

UNIVERSITY *of* DUBUQUE



Important Information for Parents

GREETINGS SPARTAN FAMILIES!

It is with great pleasure that I welcome you into the University of Dubuque family. Your student has made an excellent choice in selecting UD! We want their educational experience to be meaningful, mindful, and eventful.

A student's first experiences on campus can be a little overwhelming. That's where we come in. Everyone at University of Dubuque is here to help make the transition from high school to college a smooth one.

This booklet is meant to provide you with important information to help prepare your student for the transition to college. We have included information on items such as housing, parking, meal plans, financial aid, books, and more. This is a primer, not a complete guide. All of this will also be covered during Spartan Start, but we thought that lightly covering it in this guide would be a helpful addition to a much more thorough orientation process. We've also included a list of contacts you may find useful.

Once again, I welcome you to the UD family and I trust you will find that the University is a place of hope, opportunity, and promise for your student and your family. Please do not hesitate to contact me or your admission counselor should you have any questions.

It's a great day to become a Spartan!

A handwritten signature in black ink, appearing to read "Robert D. Broshous". The signature is fluid and cursive, with the first name being the most prominent.

Robert D. Broshous
Vice President of Enrollment Management and Dean of Admission
bbroshou@dbq.edu

PREPARING YOUR STUDENT FOR COLLEGE SUCCESS

Final High School Transcript

Have your student's high school send a final official high school transcript with a graduation date indicated on it. Please do this as soon as possible. We will need this before your student can begin classes in August.

AP/ College Classes

If your student did not already list University of Dubuque on their AP Exam, have the College Board (apstudent.collegeboard.org) send an official copy of the scores to UID. If your student took post-secondary classes, have him or her request a final official college transcript to be sent to UID.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you would like access to your student's educational records, contact the Office of the Registrar to obtain a FERPA release form. This form must be signed by your student in the Office of the Registrar with a staff member present.

Meal Plan

The standard meal plan included in your student's financial aid award is an average of 14 meals per week. There are other options to increase or decrease that amount. This can be done before the beginning of each semester in the Office of Student Accounts. Students living on campus in the first-year residence halls or Chlapaty Hall are required to have a meal plan.

Housing

All undergraduate students having earned less than 90 credit hours (through their junior year) by the start of the fall semester are required to live in University Residence Halls. This is a requirement unless the student meets one of the following criteria: married and living with spouse; have and are living with a child/ children or legal dependent; and/or living with and commuting daily from the home of an immediate relative (parent, grandparent, sibling, or legal guardian) within 50 miles of Dubuque. Housing contracts are for the entire academic

year including both fall and spring semesters. Fines can be issued if the student or any of his or her roommates breach any part of the contract including damage done to University property.

Academic Standing

All students are required to maintain a minimum grade point average of 2.0 to remain in good academic standing. Students are considered a full-time student if they are taking more than 12 credit hours. If they drop below 12 credit hours, their institutional aid is affected.

Work-Study

Taking advantage of work-study is one way a student can reduce his or her cost of attendance. Every student has the opportunity to participate in either Federal College Work-Study or student employment.

If Federal College Work-Study is listed on your student's Financial Planning Award Letter, it is necessary for them to obtain a job as soon as they arrive on campus. If they do not, it is unlikely they will earn enough money to meet the full work-study amount listed in their Financial Planning Award Letter. In this case, the balance must be paid before the end of the semester.

If Federal College Work-Study is not listed on your student's Financial Planning Award Letter, they are eligible to have a work-study job through student employment.

A list of potential jobs and supervisor contact information can be found on the University of Dubuque website at www.dbq.edu/AdmissionAid/FinancialAid/WorkStudy/. Once a position is obtained, the student must go to the Office of Student Financial Planning to complete the employment paperwork.

First-Year Academic Advising

Class schedules are developed by your student's first-year academic advisor. The advisor is assigned based upon your student's academic interests. If students have questions or concerns pertaining to their schedule before arriving on campus, please reach out to the admission counselor. Once classes begin, students must contact their academic advisor with any questions. After their first year, student will transition to an academic advisor who is a professor in their field of study.

Health Services

The Smeltzer-Kelly Health Center (SKSHC) On campus facility that provides comprehensive treatment to include both medical and brain health. All services are confidential and provided at no additional charge to students currently enrolled at the University of Dubuque by a team of medical and brain health professionals.

