Academic and Student Life for Graduate Students

BELLARMINE UNIVERSITY

IN VERITATIS AMORE

Dear Graduate Student,

On behalf of the Division of Academic and Student Life, 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.

There is a graduate student government that meets on an as-needed basis. Should you be interested in participating in that group, please contact Dr. Helen Grace Ryan, Dean of Students, at 502.272.8150. Given your busy schedule, the time requirements are minimal. If you feel as though your needs are not being met from a service standpoint, I encourage you to also contact Dr. Ryan who advises this group. We want to make your Bellarmine experience the best it can possibly be.

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

Sincerely,

Dr. Fred Rhodes—*Vice President for Academic & Student Life*

Graduate Student Guide

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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/campusministry or stop by Horrigan Hall 113.

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/careerdev or stop by Horrigan Hall 225.

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; Carpooling Information; and Real World 101 Series.

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 Horrigan Hall 225-H or the Commuter Center located on the first floor of Horrigan Hall.

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 Gary Petiprin at gpetiprin@bellarmine.edu, call 502.272.8480, visit www.bellarmine.edu/studentaffairs/counselingcenter, or stop by the 2120 Building, 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.

The Dean of Students advises the Graduate Student Association, which meets via Blackboard. If you are interested in serving as a member of the Graduate Student Association, please contact the Dean of Students' Office at 502.272.8150.

For more information, email Helen-Grace Ryan at hryan@bellarmine.edu, visit www.bellarmine.edu/studentaffairs/dean, or stop by Horrigan Hall 225.

Dining Services

Dining Services offers three 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 Koster Commons. Flex Dollars, declining balance, cash, and credit cards may be used at Café Ogle, the Cart at 2120, Café Siena, or Sally's Cart (all but credit cards).

HOURS OF OPERATION	MONDAY - THURSDAY
Café Ogle (Pizza Hut, W.O.W., AFC Sushi)	10:00 a.m. - 10:00 p.m.
Einstein's Bagels	7:30 a.m. - 10:00 p.m.
Koster Commons*	7:15 a.m. - 8:00 p.m.

HOURS OF OPERATION	FRIDAY
Café Ogle (Pizza Hut, W.O.W., AFC Sushi)	10:00 a.m. - 4:00 p.m.
Einstein's Bagels	10:00 a.m. - 5:00 p.m.
Koster Commons*	7:15 a.m. - 7:00 p.m.

HOURS OF OPERATION **SATURDAY**

Café Ogle (Pizza Hut, W.O.W., AFC Sushi)..... 2:00 p.m. - 8:00 p.m.
Einstein's Bagels ..... 9:00 a.m. - 8:00 p.m.
Koster Commons* ..... 11:00 a.m. - 2:00 p.m.

HOURS OF OPERATION **SUNDAY**

Café Ogle (Pizza Hut, W.O.W., AFC Sushi)..... Closed
Einstein's Bagels ..... Closed
Koster Commons* ..... 11:00 a.m. - 2:00 p.m.

***Limited menu selection during non-peak meal times.**
Summer hours vary by location. Contact Dining Services for details.

For more information, email Susan Locke at slocke@bellarmine.edu, call 502.272.8325, or visit Brown Activities Center, Frazier Hall.

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 Ronda Purdy at rpurdy@bellarmine.edu, call 502.272.8480, visit www.bellarmine.edu/studentaffairs/disabilityservices, or stop by the 2120 Building, Suite 403.

Health Services

The Health Services office is located in the Sport, Recreation, and Fitness Center. Service is provided by a registered nurse, who also has a Masters degree in Exercise Physiology. 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 502.272.8312, visit www.bellarmine.edu/studentaffairs/recreationcenter, or stop by the SuRF.

Intramural & Club Sports

Intramural Sports provides Bellarmine students, faculty and staff opportunities to include themselves in a competitive environment and 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; Tug-o-War; 7v7 Flag Football; Indoor Volleyball; Singles and Doubles Tennis, Golf and Ping Pong; Bags "Cornhole" Tournament; 3on3 Basketball; Indoor Soccer; 9 Ball Tournament; Wiffleball; 2 Ball Competition; and Free Throw Contest.

For more information, email Chuck Vogt at cvogt@bellarmine.edu, call 502.272.8343, visit www.bellarmine.edu/studentaffairs/recreationcenter/intramurals.asp, or stop by the SuRF.

Library Services

The W. L. Lyons Brown Library is a teaching library. It offers a number of different services to help students through their undergraduate or graduate career.

Programs and services include: Interlibrary Loan; Multimedia Development Labs; Classroom Instruction; Study Spaces; Foundation Center/Grants Information; Online Databases; Online Catalog and E-book Searches; and 24-hour Study Room.

