



Bellarmino University
Advising Handbook

Table of Contents

Advising Summary	3
Advising Mission Statement	4
Note on FERPA	5
Academic Advising Syllabus Fall 2023	6
How to Find Out Who Your Advisor Is	8
Fall Check-In Meeting	9
Half-Semester Courses	9
What to Expect in Your First Advising Meeting Checklist	10
Advising for Spring Registration	11
Advising Checklist for Registration	12
Final Exam Information	13
Viewing Final Grades	13
Student Success Center Quick Access	14
How To Construct a Four-Year Graduation Plan	15
How To Construct a Transfer Student Graduation Plan	16
Graduation Plan Template	17
Majors and Minors	18
Change of Major/Minor Form	20
Student Absentee Notification Form	21
Part-Time Work Resources	23
Campus Map	24
Parking Map	26

An Advising Summary for Students

Dear new Knight,

Welcome to Bellarmine! You are standing on the cusp of an exciting new chapter in your life, and we are excited to be on this journey with you!

The term “Academic Advising” refers to the relationship and collaboration between undergraduate students and their advisor with an eye towards scheduling, long- and short-term academic goal setting, completion of graduation requirements, as well as out-of-class enrichment opportunities including (but not limited to) internships, learning abroad, student research and extra curriculars. In the Advising Center, we meet with students at least five times a year, and support you through reflective, wholistic conversations. Advising conversations may address some or all of the following:

1. Academic Planning - professors (how to contact/interact with), study skills/tutoring
2. Individual/Personal - work life, home life
3. Prescriptive - scheduling classes, additional help outside of classes
4. Future-goal setting - graduate school, career exploration

In order to make the most out of our time together, we ask that you honor your roles and responsibilities as an advisee. Those responsibilities are as follows:

1. Be proactive and initiate contact with academic advisor.
2. Consider their academic, career, and learning abroad interests.
3. Prepare a list of questions and concerns to discuss before each meeting with the advisor.
4. Be an active participant in the advising process.
5. Know the academic calendar deadlines (i.e. registration, drop/add, withdrawal dates).
6. Understand the four-year layout of their major and schedule courses that are

You have been assigned an academic advisor as a part of your First-Year Advising process based on your declared Major (undeclared students are also assigned an Academic Advisor). Advisors offices are located on the B-Level (basement) of the W.L. Lyons Library. You can reach your Academic Advisor in person, on Microsoft Teams, by phone, or by email. We are so excited to get to work with you, and to watch you flourish as a Knight!

-The Academic Advising Team

More on Advising: Our Values and Mission Statement

Academic Advising Mission Statement

SSC academic advisors support and teach students how to take ownership of their educational experience through academic, personal and professional advising in order to foster success at Bellarmine University.

We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

Academic Excellence: Promoting academic inquiry rooted in the liberal arts tradition – critical thinking, communication, collaboration, creativity, and compassion – with an expectation of excellence

Intrinsic Dignity: Respecting the intrinsic value and dignity of every individual

Social Responsibility: Cultivating grounded citizens who contribute to/and advocate for the public good, environmental sustainability, global understanding, and informed civic engagement

Integrity: Fostering strong ethical principles, honesty, fairness, transparency, and trustworthiness

Hospitality: Creating an inclusive community that welcomes all and models a spirit of goodwill

Stewardship: Exercising thoughtful stewardship of our university resources

A Note on FERPA

Throughout your career as a student, you might hear professional staff talk about something called “FERPA”. FERPA is an acronym that refers to a federal law called the Family Educational Rights and Privacy Act. FERPA applies to you as a student because FERPA guarantees students the right to privacy by limiting the accessibility to the student’s academic records to third parties, including the student’s parents or guardians.

If you would like to give someone in your life access to your academic records, you can find all of the information about how to declare a proxy by clicking the following link:

<https://www.bellarmino.edu/about/privacy/viewer-access/student/>

Student Success Center (SSC) Academic Advising Syllabus

What is Academic Advising?

An educational process that, by intention and design, facilitates students' understanding the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004)

Mission

SSC academic advisors support and teach students how to take ownership of their educational experience through academic, personal and professional advising in order to foster success at Bellarmine University.

Vision

To deliver transformative academic advising that is:

- student-centered
- committed to excellence
- rooted in inclusivity and integrity

Student Learning Outcomes

1. Students will be able to articulate their role in the academic advising experience.
2. Understand how to approach each semester in a holistic way, including academic, personal and professional topics.
3. Understand specific degree requirements, including major, minor and general education courses, to progress toward graduation.

Overview

Academic Advising in the Student Success Center supports students in their academic, personal and professional journey through an appreciative advising framework. The academic advisors take a learner-centered approach which honors students' strengths and unique lived experiences in order to support successful progression. Academic Advisors additionally act as cultural navigators at Bellarmine University to help students engage with the campus in both curricular and co-curricular ways. The overarching goal is that every student experiences a sense of belonging to the university as a part of the advising experience.

All students advised by the SSC will meet with their professional academic advisor *at least twice each semester*.

Academic Advisor's Role and Responsibilities

- Help you develop suitable educational plans and select appropriate courses by reviewing the four-year layout in your major with the goal of four-year graduation.
- Help you reflect on your career interests (internships, job shadowing, volunteer opportunities) and possible next steps to graduate study and future career opportunities.
- Provide you with opportunities to critically reflect on academic choices and to develop decision-making and problem-solving skills.

- Clarify and interpret institutional policies and procedures.
- Explore various campus engagement opportunities.
- Help you connect with campus and community resources (i.e., Financial Aid, Tutoring, Writing Center, Career Development, Office of Identity and Inclusion, Accessibility Resource Center, Study Abroad, wellness options, experiential learning, community engagement, and other academic and professional organizations).

