first point of contact for the student when a conflict arises. The staff will work with the residents to facilitate communication about the issues they are facing and assist them in addressing and resolving conflicts so that they can continue to live together.

Information and Services

Student Life

The Student Life Office provides students opportunities that foster knowledge and personal development to assume leadership on campus, in society and in the global workforce. Over 60 involvement opportunities are available for students. Co-curricular activities allow students to develop organization, problem-solving and collaboration skills as well as provide students opportunities to explore personal values and beliefs while discovering their responsibility in citizenship. In addition to the academic experience, students are offered the opportunity to learn outside the classroom through their involvement(s), which helps them gain exposure to new perspectives, life-styles and approaches to learning. A variety of educational, leadership and social opportunities are coordinated by staff and students.

Telecommunications

Students living on campus should bring their own analog telephone along with a base cord for plugging the phone into the telephone jack. Each student living on campus will receive his/her own internal four-digit telephone extension and telephone line regardless if the student is living in a single, double or a suite. Students may also choose to bring their own answering machine.

Callers from off campus calling a student will dial the College's main student telephone number - (563) 588-7000. A voice prompt will answer the call and ask the caller to dial the four-digit internal extension of the student he/she is calling and the call will then be transferred to the student's room.

Students may choose to subscribe to Loras' long distance service by signing a long distance contract in the Telecommunications Office located in room14 of Christ the King Chapel (lower level-Information Technology). Students will be billed by their telephone extension and are responsible for all long distance calls made from their telephone line. The College's long distance rate is 12 cents per minute, 24 hours a day, seven days a week. If students choose not to subscribe to the Loras long distance program, they will be able to use a calling card from their extension.

Technology Services

Each full-time student receives a laptop to use throughout his/her career at Loras College. However, laptops are the property of Loras College. As long as the student is enrolled in the College, he/she can retain possession of his/her laptop. Students are responsible for all the policies outlined in the Technology Resources Policies and Procedures section of their Student Handbook as well as their Computer and Peripheral Equipment Use Agreement. Loras College also provides, at no cost, insurance coverage that has a $75 deductible on accidental damage and $400 on theft and vandalism. These deductibles are the responsibility of the student. Students can obtain their own insurance to cover these deductibles and to cover claims not covered by the insurance provided.

All the residence hall rooms are wireless as well as wired for Internet access and most of the other areas of the campus are wireless. There are several printing labs available to students on campus including the Alumni Campus Center, Hoffmann Hall, Academic Resource Center and the Help Desk, and all these print locations are wireless. Printers have also been installed in several of the residence halls.

The Loras College Technology Center has many resources available to students. The Help Desk can answer students' questions about their computer, repair their laptop and even loan students a computer free of charge while theirs gets repaired. The Help Desk is open Monday-Friday during normal business hours, 8:00 a.m.-5:00 p.m.

If you have any questions about Technology Services, contact either the Help Desk at (563) 588-4949, or Tom Kruse, chief technology officer, at (563) 588-4948 or tom.kruse@loras.edu.

Important Phone Numbers

(All numbers in area code 563)

Academic Success Center 588-7639
Alumni Relations.....588-7170
Athletics 588-7112
Beckman Hall 588-7217
Binz Hall 588-7290
Barnes & Noble Bookstore 588-7130
Business Office.....588-7232
Byrne Oaks.....588-7065
Campus Crime Statistics Info 588-7114
Campus Events 588-7212
Campus Mailroom 588-7730
Campus Ministry.....588-7650
Campus Pastor/Priest.....588-7108
Campus Safety 588-7114
Campus Safety after hours dispatch 588-7100
Center for Experiential Learning.....588-7922
Clubs and Organizations 588-7206
Counseling Center.....588-7024
Dining Services.....588-7295
Financial Planning 588-7136
First Year Experience 588-7113
Health Center ..... 588-7142 or 588-7540
Honors Program 588-7893
Information Desk 588-7100
Intercultural Programs 588-7664
Kucera Center for Catholic Studies 588-7966
Laptop Information.....588-4949
Library.....588-7189
Lynch Office of Disability Services 588-7134
Lynch-McCarthy Apartments 588-7217
Math Assistance Program.....588-7073
Planetarium 588-7154
Registrar 588-7106
Residence Life.....588-7137
Rohlman Hall 588-7852
Safety and Security 588-7114
Smyth Hall 588-7146
Student Development.....588-7060
Student Employment 588-7361
Student Handbook.....588-7137
Student Life 588-7206
Technology Center.....588-4949
Visitation 557-4068
Writing Center.....588-7402

2012-2013 Academic Calendar

Fall Semester 2012

August

23-26 ..... Launch into Loras
27.....Fall Semester Classes Begin

September

3.....Labor Day (no classes)
28-30 .....Homecoming

October

18-19 ..... Fall Free Days (no classes)

November

2-4 ..... Family Weekend
21-23 .....Thanksgiving Break (no classes)

December

7.....Last Day of Classes
10-13 ..... Final Exams

January Term 2013

7.....J-Term Classes Begin
25.....Last Day of J-Term
28-Feb. 1 ..... J-Term Break (no classes)

Spring Semester 2013

February

4..... Spring Semester Classes Begin
8-10 ..... Siblings Weekend

March

25-29 .....Easter/Spring Break
(classes meet Easter Monday)

May

17.....Last Day of Classes
20-23 ..... Final Exams
25.....Baccalaureate/Commencement

Web Address

Please visit the Loras Parents Website at **http://www.loras.edu/admissions/parents.asp** for additional information and resources.

LORAS COLLEGE

1450 Alta Vista Street | Dubuque, IA 52001 | 800-245-6727

2012-2013 Loras College Parent Handbook

BE MORE. BE LORAS.