

BELLARMINE
UNIVERSITY
IN VERITATIS AMORE

Graduate &
Second Degree
Student Life

Dear Graduate Student,

On behalf of the Division of Student Affairs, I welcome you to Bellarmine University. Many congratulations on your acceptance to Bellarmine and in the decision to continue your education. We hope your studies here are challenging and rewarding as you pursue your professional and educational goals.

Included in this packet is information about student life and other campus services. I encourage you to become involved in the Bellarmine campus community and make connections during your time here. I know how hectic your life can be as you balance your professional and personal lives in addition to your studies. I hope you to take the time to use some of our outstanding services and support centers and understand what it means to be a Bellarmine Knight.

If you feel as though your needs are not being met from a service standpoint, I encourage you to contact me at 502.272.8304.

Again, I wish you the best of luck as you begin your graduate studies and welcome to Bellarmine University.

Sincerely,

A handwritten signature in black ink that reads "Helen Grace Ryan". The signature is written in a cursive, flowing style.

Dr. Helen-Grace Ryan—*Vice President for Student Affairs*

NoN-DiscrimiNatioN Policy

Bellarmino University admits qualified students of any age, gender, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, sexual orientation, race, disability, color, religion, or national or ethnic origin in

administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University will not tolerate any form of

sexual assault, harassment or misconduct, which includes, but is not limited to, rape, sexual assault, indecent exposure, obscene phone calls, sexual abuse, forcible fondling, sexual battery, conduct that contributes to sex offenses, as well as attempts to perform such acts. Bellarmine University is an affirmative action/equal opportunity employer.



Graduate Student Guide

TABLE OF CONTENTS

Student Handbook & Conduct Process.....	1
Academic Resource Center	1
Campus Bookstore.....	1
Campus Ministry.....	2
Career Development	3
Commuter Services.....	3
Counseling Center.....	3
Dean of Students	4
Dining Services	4
Disability Services.....	5
Health Services	5
Intramural & Club Sports.....	6
Library	6
Multicultural Affairs	7
Parking.....	8
Residence Life and Housing	8
Safety & Security	9
Sports & Recreation Center	9
Student Activities & Leadership Opportunities	10
Miscellaneous*.....	9
Contact Information	12

**This section includes information on ATMs, cancelled/delayed classes, email, technology services, E2CAMPUS text messaging system, health insurance, the Technology Support Center, and vending machines.*

Student Handbook & Conduct

Process

All Graduate Students are responsible for being familiar with the policies and practices in the *Bellarmino University Student Handbook*. The *Student Handbook* contains information including the Code of Conduct, the student conduct process, and more extensive information about University services, policies, and programs. To access the most recent *Student Handbook* please visit the Dean of Students Webpage at www.bellarmino.edu/studentaffairs/dean. Hard copies are also available at the Dean of Students Office, CNTH 225. All Bellarmine students are held to the Code of Conduct both on and off campus.

Academic Resource Center

Located on Level B of the W. L. Lyons Brown Library, the Academic Resource Center (ARC) serves all students with advising and enrichment services. ARC services include: writing assistance at all levels – for class assignments and special projects; test preparation and strategies for taking exams; test preparation for the GRE. GRE prep courses are offered in the fall and spring. Preparatory material is also available for students preparing for the LSAT and the GMAT.

For more information, email arc@bellarmine.edu, call 502.272.8071, visit www.bellarmino.edu/arc, or stop by the W.L. Lyons Brown Library, Level B.

Campus Bookstore

The bookstore sells office and residence hall supplies, clothing, cards, candy, miscellaneous personal items, and Bellarmine memorabilia in addition to course materials. Textbook purchases will be fully refunded within 7 days from the start of classes or within 2 days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Books purchased during the last week of classes or during exams are not fully refundable, but can be sold back at the end of the term during book buyback. You can also purchase your textbooks online at our website www.bellarmino.bkstr.com.

The bookstore accepts major credit cards: American Express, Discover, MasterCard, and Visa, as well as personal checks with a student’s name printed on them by the bank, along with the student’s address, phone number, and student ID or driver’s license number.

BOOKSTORE HOURS OF OPERATION

Monday - Thursday 8:00 a.m. - 6:00 p.m.
Friday8:00 a.m. - 5:00 p.m.
Saturday 10:00 a.m. - 1:00 p.m.
SundayClosed

Hours may vary in the summer.

For more information, please contact the Campus Bookstore by phone at 502.272.8111, by email at bellarmine@bkstr.com or stop by the ground level of Horrigan Hall.