Student Advisee's Role and Responsibilities

- Be proactive and initiate contact with academic advisor.
- Give thoughtful consideration to your academic, career, and learning abroad interests.
- Prepare a list of questions and concerns to discuss before each meeting with the advisor.
- Be an active participant in the advising process.
- Know the academic calendar deadlines (i.e., registration, add/drop, withdrawal dates).
- Understand the four-year layout of your major and plan courses that are consistent with your educational goals and meet degree requirements.
- Take ownership in making final decisions on academic choices.

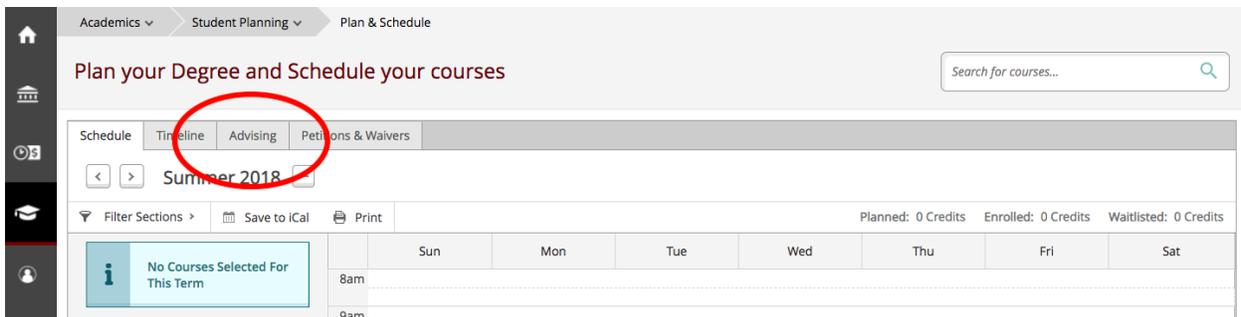
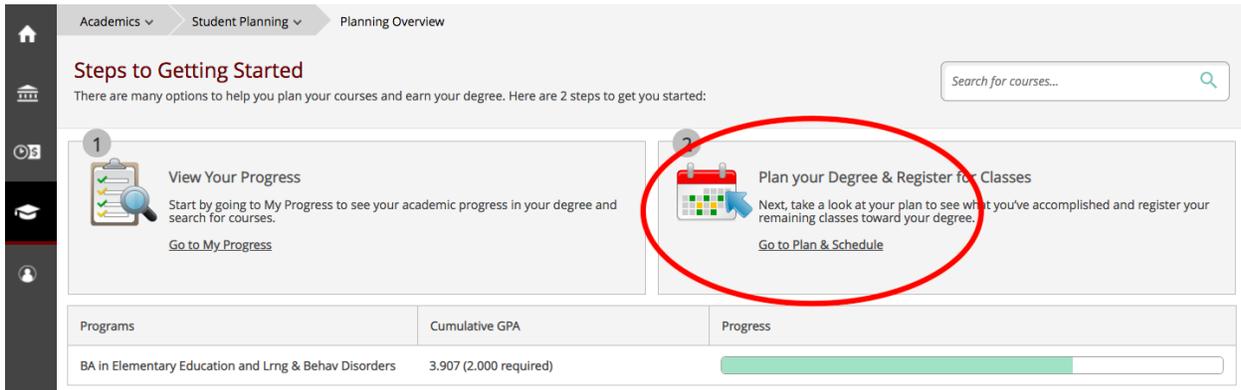
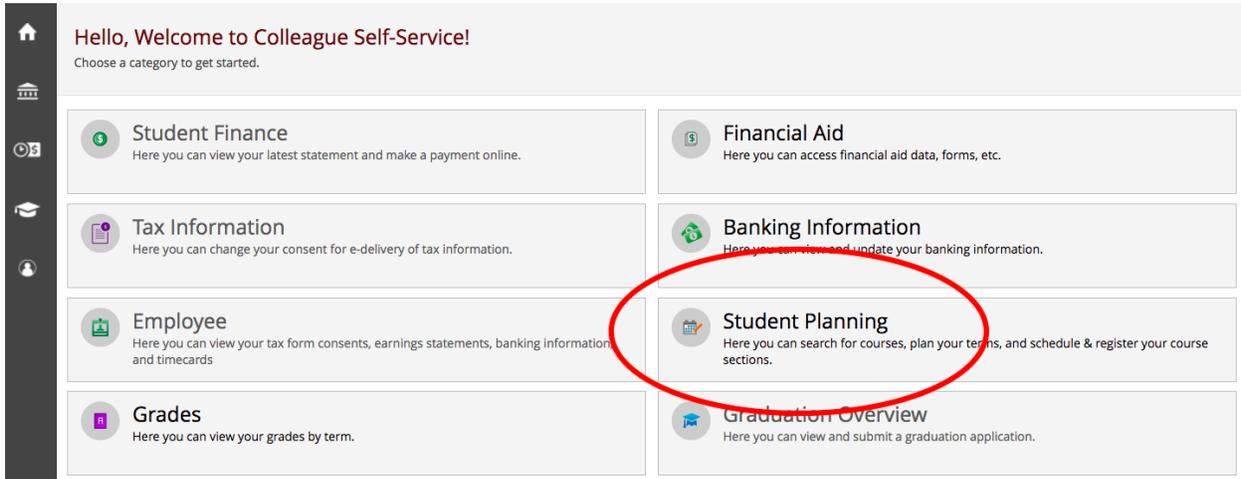
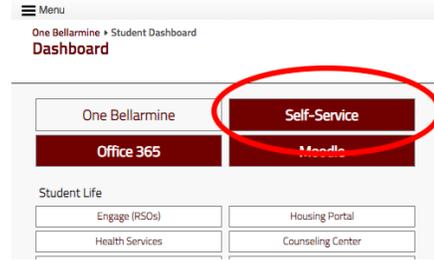
Special Note:

It is strongly encouraged for students to consult with their academic advisors throughout the year. You can consult with your academic advisor if you have a question, want to share something important to you, or have an issue that arises. Advisors are reachable by phone, email, and Microsoft Teams throughout the day.

