

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/Admission/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.

College Mental Health – ULifeline

ULifeline is your online resource for college mental health. Please visit www.ulifeline.org/Dubuque for more information.

Preparing for College – Set to Go

Please visit www.settogo.org for your guide to the transition from high school to college and adulthood.

Health Services

The Smeltzer-Kelly Student Health Center provides students with a first point of access for outpatient and preventative medical care services for physical and brain health as well as referral services to medical facilities for more serious ailments. Staffed by certified medical staff such as physician assistants and nurse practitioners, the Smeltzer-Kelly Student Health Center also includes telehealth access. Services will be available Monday through Friday.

The University has an agreement with UnityPoint Health–Finley Hospital. There are three locations where student can seek free office visits (student responsibility for all testing): UnityPoint–Finley Occupational Health, UnityPoint Clinic Urgent Care-East, and UnityPoint Clinic Urgent Care-West. Campus Health Services have office hours Monday, Tuesday, Thursday 8:30 a.m. to 4:30 p.m., Wednesday 9 a.m. to 6 p.m., and Friday 8:30 a.m. to 3 p.m. During these hours, please direct all needs to the Office of Health Services. The Office of Health Services will be able to assist in scheduling appointments not only with UnityPoint Health–Finley, but with other medical facilities or medical offices as deemed by the student's personal medical insurance.

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. Moodle (UDOnline.dbq.edu) is where professors post syllabi, coursework, and class updates. Students also use Moodle to turn in assignments and take quizzes. 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 more through the summer as to when books are 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

Morgan Giesemann

Director of Advising

MGiesemann@dbq.edu; 563.589.3106

Located: Room 226, Severance Hall

Samantha Hancock

Aviation Academic Advisor

SHanock@dbq.edu

Located: Room 113, Babka Flight Center

Smeltzer-Kelly Student Health Center

Brain Health Counseling

Available 24/7; 563.589.3911

Student Health Center

studenthealthcenter@dbq.edu

563.589.3360

Located: Smeltzer-Kelly Student Health Center

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

Located: Second Floor, Smith Hall

Molly Evers

Student Accounts Coordinator

MEvers@dbq.edu; 563.589.3710

Located: Room 202, 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

Teresa Brahm

Director of Financial Aid

TBrahm@dbq.edu; 563.589.3170

Sara Sroka

Associate Director of Student

Financial Planning

SSroka@dbq.edu; 563.589.3190

Melissa Schmitt

Assistant Director of Student Financial

Planning – Work-Study Coordinator

MSchmitt@dbq.edu; 563.589.3169

Located: Third Floor, Charles and

Romona Myers Center

Bridge Program and Learning Support Services

Debra Stork

Associate Dean for Teaching and Learning

DStork@dbq.edu; 563.589.3523

Kelly King

Accessibility Services Coordinator (ASC)

KGKing@dbq.edu; 563.589.3218

Located: Second Floor, Charles C.

Myers Library

Academic Success Center

Carly Stork

Assistant 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

Dan Kammiller

ROTC Recruiter

DKammiller@dbq.edu; 563.589.3804

Located: Second Floor, Mercer-Birmingham 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

UIDMinistry@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

Located: Second Floor, Peters Commons

Office of Residence Life

Nelson Edmonds

Vice President of Student Engagement

and Intercollegiate Athletics

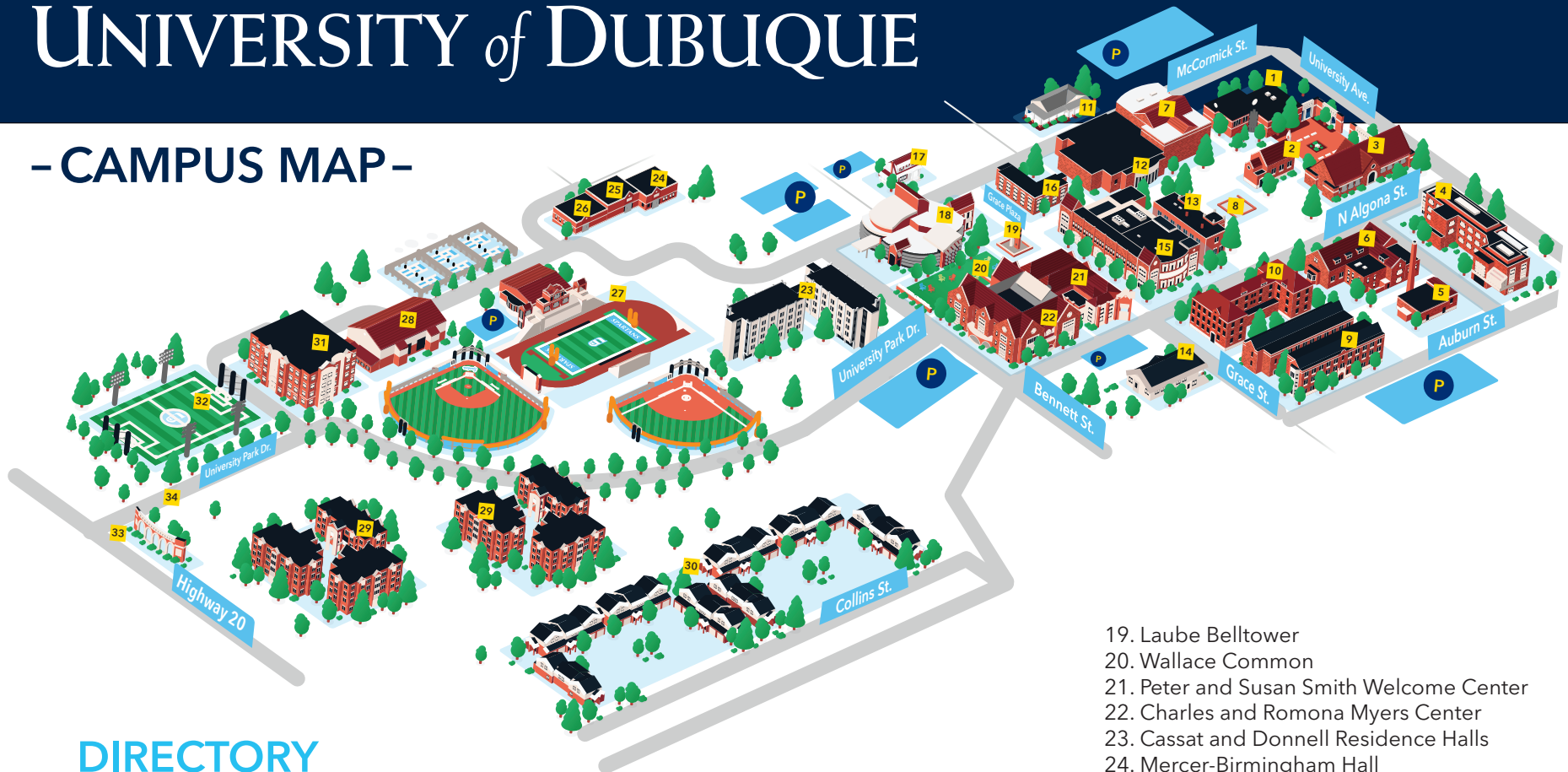
NEdmonds@dbq.edu; 563.589.3867

Located: Room 311, Stoltz Sports Center

[illegible]

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