Campus Ministry

The Center for Campus Ministry and Service sponsors programs, classes, activities, and retreats to connect students to others; their true selves to their unique vocation; and, their call to service for the common good. Rooted in the values of Catholic Social Teaching, we recall the words of Pope Paul VI, “If you want peace, work for justice.” Bellarmine University responds to the call to transform the world for the good of humanity, to seek out ways to promote peace and social justice, to be involved in the political process, and to prepare students for careers which will give them both the resources to care for their own families and the inspiration to work for those less fortunate.

Programs include: Retreats and Discernment Seminars; Service and Service Learning Opportunities; Spirituality and Career Planning; Mass, Prayer, and Worship Services; Volunteer Days; Faith-sharing groups; Alternative Spring Break Trips; and Social Justice Forums.

For more information, email campusministry@bellarmine.edu, call 502.272.8051, visit www.bellarmine.edu/studentaffairs/campusministry or stop by our office in Centro.

Career Development

Career Development provides the knowledge and skills for translating the college years into productive vocations. Programs connect students to potential employers, and internships/externships give students opportunities to realize their own potential.

Career Development provides: Internships and Experiential Education; Recruitment Fairs and Job Placement; Personal Assessment/Career Exploration; Resume Preparation and Review; Volunteer and Internship Fair; Mock Interviews; Employment Opportunities; Educational Planning; and Career Planning Seminars.

For more information, email careerdev@bellarmine.edu, call 502.272.8151, visit www.bellarmine.edu/studentaffairs/careercenter or stop by our office in Centro.

Commuter Services

Commuter students bring a unique perspective to the classroom and campus community. Commuter Services seeks to provide quality programming, pertinent resources, and relevant services to help facilitate connections and a well rounded experience for those students living off campus. Commuter students even have a designated space on campus to call their own in the Pit Stop, complete with fridge, microwave, sink, lounge area and television.

Programs include: The Pit Stop Commuter Center; Alternative Means of Transportation Information; Our House/Your House collaboration with Residence Life; The Pit Stop Lunch & Learn Series; Free Locker Rental and Carpooling Information.

For more information, email Patrick Englert at penglert@bellarmine.edu, call 502.272.8323, visit www.bellarmine.edu/studentaffairs/commutercenter, or stop by the office located at CNTH-225 or the Commuter Center in Centro.

Counseling Center

Many students occasionally experience personal concerns, emotional distress or relationship difficulties. In such situations, it is often very helpful to speak with an objective, caring professional in order to get back on track and feel

better. The Counseling Center offers free and confidential personal counseling and consultation to any currently enrolled student.

Services include: Crisis Intervention Consultation and Referral; Alcohol Education and Assessment; Individual Counseling; Group and Couples Counseling; Outreach Programs; and Safe Zone Training.

For more information, email Dr. Gary Petiprin at gpetiprin@bellarmine.edu, call 502.272.8480, visit www.bellarmine.edu/studentaffairs/counselingcenter, or stop by the Allen Hall, Suite 403.

Dean of Students

The Dean of Students' Office supports the academic and co-curricular mission of the university through student advocacy, services, and programs that promote the general welfare of students and fosters a campus climate conducive to learning and responsible citizenship. The primary goals of the Dean of Students' Office are to provide opportunities for personal development, encourage wellness among students, protect student rights, and promote ethical behavior.

If you are interested in serving as a member of the Student Government Association as a graduate student representative, please contact the Dean of Students' Office at 502.272.8150. For more information, visit www.bellarmine.edu/studentaffairs/dean, or stop by CNTH 225.

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Dining Services

Dining Services offers four meal plan options for commuters, graduate students, faculty and staff members. For more information and to select a meal plan, contact the Bursar's Office at 502.272.8264. Meal options, declining balance accounts and cash may be used at University Dining Hall. Flex Dollars, declining balance, cash, and credit cards may be used at Café Ogle, the Palio, the Cart at Allen Building, Catie's Café, or Sally's Cart.

Graduate students are encouraged to use declining balance dollars to purchase food on campus. For every \$100 in declining balance dollars students get \$10 free. Students are also not charged sales tax when using declining balance.

Visit the Food Services website at www.bellarminedining.com for more information.

Disability Services

Bellarmine University is committed to providing equal educational opportunities and full participation for a person with disabilities. It is the university's policy that no otherwise qualified person be excluded from participating in any university program or activity, be denied the benefits of any university program or activity, or to otherwise be subject to discrimination with regard to any university program or activity. The Disability Services Office, located in the Counseling Center, provides support services to persons with disabilities to assist them in achieving academic, career, and personal goals.