¹ Some parts of this syllabus are adapted from a sample advising syllabus designed at Grinnell and Beloit University, University of Nebraska, Omaha.

How to Find Out Who Your Advisor Is

1. Log in to ONE Bellarmine.
2. Click "Self-Service".
3. Click "Student Planning".
4. Click "Go to Plan and Schedule".
5. Click on the "Advising" tab.



Check-In Meetings

First-Year Students!

These meetings will take place within the first 6 weeks of each semester.

Please make sure to review the What to Expect document prior to your appointment. This meeting is part of an assignment in your KNGT 101 class in the fall. We are so very happy to meet with you!

Transfer/Returning Students!

We ask that you have a check-in meeting with your SSC Academic advisor within the first 6 weeks of each semester.

Half-Semester Courses

If you are interested in enrolling in one of these courses, please reach out to your SSC Academic Advisor. We will begin enrolling students in these half-semester courses about a month into the fall and spring semesters. SSC Advisors are the only people who can enroll students in half-semester courses.

Why take them?

- If you are considering withdrawing from a course by the withdrawal deadline, then this is a great option to pick up another class to remain at full-time status of at least 12 credit hours.
- If you are changing your major or want to consider other possible areas, then this is a way to explore that.
- If the semester is going well for you and you are interested in picking up another class that matches up with your needs for your major, minor, or general education courses, then this is a way to do that as long as you do not exceed 19 total credit hours for the semester.

What to Expect in Your First Advising Meeting

Academic Advising in the Student Success Center supports students in their academic, personal and professional journey in order to assist their progress toward graduation. All first-year students will meet with their Student Success advisor within the first 5 weeks of the semester. We look forward to meeting you!

Academic Advisor

- Explain the role of an academic advisor, and what you can expect from your SSC advisor.
- Discuss your academic background, goals/interests, and study plans to assist you in meeting your goals.
- Guide you to available campus resources depending on your interests and needs.
- Discuss your major and/or minor and general education requirements.
- Assist you in understanding major or minor options and recommend out-of-class opportunities (Internship, learning abroad, student research).
- Discuss strategies for success in college, including time management, study tips and signing up for academic support services.
- Ask questions to assist you in your transition to college life at Bellarmine.

Student Advisee

- Ask questions regarding your courses and your major and/or minor.
- Share your academic, career and personal goals.
- Share any other information that you would like to discuss with your advisor.
- Discuss ways to get involved on campus and with the local community.
- Set up your next appointment with your SSC Advisor to discuss course registration for the Spring semester.



Academic Advising

STUDENT SUCCESS CENTER

Library B-Level 502.272.7400
sscadvising@bellarmine.edu

Advisor Signature

Date

Advising for Registration

Typically in mid-October and mid-March the course schedule for the following semester(s) are released. Advisor meetings are required to be cleared for registration.

Link to course schedule: <https://www.bellarmino.edu/registrar/Schedules/>

Your registration priority (date and time) can be located in Self-Service under Plan and Schedule. You may have to click the plus sign next to the current semester schedule label. This will allow you to start planning classes for the next semester and will display, your registration date and time in a BLUE box.

You are **required** to meet with your SSC Academic Advisor prior to registration so that you can plan your courses together. If you do not meet with your advisor prior to your registration priority, you will be *unable* to register due to advising hold on your account.

SPECIAL NOTE: The **Advising Checklist for Registration** is an assignment for fall **KNGT 101 class** and should be completed prior to your advising appointment so that you and your advisor can review it.

Registration dates are determined by the number of completed credits and does not factor in credits that are i in-progress credits.

ADVISING CHECKLIST FOR REGISTRATION

Please complete this checklist prior to your advising appointment to receive credit for this assignment in BU 100.

Schedule Your Appointment

Multiple Ways to Schedule

- Schedule an appointment online at bellarmine.edu/ssc/advising/appointment
- Have a Student Success Assistant schedule an appointment for you by calling the SSC
- Reach out directly to your SSC advisor

Summarize Current Courses

Course	Expected Grade
1.	
2.	
3.	
4.	
5.	
6.	

Available Online

Review the 4 year-layout for your major/minor in the Course Catalog. This is a guide for you to use when planning your class schedule.

Review Course Catalog

Plan Spring Courses

Not Sure How?

Go to bellarmine.edu/registrar/registration and open the document titled: Registration in ONE Bellarmine: A Step by Step Guide.

If you are having trouble, ask a peer or your BU 100 student instructor for assistance.

What Would You Like to Discuss?

A.

B.

C.

Questions for Advisor

Advisor Signature

SSC Advisor Signature

Final Exams

To access the complete Final Exam schedule, please click the following link:

[Final Exam Information \(bellarmine.edu\)](#) Final grades are due the Monday after finals have concluded and are viewable in Self-Service on that Tuesday after finals are completed.

Your advisor will be reaching out about any grades of concern, but don't hesitate to reach out to them as well.

Viewing Your Grades

1. On your Student Dashboard page, click the Self-Service button to go to the Self-Service main menu page.
2. Select Grades to view both midterm and final grades for the semester.

Note: Midterm grades display immediately upon entry by the instructor. Final grades display after the grades verification process has been completed by the Registrar's Office.

For any questions, please contact the Registrar's Office directly at registrar@bellarmine.edu.

HOW TO CONSTRUCT A FOUR YEAR GRADUATION PLAN

1 Know the General Education Requirements and become familiar with the Academic Policies from the catalog.

BU 100	6 hrs of Natural Sciences w/ lab
IDC 101	3 hrs of Social Sciences
ENGL 101	PHIL 101
3 hrs of Literature	PHIL 301
HIST 116 or 117	THEO 200
3 hrs of Fine Arts	300 or 400 level Theology Elective
3 hrs of Mathematics	IDC 401

2 Determine your Degree Requirements.

Access the catalog here:
<https://catalog.bellarmino.edu/>
*Make sure you view the catalog for the year that you started attending BU.