Medical- Students can access the clinic for evaluation and treatment of acute illness, injuries, minor procedures, physicals, management of chronic diseases and other health care needs. We can provide exams (Well Exams, Sports, Pre-Employment, etc.) and onsite testing (Strep, Mono, Pregnancy, etc.) to students. Nurse visits can be made for immunizations and blood draws, with a courier service of specimens to a local laboratory.

Brain Health- Students are able to access individual therapy, group therapy, teletherapy and crisis intervention. Therapy is aimed to help students who are dealing with stress, anxiety, depression, college adjustment, time management, grief/loss, relationship issues, anger management, trauma, eating disorder, self-harm and alcohol and substance use and abuse. A variety of therapeutic modalities are utilized to reach student identified goals.

Emergency- If you or someone you know is experiencing a crisis situation please call the Student Health Center during normal business hours. After hours or on the weekends please call the 24/7 Your Life Iowa hotline at 855-581-8111 or text 855-895-8398. If it is a medical emergency, please call 911.

Bed Lofts

After housing assignments are received, students may rent bed lofts and other accessories for their room. Details are available at www.bedloft.com.

Parking

Students who plan to have a car on campus must purchase a parking permit online at www.permitsales.net/UofDubuque, available after August 1. Students must register vehicles by the end of the first week of classes or within 24 hours of bringing a vehicle to campus. They will need a valid driver's license, current proof of insurance, and the state vehicle registration form. Tickets will be issued and posted to the student's account when illegally parked and the fine must be paid before the student can register for classes.

Technology

MyUD (<https://my.dbq.edu>) is a campus-wide portal where students view their student account, work-study information, class schedule, and grades. Students access email by logging on to email.dbq.edu from any computer or mobile device. Students also receive a free download of Microsoft Office. To download, students log into their email account, click on Office 365, and then click Install Office Apps

Computers

There are several computer labs across campus for students to use. Laptops are not required, but they are recommended. Macintosh and Microsoft are both acceptable operating systems to use on campus.

Wi-Fi

Students have access to free Wi-Fi throughout campus. They will use their username and password to access it.

Books

All undergraduate students will receive their required textbooks for each course at no charge. Books will need to be returned at the end of the class in good condition to remain no charge to the student. Textbooks students are required to keep, such as aviation/nursing books and bundles, the student will need to purchase. Items such as workbooks, lab notebooks, art supplies, goggles, gloves, lab coats etc., will also need to be purchased by students. We will communicate over the summer when books will be available for pick up in the bookstore.

Spartan Start

Spartan Start is UD's two-day orientation and welcome event for new students and their parents and supporters. After your Spartan settles in on Sunday, join us for a welcome dinner and fun events and entertainment on campus. Students will check-in and receive their Spartan Start packet, with additional information on assigned orientation check-in, groups, and times. Throughout the summer, you will receive more details on Spartan Start from the Office of First-Year Experience, and updated information will be available online at www.dbq.edu/SpartanStart.

Residence Hall Move-in

New students living on campus will move into their residence hall according to the Spartan Start schedule, unless they have been notified by their coach to check-in earlier. Residence hall assignments and additional information will be available on your student's MyUD and emailed out over the summer.

CONTACT LIST

Academic Advisors

Yara Lopez
Director of Advising
YLopez@dbq.edu; 563.589.3728

Katelyn Pfaltzgraff
First-Year Advisor/Academic Success Coach
KPfaltzgraff@dbq.edu; 563-589-3106

Located: Suite 226, Severance Hall

Samantha Hancock
Aviation Academic Advisor
SHanock@dbq.edu

Located: Room 113, Babka Flight Center

Smeltzer-Kelly Student Health Center

studenthealthcenter@dbq.edu;
563.589.3360
Fax 563.589.3488

After hours:
Brain Health Crisis, contact
Your Life Iowa 855.581.8111
or text 855.895.8398 available 24/7
Medical Emergency contact 911

Located: 1994 Grace Street

Department of Athletics

Vince Klopfenstein
Athletic Health Care Administrator
VKlopfenstein@dbq.edu; 563.589.3857
Fax: 563.589.3589