Services include: Determination of Appropriate Accommodations; Note Takers; Extended Testing Time; Classroom Accommodations or Modifications; Accessible Parking; Accessible Housing; Communication with Faculty and Advisor Regarding Student Needs; Assistance Obtaining Recorded Textbooks and Identifying Readers/Scribes/Attendants; and Information and Referral for Additional Services.

For more information, email [rondapurdy](mailto:rpurdy@bellarmine.edu) at rpurdy@bellarmine.edu, call 502.272.8490, visit www.bellarminine.edu/studentaffairs/disabilityservices, or stop by the Library, B level, BL-B05A.

Health Services

The Health Services office is located in Newman Hall, 1st floor. Services are provided by a registered nurse and Nurse Practitioners. The focus of the Health Services office is on health promotion, disease prevention and holistic health. Bellarmine staff, faculty, and students, both residents and commuters, may use any of the services offered.

Programs and services include: Referrals for Medical Treatment; Over the Counter Medication, if requested; Wellness, Diet, Exercise, and Health Information; Allergy Antigen Injections; Vaccines, such as flu and MMR; and Emergency Response on Campus.

For more information, email Alice Kimble at makimble@bellarmine.edu, call 502.272.8313, visit www.bellarmine.edu/studentaffairs/healthservices, or stop by Newman Hall.

Intramural & Club Sports

Intramural Sports provides Bellarmine students, faculty and staff opportunities to include themselves in a competitive environment as well as build lasting relationships at Bellarmine University. Activities are offered year round to appeal to a diverse campus population; a wide variety of sports and games are offered. We encourage the lifetime pursuit of an active, healthy lifestyle.

Programs include, but are not limited to: Mud Volleyball; Flag Football; Indoor Volleyball; Tennis, Golf and Ping Pong; 3on3 Basketball; Soccer; 9 Ball Tournament; Wiffleball; Dodgeball; Canoe Regatta; Ultimate Frisbee; and Softball.

For more information, email Cody Jennings at cjennings@bellarmine.edu, call 502.272.8343, visit www.bellarmine.edu/studentaffairs/recreationcenter/intramurals.asp, or stop by the Sport, Recreation and Fitness Center.

Library Services

The W. L. Lyons Brown Library stands as a visible symbol of the centrality of teaching and learning at Bellarmine University. The services and collection resources of the library support the curriculum and general information needs of the university community. In addition to housing the library collections and services, it also contains the President's office, the Thomas Merton Center, the Academic Resource Center (the ARC) and the majority of all technology operations.

The W. L. Lyons Brown Library is a teaching library. Librarians work closely with faculty members to ensure that Bellarmine students learn to appreciate the value of informed participation in their communities. These

collaborative efforts support the development of students into lifelong learners.

Friday.....Closes at 10:00 p.m.

Saturday7:45 a.m. - 5:00 p.m.

SundayOpens at Noon

Reference Desk Hours Fall & Spring Semesters

The library is open seven days a week; five of those days we are open 24 hours a day.

Monday-Friday.....8:00 a.m. - 10:00 p.m.

Saturday8:00 a.m. - 5:00 p.m.

SundayNoon - 8:00 p.m.

Regular Library Hours Fall & Spring Semesters

The library is open seven days a week; five of those days we are open 24 hours a day.

For more information, email John Stemmer at jstemmer@bellarmine.edu, call 502.272.8137, or visit www.bellarmine.edu/library.

Multicultural Affairs

To ensure that Bellarmine students have developed the requisite cognitive and pragmatic skills needed to fully operate as culturally competent citizens, the Office of Multicultural Affairs offers a series of educational, cultural, social, and community-based programs based on the tenets of cultural competency. Throughout the year, students can participate in an array of curricular and co-curricular programs which examine societal issues from a local, national and international perspective. It is our intention to provide ample opportunities for students to develop an understanding of an appreciation for the diverse experiences which exist on campus and in the larger community.

Programs include: Multicultural Leadership Retreat; Community Partnerships; Policy Development; Film and Book Discussions; IDC 101: Multicultural Issues; Cultural Celebrations (Latino Heritage Month, Black History Month, Women’s History Month); and Multicultural Student Organizations.

For more information, email Tamekka Cornelius at tcornelius@bellarmine.edu, call 502.272.8302, visit www.bellarmine.edu/studentaffairs/multicultural, or stop by CNTH 225.