Once you are in the University Catalog, click **Academic Programs** under **Undergraduate Information** in the navigation column on the left. Click on the major/minor to access more details.

To access your Suggested Program of Study, click on your **major(s)** and scroll to the bottom and click the appropriate **"Requirements for a Major in ..."** link.

3 Find out more about your courses (course descriptions, required pre-requisites courses, semesters classes are typically offered).

Once you are in the University Catalog, click **Academic Programs** under **Undergraduate Information** in the navigation column on the left.

Click on the major or minor to access more details.

To access course descriptions, pre-requisite courses, and when courses are typically offered, scroll to the bottom and click the link under **"Course Listing"**. You can also click on hyperlinked courses on your Suggested Program of Study.

4 List credits you have already earned or are currently in, then start mapping out the courses you will take each semester.

Use the provided template to indicate the major(s) and/or minor(s) you are pursuing. If applicable, list any previously earned credits from high school (AP/IB/CLEP/dual credit). Fill in the courses you have already completed or are currently in at BU, then fill in the rest of your requirements.

You can access your past semesters of classes and previously earned credits by accessing your timeline in **Self-Service** by clicking **Student Planning, Go to Plan and Schedule**, and then **Timeline**.

5 Maintain your plan.

Revisit your plan every semester and adjust it as needed. Always review your plan with your advisor each semester before registering.

The **Progress** tab in **Self-Service** under **Plan and Schedule** can also be helpful in tracking your overall progress toward degree completion.

A minimum of 120 credit hours are required to graduate, which averages out to 15 credit hours a semester. Some majors suggest that students take above or below that amount in certain semester and some programs require more than 120 total credits to graduate. Consult the Suggested Program of Study for your major(s) in the University Course Catalog for more information.



This plan is subject to change and is meant to be used as a tool for you to view one of many pathways to graduation.

HOW TO CONSTRUCT A FOUR YEAR GRADUATION PLAN

1 Consult the transfer credit policy in the catalog to determine which General Education requirements you still need to complete.

Transfer students who bring in over 51 credits (not including AP/IB/CLEP) or an associate's degree only have to complete IDC 401, THEO elective, and PHIL 301. This will also be reflected on your **Progress** page in **Self-Service** under **Student Planning**.

You can access a more detailed view of your transfer credits by going to **Student Planning, Academics**, then **Transfer Summary**.

2 Determine your Degree Requirements.

Access the catalog here: <https://catalog.bellarmino.edu/>
*Make sure you view the catalog for the year that you started attending BU.

Once you are in the University Catalog, click **Academic Programs** under **Undergraduate Information** in the navigation column on the left. Click on the major/minor to access more details.

To access your Suggested Program of Study, click on your **major(s)** and scroll to the bottom and click the appropriate **"Requirements for a Major in ..."** link.

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Click on the major or minor to access more details.

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Use the provided template to indicate the major(s) and/or minor(s) you are pursuing. If applicable, list any previously earned credits from high school (AP/IB/CLEP/dual credit) and transfer credits. Fill in the courses you have already completed or are currently in at BU, then fill in the rest of your requirements.

You can access your past semesters of classes and previously earned credits by accessing your timeline in **Self-Service** by clicking **Student Planning, Go to Plan and Schedule**, and then **Timeline**.

5 Maintain your plan.

Revisit your plan every semester and adjust it as needed. Always review your plan with your advisor each semester before registering.

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 A minimum of 120 credit hours are required to graduate, which averages out to 15 credit hours a semester. Some majors suggest that students take above or below that amount in certain semester and some programs require more than 120 total credits to graduate. Consult the Suggested Program of Study for your major(s) in the University Course Catalog for more information.

This plan is subject to change and is meant to be used as a tool for you to view one of many pathways to graduation.

FOUR YEAR GRADUATION PLAN

Name: _____

Previously
earned
credits: _____

Major(s): _____
Minor(s): _____

Intended
Graduation: _____

Fall

Spring

Summer
(if necessary)

First Year

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course

Total Credit Hours

Second Year

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course

Total Credit Hours

Third Year

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course

Total Credit Hours

Fourth Year

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course	Credit Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Credit Hours	_____

Course

Total Credit Hours

Majors and Minors

Bellarmino University currently offers undergraduates 52 Majors and 46 Minors. With such a wide array of study opportunities, you will be able to choose the degree specifications that will allow you to pursue a course of study that both interests you and prepares you well for the career path you choose after graduation. A list of the individual Majors and Minors can be found below. For more information on each individual field of study, please visit the following link and click that Major(s) and/or Minor(s) you are interested in learning more about:

<https://www.bellarmino.edu/programs/#undergrad>

Undergraduate Majors

Accounting

Actuarial Science

Art

Arts Administration

Biochemistry and Molecular Biology

Biology

Business Administration

Chemistry

Communication

Computer Science

Criminal Justice Studies

Data Science

Design, Arts, and Technology

Economics

Education

English

Environmental Science

Environmental Justice and Sustainability

Exercise Science

Finance

Health Care Administration

Health Humanities

History

Integrated Studies

Marketing

Mathematics

Music

Neuroscience

Nursing

Political Science

Psychology

Public Health

Respiratory Therapy Sociology

and Anthropology Spanish

Sports Administration

Theology and Religious Studies

Pre-Professional Programs

Pre-Dentistry

Pre-Law

Pre-Medical

Pre-Pharmacy

Pre-Physical Therapy

Pre-Veterinary Medicine

Undergraduate Minors

Accounting

African and African American Diaspora
Studies

Anthropology

Art

Arts Administration

Art History

Biochemistry

Biology

Broadcast, Production, and
Performance

Business Administration

Business Analytics

Chemistry

Communication

Computer Science

Creative Writing

Criminal Justice Studies

Digital Media

Economics

English

Environmental Studies

Exercise Science

E-Sports Management

Ethics

Film Studies

French

Health Care

Health Care Leadership

History

Interfaith and Ecumenical Studies

Marketing Communication

Mathematics

Music

Neuroscience

Nutrition

Peace Studies

Philosophy

Philosophy, Politics, and Economics

Physics

Political Science

Psychology

Public Health

Refugee and Forced Migration Studies

Sociology

Sports Media

Sports Studies

Sustainable Business

Theatre

Theology and Religious Studies

Women and Gender Studies

CHANGE OF MAJOR/ MINOR FORM



This form is for undergraduate students who are changing or adding majors, minors, degrees, major emphases, and for advisor changes when appropriate. For a listing of majors and minors, see the Bellarmine University Catalog.