*Located: Athletic Training Room,
Chlapaty Recreation and Wellness Center*

Office of Safety and Security

Laura Schauer
Director of Safety and Security
Security@dbq.edu; 563.589.3333

Located: Lower Level, Smith Hall

Office of Technology

Technology Help Desk
HelpDesk@dbq.edu; 563.589.3737

Located: Room 105, Van Vliet Hall

Office of Student Accounts

Tricia Keleher
Director of Student Accounts
TKeleher@dbq.edu; 563.589.3710

Allison Effering
Student Accounts Coordinator
Studentaccts@dbq.edu; 563.589.3212

Sienna Earles
Studentaccts@dbq.edu; 563.589.3708

Located: Second Floor, Smith Hall

Office of the Registrar

Kim Wulfekuhle-Isaac
Registrar
KIsaac@dbq.edu; 563.589.3748

Amanda Yarolim
Assistant Registrar
AYarolim@dbq.edu; 563.589.3478

Carla Welter
Transcript Evaluator
CWelter@dbq.edu; 563.589.3167

*Located: Third Floor, Charles and
Romona Myers Center*

Office of Student Financial Planning

Sara Sroka
Director of Student Financial Planning
SSroka@dbq.edu; 563.589.3190

Melissa Schmitt
Associate Director of Student
Financial Planning - Work-Study Coordinator
MSchmitt@dbq.edu; 563.589.3169

Melissa Baker
Assistant Director of Student Financial Planning
MBaker@dbq.edu; 563.589.3125

*Located: Third Floor, Charles and
Romona Myers Center*

Bridge Program and Learning Support Services

Krissy Mueller
Bridge Scholar Program and Developmental
Learning Director
KMuller@dbq.edu; 563.589.3229

Kelly King
Accessibility Services Coordinator (ASC)
KCKing@dbq.edu; 563.589.3218

*Located: Second Floor, Charles C.
Myers Library*

Academic Success Center

Carly Stork
Director of Learning Support Services
CStork@dbq.edu; 563.589.3262

*Located: Second Floor, Charles C.
Myers Library*

Title IX Coordinator

Julie MacTaggart
Director of Human Resources and
Title IX Coordinator
JMacTaggart@dbq.edu; 563.589.3619

*Located: Third Floor, Charles and Romona
Myers Center*

Army ROTC Program

ROTC Recruiter
udrotc@dbq.edu; 563.589.3129

Located: Room 202, Severance Hall

Scholar-Leader Honors Program

Adam Smith
Director Scholar-Leader Honors Program
Adamsmith@dbq.edu; 563.589.3796

Located: Third Floor, Severance Hall

Campus Ministry

Rev. Jim Gunn
Edwin B. Lindsay Chaplain and
Dean of Chapel
UDMinistry@dbq.edu; 563.589.3557

Located: Second Floor, Blades Hall

Sergeant Jeffrey B. Dodge Veterans Center

Rick Ernst
Veterans Admission and Assistance Coordinator
RErnst@dbq.edu; 563.589.3366

Located: Lower Level, Blades Hall

Office of Residence Life

Aaron Brown
Residence Hall Director
ABrown@dbq.edu; 563.589.3455

Student Engagement and Services

Nelson Edmonds
Vice President of Student Engagement
and Intercollegiate Athletics
NEdmonds@dbq.edu; 563.589.3867