Parking

The Office of Public Safety is responsible for enforcing all parking rules and regulations pursuant to the authority conferred by the university. Please note the following information regarding campus parking:

- All university personnel and students must register any vehicle parked on campus and obtain a parking permit decal. Vehicle registration is completed on the myBellarmine webpage.
- The parking permit fee for students is included in the comprehensive fee.
- If you drive more than one vehicle to school, additional permits can be obtained at no additional charge.
- The vehicle must be owned by the registrant or a member of his/her immediate family.
- Display the decal on the **OUTSIDE OF THE REAR WINDOW ON THE DRIVERS SIDE OF THE VEHICLE.**
- On motorcycles and motorbikes place the decal where it is visible on the rear of the motorcycle/motorbike.
- Parking permit decals for students will be issued by the Office of Public Safety, Centro/Treece Hall, Room 055 Horrigan Hall, Monday through Friday 8 a.m. to 8 p.m.

For the complete list of parking rules and regulations, please refer to the www.bellarmino.edu/security. For more information, email Debbie Fox at dfox@bellarmine.edu, call 502.272.7777 or stop by the ground floor of CNTH 055.

Residence Life & Housing

Bellarmino University has expanded housing options for graduate and second degree students. There are two housing options on campus. The first option includes four (4) apartments. These will be leased to Bellarmine students for \$1,000 a month. The furnished apartment is two bedroom, 1 bath located on Norris Place, adjacent to campus. All utilities, internet, cable, laundry, storage and reserved parking spaces are included. Pets and smoking are not permitted. The apartments are available to families, couples, and individuals who are matched with a roommate or choose to live alone.

if you are interested in touring an apartment or would be interested in being matched with a potential roommate, please call the Office of residence Life at 502.272.7272 or contact the

Director of Housing & Residence Life, Leslie Maxie-Ashford at lmxie-ashford@bellarmine.edu.

Safety & Security

The Office of Public Safety exists to provide a safe and secure environment for the students, faculty, staff and general public. The Office of Public Safety pledges to enforce Bellarmine University policies, rules and regulations, to enforce the ordinances of the city of Louisville and the statutes of the Commonwealth of Kentucky, to provide fair and impartial law enforcement service to students, faculty, staff and visitors, to nurture a supportive learning environment for students, and to provide a security department that is sensitive to the needs of a diverse student, faculty, staff and visitor population.

Services include: Patrolling 24 hours, 7 days a week; Providing security escort services; Serving as the liaison with local police agencies and fire departments; Administering CPR/AED; Monitoring video surveillance system; Securing lost & found items; Providing locking and unlocking services for buildings; Providing security awareness training; Providing workplace violence training; and Maintaining a database of incident reports.

For more information, email Debbie Fox at dfox@bellarmine.edu, call 502.272.7777, visit www.bellarmine.edu/security, or stop by the ground floor of Centro/Treece Hall.

Sports & Recreation Center

The Bellarmine University Sport, Recreation and Fitness Center (SuRF) exists to promote an atmosphere of physical, social, and community growth while helping to promote a healthy lifestyle for the Bellarmine community. The SuRF provides a positive atmosphere conducive to promoting a healthy balance between academic, physical, social and recreational needs for the Bellarmine community. We strive to develop and provide dynamic programs geared toward meeting these needs as well as serve as a resource for exercise, wellness, and health information.

Services include: Group Fitness Classes; Exercise Equipment; Free Play Courts; Indoor Tennis Courts; Outdoor Recreation Activities; and Physical Assessments.

For more information, email Clare Dever at cdever@bellarmine.edu, call 502.272.8312, visit www.bellarmine.edu/studentaffairs/recreationcenter, or stop by the Surf.

Student Activities & Leadership Opportunities

Bellarmine student activities offer all students a chance to get involved, have fun, develop leadership skills, explore new interests, build a resume and enrich memories. Activities are planned by departments, Registered Student Organizations (RSO's), and the Bellarmine Activities Council (BAC). BAC is a student-run organization that provides programs and events to entertain, educate, and enlighten students at Bellarmine. BAC is funded by part of the student activities fee, as allocated by the Student Government Association (SGA).

Programs and services include: Registered Student Organizations Headquarters; Student Government Association Office; Bellarmine Activities Council Office; Leadership Library; On-campus PR to promote programs and events; RSO Lockers and Mailboxes; Student Event Room Reservations; Student Government Van reservations; and Voter Registration Information.

For more information, email Sarah Ramage at sramage@bellarmine.edu, call 502.272.8433, visit www.bellarmine.edu/studentaffairs/studentactivities, or stop by the ground floor of Centro/Trece Hall.