Student's Name: _____ BU ID: _____

Current Standing: First-Year Sophomore Junior Senior Current Honors Program Student?: Yes No

List Your Intended Graduation Semester and Year: _____

Student should consult with their academic advisor to determine graduation timeline.

Have you already submitted a graduation application (rising seniors)?: Yes No

*Students must apply for graduation **one year** prior to intended graduation date.*

List Your Current Advisor(s): _____

Advisor changes only? Skip to Section II on page two.

SECTION I: ACADEMIC PROGRAM

Please list all majors, emphases, and minors. Use the Add or Drop check boxes next to each line to clarify the action you want for each major, emphasis, or minor. Use the Keep check box to notate any majors, emphases, or minors you already have on your record that you want to keep.

Major: _____ Add Drop Keep

Check Degree for Major: BA BS BSN BHS BM

Major Track or Emphasis (if applicable): _____ Add Drop Keep

Major: _____ Add Drop Keep

Check Degree for Major: BA BS BSN BHS BM

Major Track or Emphasis (if applicable): _____ Add Drop Keep

Major: _____ Add Drop Keep

Check Degree for Major: BA BS BSN BHS BM

Major Track or Emphasis (if applicable): _____ Add Drop Keep

Minor (if applicable): _____ Add Drop Keep

Minor (if applicable): _____ Add Drop Keep

Minor (if applicable): _____ Add Drop Keep

If needed, clarify any changes:

Student Signature: _____ Date: _____

MINOR changes **do not** require a signature approval (except for student-athletes)

MAJOR additions **do** require signature approval (Section II)

Continue to any required approval signatures on page two.

SECTION II: REQUIRED APPROVALS

Obtain signatures in the sections below that apply to you.

STUDENT-ATHLETES

All student-athletes must obtain a signature from the Director or Assistant Director of the Department of Academic Services and Support for Student-Athletes in order to make **any** changes to their degree program.

Department of Academic Services and Support for Student-Athletes:

I approve this student's requested changes.

Signature: _____ Date: _____

STUDENT SUCCESS ADVISOR (IF APPLICABLE)

Students who currently have a Student Success Center (SSC) advisor must consult them for approval. If necessary, the SSC advisor will give further instructions to students who are transitioning to a faculty advisor in their major department.

Student Success Center Advisor:

I approve this student's requested changes.

SSC Advisor Signature: _____ Date: _____

FACULTY ADVISOR (IF APPLICABLE)

Students who currently have a faculty advisor or have consulted with the SSC must request an appointment with the appropriate Department Chairperson(s) who will assign the new advisor(s) below.

New Major 1 Department Chair:

I approve this student's change of major request. Please assign _____ as the academic advisor for this student in this major.

Chair Signature: _____ Date: _____

New Major 2 Department Chair (if applicable):

I approve this student's change of major request. Please assign _____ as the academic advisor for this student in this major.

Chair Signature: _____ Date: _____

Submit completed and signed form to:

Bellarmino University Office of the Registrar
Centro, Horrigan Hall 205

registrar@bellarmine.edu

Phone: 502.272.8133



BELLARMINE UNIVERSITY
IN VERITATIS AMORE

Student Absentee Notification Form

The purpose of this form is to assist students in communicating with faculty about class absences related to university-sponsored events. This letter verifies that the named student will be absent from class on the listed date and time. It is the responsibility of the student to arrange for any missed labs, quizzes, examinations, etc in advance of the absence.

Completion of this form is the responsibility of the student. The student must submit the form to the class instructor **a week prior** to requested absence.

Students who miss an exam for university-sponsored events are allowed to take a make-up test in the Student Success Center (SSC). The date and time at which students will take a test is decided by the professor teaching the course. Professors and students need to be aware of space constraints. Students must schedule the appointment **five days before the test** via the online signup: <https://www.bellarmino.edu/studentsuccess/testing-center/>. Testing in the SSC is available Monday through Friday (when classes are in session) beginning at 8:30 AM and all exams must be completed by 5 PM on these designated days. Appointments are given on a first-come, first-served basis.

To(Faculty member) _____

From(Faculty sponsor) _____

Sponsor's Signature _____

Sponsor's email _____

Sponsor's phone number _____

Student absence due to university-sponsored event

Student's name _____

University event _____

Name of class _____

Date and time of class _____

Missed assignments/tests/quizzes:

Plan/Deadline to make-up work:

PART-TIME WORK RESOURCES

EMPLOYER	TUITION BENEFIT PER YEAR (UP TO)	HIRING CONTACT
UPS	\$5,250	Mary Krauser mkrauser@ups.com
FedEx	\$5,250	https://careers.fedex.com/fedex/
GE Appliances	\$5,250	https://careers.geappliances.com/pages/louisville-ky
Pharma Cord	\$5,000	Staci Galloway staci@pharmacord.com
Mike's Carwash	\$3,600 (part-time) \$5,000 (full-time; distributed per semester FA/SP)	Ericka Vaughn evaughn@mikescarwash.com
Spectrum	\$5,200	https://jobs.spectrum.com
First Watch	\$3,000 (after one year of service; minimum of 20 hours per week)	Brian Ricker bricker@oneholland.com
Sprint	\$2,500 (part-time) \$5,250 (full-time)	Lee Kiper richard.l.kiper@sprint.com
Valvoline	\$500 per semester (part-time) \$5,250 (full-time)	Adam Hoette adam.hoette@valvoline.com
Kroger	\$3,500 (after six months)	Manager at any location
Penske Truck Rental	\$2,500 (part-time; after six months) \$3,600 (full-time; after six months)	Julee White julee.white@penske.com
Target	\$3,000	https://jobs.target.com
Lowes	Eligible after one year of work	https://corporate.lowes.com/careers
Wellpath	\$2,000 (part-time; will pay for two-week CNA certifications training)	Renee Beuchele rbuechele@wellpath.us
Home Depot	\$3,000 (part-time) \$6,000 (full-time)	https://careers.homedepot.com
Best Buy	\$3,500 (after six months; minimum of 32 hours per week)	https://jobs.bestbuy.com

Please note that the opportunities listed on this document may change. If you would like help contacting employers, advisors in the Career Development Center are happy to help. Contact us at careerdev@bellarmine.edu to get started.