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.

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 Hannah Clayborne at hclayborne@bellarmine.edu, call 502.272.8070, visit www.bellarmine.edu/studentaffairs/multicultural, or stop by Horrigan Hall 225.

Parking

The Department 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, room cc 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.bellarmine.edu/security. For more information, email Joseph Frye at jfrye@bellarmine.edu, call 502.473.3333, or stop by the ground floor of Horrigan Hall.

Safety & Security

The Department of Public Safety exists to provide a safe and secure environment for the students, faculty, staff and general public. The Department 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 database of incident reports.

For more information, email Joseph Frye at jfrye@bellarmine.edu, call 502.473.3333, visit www.bellarmine.edu/security, or stop by the ground floor of Horrigan 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 Stephanie Barclay at sbarclay@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 Jessica Bowman at jbowman@bellarmine.edu, call 502.272.8477, visit www.bellarmine.edu/studentaffairs/studentactivities, or stop by the ground floor of Horrigan Hall.

ATMs

A Fifth Third Bank ATM is located on the ground floor of the Campus Center in Horrigan Hall outside the Bookstore.

Cancelled or Delayed Classes

In all cases of severe weather, the Senior Vice President for Academic Affairs 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, WDBR 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.bellarmine.edu, or directly from https://my.bellarmine.edu/ics. At this page, students must log in with their Bellarmine user name and password. After logging into the portal, students can access Blackboard, grade reports, library resources, and register for the emergency contact system and campus parking passes.

E2CAMPUS Text Messaging System Signup Instructions

Step 1: Do not start the process until you have your cell phone with you, turned on, and have good signal strength. Click on: http://e2campus.com/my/bellarmine/signup.htm to open a web browser to the online registration page. Fill out the registration form. For your username, please use your BU network login name. For your phone number, please enter only the area code and your seven digit phone number.

Please check the box beside Campus Closings to opt into the group that will receive notifications of campus delays or closings due to ice, snow, power outages, etc. You must also choose an opt-out date. This gives you the ability to specify a date that will automatically stop receiving notices from being sent to your phone. The default date of June 30, 2010 will cause you to stop receiving messages this summer. Please choose a more realistic date based on your expected graduation date. As the date approaches, you will receive text message reminders to login and update your opt-out date. Check the box to agree to the e2campus terms of service and click the "Create Account" button.

Step 2: The "Validate Mobile Phone" page should appear. You should receive a text message on your phone that confirms that you have entered your phone number correctly. The message will contain a validation code that you should enter and then click the "Validate" button. If everything is correct, you will see a message "You have successfully signed up!".

Step 3: Please remember your username and password. You can sign in at any time to http://www.e2campus.com/my/bellarmine to change your phone number or carrier, as well as opt into or out of the campus closing group. If you need help, please do not hesitate to contact the help desk for assistance. You can also call e2Campus at 800.936.3525.

Health Insurance

It is strongly recommended that all Bellarmine students have health insurance. Bellarmine is happy to make available Accident and Sickness Insurance Plans for enrolled students. If you do not have health insurance or are looking for supplemental coverage, we encourage you to consider enrolling in this insurance program which provides coverage at a reasonable cost. For more information, contact Joyce Stephenson at 502.272.8304.

Help Desk

The help desk 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 Help Desk is located on Level B of the Library, or you may reach someone by phone at 502.272.8301 or by email at helpdesk@bellarmine.edu.

If the university is closed, the Help Desk 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.

Housing & Residence Life

Bellarmine University does not offer Graduate and Family Housing on Campus. You can, however, visit the Residence Life Office located in Anniversary Hall for a listing of housing options close to campus.

Vending Machines

Drink and snack vending machines are located on the ground floor of the Campus Center 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 502.272.8480
Food Service 502.272.8325
Health Services 502.272.8312
Help Desk 502.272.8301
Library 502.272.8141
Lost & Found 502.473.3333
Merton Center 502.272.8187
President's Office 502.272.8234

Registrar 502.272.8133
Housing & Residence Life 502.473.3000
Security 502.473.3333
Special Events/Reservations 502.272.8100
SuRF Center 502.272.8312
Student Affairs.....502.272.8150
Student Activities 502.272.8477
Athletic Ticket Office 502.272.8380

Office of Graduate Admission

Office of Graduate Admission 502.272.8258
Sara Yount, Dean of Graduate Admission 502.272.8401

Graduate School Departments

W. Fielding Rubel School of Business 502.272.8026
Spirituality 502.473.3800
Nursing 502.272.8215
Physical Therapy 502.272.8356
Education 502.272.8706
Communication 502.272.3173
Information Technology 502.272.8346

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