ATMs

A Fifth Third Bank ATM is located on the ground floor of the Centro/Trece Hall outside the Bookstore.

Cancelled or Delayed Classes

In all cases of severe weather, the Provost will officially determine if classes will be cancelled due to severe weather. All decisions will be delivered to you as follows: on the bellarmine.edu homepage; on the mybellarmine intranet campus announcements; by e-mail to all students, faculty and staff members,

by text message to the cell phones of all students, faculty and staff members who have registered for our emergency text-messaging system and on the university's telephone system, 502.272.8000, option number 6. The following television and radio stations will be notified so they may broadcast the announcement: WHAS 11, WDRB Fox 41, WAVE 3, and WLKY 32.

Email & Technology Services

All university students, staff and faculty are given a Bellarmine e-mail account and disk space on the university network. Public computers can be found in each building in computer labs or equipment stations. The Library is equipped with laptops that students may checkout for use in the Library. Students can also have the capability to access university resources from off-campus.

Student Portal

The Student Portal is accessible from the Bellarmine homepage, www.bellarmino.edu, or directly from my.bellarmino.edu/ics. At this page, students must log in with their Bellarmine user name and password. After logging into the portal, students can access Moodle, grade reports, library resources, and register for the emergency contact system and campus parking passes.

Emergency Notification Service

Bellarmino provides an emergency text-messaging system to all members of its community. The purpose of this system is to quickly alert you to emergency situations on campus as well as weather-related school announcements. The goal of this system is to provide meaningful alerts regarding urgent situations, so the University strongly encourages participation in this system. This system will deliver school-closing or emergency information to you in three ways: by text message to your cell phone; by e-mail to your Bellarmine account; and by posting a notification on the home page of www.bellarmino.edu.

Emergency Text Messaging System Signup Instructions

To register for text messages from this system, follow these steps:

1. Login to the student portal my.bellarmino.edu
2. Click on the **Student tab** located in the upper right side of the page

3. In the **Emergency Contact Information** box located in the bottom right, click the link titled **Click here for Emergency Contact Info**.
4. Click the link titled **Register for emergency notifications**
5. Enter your number and carrier as requested and click **Register number**; your phone will soon receive a text message with a code
6. Return to the **Emergency Contact Information** section; your number will be listed along with a link titled **Confirm now**.
7. Click the link and enter the code received as requested to confirm your phone.

If you have any questions regarding how to register for this service, please contact the Technology Support Center at 502.272.8301.

Technology Support Center

The Technology Support Center (TSC) is the main customer service center for technology and your one-stop shop for all computer issues including ID cards, email accounts and network information. Support is provided in person, online and over the phone. The TSC is located on Level A of the Library, or you may reach someone by phone at 502.272.8301 or by email at tsc@bellarmine.edu. If the university is closed, the TSC is closed.

HOUrS OF OpErATIOn

Monday - Friday 7:30 a.m. - 10:00 p.m.
 Saturday 8:00 a.m. - 5:00 p.m.
 Sunday Noon - 6:00 p.m.

Hours may vary in the summer.

Vending Machines

Drink and snack vending machines are located on the ground floor of Centro near the Student Activities Center and in various other locations on campus.

Important Phone Numbers

Academic Affairs 502.272.8160
 Alumni Office 502.272.8333

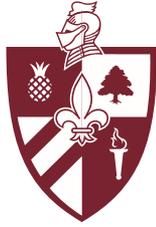
Bursar's Office	502.272.8264
Campus Ministry	502.272.8051
Campus Bookstore	502.272.8111
Career Development	502.272.8151
Counseling	502.272.8480
Disability Services	502.272.8490
Food Service	502.272.8325
Health Services	502.272.8313
Library	502.272.8141
Lost & Found.....	502.272.7777
Merton Center	502.272.8187
Office of Financial Aid	502.272.7300
President's Office	502.272.8234
Registrar	502.272.8133
Housing & Residence Life	502.272.7272
Security	502.272.7777
Special Events/Reservations	502.272.8100
SuRF Center	502.272.8312
Student Affairs	502.272.8150
Student Activities	502.272.8477
Technology Support Center	502.272.8301
Athletic Ticket Office	502.272.8380

Office of Graduate Admission

Office of Graduate Admission	502.272.7200
Sara Y. Pettingill, Dean of Graduate Admission	502.272.8401

Graduate School Departments

W. Fielding Rubel School of Business	502.272.8026
Spirituality.....	502.272.7800
Nursing	502.272.8215
Physical Therapy	502.272.8356
Education	502.272.8706
Communication	502.272.8173



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