BELLARMINO UNIVERSITY



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| 1. Centro
a. Horrigan Hall
b. Treece Hall
c. Joseph J. McGowan, Jr. Hall | 2. Pasteur Hall | 3. Norton Health Science Center | 4. Wyatt Center for the Arts
a. McGrath Art Gallery
b. Wyatt Black Box Theater
c. Cralle Theater | 5. George G. Brown Center
a. Joseph P. Clayton Hall
b. Amelia Brown Frazier Convocation Hall
c. University Dining Hall (UDH) | 6. Norton Fine Arts Complex
a. Alumni Hall (Humanities)
b. Art
c. Music | 7. W.L. Lyons Brown Library | 8. Miles Hall | 9. Petrik Residence Hall | 10. Newman Residence Hall | 11. Kennedy Residence Hall | 12. Anniversary Residence Hall | 13. Our Lady of the Woods Chapel | 14. Piazza Clayton | 15. Fontana di Verità | 16. Siena Primo Residence Hall | 17. Siena Secondo Residence Hall | 18. Siena Terzo Residence Hall | 19. Siena Quarto Residence Hall | 20. O.B. Frazier Stadium/Clayton Field | 21. Knights Hall | 22. Sports, Recreation and Fitness Center (SuRF) | 23. Eddie Weber Tennis Center | 24. Custodial Services | 25. Facilities Management Office | 26. Athletic Concessions | 27. Nolen C. Allen Hall | 28. Athletic Throws Venue | 29. Bellarmine Farm | 30. Flynn Building (1961 Bishop Lane) | 31. St. Robert's Gate |
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Maria Rabinsky

DETAILED KEY

- 1. Centro; Msgr. Alfred F. Horrigan Hall; Fr. Raymond J. Treece Hall; Joseph J. McGowan, Jr. Hall**
Ground Floor: Admissions Offices, University and Enrollment Welcome Center, Information Desk, Mail Services, Copy Center, Bookstore, Safety and Security, Career Development Center, Classrooms, Campus Ministry

First Floor: Hilary's, Café Ogle, Fireplace Room, Classrooms, Office of Identity and Inclusion, School of Business

Second Floor: Academic Affairs, Bursar, Business Office, Financial Aid, Student Affairs, Abell Board Room, Human Resources, President's Office, Registrar, Office for Study Abroad and International Learning (SAIL),
- 2. Pasteur Hall**
Small Science Theater, Classrooms, Faculty Offices, Labs
- 3. Norton Health Science Center**
Biology, Chemistry, Classrooms, Labs
- 4. Wilson Wyatt Center for the Arts**
Edward L. McGrath Art Gallery, Anne D. Black Box Theater, Amy Cralle Theater
- 5. George G. Brown Center**
Joseph P. Clayton Hall, Amelia Brown Frazier Convocation Hall, University Dining Hall (UDH), School of Communication
- 6. Norton Fine Arts Complex**
Alumni Hall - Faculty Offices, Joshua Everett Room, Art, Music
- 7. W.L. Lyons Brown Library**
Level B: Student Success Center, Classrooms

Level A: Information Services, Technology Support Center, Classrooms

Level 1: Circulation Desk, Lansing Learning Commons, Reference Room

Level 2: Merton Center, Reference Materials, Women's Council Room, Faculty Lounge, Office of Veterans and Military Services
- 8. Curtis W. Miles Hall**
Nursing, Classrooms, Offices, Respiratory Therapy, Global Languages
- 9. Eugene V. Petrik Residence Hall**
Student Housing, Residence Life Office
- 10. Cardinal John Henry Newman Residence Hall**
Student Housing, Classroom, Health Services
- 11. John F. Kennedy Residence Hall**
Student Housing
- 12. Anniversary Residence Hall**
Student Housing
- 13. Our Lady of the Woods Chapel**
- 14. Piazza Clayton**
- 15. Fontana di Verità**
- 16. Siena Primo Residence Hall**
Catie's Café, Student Housing
- 17. Siena Secondo Residence Hall**
Student Housing
- 18. Siena Terzo Residence Hall**
Student Housing, Palio Dining Hall, Classrooms
- 19. Siena Quarto Residence Hall**
Student Housing
- 20. O.B. Frazier Stadium/Clayton Field**
Joseph P. and Janet P. Clayton Field, Restrooms, Concessions, Locker Rooms
- 21. Knights Hall**
Department of Athletics, Gymnasium
- 22. Sports, Recreation, and Fitness Center (SuRF)**
- 23. Eddie Weber Tennis Center**
- 24. Custodial Services**
- 25. Facilities Management Office**
- 26. Athletic Concessions**
Restrooms
- 27. Nolen C. Allen Hall**
First and Second Floors: Michael Hobbs Physical Therapy Clinic, Physical Therapy, Special Events, Classrooms, Labs