Located: Room 311, Stoltz Sports Center

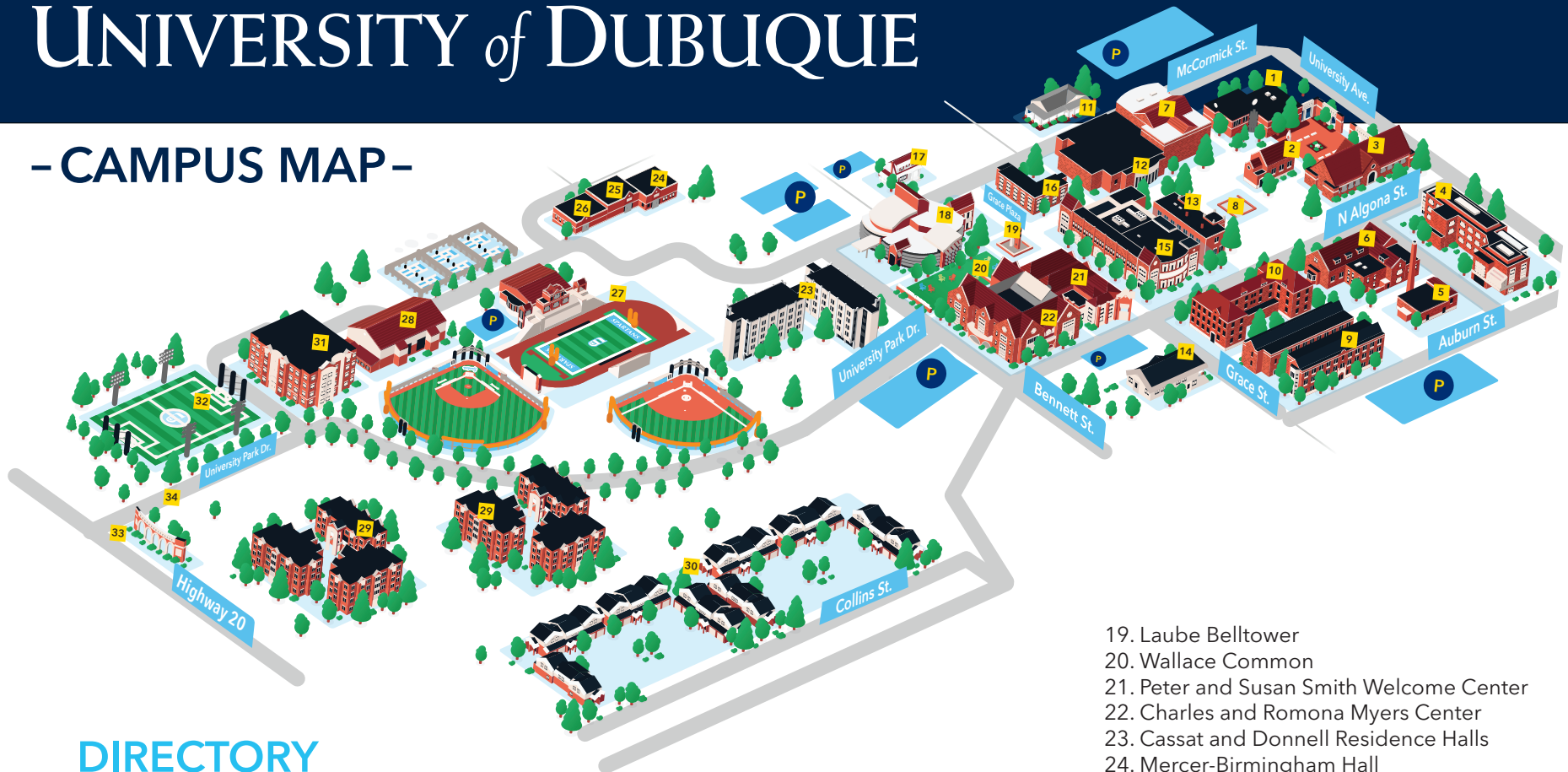
Jaclyn Esqueda
Associate Dean of Student Engagement and Success
JEsqueda@dbq.edu; 563.589.3349

Located: Second Floor, Peters Commons

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UNIVERSITY of DUBUQUE

- CAMPUS MAP -



DIRECTORY

1. Jackaline Baldwin Dunlap Technology Center
2. Alumni Chapel
3. Blades Hall
4. University Science Center
5. Heating Plant
6. Peters Commons
7. McCormick Gymnasium
8. Alumni Common
9. Aitchison Residence Hall

10. Severance Hall
11. Marge Kremer Little Spartans Childcare Center
12. Stoltz Sports Center
13. Van Vliet Hall
14. Smeltzer-Kelly Student Health Center
15. Charles C. Myers Library
16. Smith Hall
17. McCormick Guest House
18. Heritage Center

19. Laube Belltower
20. Wallace Common
21. Peter and Susan Smith Welcome Center
22. Charles and Romona Myers Center
23. Cassat and Donnell Residence Halls
24. Mercer-Birmingham Hall
25. Debra Runkle Center
26. Maintenance/Housekeeping
27. Hans A. Chlapaty Athletic Complex
28. Veterans Memorial Training Center
29. Park Village Apartments
30. Townhouses
31. Chlapaty Residence Hall
32. Oyen Field
33. Conlon Colonnade
34. University Park Drive