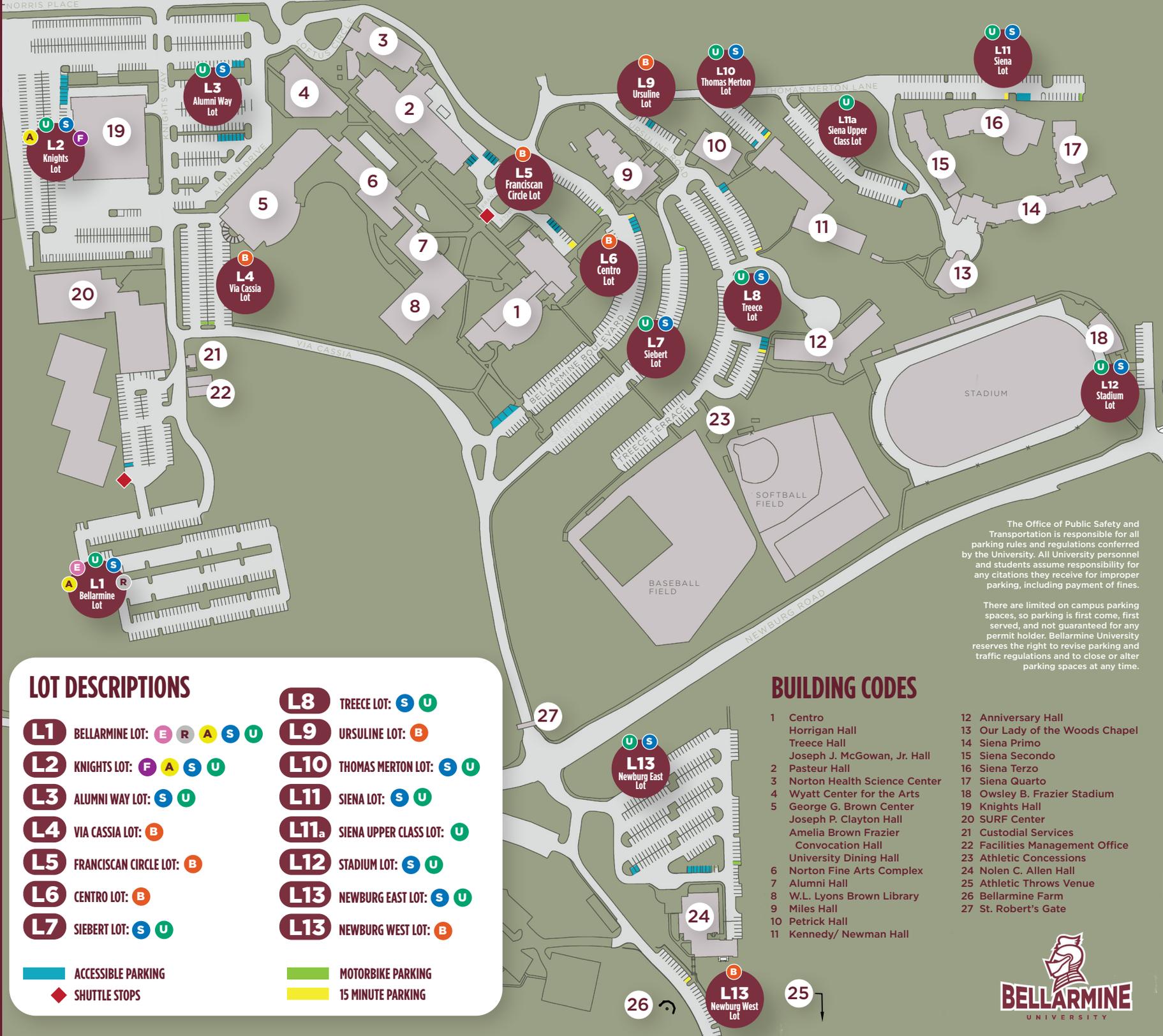
Third Floor: School of Education, Physical Therapy, Labs

Fourth Floor: Counseling Center, Communications and Public Affairs, Development and Alumni Relations, Classrooms
- 28. Athletic Throws Venue**
Javelin, Hammer, Discus, Shot Put
- 29. Bellarmine Farm**
- 30. Jesse Flynn Building - 1961 Bishop Lane**
Exercise Science, Respiratory Therapy, Classrooms, Labs
- 31. St. Robert's Gate**

BUILDING CODES

- 1. Centro**
 - a. Horrigan Hall (CNHH)
 - b. Treece Hall (CNTH)
 - c. Joseph J. McGowan, Jr. Hall (CNMH)
- 2. Pasteur Hall (PAST)**
- 3. Norton Health Science Center (NHSC)**
- 4. Wyatt Center for the Arts (WYAT)**
 - a. McGrath Art Gallery
 - b. Wyatt Black Box Theater
 - c. Cralle Theater
- 5. George G. Brown Center**
 - a. Joseph P. Clayton Hall (GBCH)
 - b. Amelia Brown Frazier Convocation Hall (GBFH)
 - c. University Dining Hall (GBDH)
- 6. Norton Fine Arts Complex**
 - a. Alumni Hall (ALUM)
 - b. Art (ART)
 - c. Music (MUS)
- 7. W.L. Lyons Brown Library (LIBR)**
- 8. Miles Hall (MILE)**
- 9. Petrik Residence Hall**
- 10. Newman Residence Hall (NEWM)**
- 11. Kennedy Residence Hall (KENN)**
- 12. Anniversary Residence Hall (ANNI)**
- 13. Our Lady of the Woods Chapel (OLWC)**
- 14. Piazza Clayton**
- 15. Fontana di Verità**
- 16. Siena Primo Residence Hall (SP)**
- 17. Siena Secondo Residence Hall (SS)**
- 18. Siena Terzo Residence Hall (ST)**
- 19. Siena Quarto Residence Hall (SQ)**
- 20. O.B. Frazier Stadium/Clayton Field**
- 21. Knights Hall (KNIG)**
- 22. Sports, Recreation and Fitness Center (SuRF)**
- 23. Eddie Weber Tennis Center**
- 24. Custodial Services**
- 25. Facilities Management Office**
- 26. Athletic Concessions**
- 27. Nolen C. Allen Hall (ALLN)**
- 28. Athletic Throws Venue**
- 29. Bellarmine Farm**
- 30. Flynn Building (1961 Bishop Lane) (FLYN)**
- 31. St. Robert's Gate**

Bellarmino University Parking



PERMIT CODES

- A** ALUMNI & SURF PATRON
- B** FACULTY & STAFF
B permits may park in any lot
- E** FACULTY & STAFF, LOT 1 ONLY
- U** UPPER-CLASS STUDENT RESIDENTS
- S** STUDENT
- F** FIRST-TIME, FULL-TIME COMMUTER
- R** FIRST-TIME, FULL-TIME RESIDENT

LOT DESCRIPTIONS

- | | |
|--|--|
| L1 BELLARMINO LOT: E R A S U | L8 TREECE LOT: S U |
| L2 KNIGHTS LOT: F A S U | L9 URSULINE LOT: B |
| L3 ALUMNI WAY LOT: S U | L10 THOMAS MERTON LOT: S U |
| L4 VIA CASSIA LOT: B | L11 SIENA LOT: S U |
| L5 FRANCISCAN CIRCLE LOT: B | L11_a SIENA UPPER CLASS LOT: U |
| L6 CENTRO LOT: B | L12 STADIUM LOT: S U |
| L7 SIEBERT LOT: S U | L13 NEWBURG EAST LOT: S U |
| | L13 NEWBURG WEST LOT: B |

- ACCESSIBLE PARKING
- MOTORBIKE PARKING
- SHUTTLE STOPS
- 15 MINUTE PARKING

The Office of Public Safety and Transportation is responsible for all parking rules and regulations conferred by the University. All University personnel and students assume responsibility for any citations they receive for improper parking, including payment of fines.

There are limited on campus parking spaces, so parking is first come, first served, and not guaranteed for any permit holder. Bellarmine University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.

BUILDING CODES

- | | |
|--|---------------------------------|
| 1 Centro
Horrigan Hall
Treece Hall
Joseph J. McGowan, Jr. Hall | 12 Anniversary Hall |
| 2 Pasteur Hall | 13 Our Lady of the Woods Chapel |
| 3 Norton Health Science Center | 14 Siena Primo |
| 4 Wyatt Center for the Arts | 15 Siena Secondo |
| 5 George G. Brown Center
Joseph P. Clayton Hall
Amelia Brown Frazier
Convocation Hall
University Dining Hall | 16 Siena Terzo |
| 6 Norton Fine Arts Complex | 17 Siena Quarto |
| 7 Alumni Hall | 18 Owsley B. Frazier Stadium |
| 8 W.L. Lyons Brown Library | 19 Knights Hall |
| 9 Miles Hall | 20 SURF Center |
| 10 Petrick Hall | 21 Custodial Services |
| 11 Kennedy/ Newman Hall | 22 Facilities Management Office |
| | 23 Athletic Concessions |
| | 24 Nolen C. Allen Hall |
| | 25 Athletic Throws Venue |
| | 26 Bellarmine Farm |
| | 27 St. Robert's Gate |



PERMIT DESCRIPTIONS



- A ALUMNI/SURF PATRON PARKING**
Vehicles with a designated “A” permit (Alumni/SURF) may park in Lot 2, Knights Lot, Lot 1, Bellarmine Lot.
- B FACULTY AND STAFF MEMBER PARKING**
Only vehicles with a designated “B” permit (faculty/staff) will be allowed to park in Lot 6: Centro, Lot 4 Via Cassia, Lot 9 Ursuline, and Lot 13 West Newburg. Faculty and staff members are not allowed to park in the spaces designated by Admissions for perspective students. Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking. Please attempt to park in your designated lot.
- E DESIGNATED PARKING FOR EMPLOYEES**
Faculty and staff members can purchase an “E” permit for \$10.00. Faculty and staff members with an “E” permit will be required to park in Lot 1: Bellarmine Lot only, which allows for “E” and “R” permit holders.
- U STUDENT PARKING UPPER CLASS PARKING**
“U” Designated Parking Permit (Junior and Senior Residents Only)
Vehicles with a designated “U” permit may park in the designated upper-class lot. This is Lot 11a, Siena Lot. “U” permit holders may park in all lots designated for “S” permit holders. “U” permit holders may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.
- S “S” DESIGNATED PARKING PERMIT**
Vehicles with a “S” permit may park in the with a designated “S” permit may park in Lot 1, Bellarmine Lot, Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 10, Thomas Merton Lot, Lot 11 B, Siena Lot, Lot 12 Stadium Lot, Lot 13, Newburg Lot East, Lot 14, Bishop Lot, Lot 15, Sports Complex, Lot 16 Watterson Bldg. Vehicles with an “S” permit may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West.
- F FIRST-YEAR STUDENT PARKING**
“F” Designated Parking Permit (First-Year Commuters) First-time Full-time commuting students will be issued an “F” designated parking permit and will be required to park in Lot 2: Knights or in Lot 1, Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. F permits may not park in any other designated lot. “F” permits cannot park in Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their “F” parking permit their entire first year, regardless of how many credit hours they may have earned.
- R FIRST-YEAR RESIDENT PARKING**
“R” Designated Parking Permit (First-Year Residents) First-time Full-time residents with a designated “R” permit will be required to park in Lot 1: Bellarmine Lot, Lot 15, Sports Complex, Lot 16, Watterson Bldg. R permits may not park in any other designated lot. “R” permits cannot park in Lot 2, Knights Lot, Lot 3, Alumni Way Lot, Lot 4, Via Cassia Lot, Lot 5, Franciscan Lot, Lot 6, Centro Lot, Lot 7, Seibert Lot, Lot 8, Treece Lot, Lot 9, Ursuline Lot, Lot 10, Thomas Merton Lot, Lot 11a Siena Lot, Lot 11b Siena Lot, Lot 12, Stadium Lot, Lot 13, Newburg East and West, Lot 14, Bishops lot. First-year students must keep their “R” parking permit their entire first year, regardless of how many credit hours they may have earned.